



**Chester Metropolitan District**  
Regular Commission Meeting  
February 13, 2019

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, February 13, 2019 at the Wagon Wheel Restaurant, 5724 Lancaster Hwy, Fort Lawn, SC 29714. Members attending were: Earl Thrailkill, Chairman; Sharon Peterson, Vice-Chair; Jean H. Nichols, Secretary; Michael Brunson; James Simpson; and George Wilmore. Others in attendance were Fred Castles, Executive Director; Cassidy N. Bryant, Executive Assistant; Andy Litten, District Engineer; Rebecca Moon, Finance Manager; Arthur Gaston, Attorney; Everett Stubbs, Attorney and Tommy McMinn of Richburg.

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

**Old Business:**

***Filter Plant Report-***

Mr. Castles read the Filter Plant Report for February. On the back page if you look at the back page that finish water production, we are about almost ½ a million gallons a day under our average which I think Andy would agree we could attribute to the leaks, the ongoing leaks or the unknown leaks that we found in storm drains throughout our system. This is the second month that we have been tracking that, in that vicinity as far as its value. That is a good testament to the distribution department tracking those down. That is something I look for and I look forward to the future of this continuing to go down. This brings our average down to about three million gallons and that's almost down half a million where it runs through this time of year half million. So, I am encouraged and would like to report that as good news. A copy of the report is attached to the minutes.

***Engineer's Report-***

Mr. Litten read the report for February. Important things we have are, we have a new subdivision around 342 homes. They've gotten their preliminary plat approved and they have run some preliminary water calculations and what their demand requirements are. Our water system does not run that far, and they will get back with us to discuss what will it take to get them water. Chairman Thrailkill asked who would incurring the cost of that new water line? Andy stated that the developer will pay to install waterlines to their property and through their property.

We found two galvanized services that had rotted through, one was discharging to a storm drain and an adjacent sewer, and the other on was discharging into a creek on one side and a sewer cleanout on the other side of the leak and they were unknown. We found them through steam on cold days. We estimate those together are about a million gallons a month-10 gallons per minute. A copy of the report is attached to the minutes.

## New Business:

### *Director's Update–*

- **Transitional Expenses** – Fred Castles stated that he has met with the CMD's attorneys and Mitford Water District (MRWD) and their Attorney Jim Sheedy. MRWD are not happy with the increase in their monthly water bill resulting from our new Uniform Rate. What the Uniform Rate did with the amount of water they used created about a 28% increase in their monthly water charges. MRWD felt like we had violated our Sales Agreement. They felt the rate increase didn't meet with the "Proportionate Average Test" set forth in the agreement. They also said that they wanted CMD to look at a different rate for MRWD that was separate from other Large Meter customers. At this time, they would like for us to come up with a different rate structure if we could, they wanted to short pay their monthly bill by the difference of last year's rate and the current rate structure of this year's new rate.

We agreed to consider it further, we would take into consideration to the fact that whether we could come up with a rate, a one-year rate that would meet their needs. Also, to consider if we would allow them to short pay and keep that money in escrow, which we would have received in the end anyway. We recommend to the Board that we will not allow them to short pay their bill until we come up with an apparent adjustment rate for the next 12 months because we do not do this for any other customer.

Chairman Thrailkill stated that since they have already increased the rate structure, I think that four months would be ample time to come up with a solution, July 1, 2019. In that time, we the board will receive a recommendation and it would be up to the Board to charge the new rate or to do something else. The Board will not accept short payments at this time. MRWD will be paying the full amount and you would have until July 1, 2019 to come back to the board and suggest as to whether we implement a new rate or to continue with the rate that was implemented in September 2018. If we come to a decision before July 1, bring it to the Board. Chairman Thrailkill again mentioned that we will not accept short pay. Motion on the floor, do I hear a motion with a second. Motion with the second, do you have discussion to the second? Hearing none, I'll call for the vote and those in favor signify by raising your right hand. Let the record show that it was unanimous vote of the board.

**Amendment B Updates-** We are serving on the preliminary advisory committee with South Carolina Department of Natural Resources (SC DNR) and we did meet this month in Columbia. Attended the Water for All Summit yesterday, wish more of you could have been there and to meet some of the members of the Catawba Water re-Water Management Group and to see the level that CMD plays in that organization. We play such a vital role. We have customer service training on February 28, 2019. A copy of this report is attached to the minutes.

**Guest-** Manuel Ramos, discussed concerns regarding his water meter. CMD will send someone out tomorrow morning (2/14/19) @ 9:00am to check the meter and perform a data pull of 35 days water usage.

**Reports:**

- Director's Report-*** Mr. Castles read the Director's Report for February. Two new taps this week, 47 reported leaks, distribution total manhours. Will update the report for the next meeting. A copy of this report is attached to the minutes.
- Hydrant Report-*** Mr. Castles read the Hydrant Report for February. Repaired two hydrants, for a total of \$450.00. A copy of this report is attached to the minutes.
- Financial Report-*** Mrs. Moon read the report for January 2019. Note to everyone, Engineering salary charges are not in this report. We have sent an email and will get this corrected. A copy of the report is attached to the minutes.
- Tyler Update -*** Mrs. Moon stated the new software is overbudget. The overbudget is from travel from the consultant team. Fred stated that it was an underestimation from the original proposal. It's not anything that is an overage because of anything went wrong, it was just not included in the project budget. A copy of the report is attached to the minutes.

