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Solving the water needs of tomorrow, today.

Chester Metropolitan District
Regular Commission Meeting
February 21, 2023

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, February 21, 2023, at the Chester Metropolitan District and Microsoft Teams. Commissioners attending were George Wilmore, Chairman; Raymond Douglas, Jean Nichols, David Shinn, Kim Chisholm, James Russell and Charletta Thompson. Others in attendance were Fred Castles, Executive Director; Kelli Johnson, Executive Assistant; Richard Zhao, Finance Manager; Andy Litten, District Engineer; Beth Taylerson, Human Resources Manager; Chad Weir, Distribution Superintendent; Will McAllister, World Insurance; Ryan Swancy, Attorney; and Arthur Gaston, Attorney.

The Agenda for the February 21, 2023, Board Meeting was posted on the Chester Metropolitan District Website three weeks prior to meeting.

A quorum was present.

Chairman Wilmore called the meeting to order at 6:08 pm.

Minutes

Chairman Wilmore asked for corrections or additions to the January 10, 2023, meeting minutes. Motion to approve the minutes was made by Raymond Douglas, seconded by Charletta Thompson, and unanimously approved.

Public Comment

There were no public comments.

Old Business

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

Engineering Report and DMAG: Mr. Litten read the Filter Plant Report for January. A copy of the report is attached to the minutes.

World Insurance

Will McAllister with World Insurance presented the policy and rates for World Insurance. A copy of the rate sheet is attached to the minutes.

Chairman Wilmore asked for motion to approve CMD District to switch from Insurance Reserve Fund to World Insurance. A motion to approve CMD District to switch from Insurance Reserve Fund to World Insurance was made by Charletta Thompson, seconded by Scott Russell, and unanimously approved.

Parental Leave

Mrs. Taylerson presented the SC State Parental Leave policy and stated that the research committee made a recommendation for the Board to adopt the SC State Parental Leave Policy.

Chairman Wilmore asked for a motion to adopt the SC State Parental Leave policy. A motion to adopt the SC State Parental Leave Policy was made by David Shinn, seconded by Charletta Thompson, and unanimously approved.

New Business

FOIA Policy

Mrs. Johnson presented the FOIA Policy to the Board. A copy of the FOIA Policy is attached to the minutes. Mrs. Johnson stated that the FOIA Fee Schedule would have to go to Public Hearing with the Budget and be approved before CMD would implement the FOIA Fee Schedule.

Chairman Wilmore asked for a motion to approve the FOIA Policy. A motion to approve the FOIA Policy was made by Raymond Douglas, seconded by Kim Chisholm, and unanimously approved.

Director's Update

Mr. Castles informed the Board that Commissioners David Shinn, George Wilmore, and Raymond Douglas joined him at the Decision Makers Conference in Isle of Palm.

Director's Report: Mr. Castles read the Director's Report for January. A copy of the report is attached to the minutes.

Hydrant Report: Mr. Castles read the Hydrant Report for January. A copy of the report is attached to the minutes.

Financial Report: Mr. Zhao read the Financial Report for January. A copy of the report is attached to the minutes.

Commissioner's Discussion

Mrs. Johnson informed all Board members that the March Board Meeting would be at the Filter Plant in Fort Lawn with dinner at the Wagon Wheel to follow. Mrs. Johnson reminded all Board members of the Chamber Gala event on March 9, 2023, at 5pm, and about the Water For All Summit in Hickory, North Carolina on March 29, 2023. Mrs. Johnson reminded those on the Grievance Committee of the Grievance meeting on March 8, 2023, at 6pm.

With there being no further business to discuss, the meeting was adjourned. Motion to adjourn was made by Charletta Thompson seconded by Raymond Douglas, and unanimously approved.

The meeting adjourned at 7:30 pm.

Approved:

Date: 3-21-2023

Respectfully Submitted:

By: *Kelli Johnson*

Chester Metropolitan District

Agenda

Tuesday, February 21, 2023

6:00 PM

Chester Metropolitan District

I. Call Meeting to Order

II. Approval of January 10, 2023, Meeting Minutes

III. Public Comment

Public Comment is limited to three (3) minutes per speaker.

