



**Chester Metropolitan District**  
Regular Commission Meeting  
August 8, 2018



The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, August 8, 2018 at the CMD Office, 155 Wylie Street, Chester, SC. Members attending were: Earl Thrailkill, Chairman; Jean H. Nichols, Secretary; Michael Brunson; Raymond Douglas; Sharon Peterson; and George Wilmore. Others in attendance were Fred Castles, Executive Director; Susan Roddey, Executive Assistant; Andy Litten, District Engineer; Becky Moon, Finance Manager; Arthur Gaston, Attorney; and Tommy McMinn of Richburg.

**Chairman Earl Thrailkill called the meeting to order.**

Commissioners stood for the Pledge of Allegiance, then Attorney Gaston offered a short invocation for those interested in participating.

**Minutes:**

Chairman Thrailkill asked for corrections or additions to the minutes. The minutes of the July 11, 2018 meeting were approved. Motion to approve was made by Jean Nichols, Seconded by Sharon Peterson, and unanimously approved.

**Public Comment:**

**Maeretta Strong-** Ms. Strong expressed concerns about the \$45 non-payment fee which went into effect July 1. She asked two questions: How did come up with \$45, and do you think it's fair for the people?

Mr. Castles stated that the fee was to address the high number of disconnections. When CMD runs a disconnection list, most people who are on the list rush to come to the office before service is disconnected, which results in both a bottleneck in the office and issues with employee communication. The \$45 fee *replaces* the reconnect fee paid on those days.

Ms. Strong asked if Mr. Castles believed the fee is fair. Mr. Castles responded that he believes it is.

At this time, Mr. Litten offered clarification on the fee by explaining that customers are not charged two fees. Rather than trying to "beat the clock", the fee is assessed when the account is considered delinquent, and the penalty is meant to act as a deterrent for nonpayment.

Ms. Strong also asked why sewage is higher than water bill. Mr. Castles explained that the sewer charges are the responsibility of Chester County Wastewater Recovery, but CMD does the billing for CWR since they don't have the capability. CMD also bills for the City of Chester, Great Falls, and Fort Lawn.

### **Old Business:**

- Filter Plant Report-*** In the interest of time, Mr. Castles offered the Filter Plant Report as information without reading it. A copy of the report is attached to the minutes.
- Engineer's Report-*** Andy Litten read the report for August. A copy of the report is attached to the minutes.
- DMAG Report-*** Andy Litten read the report for August. A copy of the report is attached to the minutes.

### **New Business:**

#### ***Director's Update--***

- CMD newsletters went out last month.
- Rotary Presentation of Smart meter technology.
- DNR process planning advisory committee – SC is studying 8 river basins. Asked for participation because of WMG participation.
- Water plant tour – Westminster's brand new water plant that uses plate settlers. Visited Easley Combined Utilities water plant. Cost effective way to treat water and increase capacity. Instead of \$35M, may be able to reduce that to \$10M to double plant.
- Social Media seminar next week – FC, CS, SHR – half day on social media for water utilities.
- THM & HAA5 results are in and they are good for this quarter.

#### ***Policy & Procedure Changes--***

- Hydrant Meter Policy: Because CMD is unable to track deposits in our current billing system, we would like to remove the deposit requirement. A copy of the updated policy is attached to the minutes.

*A motion to approve the above-stated change was made by James Simpson, Seconded by Raymond Douglas, and unanimously approved.*

- Customer Adjustment & Forgiveness Policy: Because CMD has instituted the Non-Payment Fee, a policy has been proposed to offer forgiveness on the fee to customers who meet the requirements outlined in the policy. A copy of the policy is attached to the minutes.

*Motion to adopt the Customer Adjustment & Forgiveness Policy was made by Jean Nichols, Seconded by Sharon Peterson, and unanimously approved.*

- Billing Period Adjustment: Right now have six billing cycles. The "problem child" is Cycle 4. Goes out on the 4<sup>th</sup> of the month. Always makes the bill due very near the last day of the month. It is problematic because of Social Security checks. Many people have bills due right before the

checks come out.

The solution is to not “collapse” the cycles, but bill Cycle 4 with Cycle 9 – transition to go out on the 9<sup>th</sup> of the month. Will adjust billing as well – may pick up three extra days of usage for two months in a row to move the reading date to be more inline with the bill date and avoid the billing gap.