- **March Meeting** – Due to construction and lack of space, the March 2019 meeting will be held at the Water Filtration Plant, Fort Lawn, SC

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:

Respectfully Submitted:

Date: 2/13/19

By: Cassidy N. Bryant, MPH

# Chester Metropolitan District

## *Agenda*

*Wednesday, February 13, 2019*

*6:00 PM*

- I. Call Meeting to Order**
- II. Approval of Last Meeting Minutes**
- III. Old Business**
  - ✓ A. Filter Plant - Fred Castles
  - ✓ B. Engineer's Report - Andy Litten
  - ✓ C. DMAG Report - Andy Litten
- IV. New Business**
  - ✓ A. Transitional Expenses - Fred Castles
  - ✓ B.
- V. 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
- VI. Adjourn**

Manuel Ramos

*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**  
Regular Commission Meeting  
January 9, 2019

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, January 9, 2019 at the CMD Office, 155 Wylie Street, Chester, SC. Members attending were: Earl Thrailkill, Chairman; Sharon Peterson, Vice-Chair; Jean H. Nichols, Secretary; Raymond Douglas; Michael Brunson; James Simpson; and George Wilmore. Others in attendance were Fred Castles, Executive Director; Susan Roddey, Executive Assistant; Andy Litten, District Engineer; Rebecca Moon, Finance Manager; Arthur Gaston, Attorney; and Tommy McMinn of Richburg.

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

**Audit:**

At this time, Mr. Castles stated that a copy of the MD&A, which was excluded from last month's presentation, was mailed to each Commissioner, and a final version has been provided with the draft audits in each package. Now comments were received, and Mr. Castles recommended approval of the draft FY 2018 Audit.

*Motion to approve the FY18 Audit as presented in January 2018 was made by George Wilmore, Seconded by Jean Nichols, and unanimously approved.*

At this time, Chairman Thrailkill asked Mr. Castles, his staff, and guests to leave the room momentarily. Upon re-entry, Mr. Thrailkill stated that the discussion was regarding the pay raise of the Executive Director, as discussed in December 2018. It is the decision of the board to offer at 3% pay increase to the Executive Director based on the December 2018 Evaluation meeting.

*Motion to approve a 3% pay raise for the Executive Director was made by Raymond Douglas, Seconded by Michael Brunson, and unanimously approved.*

**Old Business:**

***Filter Plant Report-*** Mr. Castles read the Filter Plant Report for January. A copy of the report is attached to the minutes.

***Engineer's Report-*** Mr. Litten read the report for January. A copy of the report is attached to the minutes.

***DMAG Report-*** Mr. Litten read the report for January. A copy of the report is attached to the minutes.

# January 2019

- 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 22 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 2.60 ppm and maintaining an average level throughout the distribution system this month at 1.06 mg/l.
- Instrumentation Services Inc. along with Collins Pumps & Controls tracked down and found the issue causing a short between the Backwash pump and the controls at the filter console.
- Collins Pumps & Controls replaced the thickener High Torque relay timer. This led to finding a short in the wiring conduit between the Thickener and the control center in the Press Building. A set spare wires were located and used to bypass the short.
- Repaired Fluoride machine hopper no feed issue.
- Raw water sample pump low output. Check pump amps, pulled pump found suction screen clogged with a piece of plastic from the river stream.
- Replaced top strand of stuffing box packing on the #2 High Service pump.
- Performed maintenance on the Streaming Current monitor.
- Replaced the heating/Air unit in the lounge. Insulated and sealed area around the unit.
- Performed preventive maintenance on the sludge holding tank mixer.
- The sludge removed and sent to the landfill this month was 86.86 tons.

# CMD Engineering Project Progress Report

## February 2019

### Development Project Reviews

342 **Lennar Project north of Fishing Creek:** ESP, the developer's engineer, has contacted us about water service to their development. We briefly discussed the project and they want to meet to discuss it further but they have not set a date.

**Hampton Inn – Richburg:** Nothing new this month.

**Lincolnton Hydrant:** On January 29<sup>th</sup>, we sent a letter to Ms. Jetter, the property owner of 864 JA Cochran Bypass, to ask if she would be willing to donate an easement. At this time, we have not heard back from her.

**Rocky River Sewer Improvements:** We are monitoring the construction.

### Repaired Leaks

We repaired two old galvanized services that were significant leaks. The services had rotted from old age. One was discharging to a storm drain and sewer and the other was discharging to a creek and sewer. The estimated monthly loss of water from these two leaks is 1M gallons.

### Cross-Connection Control Program

Nothing new to report this month.

### Lime Tank Installation at the Filter Plant

We are in the process of making the changes necessary to obtain a Permit to Operate from SCDHEC. We expect the changes to be completed in the next couple of weeks so that we can submit for our Permit to Operate.

### GIS Mapping

We are still looking for "lost" assets.

### FlexNet Project (Remote Meter Reading)

We are reviewing the study that was previously completed so that we can prepare for the next phase of the antenna installations.

### Office Building Renovation

90% of the demolition is complete and the Contractor is starting to build the proposed improvements.

### Unmetered Lines

We're still waiting on a response from Footprint on the status of their meter installation.