IV. Old Business

- | | |
|------------------------|------------------|
| A. Filter Plant Report | -Fred Castles |
| B. Engineer Report | -Andy Litten |
| C. DMAG | -Andy Litten |
| D. Parental Leave | -Beth Taylerson |
| E. World Insurance | -Will McAllister |

V. New Business

- | | |
|----------------|---------------|
| F. FOIA Policy | -Fred Castles |
|----------------|---------------|

VI. Reports

- | | |
|----------------------|---------------|
| A. Director's Update | -Fred Castles |
| B. Director's Report | -Fred Castles |
| C. Hydrant Report | -Fred Castles |
| D. Financial Report | -Richard Zhao |

VII. Commissioner's Discussion

VIII. Adjourn

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



Solving the water needs of tomorrow, today.

Chester Metropolitan District
Regular Commission Meeting
January 10, 2023

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, January 10, 2023, at the Chester Metropolitan District and Microsoft Teams. Commissioners attending were George Wilmore, Chairman; Raymond Douglas, Matt McCrorey, Jean Nichols, David Shinn, Kim Chisholm, James Russell and Charletta Thompson. Others in attendance were Fred Castles, Executive Director; Kelli Johnson, Executive Assistant; Richard Zhao, Finance Manager; Andy Litten, District Engineer; Beth Taylerson, Human Resources Manager; Chad Weir, Distribution Superintendent; Ryan Swancy, Attorney; and Arthur Gaston, Attorney.

The Agenda for the January 10, 2023, Board Meeting was posted on the Chester Metropolitan District Website one week prior to the meeting and in the News & Reporter.

A quorum was present.

Chairman Wilmore called the meeting to order at 6:10 pm.

Minutes

Chairman Wilmore asked for corrections or additions to the December 13, 2022, meeting minutes. Motion to approve the minutes was made by David Shinn, seconded by Charletta Thompson, and approved with one abstained.

Public Comment

There were no public comments.

Old Business

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

Engineering Report and DMAG: Mr. Litten read the Filter Plant Report for December. A copy of the report is attached to the minutes.

New Business

Insurance

Mr. Castles stated that during the Decision Makers Conference he spoke with a representative from World who is a broker for Cincinnati Insurance. Mr. Castles stated that Mrs. Taylerson and himself met with World and discussed the insurance rates and coverage. Mrs. Castles presented a rate and coverage comparison for State Insurance and World to the Board. Mr. Castles stated that World offers more coverage at a cheaper rate, which would save CMD annually and would offer more coverage that would benefit CMD. Mr. Castles stated that Pope Flynn had reviewed the rates and coverage information from World and found no issues.

Mr. Wilmore asked if Mr. Gaston and his office had reviewed the information, and if not could they review the information and report back to the Board.

Raymond Douglas made a motion to table Insurance until the February meeting so that legal could review, seconded by Matt McCrorey, and unanimously approved.

Capital Recovery Fee Engagement Letter

Mr. Castles presented the Capital Recovery Fee Engagement Letter from Raftelis to the Board, for Raftelis to perform a study to calculate cost-justified water capital recover fees. Mr. Castles stated that the fees for Raftelis would be \$25,000 for the study.

Mr. Gaston stated that CMD had used this company in the past and that Raftelis was an expert in this field.

David Shinn made a motion to approve the Capital Recovery Fee Engagement Letter from Raftelis, seconded by Matt McCrorey, and unanimously approved.

Reports

Director's Update

Mr. Castles informed the Board that CMD received \$231,331.28 from FEMA on the generator project and are currently waiting on the remaining balance of \$129,000.

Director's Report: Mr. Castles read the Director's Report for December. A copy of the report is attached to the minutes.

Hydrant Report: Mr. Castles read the Hydrant Report for December. A copy of the report is attached to the minutes.