Six individuals on the agenda – 2/3 complaining about due date before benefit.

**Reports:**

***Director’s Report-*** Mr. Castles read the Director’s Report for August. A copy of this report is attached to the minutes.

***Hydrant Report-*** Mr. Castles read the Hydrant Report for August. A copy of this report is attached to the minutes.

***Financial Report-*** Mrs. Moon read the Financial Report for August. A copy of this report is attached to the minutes.

***Tyler Update-*** Mrs. Moon stated that we are working on rate tables. The software company already has legacy rate codes, the new chart of accounts, and has made several site visits to work on setups. We are supposed to go live on utility billing on December 10<sup>th</sup>

***Commissioner Attendance:*** Copy of the report in each package. It is a plan on how we can track and have commissioners paid in a timely manner. Everyone should be caught up on payroll with mileage forthcoming. Ask to fill one out and turn in with each meeting.

A Motion to accept this change was made by Raymond Douglas, seconded by George Wilmore, and unanimously approved.

With there being no further business to discuss, the meeting was adjourned. Motion to adjourn was made by Sharon Peterson, Seconded by Jean Nichols, and unanimously approved.

Approved:

Date: September 12, 2018

Respectfully Submitted:

By: Susan H. Roddey

# Chester Metropolitan District

## *Agenda*

*Wednesday, August 8, 2018*

*6:00 PM*

**I. Call Meeting to Order**

**II. Approval of Last Meeting Minutes**

**III. Public Comment**

- A. Maeretta Strong – Non-Payment Fees
- B. Patti McCormick – Non-Payment Fees
- C. Chanel Sibley – Non-Payment Fees
- D. Tammy Markham – Non-Payment Fees
- E. Johnny Frye – Non-Payment Fees
- F. Diane Hawkins – Non-Payment Fees

**IV. Old Business**

- A. Filter Plant - Fred Castles
- B. Engineer's Report - Andy Litten
- C. DMAG Report - Andy Litten

**V. New Business**

- A. Director's Update - Fred Castles
- B. Policy & Procedure Changes - Fred Castles
  - 1. Hydrant Meter Policy
  - 2. Forgiveness Policy
  - 3. Billing Period Adjustment

**VI. Reports**

- A. Director's Report - Fred Castles
- B. Hydrant Report - Fred Castles
- C. Financial Report - Becky Moon
- D. Tyler Billing/Finance Software Update - Becky Moon
- E. Commissioner Attendance Record

**VII. Adjourn**

*This agenda is subject to change up to 24 hours in advance of the meeting.*

*Public Comment is limited to three (3) minutes per speaker. Only members of the public who have signed up in advance of the meeting will be allowed to speak.*

# **CHESTER METROPOLITAN DISTRICT FILTRATION PLANT**

## **MONTHLY REPORT July 2018**

- Completed all reports.
- All Emergency generators were ran by Dell Hughes. The emergency diesel engines were also ran and were reported as operating fine.
- Collected 28 Distribution Samples and analyzed for the presences of Coliform Bacteria. All samples were within acceptable range.
- We are currently discharging a Total Chlorine Residual of 2.70 ppm and maintaining an average level throughout the distribution system this month at 1.26 mg/l.
- We had a lightning strike hit the plant and damage several pieces of equipment. The SCADA systems computer along with the radio input/output cards. Lightning also damaged the Finish and Raw water flow totalizer circular charts. Clay Shannon (CMD), Lord & Co. and Instrumentation Services Inc. all worked together to restore the systems that were damaged.
- Instrumentation Services Inc. worked on the Clearwell bubbler system. This system is the original system installed during the plant construction and utilized air and diaphragms to sense pressure differential, and the parts are no longer available to repair this part of the system. A new up to date pressure differential device will be installed in its place.
- Ordered hardened sleeves for the Flocculator gear boxes output shafts. These gear boxes are going through a partial rebuild, replacing the output bearings and installing the hardened sleeves along with new seals.
- Replaced the chlorine solution rotameter on #1 filter.
- Replaced the exhaust fan in the pipe galley.
- Replaced a cracked "Tee" and several fittings on the 3" water line feeding the Ammonia building.