We are talking to Unique (old campus building) about the installation of a fire meter on their fire system.

## Chester Metropolitan District

Director's Report

FY 2018-2019

	January 2019	TOTAL L 12 MOS	AVERAGE L 12 MOS
<b>DISTRIBUTION NUMBER:</b>			
Taps	2	19	1.6
Leaks	47	227	18.9
<b>DISTRIBUTION MANHOURS:</b>			
Taps	24.0	379	31.5
Leaks	237.5	1,587	132.3
Equipment	0.0	-	-
Shop	149.0	3,384	282.0
Dist. System	858.5	7,165	597.0
Asphalt	0.0	653	54.4
Meters	88.5	4,691	390.9
Filter Plant	0.0	71	5.9
Hydrants	0.0	204	17.0
Construction Projects	0.0	868	72.3
Main Break	601.2	1,756	146.4
Total Manhours	1,958.7	20,757	1,729.7
Overtime Hours	91.0	1,398	127.1
<b>METER CALLS:</b>			
Ons		687	76.3
Offs		698	77.6
Checks		834	92.7
Total Calls	0	2,219	184.9
Overtime Hours	35.0	582.3	52.9
<b>BILLING INFORMATION:</b>			
Non-Leak Adjustments:	10	143	11.9
Leak Adjustments	35	484	40.3
\$\$\$ Adjusted	\$ 3,432.15	\$ 46,650.11	\$ 3,887.51
Bills Mailed	6,283	73,965.0	6,163.8
Thousand Gallons Billed	69,008.6	791,358.5	65,946.5
Thousand Gallons Pumped	122,519.0	1,199,124.0	99,927.0
% Accounted For	56.3%		66.6%
Other Gallons Accounted For	5,892.4	62,536.3	5,211.4
Estimated System Leakage (20%)	24,503.8	239,824.8	19,985.4
Adjusted % Accounted For	61.1%		73.6%

## Chester Metropolitan District

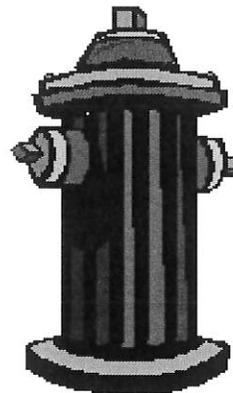
### Hydrant Report

January 9, 2019

<u>0</u>	New Placement
<u>0</u>	Hydrants Replaced
<u>2</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed
<u>\$450</u>	\$ Spent on Hydrant Work

<u>5521</u>	Total Hydrants Worked to Date
<u>\$ 1,207,547</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,207,547</u>	Total Cost