Financial Report: Mr. Zhao read the Financial Report for December. A copy of the report is attached to the minutes.

Commissioner's Discussion

Mrs. Johnson informed all Board members that Chairman Wilmore had a new phone number, and she would email that information out on Wednesday.

Mr. McCrorey asked if we could vote for new Chairman and Vice-Chairman at the February meeting.

With there being no further business to discuss, the meeting was adjourned. Motion to adjourn was made by Charletta Thompson seconded by Matt McCrorey, and unanimously approved.

The meeting adjourned at 7:10 pm.

Approved:

Respectfully Submitted:

Date:

By:



Solving the water needs of tomorrow, today.

Chester Metropolitan District

Special Call Meeting

January 10, 2023

The Chester Metropolitan District's Special Call meeting was held at 5:00 pm on Tuesday, January 10, 2023, at Chester Metropolitan District and WebEx. Commissioners attending were George Wilmore, Chairman; Jean Nichols, Secretary; Raymond Douglas, David Shinn, and Matt McCrorey. Others in attendance were Ryan Swancy, Attorney; Kelli Johnson, Executive Assistant; and Beth Taylerson, Human Resources.

The Agenda for the January 10, 2023, Special Call Board Meeting was posted on the Chester Metropolitan District Website a week prior to the meeting.

A quorum was present.

Chairman Wilmore called the meeting to order at 5:16 pm.

Chairman Wilmore asked for a motion to go into Executive Session to discuss personnel matters. A motion to go into Executive Session to discuss personnel matters was made by David, seconded by Matt McCrorey, and unanimously approved.

Chair Wilmore asked for a motion to return to regular session. Motion to return to regular session was made by Matt McCrorey, seconded by David Shinn and unanimously approved. **No action was taken in Executive Session.**

Matt McCrorey made a motion to approve a five (5) percent raise for the Executive Director and for the raise to be retroactive back to October 2022, seconded by Jean Nichols, and unanimously approved.

With there being no further business to discuss, the meeting was adjourned. Motion to adjourn was made by David Shinn, seconded by Matt McCrorey, and unanimously approved.

The meeting adjourned at 5:53 pm.

Approved:

Respectfully Submitted:

Date:

By:

Filter Plant

January 2023

- Collected and analyzed 20 distribution sample for the presence of total coliform bacteria. All samples absent.
- We maintained an average finished water total chlorine at POE of 2.73 ppm. In areas of the distribution system where bacteria samples were collected, we measured an average total chlorine residual of 1.69 ppm.
- Performed monthly preventive maintenance on the plant venturis.
- Performed monthly preventive maintenance on the ammonia injectors.
- In November of 2022 and, Charles Underwood Pumps Inc. & AME cranes came to remove the #2 Raw water pump and motor but was unsuccessful. Due to heavy rain events, the driveway down below the pumpstation bridge needed regrading for the crane to safely operate. We regraded the driveway as requested by the AME cranes. Another attempt was made on 01-04-23 but the driveway from the plant gate to pump station bridge was impassable. Started requesting quotes for the repair of the access road.
- Drained and cleaned the sludge thicken and pumped the sludge back into the thickener.
- Collins Pump & Controls finished installing all components needed for the light curtain to operate.
- Catoe Heating & Plumbing couldn't locate replacement parts for the inoperable sludge building heaters, we remove 3 working heaters from the top floor and installed the heaters on the first floor. The temperature on the top floor of the sludge press building stays much warmer than the first floor where the heat is needed.
- The fluoride machine drive belt was replaced, ordered replacement belts for stock.
- Replaced actuator board on the #3 filter effluent valve.
- Performed preventive maintenance on decant pumps.
- Performed maintenance on sludge holding tank mixer. Ordered new seal for gearbox shaft.
- Replaced actuator board on the clarifier discharge valve.
- Drained and cleaned the East and West basin. Flushed the Trac-Vac lines and inspected the flocculator arms and bearings.
- Performed a thermal inspection of the High Service Pump & Raw Water Pump starter panels and found several hot leads. Once the leads were re-torqued, the temperatures between the leads were normalized.
- Picked up the new filter waste actuator cap fabricated from Delrin. Installed the new cap and placed the filter back in service.
- Repaired a leak on the #2 filter lime pump.
- Repairs to the driveway leading from the back gate to raw water pump station were finished and we have scheduled have the crane truck and Charles Underwood Pumps to come and remove the #2 raw water pump and motor.