# CHESTER METROPOLITAN DISTRICT FILTRATION PLANT

## MONTHLY REPORT

MONTH: July 2018

QUANTITIES (million gallons)		PREVIOUS YEAR	PRESENT YEAR
Raw Water		95.639	115.402
Finished Water		90.978	110.004
Peak Day	Raw	3.774	4.610
	Finished	3.331	4.850
Minimum Day	Raw	2.558	3.000
	Finished	2.409	3.026
Average Day	Raw	3.085	3.723
	Finished	2.935	3.549
Total Hours Operated		739.500	739.000
Monthly Load Factor (%)	(Avg.day Plant cap.)	0.990	99%

CHEMICAL COSTS	QTY USED (lb)	@COST PER lb.	TOTAL COST	UNIT COST	(Per mil. gal)
	***	***			
Ferric Chloride	115502.52	0.30	\$34,650.76	300.261	
Chlorine	4050.00	0.30	\$1,215.00	10.528	
Flouride	850.00	0.48	\$408.00	3.535	
Corrosion Inhibitor	1052.00	0.62	\$652.24	5.652	
Caustic Soda	73502.00	0.28	\$20,580.56	178.338	
NACLO2	7852.00	0.57	\$4,475.64	38.783	
Polymer (press)	150.00	2.20	\$330.00	2.860	
Polymer (plant)	0.00	2.00	\$0.00	0.000	
AMMONIA	955.00	0.80	\$764.00	6.620	
SUB-TOTAL CHEMICALS	203913.52	7.55	\$63,076.20	546.578	

ELECTRICAL COSTS	KILOWATT HRS	TOTAL COST	UNIT COST	(Per mil. gal)
Filtration Plant		\$0.00	0.000	
Booster Station			0.000	
SUB-TOTAL ELECTRICAL		\$0.00	0.000	



# **CMD Engineering Department's Engineering Project Progress Report August 2018**

## **Development Project Reviews**

**Lincolnville Hydrant:** No change.

**Sleep Inn – Richburg:** The plans were approved.

**Rocky River Sewer Improvements:** The project is under construction. We are monitoring activities as they relate to our water lines.

**Roseburg:** A pre-construction meeting was held on July 30<sup>th</sup>. The Contractor started construction the week of 8/6/2018.

**Lennar – Lando:** No further action has occurred this month.

## **Cross-Connection Control Program**

The backflow software is installed on the workstations and we are now tracking the test results in the software. We are working with the Vendor to get the website running so that test results can be submitted online. We are scheduled to begin training on the website this week. The website should be functional by the end of August.

## **Lime Tank Installation at the Filter Plant**

We are working on a permit from SCDHEC so that we can start using the system.

## **In-House Projects**

None at this time.

## **GIS Mapping**

The GIS server is active. We are still transitioning our data to the GIS server. Currently we have GIS data running on the tablets and we can see our infrastructure and position in the field. This data is not “live” and is stored on the individual tablets and has to be updated manually.

## **FlexNet Project (Remote Meter Reading)**

The agreements are signed and the installation work should start in the next couple weeks. It will take 3 – 4 months to get everything up and running for use.

## **Office Building Renovation**

We anticipate submitting the plans to the City for permitting review the week of 8/6/2018. The week of 8/13/2018, we will begin talking to Contractors and schedule a pre-bid meeting.

We are currently cleaning and reorganizing the offices and warehouse to prepare for the start of construction.

## **Unmetered Lines**

Omnova is in the process of getting quotes to install a meter on their fire line.

No further action on the fairgrounds has taken place since sending the letter.

Haddon House is in the process of getting quotes to install a meter on their fire line.

Footprint is working on getting their meter installed.

## **Filter Plant Upgrades**

We visited several water treatment plants and attended a seminar to evaluate new technologies that can be implemented at the filter plant to increase the capacity of the plant. These technologies will allow us to double the capacity of the plant at a fraction of the cost by utilizing much of our existing infrastructure and increasing efficiency.

## **Hydrant Meter Application Policy**

The Chester Metropolitan District is required by the South Carolina Department of Health & Environmental Control (SCDHEC) to enforce the proper use of all fire hydrants throughout its water distribution system. Because of this, it is the general policy of the CMD to restrict the use of fire hydrants only to CMD Maintenance Employees and fire department personnel for firefighting purposes.

However, due to the need of contractors and other agencies for large volumes of water, CMD will allow, at its discretion, the use of *metered* fire hydrants for such purposes. Applications must be made to the CMD Office for hydrant usage in accordance with the guidelines below.