\* York at Walnut St  
Pendleton Street, Great Falls



# Statement of Revenues and Expenses

## Account Summary

Chester Metropolitan District

For Fiscal: 2018-2019 Period Ending: 01/31/2019

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Fund: 100 - Operations Fund</b>						
<b>Department: 0100 - Operating Revenue</b>						
100-0100-411000	Water Service Revenue	6,345,363.00	6,345,363.00	612,097.70	3,513,443.84	2,831,919.16
100-0100-411001	Residual Management Fees	0.00	0.00	0.00	78,576.35	-78,576.35
100-0100-411002	DHEC Fees	0.00	0.00	0.00	8,550.99	-8,550.99
100-0100-411003	Tap Fees	450,684.00	450,684.00	0.00	43,800.00	406,884.00
100-0100-411004	Hydrant Meter Fee	0.00	0.00	0.00	6,918.15	-6,918.15
100-0100-412000	Penalties	74,000.00	74,000.00	5,730.55	45,618.78	28,381.22
100-0100-412001	Non-Payment Fees	108,000.00	108,000.00	20,520.00	92,550.27	15,449.73
100-0100-412002	NSF Fees	0.00	0.00	1,710.00	2,490.00	-2,490.00
100-0100-412000	Expense Reimbursements	223,500.00	223,500.00	3,876.75	114,827.58	108,672.42
100-0100-413001	Credit Card Fees	0.00	0.00	1,532.40	9,232.91	-9,232.91
100-0100-413002	Surplus Sales	0.00	0.00	0.00	34,655.00	-34,655.00
100-0100-413003	Miscellaneous Revenue	0.00	0.00	240.52	1,767.50	-1,767.50
100-0100-414000	Development Review Fees	0.00	0.00	0.00	50.00	-50.00
100-0100-414001	Backflow Fees	0.00	0.00	192.06	192.06	-192.06
	<b>Department: 0100 - Operating Revenue Total:</b>	<b>7,201,547.00</b>	<b>7,201,547.00</b>	<b>645,899.98</b>	<b>3,952,673.43</b>	<b>3,248,873.57</b>
<b>Department: 1000 - Administration</b>						
100-1000-511000	Regular Salaries and Wages	544,873.00	544,873.00	46,599.70	323,895.37	220,977.63
100-1000-511001	Part-Time Salaries	0.00	0.00	1,055.02	4,086.09	-4,086.09
100-1000-511002	Overtime	1,540.00	1,540.00	725.76	3,650.25	-2,110.25
100-1000-511003	Sick Pay	0.00	0.00	882.58	6,770.39	-6,770.39
100-1000-512000	FICA	41,801.00	41,801.00	0.00	12,856.05	28,944.95
100-1000-512002	SC Retirement	79,558.00	79,558.00	9,454.28	50,096.46	29,461.54
100-1000-512004	Group Health Insurance	0.00	0.00	6,070.42	15,684.12	-15,684.12
100-1000-521000	Accounting and Audit Services	27,500.00	27,500.00	1,944.30	19,517.27	7,982.73
100-1000-521001	Legal Services	10,000.00	10,000.00	0.00	1,050.00	8,950.00
100-1000-521005	Other Contractual Services	151,227.00	151,227.00	7,920.20	53,102.52	98,124.48
100-1000-522000	Building and Grounds Repairs and Mainte	3,000.00	3,000.00	217.89	1,888.42	1,111.58
100-1000-522000	Electricity	11,160.00	11,160.00	810.94	6,101.97	5,058.03
100-1000-523002	Water and Sewer	2,505.00	2,505.00	263.57	1,339.25	1,165.75
100-1000-524000	Telephone and Communications	26,580.00	26,580.00	3,192.10	15,640.59	10,939.41
100-1000-524001	Advertising and Promotion	6,300.00	6,300.00	0.00	0.00	6,300.00
100-1000-524002	General Property & Liability Insurance	3,000.00	3,000.00	238.01	932.74	2,067.26
100-1000-524002	Bank and fiscal agent fees	20,000.00	20,000.00	1,452.66	8,739.32	11,260.68
100-1000-524004	Postage and Delivery Fees	1,725.00	1,725.00	182.68	1,656.12	68.88
100-1000-526000	Uniform Rental	1,550.00	1,550.00	0.00	1,801.47	-251.47
100-1000-531000	Office Supplies	20,000.00	20,000.00	3,529.56	14,015.36	5,984.64
100-1000-531001	Janitorial and General Supplies	2,105.00	2,105.00	173.77	1,772.67	332.33
100-1000-531008	Fuel	2,280.00	2,280.00	233.28	1,382.87	897.13
100-1000-550000	Professional Memberships and License Fee	25,901.00	25,901.00	825.00	15,408.00	10,493.00
100-1000-550001	Educational Seminars and Classes	6,470.00	6,470.00	150.00	1,868.80	4,601.20
100-1000-560001	Collections Over/Short	0.00	0.00	-224.70	-47.31	47.31
100-1000-560005	Life Insurance Premiums	14,288.00	14,288.00	1,190.65	7,143.90	7,144.10
100-1000-560006	Contingency Account	50,000.00	50,000.00	621.66	9,245.63	40,754.37
100-1000-560007	Community Support	6,763.00	6,763.00	4,050.00	6,442.04	320.96
100-1000-560010	Miscellaneous	0.00	0.00	0.00	869.80	-869.80
100-1000-951005	Computer and Information Technology	27,767.00	27,767.00	11,884.91	71,212.73	-43,445.73
	<b>Department: 1000 - Administration Total:</b>	<b>1,087,893.00</b>	<b>1,087,893.00</b>	<b>103,444.24</b>	<b>658,122.89</b>	<b>429,770.11</b>
<b>Department: 1001 - Human Resources</b>						
100-1001-511000	Regular Salaries and Wages	80,379.00	80,379.00	6,853.85	47,052.30	33,326.70
100-1001-511002	Sick Pay	0.00	0.00	0.00	502.65	-502.65
100-1001-512000	FICA	6,149.00	6,149.00	0.00	1,744.63	4,404.37