CMD Engineering Department Report February 2023 Meeting

02/15/2023

Development Project Reviews

Village Drive PD (Chester): We've approved the construction plans. We're waiting for the developer to pay the Capital Recovery Fee prior to issuing a letter to SCDHEC for the construction permit.

Knights Bridge (Richburg): We're waiting for punch list items to be corrected before we approve the Phase II as-builts.

Walker's Mill (Richburg): The off-site 12" water line is approximately 90% complete. They've started the on-site water lines.

Last Step Recycling (Chester): We've received the permit to operate. This project is now complete.

Stanton Subdivision (Richburg): We've completed our review of the first phase of the project and submitted the comments to the Engineer.

In-House Projects

Springs St, Chester: We need to patch the asphalt and the project will be complete.

Magnolia St, Great Falls: We're getting bids to tie the 17 houses to the new meter boxes.

Linden Drive Waterline Replacement Project

We have all the permits necessary for construction. We'll bid the project out this month.

Filter Plant Rehabilitation Project

The project is on schedule.

Toilet Rebate Program

Applications for Rebate this month: 2

Catawba-Wateree Drought Management Advisory Group (DMAG)

Normal conditions (no change).

Paid Parental Leave Policy

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE DISTRICT. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE DISTRICT RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Purpose

The Paid Parental Leave Policy (PPL) provide six weeks or two weeks of paid parental leave upon the occurrence of a qualifying event to employees who occupy all or part of a full-time equivalent position. Employees in temporary, temporary grant, time-limited, research grant and all other non-FTE positions are not eligible for PPL.

The purpose of this policy is to guide the administration of paid parental leave (PPL).

Definitions

Child: A newborn biological child or foster of a child in state custody and under the age of 18 or a child initially legally placed for adoption and under the age of 18. No child can have more than two parents eligible for paid parental leave.

Eligible Employee: An employee occupying any percentage of a full-time equivalent (FTE) position as of the date of the qualifying event. Employees in temporary, temporary grant, time-limited, research grant and all other non-FTE positions are not eligible for PPL.

Paid Parental Leave (PPL): Six weeks of paid leave at 100% of the eligible employee's base pay or two weeks of paid leave at one hundred percent of the eligible employee's base pay. Leave for part-time eligible employees must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work.

Parent/Co-Parent: the person listed as a legal parent in the applicable required documentation (birth certificate, adoption order, etc.) or the foster parent of a child.

Qualifying Event: the birth of a newborn biological child to an eligible employee or after a co-parent's birth of a newborn child or fostering a child in state custody or the initial legal placement of a child by adoption. **To qualify for PPL, the adoption, birth or foster care placement must occur on or after March 1, 2023.**

Eligibility

To be eligible for PPL the employee must occupy all or part of an FTE position. Employees in temporary, temporary grant, time-limited, research grant and all other non-FTE positions are not

eligible for PPL. There is no service requirement to be eligible for PPL. Employees occupying all or part of an FTE position are immediately eligible for PPL.

Eligibility determinations are made as of the date of the qualifying event. If an employee does not meet all eligibility requirements as of the date of the birth, adoption, or foster care they are not eligible for PPL even if they later meet the eligibility requirements.

To qualify for PPL, the adoption, birth, or foster care placement must occur on or after March 1, 2023.

An eligible employee shall receive no more than one occurrence of six or two weeks of PPL for any twelve-month period, even if more than one qualifying event occurs.