### **Hydrant Meter Fee Schedule**

**Single-day permit: \$50.00**

**15-day permit: \$100.00**

**30-day permit: \$200.00**

**Relocation Fee: \$35.00 per site**

### **Water Usage Billed at Regular Rate Per Thousand Gallons.**

**Long Term Hydrant Usage:** *If a hydrant meter will be required beyond 30 days, the applicant must request and pay the 30-day permitting fee for the number of months in question. At the end of the predetermined usage period, the hydrant meter will be removed and the applicant returned to the waiting list if necessary. Should the permittee require additional months after the permit is approved, additional months must be requested and paid for **prior to the expiration of the permit.***

#### **Please Note:**

- Hydrant meters may not be immediately available, and are distributed on a first-come, first-served basis.
- If a hydrant meter is pulled due to an expired permit, the permittee must come to the office to renew the permit. Due to demand, a meter cannot be guaranteed the same day.
- Hydrant meters may only be moved or removed by CMD personnel. Any damages to a hydrant meter due to misuse or attempted removal will result in additional charges to the permittee. Any other damages to the hydrant meter may also result in additional charges.

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Approved By:

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Date





## **Customer Adjustment and Forgiveness Policy**

Chester Metropolitan District Customers may be entitled to adjustments and/or fee forgiveness from the District. In order for a customer to receive such concessions, he or she must meet certain requirements.

### **- Leak Adjustments**

- Customers are entitled to up to two (2) billing adjustments for water leaks in a twelve (12) month period.
- Leak adjustments require the high usage to be in excess of 2,000 gallons beyond the customer's average usage.
- The account holder or other named representative on the account must present proof of repair (i.e. a receipt from a plumber or for parts used in the repair) for customer service staff to make the adjustment.

### **- Customer Payment Plan**

- Customers who accrue large balances beyond their control (i.e. from leakage or other unexplained high usage) may be entitled to a payment plan.
- Payment plans for leaks are available once the leak is repaired.
- Payment plans are designed to divide the balance due on the account into a monthly payment, which must be paid each month *in addition to* the regular monthly bill for each following month.
- To be eligible for a payment plan, a customer must not have broken a prior payment plan.
- If a customer fails to remit payment on both the payment plan *and* the current month's balance, the Payment Plan shall become void and the entire balance will become due and payable immediately.

### **- Non-Payment Fee Forgiveness**

- A customer who has been assessed a non-payment fee will be eligible for Non-Payment Fee forgiveness if:
  - He or she has not been disconnected for non-payment and,
  - He or she has not had a non-payment fee assessed and,
  - He or she has not had a payment returned for insufficient funds in the prior twenty-four months leading up to the date the non-payment fee was applied to the customer's account.
- A customer will be eligible for this adjustment once every twenty-four months as long as the above conditions are met.

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Approved by:

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Date:

## Chester Metropolitan District

### Director's Report

FY 2018-2019

	July 2018	TOTAL L 12 MOS	AVERAGE L 12 MOS
<b>DISTRIBUTION NUMBER:</b>			
Taps	1	25	2.1
Leaks	13	288	24.0
<b>DISTRIBUTION MANHOURS:</b>			
Taps	45.0	560	46.6
Leaks	102.5	2,083	173.6
Equipment	0.0	-	-
Shop	419.0	3,384	282.0
Dist. System	514.0	9,185	765.4
Asphalt	86.0	599	49.9
Meters	216.0	2,369	197.4
Filter Plant	4.0	40	3.3
Hydrants	24.0	171	14.3
Construction Projects	60.0	822	68.5
Main Break	50.0	1,494	124.5
Total Manhours	1520.5	20,707	1,725.6
Overtime Hours	130.3	1,792	162.9
<b>METER CALLS:</b>			
Ons	--	921	83.7
Offs	--	865	78.6
Checks	--	1,755	159.5
Total Calls	0	3,541	295.1
Overtime Hours	65.3	500.3	45.5
<b>BILLING INFORMATION:</b>			
Non-Leak Adjustments:	3	149	12.4
Leak Adjustments	45	608	50.7
\$\$\$ Adjusted	\$ 2,808.92	\$ 48,261.22	\$ 4,021.77
Bills Mailed	6,288	68,883.0	5,740.3
Thousand Gallons Billed	75,147.0	770,281.4	64,190.1
Thousand Gallons Pumped	110,004.0	1,231,070.0	102,589.2
% Accounted For	68.3%		62.8%
Other Gallons Accounted For	4,895.4	46,303.8	3,858.6
Estimated System Leakage (20%)	22,000.8	246,214.0	20,517.8
Adjusted % Accounted For	72.8%		68.2%