Statement of Revenues and Expenses

For Fiscal: 2018-2019 Period Ending: 01/31/2019

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-1001-512002	11,703.00	11,703.00	1,312.54	7,139.29	4,563.71
100-1001-512004	300,000.00	300,000.00	45,851.82	153,497.04	146,502.96
100-1001-512006	53,370.00	53,370.00	0.00	47,644.72	5,725.28
100-1001-521001	6,150.00	6,150.00	150.00	1,497.35	4,652.65
100-1001-524006	3,000.00	3,000.00	35.00	1,608.90	1,391.10
100-1001-531000	2,175.00	2,175.00	105.24	1,741.90	433.10
100-1001-550000	225.00	225.00	25.00	279.00	-54.00
100-1001-550001	2,000.00	2,000.00	0.00	315.00	1,685.00
100-1001-550004	0.00	0.00	0.00	2,376.00	-2,376.00
<b>Department: 1001 - Human Resources Total:</b>	<b>465,151.00</b>	<b>465,151.00</b>	<b>54,333.45</b>	<b>265,398.78</b>	<b>199,752.22</b>
<b>Department: 1002 - Information Services</b>					
100-1002-511000	111,695.00	111,695.00	21,098.83	97,824.54	13,870.46
100-1002-511002	0.00	0.00	876.10	1,862.36	-1,862.36
100-1002-512000	8,545.00	8,545.00	0.00	1,513.93	7,031.07
100-1002-512002	16,263.00	16,263.00	4,219.92	17,512.53	-1,249.53
100-1002-512004	0.00	0.00	1,905.28	5,421.70	-5,421.70
100-1002-521002	62,663.00	62,663.00	276.05	23,551.66	39,111.34
100-1002-524000	600.00	600.00	92.65	818.31	-218.31
100-1002-526000	804.00	804.00	60.27	246.59	557.41
100-1002-531000	1,307.00	1,307.00	192.59	205.59	1,101.41
100-1002-532002	10,545.00	10,545.00	7,098.20	10,468.74	76.26
100-1002-550000	60.00	60.00	0.00	100.53	-40.53
100-1002-550001	2,997.00	2,997.00	47.69	1,809.34	1,187.66
<b>Department: 1002 - Information Services Total:</b>	<b>215,479.00</b>	<b>215,479.00</b>	<b>35,867.58</b>	<b>161,335.82</b>	<b>54,143.18</b>
<b>Department: 1010 - Board of Commissioners</b>					
100-1010-511009	3,600.00	3,600.00	346.61	3,187.81	412.19
100-1010-512002	0.00	0.00	14.42	43.27	-43.27
100-1010-531000	1,000.00	1,000.00	0.00	0.00	1,000.00
100-1010-550002	960.00	960.00	0.00	772.67	187.33
100-1010-560004	1,000.00	1,000.00	27.78	915.67	84.33
<b>Department: 1010 - Board of Commissioners Total:</b>	<b>6,560.00</b>	<b>6,560.00</b>	<b>388.81</b>	<b>4,919.42</b>	<b>1,640.58</b>
<b>Department: 1997 - Depreciation</b>					
100-1997-500002	170,299.00	170,299.00	0.00	0.00	170,299.00
<b>Department: 1997 - Depreciation Total:</b>	<b>170,299.00</b>	<b>170,299.00</b>	<b>0.00</b>	<b>0.00</b>	<b>170,299.00</b>
<b>Department: 1998 - District-Wide</b>					
100-1998-550004	21,700.00	21,700.00	792.00	3,526.90	18,173.10
100-1998-551000	8,500.00	8,500.00	0.00	2,478.35	6,021.65
100-1998-551001	10,000.00	10,000.00	0.00	0.00	10,000.00
100-1998-551002	2,500.00	2,500.00	0.00	0.00	2,500.00
100-1998-551003	86,794.00	86,794.00	0.00	0.00	86,794.00
<b>Department: 1998 - District-Wide Total:</b>	<b>129,494.00</b>	<b>129,494.00</b>	<b>792.00</b>	<b>6,005.25</b>	<b>123,488.75</b>
<b>Department: 1999 - Operational Non-Departmental</b>					
100-1999-512005	60,000.00	60,000.00	8,690.52	30,810.04	29,189.96
100-1999-512008	0.00	0.00	6.64	25.82	-25.82
100-1999-512009	0.00	0.00	1,512.50	3,241.70	-3,241.70
100-1999-524002	59,000.00	59,000.00	27,989.77	54,369.74	4,630.26
<b>Department: 1999 - Operational Non-Departmental Total:</b>	<b>119,000.00</b>	<b>119,000.00</b>	<b>38,199.43</b>	<b>88,447.30</b>	<b>30,552.70</b>
<b>Department: 2000 - Engineering</b>					
100-2000-511000	180,859.00	180,859.00	0.00	51,392.92	129,466.08
100-2000-512000	13,836.00	13,836.00	0.00	3,895.36	9,940.64
100-2000-512002	26,333.00	26,333.00	0.00	5,533.60	20,799.40
100-2000-521005	6,080.00	6,080.00	0.00	4,995.00	1,085.00
100-2000-522002	4,500.00	4,500.00	29.99	470.22	4,029.78
100-2000-524000	2,600.00	2,600.00	185.00	2,369.34	230.66
100-2000-526000	1,200.00	1,200.00	90.52	562.15	637.85
100-2000-531000	2,500.00	2,500.00	127.69	946.84	1,553.16
100-2000-531003	6,700.00	6,700.00	43.84	3,797.72	2,902.28