Regardless of the qualifying event (adoption, birth or foster care placement), the entitlement to PPL expires at the end of the twelve-month period beginning on the date of the qualifying event. If the leave is not used by the eligible employee before the end of the twelve-month period after the birth, adoption or foster placement, the leave does not accumulate for subsequent use.

Any leave remaining at the end of the twelve-month period or at separation of employment is forfeited and the employee is not paid out for the leave. PPL may not be donated.

Leave Amount

The amount of PPL available depends on the qualifying event (adoption, birth or foster care placement) and the relationship of the employee to the child. Employees occupying all or part of a full-time equivalent (FTE) position are eligible for PPL as described below:

- **Adoption:**
 - a. Employees occupying all or part of a full-time equivalent (FTE) position and who are primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption under the age of 18 on or after March 1, 2023, are entitled to six weeks of PPL.
 - b. Employees occupying all or part of an FTE position and who are not primarily responsible for furnishing the care and nurture of their child initially placed for legal adoption under the age of 18 legally on or after March 1, 2023, are entitled to two weeks of PPL.
 - c. Only one Eligible Employee may be designated the parent primarily responsible for furnishing the care and nurture of their child.
- **Birth:**
 - a. Employees occupying all or part of an FTE position and who give birth to a child on or after March 1, 2023, are entitled to six weeks of PPL.
 - b. Employees occupying all or part of an FTE position and whose co-parent gives birth to a child are entitled to receive two weeks of PPL.
- **Foster Care:**

- a. Employees occupying all or part of an FTE position and who foster a child under the age of 18 in state custody are entitled to receive two weeks of PPL.

Paid Parental Leave Usage

Employees do not have to exhaust all other forms of leave before being eligible to take PPL.

If both parents are eligible District employees, PPL may be taken concurrently, consecutively, or at a different time than the other eligible employee. No child may have more than two parents eligible for PPL.

If an employee requires leave before the birth, adoption or foster care placement due to medical reasons or to fulfill legal obligations, other available leave balances shall be utilized per the District's leave policy. PPL may not be used before the qualifying event.

Legal holidays are not counted against PPL.

PPL is paid at 100% of the eligible employee's base pay. This does not include any additional pay, such as overtime, supplements, bonuses, longevity pay, temporary salary adjustments, shift differential pay, on-call pay, call back pay, special assignment pay or market or geographic differential pay. Therefore, all additional pay which the employee would receive during non-PPL paid leave (for example annual leave) should be discontinued for the period of PPL. For example, if an employee is receiving a temporary salary adjustment or special assignment pay, these additional pay types should be discontinued for the period of PPL. Additional pay tied to hours worked does not need to be discontinued. For example, shift differential pay, on-call pay or call back pay.

- ***Adoption and Birth:***

- a. Leave taken for an adoption or birth must be taken consecutively. Therefore, once leave commences, the employee must continue leave until the leave is exhausted or they choose to return to work. Any leave remaining when the employee returns to work is forfeited.

- ***Foster Care:***

- a. Leave for foster care placement may be taken consecutively or upon request and approval in two, one-week, increments. The employee is not permitted to take leave in increments smaller than one week.

An eligible employee shall receive no more than one occurrence of six or two weeks of PPL for any twelve-month period, even if more than one qualifying event occurs. An eligible employee may, however, be able to use PPL for two qualifying events that occur within the same twelve-month period so long as the start date of the second period of PPL is at least 12 months from the end date of the first period of PPL.

Paid Parental Leave and FMLA Leave

PPL must run concurrently with leave taken pursuant to the Family Medical and Leave Act (FMLA) and any other unpaid leave to which the eligible employee may be entitled as a result of the qualifying event.

However, an eligible employee shall be eligible for PPL even if the employee has exhausted their FMLA leave, or is not eligible for FMLA coverage, at the time of the qualifying event.

If an employee becomes eligible for FMLA leave while on PPL, the employee must use FMLA leave, and the PPL runs concurrently with FMLA leave.

Payment While Using Paid Parental Leave and Accrual of Other Leave Types

The hours of PPL are calculated based on the employee's average workday.