## Chester Metropolitan District

### Hydrant Report

August 8, 2018

<u>0</u>	New Placement
<u>1</u>	Hydrants Replaced
<u>1</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed

\$1,920 \$ Spent on Hydrant Work

<u>5511</u>	Total Hydrants Worked to Date
<u>\$ 1,205,557</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,205,557</u>	Total Cost

\* Repair: Thomas Davis Lane

(hit by car)

\* Replacement: Dawson Drive @ Softext

Older style hydrant replaced due to bad seat



**Chester Metropolitan District**  
Cash Balances  
*Per Month End Bank Statements*

***July 31, 2018***

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CMD Merchant Account	\$177,649
CMD Gross Revenue GF	211,188
CMD Gross Revenue Chester	3,439,004
CMD Debit Card	1,280
CMD CPF	895,196
CMD Bond Funds	968,467
	<hr/>
	\$5,692,784
	<hr/>
SC Local Govt Investment Pool	1,337,606
Wells Fargo Drafts	\$190,115
MBS Securities	207,021
	<hr/>
	1,734,742
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US Bank ( for debt payment)	<hr/>
	\$52,946
	<hr/>
Grand Total	<hr/>
	\$7,480,472.00
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# Chester Metropolitan District

## Budget to Actual Comparison

July 31, 2018

unaudited

	Month Ended July 31, 2018	Year-to-Date Income Statement	Annual Budget for Fiscal Year Ended June 30, 2019	Budget to Actual Variance Fav/(Unf)
OPERATING REVENUE				
Res. & Com. Water Service	\$294,431	\$294,431	\$6,345,364	(\$6,050,933)
Industrial Meter Water Service	191,846	191,846		191,846
Residual Management Fees	65,975	65,975		65,975
Penalties	8,157	8,157	74,000	(65,843)
Taps/Exts./Inst. Fees	52,706	52,706	450,684	(397,978)
Billing/Collection/Admin Fees	18,625	18,625	223,500	(204,875)
Miscellaneous	67,983	67,983	108,000	(40,017)
TOTAL OPERATING REVENUE	\$699,723	\$699,723	\$7,201,548	\$ (6,501,825)
OPERATING EXPENSES				
Admin & General Exp	\$68,404	\$68,404	\$1,174,480	\$1,106,076
Filter Plant	130,381	130,381	1,566,481	1,436,100
Distribution - Chester	66,228	66,228	1,326,562	1,260,334
Meter Dept.	12,816	12,816	417,170	404,354
Engineering	17,852	17,852	257,528	239,676
MIS	11,772	11,772	215,478	203,706
Human Resources	7,772	7,772	605,851	598,079
TOTAL OPERATING EXPENSES	\$315,225	\$315,225	\$5,563,550	\$5,248,325
OPERATING INCOME	\$384,498	\$384,498		
CAPITAL AND NON-CAPITAL EXPENSES				
Admin & General Exp	\$0	\$0	\$27,767	\$27,767
Filter Plant	-	-	34,400	34,400
Sludge Operations	-	-		-
Distribution	-	-	220,700	220,700
Meter Dept.	-	-	15,022	15,022
Meter Supplies for Taps	8,773	8,773	450,684	
Engineering	-	-		-
MIS	-	-	15,000	15,000
Depreciation	-	-	170,299	170,299
Capital Fee Funds (SRF)	-	-	147,000	147,000
Debt Service (DSF)	(16,427)	(16,427)	577,126	593,553
Bond Proceeds (CPF)	(73,316)	(73,316)		
TOTAL NON-OPERATING EXPENSES	-\$80,970	-\$80,970	\$1,657,998	\$1,223,741
NON-OPERATING REVENUE				
Interest Income	\$2,507	\$2,507	\$20,000	\$ (17,493)
Unrealized Gain / (Loss)			-	-
Appropriation of Debt Service Reserve			0	-
TOTAL NON-OPERATING REVENUE	\$2,507	\$2,507	\$20,000	\$ (17,493)
INCREASE IN NET POSITION	\$467,975	\$467,975	\$0	