Statement of Revenues and Expenses

For Fiscal: 2018-2019 Period Ending: 01/31/2019

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-2000-531003 Fuel	4,500.00	4,500.00	345.67	2,159.84	2,340.16
100-2000-532000 Small Tools and Equipment	1,800.00	1,800.00	50.78	710.32	1,089.68
100-2000-550000 Professional Memberships and License Fee	615.00	615.00	0.00	175.00	440.00
100-2000-550001 Educational Seminars and Classes	6,005.00	6,005.00	0.00	307.02	5,697.98
100-2000-951005 Computer and Information Technology	15,000.00	15,000.00	0.00	11,020.00	3,980.00
<b>Department: 2000 - Engineering Total:</b>	<b>272,528.00</b>	<b>272,528.00</b>	<b>873.49</b>	<b>88,335.33</b>	<b>184,192.67</b>
<b>Department: 3000 - Distribution (Maintenance)</b>					
100-3000-511000 Regular Salaries and Wages	660,669.00	660,669.00	44,222.78	330,645.80	330,023.20
100-3000-511002 Overtime	40,000.00	40,000.00	2,383.16	8,993.47	31,006.53
100-3000-511003 Sick Pay	0.00	0.00	1,956.03	4,778.57	-4,778.57
100-3000-512000 FICA	53,601.00	53,601.00	0.00	12,751.51	40,849.49
100-3000-512002 SC Retirement	102,017.00	102,017.00	9,097.93	49,830.75	52,186.25
100-3000-512004 Group Health Insurance	0.00	0.00	6,962.66	20,021.72	-20,021.72
100-3000-521005 Other Contractual Services	91,400.00	91,400.00	904.65	61,204.84	30,195.16
100-3000-522000 Building and Grounds Repairs and Mainte	55,000.00	55,000.00	9,094.03	25,759.05	29,240.95
100-3000-522002 Vehicle Repairs and Maintenance	0.00	0.00	0.00	296.05	-296.05
100-3000-523000 Electricity	18,180.00	18,180.00	2,290.09	9,959.04	8,220.96
100-3000-523002 Water and Sewer	4,328.00	4,328.00	534.37	1,545.22	2,782.78
100-3000-524000 Telephone and Communications	24,400.00	24,400.00	1,909.30	11,157.26	13,242.74
100-3000-524002 General Property & Liability Insurance	18,200.00	18,200.00	0.00	5,071.74	13,128.26
100-3000-525000 Hauling and tipping fees	0.00	0.00	0.00	150.00	-150.00
100-3000-525000 Uniform Rental	9,500.00	9,500.00	383.05	3,517.64	5,982.36
100-3000-526001 Equipment Rental	7,500.00	7,500.00	987.64	1,356.95	6,143.05
100-3000-531002 Shop Supplies and Materials	135,000.00	135,000.00	20,236.58	68,009.16	66,990.84
100-3000-531004 Patching and Paving Materials	25,000.00	25,000.00	2,878.49	10,758.48	14,241.52
100-3000-531003 Fuel	33,259.00	33,259.00	2,639.82	17,371.37	15,887.63
100-3000-532000 Small Tools and Equipment	27,000.00	27,000.00	719.62	6,593.64	20,406.36
100-3000-532003 Computer Hardware and Software	0.00	0.00	0.00	10,417.00	-10,417.00
100-3000-541002 Licenses and Permits	100.00	100.00	0.00	34.00	66.00
100-3000-550000 Professional Memberships and License Fee	1,135.00	1,135.00	238.00	456.17	678.83
100-3000-550001 Educational Seminars and Classes	9,662.00	9,662.00	413.97	1,986.72	7,675.28
100-3000-550004 In-House Training and Development	10,610.00	10,610.00	0.00	2,233.88	8,376.12
100-3000-951003 Equipment	86,600.00	86,600.00	0.00	6,980.55	79,619.45
100-3000-951004 Vehicles	134,100.00	134,100.00	0.00	64,233.67	69,866.33
<b>Department: 3000 - Distribution (Maintenance) Total:</b>	<b>1,547,261.00</b>	<b>1,547,261.00</b>	<b>107,852.17</b>	<b>736,114.25</b>	<b>811,146.75</b>
<b>Department: 4000 - Meter</b>					
100-4000-511000 Regular Salaries and Wages	112,376.00	112,376.00	16,658.75	92,233.26	20,142.74
100-4000-511002 Overtime	10,000.00	10,000.00	1,825.21	6,909.82	3,090.18
100-4000-511003 Sick Pay	0.00	0.00	492.63	862.05	-862.05
100-4000-512000 FICA	9,362.00	9,362.00	0.00	3,083.05	6,278.95
100-4000-512002 SC Retirement	17,818.00	17,818.00	3,640.06	15,279.40	2,538.60
100-4000-512004 Group Health Insurance	0.00	0.00	1,524.62	4,142.56	-4,142.56
100-4000-521005 Other Contractual Services	44,000.00	44,000.00	103.80	700.65	43,299.35
100-4000-522001 Equipment and Machinery Repairs and Mai	163,200.00	163,200.00	247.48	33,333.91	129,866.09
100-4000-522002 Vehicle Repairs and Maintenance	0.00	0.00	0.00	872.50	-872.50
100-4000-524000 Telephone and Communications	2,200.00	2,200.00	261.02	1,784.44	415.56
100-4000-525000 Uniform Rental	4,000.00	4,000.00	187.26	665.44	3,334.56
100-4000-531002 Shop Supplies and Materials	8,000.00	8,000.00	46.87	491.72	7,508.28
100-4000-531005 Meters Supplies and Appurtenances	450,684.00	450,684.00	0.00	8,772.57	441,911.43
100-4000-531003 Fuel	14,500.00	14,500.00	436.03	3,912.40	10,587.60
100-4000-532000 Small Tools and Equipment	21,762.00	21,762.00	0.00	0.00	21,762.00
100-4000-550000 Professional Memberships and License Fee	230.00	230.00	0.00	27.50	202.50
100-4000-550001 Educational Seminars and Classes	2,722.00	2,722.00	0.00	266.00	2,456.00
100-4000-560010 Miscellaneous	7,000.00	7,000.00	0.00	107.20	6,892.80
100-4000-951003 Equipment	15,022.00	15,022.00	0.00	0.00	15,022.00
<b>Department: 4000 - Meter Total:</b>	<b>882,876.00</b>	<b>882,876.00</b>	<b>25,423.73</b>	<b>173,444.47</b>	<b>709,431.53</b>
<b>Department: 5000 - Filter Plant</b>					
100-5000-511000 Regular Salaries and Wages	604,962.00	604,962.00	40,735.99	312,869.80	292,092.20