Eligible employees shall accrue annual and sick leave at the normal rate and receive holiday pay while on PPL, if applicable.

Requesting Paid Parental Leave

Employees must complete and sign the PPL Request Form.

Request to use PPL should be submitted at least 30 days prior to start of PPL. If 30 days' notice is not possible, an employee is required to provide notice as soon as practicable.

An employee may withdraw their request for PPL at any time prior to the start of the PPL. However, an employee on FMLA leave may not use leave without pay if PPL is available. The request to withdraw the request must be submitted in writing.

Upon receiving a request for PPL and documentation following the birth or placement of a child, the District will notify the employee of their eligibility status within five business days or as soon as is practical.

Required Documentation

The documentation required for PPL is provided in the table below. The employee is required to supply only one form of documentation and may choose which documentation to provide based on the applicable qualifying event.

Qualifying Event	Required Documentation (Employee Selects One)
Adoption	<ul style="list-style-type: none">• Adoption order and/or agreement confirming the initial date of placement.
Birth	<ul style="list-style-type: none">• Birth Certificate or Proof of Birth• Certified DNA Results• Custody Order
Foster Placement	<ul style="list-style-type: none">• Foster Care Placement Agreement• Custody Order

Employees must submit the requested required documentation to receive PPL within 30 days of the start of PPL or as soon as is practical after the documentation becomes available. Employees may be permitted to begin PPL following the qualifying event and pending receipt of this

documentation. However, if the required documentation is not provided within 30 days of the start of PPL, or as soon as is practical after the documentation becomes available, the employee will be required to substitute all other paid leave available and, if sufficient leave is not available, will be placed on Leave Without Pay for the period they were absent from work. Please note the documentation required related to FMLA leave is governed by the FMLA. While the request for PPL and the paperwork related to FMLA leave require some of the same information, the PPL request and FMLA paperwork are separate documents.

All documents must include the date of the qualifying event and reflect that the employee is a parent of the child.

Chairman Signature: _____

Date: _____

Secretary Signature: _____

Date: _____

Cost Comparison Between SC Insurance Reserve Fund and World Insurance 2023

	State	World	Savings	Notes
Auto	\$ 16,861.51	\$ 25,338.00	\$ (8,476.49)	Deductible is \$2500 with World vs \$500 with State
Property	\$ 27,120.95	\$ 13,140.00	\$ 13,980.95	Deductible is \$10,000 w/ World vs \$1000 w/ State; blanket coverage w/ World
Inland Marine	\$ 5,476.74	\$ 958.00	\$ 4,518.74	Deductible is \$1000 w/ World vs \$500 w/ State
Liability	\$ 26,340.00	\$ 13,421.00	\$ 12,919.00	Limit is \$3M with World vs \$1M with State
Worker's Comp	\$ 50,065.00	\$ 40,508.00	\$ 9,557.00	Limit is \$500,000 with World vs. \$100,000 with State
Umbrella	not offered	\$ 9,108.00		\$4 million additional coverage by World not covered by the State
Directors & Officers	not offered	\$ 1,983.00		\$1 million additional coverage by World not covered by the State
EPLI	not offered	\$ 2,435.00		\$1 million additional coverage by World not covered by the State
Crime	not offered	\$ 342.00		additional coverage by World not covered by the State
	\$ 125,864.20	\$ 107,233.00		
		\$ 32,499.20		Current coverage Savings
		\$ 18,631.20		Savings with additional coverage

RESOLUTION

ADOPTING A POLICY OF THE CHESTER METROPOLITAN DISTRICT, SOUTH CAROLINA REGARDING REQUESTS FOR PUBLIC RECORDS UNDER THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT; AND OTHER MATTERS RELATED THERETO.

WHEREAS, the Chester Metropolitan District Commission (the “*Commission*”), the governing body of the Chester Metropolitan District (the “*CMD*”), recognizes the findings of the General Assembly of South Carolina that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy.

WHEREAS, in order to ensure that CMD conducts public business in an open and public manner, it shall be the policy of the Commission to comply with both the letter and the spirit of the Freedom of Information Act (“*FOIA*”), as codified at §§ 30-4-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended.

WHEREAS, the Commission has determined that a formal policy regarding requests for access to public records under FOIA, including a form to be used for the submission of requests and a certification of fulfilment of said requests, should be adopted to provide the public and CMD with clear requirements and practices regarding CMD’s responsibilities under FOIA.

NOW, THEREFORE, BE IT RESOLVED by the Commission in a meeting duly assembled as set forth below:

Section 1. Pursuant to the findings above, the Commission hereby adopts its Policy Regarding Requests for Public Records Under the Freedom of Information Act (the “*FOIA Policy*”), a copy of which is attached hereto as Exhibit A. The Policy includes a form to be used for the submission of requests and a certification of fulfilment for requests under FOIA.

Section 2. In adopting the Policy, the Commission has determined that the fee schedule for staff time and copies included in the Policy is an accurate reflection of the actual cost of searching for and making copies of records. A public hearing was held prior to the adoption of this resolution in accordance with the provisions of Section 6-1-330 of the Code of Laws of South Carolina 1976, as amended. The schedule has been duly approved by the terms of this Resolution but may be updated in the reasonable discretion of the Commission by subsequent resolution or by the approval of its annual budget.

Section 3. In approving this Resolution and the FOIA Policy, the Commission expressly adopts any and all exemptions, restrictions and limitations from disclosure contained within FOIA as may be amended from time to time, and any additional exemptions, restrictions or limitations from disclosure that may be provided for now or in the future under South Carolina or federal law.

Section 4. The Policy is effective immediately upon the adoption of this Resolution.

DONE AND ADOPTED THIS __ day of _____ 2022.

**CHESTER METROPOLITAN
DISTRICT, SOUTH CAROLINA**

(SEAL)

Chairman,
Chester Metropolitan District Commission

ATTEST:

Secretary,
Chester Metropolitan District Commission

Public Hearing: _____, 2022

EXHIBIT A

FOIA POLICY



PUBLIC INFORMATION POLICY

1. Purpose:

The Chester Metropolitan District, South Carolina ("CMD") receives a substantial number of requests for information. The Chester Metropolitan District Commission (the "Commission"), as the governing body of CMD, recognizes the findings of the General Assembly of South Carolina that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy. It shall be the policy of CMD to comply with both the letter and the spirit of the South Carolina Freedom of Information Act ("FOIA"), as codified at Sections 30-4-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended, when processing requests for access to public records (this "Policy"). These guidelines are intended to complement, but do not replace, the requirements set forth by FOIA.

2. Making a FOIA Request:

All requests for public documents pursuant to FOIA ("FOIA Requests"), except for those described below, must be made in writing and submitted either (i) in person at the offices of CMD, which are located at 155 Wylie Street, Chester, South Carolina 29706; (ii) by mail to Chester Metropolitan District, Attn: FOIA Officer, P.O. Box 550, Chester, South Carolina 29706; or (iii) by electronic mail. It is requested that FOIA Requests should be made using the FOIA Request Form (the "Request Form") provided by CMD and made available to the public, a copy of which is attached to this Policy. FOIA Requests made by letter or in some other written form shall contain substantially the same information provided for on the Request Form. When FOIA Requests are submitted by fax, the requesting individual may be instructed to submit the request using one of the approved methods set forth in this Policy. In order to ensure the most accurate and prompt response, FOIA Requests should be as detailed, specific, and descriptive as possible. With the exception of the records detailed below, a minimum charge of \$3.00 is applied to all FOIA Requests to compensate CMD for the cost of the staff time and materials necessary to respond to even the most minimal request.

Requests to inspect the following public records need not be in writing provided the requestor appears at the office(s) of CMD in-person and within normal District business hours:

- I. Minutes of all public meetings of the Commission for the preceding six months; and
- II. Documents produced by CMD or its agent that were distributed to or reviewed by a member of the public body during a public meeting for the preceding six months.