Statement of Revenues and Expenses

For Fiscal: 2018-2019 Period Ending: 01/31/2019

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-5000-511002 Overtime	20,000.00	20,000.00	4,755.78	18,514.15	1,485.85
100-5000-511008 Sick Pay	0.00	0.00	1,001.04	3,342.80	-3,342.80
100-5000-512000 FICA	47,810.00	47,810.00	0.00	12,913.25	34,896.75
100-5000-512002 SC Retirement	90,994.00	90,994.00	8,930.24	49,811.61	41,182.39
100-5000-512004 Group Health Insurance	0.00	0.00	5,724.46	15,658.46	-15,658.46
100-5000-521004 Maintenance Contracts	350.00	350.00	0.00	0.00	350.00
100-5000-521005 Other Contractual Services	19,420.00	19,420.00	4,452.53	9,604.14	9,815.86
100-5000-522000 Building and Grounds Repairs and Mainte	0.00	0.00	0.00	126.36	-126.36
100-5000-522004 Water Filtration System Repairs and Maint	59,320.00	59,320.00	4,124.07	52,274.97	7,045.03
100-5000-523000 Electricity	191,258.00	191,258.00	13,755.91	96,575.80	94,682.20
100-5000-523002 Water and Sewer	13,318.00	13,318.00	2,361.63	3,236.75	10,081.25
100-5000-524000 Telephone and Communications	9,564.00	9,564.00	938.23	5,835.90	3,728.10
100-5000-524002 General Property & Liability Insurance	9,275.00	9,275.00	63.88	1,976.36	7,298.64
100-5000-524004 Postage and Delivery Fees	180.00	180.00	0.00	264.43	-84.43
100-5000-525000 Hauling and tipping fees	79,000.00	79,000.00	6,339.17	27,036.68	51,963.32
100-5000-526000 Uniform Rental	6,636.00	6,636.00	208.88	1,920.65	4,715.35
100-5000-531001 Janitorial and General Supplies	11,050.00	11,050.00	264.29	2,941.35	8,108.65
100-5000-531005 Laboratory Supplies and Materials	37,651.00	37,651.00	4,233.92	27,511.01	10,139.99
100-5000-531007 Chemicals	335,000.00	335,000.00	55,875.52	317,594.40	17,405.60
100-5000-531008 Fuel	3,500.00	3,500.00	1,490.18	2,890.76	609.24
100-5000-541000 Testing	2,700.00	2,700.00	1,846.00	4,636.28	-1,936.28
100-5000-541002 Licenses, Permits & Fees	21,262.00	21,262.00	0.00	21,352.00	-90.00
100-5000-550000 Professional Memberships and License Fee	1,060.00	1,060.00	0.00	0.00	1,060.00
100-5000-550001 Educational Seminars and Classes	2,171.00	2,171.00	9.91	449.91	1,721.09
100-5000-550004 In-House Training and Development	0.00	0.00	0.00	77.47	-77.47
100-5000-951002 Equipment	34,400.00	34,400.00	0.00	10,675.00	23,725.00
<b>Department: 5000 - Filter Plant Total:</b>	<b>1,600,881.00</b>	<b>1,600,881.00</b>	<b>157,111.63</b>	<b>1,000,090.29</b>	<b>600,790.71</b>
<b>Department: 9000 - Non-Operating Revenue</b>					
100-9000-612000 Interest Income	20,000.00	20,000.00	7,248.95	42,424.07	-22,424.07
<b>Department: 9000 - Non-Operating Revenue Total:</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>7,248.95</b>	<b>42,424.07</b>	<b>-22,424.07</b>
<b>Department: 9500 - Non-Operating Expense</b>					
100-9500-710000 Unrealized Gain or Loss	0.00	0.00	-2,724.00	-1,106.00	1,106.00
100-9500-710001 Debt Service Interest Expense	577,125.00	577,125.00	0.00	82,135.42	494,989.58
<b>Department: 9500 - Non-Operating Expense Total:</b>	<b>577,125.00</b>	<b>577,125.00</b>	<b>-2,724.00</b>	<b>81,029.42</b>	<b>496,095.58</b>
<b>Fund: 100 - Operations Fund Surplus (Deficit):</b>	<b>147,000.00</b>	<b>147,000.00</b>	<b>131,586.40</b>	<b>731,854.28</b>	
<b>Total Surplus (Deficit):</b>	<b>147,000.00</b>	<b>147,000.00</b>	<b>131,586.40</b>	<b>731,854.28</b>	

## Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 100 - Operations Fund</b>					
0100 - Operating Revenue	7,201,547.00	7,201,547.00	645,899.98	3,952,673.43	3,248,873.57
1000 - Administration	1,087,893.00	1,087,893.00	103,444.24	658,122.89	429,770.11
1001 - Human Resources	465,151.00	465,151.00	54,333.45	265,398.78	199,752.22
1002 - Information Services	215,479.00	215,479.00	35,867.58	161,335.82	54,143.18
1010 - Board of Commissioners	6,560.00	6,560.00	388.81	4,919.42	1,640.58
1997 - Depreciation	170,299.00	170,299.00	0.00	0.00	170,299.00
1998 - District-Wide	129,494.00	129,494.00	792.00	6,005.25	123,488.75
1999 - Operational Non-Departmental	119,000.00	119,000.00	38,199.43	88,447.30	30,552.70
2000 - Engineering	272,528.00	272,528.00	873.49	88,335.33	184,192.67
3000 - Distribution (Maintenance)	1,547,261.00	1,547,261.00	107,852.17	736,114.25	811,146.75
4000 - Meter	882,876.00	882,876.00	25,423.73	173,444.47	709,431.53
5000 - Filter Plant	1,600,881.00	1,600,881.00	157,111.63	1,000,090.29	600,790.71
9000 - Non-Operating Revenue	20,000.00	20,000.00	7,248.95	42,424.07	-22,424.07
9500 - Non-Operating Expense	577,125.00	577,125.00	-2,724.00	81,029.42	496,095.58
<b>Fund: 100 - Operations Fund Surplus (Deficit):</b>	<b>147,000.00</b>	<b>147,000.00</b>	<b>131,586.40</b>	<b>731,854.28</b>	<b>-584,854.28</b>
<b>Total Surplus (Deficit):</b>	<b>147,000.00</b>	<b>147,000.00</b>	<b>131,586.40</b>	<b>731,854.28</b>	

# Pooled Cash Report

Chester Metropolitan District  
For the Period Ending 1/31/2019

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<b>CLAIM ON CASH</b>				
<u>100-0000-110999</u>	Claim on Cash	5,581,657.99	168,097.43	5,749,755.42
<u>300-0000-110999</u>	Claim On Cash	736,427.48	33.79	736,461.27
<u>301-0000-110999</u>	Claim on Cash	18,545.60	0.00	18,545.60
<u>400-0000-110999</u>	Claim On Cash	836,354.28	(1,300.00)	835,054.28
<u>600-0000-110999</u>	Claim on Cash	191,308.02	(70,140.66)	121,167.36
<u>601-0000-110999</u>	Claim on Cash	17,004.66	2,649.58	19,654.24
<u>602-0000-110999</u>	Claim on Cash	35,977.52	3,156.34	39,133.86
<u>603-0000-110999</u>	Claim on Cash	28,714.09	14,898.93	43,613.02
<b>TOTAL CLAIM ON CASH</b>		<u>7,445,989.64</u>	<u>117,395.41</u>	<u>7,563,385.05</u>
<b>CASH IN BANK</b>				
<b>Cash in Bank</b>				
<u>999-0000-110000</u>	Petty Cash	300.00	0.00	300.00
<u>999-0000-110001</u>	Cash and Change for Cashiering	1,675.00	0.00	1,675.00
<u>999-0000-110002</u>	Gross Revenue - Chester	2,016,797.56	1,168,653.60	3,185,451.16
<u>999-0000-110003</u>	Gross Revenue - Great Falls	122,658.00	0.00	122,658.00
<u>999-0000-110004</u>	Gross Revenue - Drafts	362,513.22	0.00	362,513.22
<u>999-0000-110005</u>	Mechant Account	0.00	0.00	0.00
<u>999-0000-110006</u>	S.C.L.G.I.P.	3,066,349.22	6,809.47	3,073,158.69
<u>999-0000-110007</u>	Operations & Maintenance	(145,776.50)	(947,580.17)	(1,093,356.67)
<u>999-0000-110008</u>	Payroll Account	12,849.40	(164,102.07)	(151,252.67)
<u>999-0000-110009</u>	Travel Account	7,830.86	709.19	8,540.05
<u>999-0000-111000</u>	Bond Proceeds	889,162.69	0.00	889,162.69
<u>999-0000-111001</u>	Capital Fee Cash	893,986.70	122.07	894,108.77
<u>999-0000-111002</u>	Debt Service Cash	217,643.49	52,783.32	270,426.81
<b>TOTAL: Cash in Bank</b>		<u>7,445,989.64</u>	<u>117,395.41</u>	<u>7,563,385.05</u>
<b>TOTAL CASH IN BANK</b>		<u>7,445,989.64</u>	<u>117,395.41</u>	<u>7,563,385.05</u>

# Chester Metropolitan District

## PLEASE COMPLETE THIS SECTION FOR PAYROLL PROCESSING

Commissioner Name \_\_\_\_\_

Date of Meeting Attendance \_\_\_\_\_

Meeting Location \_\_\_\_\_

Type of Meeting (Please Circle)    Board Meeting    Finance Committee    Grievance Committee    Other(Specify)

Signature \_\_\_\_\_

## PLEASE COMPLETE THIS SECTION FOR MILEAGE REIMBURSEMENT

Effective January 1, 2019, the Internal Revenue Service standard mileage rate for business miles driven is  
**58.00 cents per mile.**

*Please select the block that corresponds to your origination and destination point. If you are not claiming mileage reimbursement, please indicate so by selecting the last block.*

	Established Round Trip Mileage	Reimbursement Amount	
Chester-Richburg	24	\$13.92	<input type="checkbox"/>
Chester-Fort Lawn	42	\$24.36	<input type="checkbox"/>
Chester-Great Falls	43	\$24.94	<input type="checkbox"/>
Richburg-Great Falls	25	\$14.50	<input type="checkbox"/>
Richburg-Fort Lawn	17	\$9.86	<input type="checkbox"/>
Great Falls-Fort Lawn	19	\$11.02	<input type="checkbox"/>
Mileage Reimbursement is not being claimed		\$0.00	<input type="checkbox"/>

CHARGE TO GL# 100-1010-550002