3. Processing FOIA Requests:

- a. All FOIA Requests will be coordinated through CMD's designated "FOIA Officer".



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- b. Where any CMD employee receives any written FOIA Request, the FOIA Request should immediately be stamped with the date of receipt and delivered to the FOIA Officer.
- c. A log of all FOIA Requests made shall be maintained by the FOIA Officer, and all FOIA Requests will be logged in and tracked regardless of where the files are located.
- d. The FOIA Officer should evaluate each request based upon the statutory requirements of FOIA regarding any applicable exemptions, federal restrictions on disclosure, or limitations on the commercial use of data. However, the presumption in evaluating FOIA Requests should be in favor of disclosing the requested records.
- e. Where an exemption to FOIA could possibly permit the FOIA Officer to decide not to disclose the requested records, the FOIA Officer should consult with CMD's attorney to determine if an exemption applies and whether CMD should decline to disclose the records based upon the exemption.
- f. The FOIA Officer must ensure all FOIA requests are responded to within the time frames outlined below:

Document Age

Less than 24 months old
More than 24 months old

Response time

Within 10 business days
Within 20 business days

- g. The response should either inform the requestor that the requested records will be made available, along with the means of obtaining them and any additional costs that will be charged for making the records available, or it should inform the requestor that the requested records fall under an exemption to FOIA and will not be disclosed.
- h. If the records are available and subject to disclosure, the requestor will be notified and instructed whom to contact to schedule a time and place where the records may be inspected or copied and will be advised of any charges that may apply.
- i. CMD shall furnish the records within the time frames outlined below, as measured from the date of initial or response or, where applicable, the payment of a deposit.

Document Age

Less than 24 months old
More than 24 months old

Response time

30 calendar days
35 calendar days

- j. In the event of an unavoidable delay in providing releasable information, the FOIA Officer shall ensure that written approval of the FOIA Request is provided to the requestor within the required deadline, and that the requested information is forwarded immediately upon availability.
- k. CMD shall not create new records, nor summarize existing records. Requested records shall be released in the format most convenient to CMD. CMD may, in its sole discretion, create electronic records where they do not otherwise exist.



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4. **Records Exempt from Disclosure:** CMD adopts as a part of this Policy any and all exemptions, restrictions or limitations contained within FOIA, as FOIA may be amended from time to time, along with any other exemptions, restrictions or limitations that may be provided for now or in the future under South Carolina or federal law. Where an exemption, restriction, or limitation applies, the FOIA Officer, in consultation with CMD's attorney, should decide whether to deny disclosure based upon the application of the available exemption, restriction, or limitation. Where records contain certain information exempt from disclosure but which otherwise fall outside of an exemption, restriction or limitation, the exempted information shall be redacted and requested records shall otherwise be disclosed. CMD may request for a hearing before the Circuit Court of Chester County to seek relief from unduly burdensome, overly broad, vague, repetitive, or otherwise improper requests, or where it receives a request but is unable to make a good faith determination as to whether the information is exempt from disclosure.
5. **Fees:**
 - a. The Commission, pursuant to Section 30-4-30(b) of FOIA, has provided for the establishment of and collections of reasonable fees and for certain exemptions. A fee schedule is attached hereto as Exhibit A. These fees are subject to change, a current schedule of fees will be available from the FOIA Officer. Fees will include both the cost of reproduction and personnel costs for research and retrieval.
 - b. The charges set forth therein are no greater than, and in some instances may be less than, the actual cost to CMD of searching for and making copies of requested public records. In general, costs for staff time necessary to respond to a FOIA Request shall not exceed the prorated hourly salary of the lowest cost employee of CMD who, in the sole opinion of the FOIA Officer, has the training necessary to fulfill the request.
 - c. Payment in full for a FOIA Request will be required prior to release of any records. Requests for payments in advance shall be made in writing.
 - d. Where it is anticipated that the staff time necessary to comply with a request may exceed five hours, the requestor may be required to pay a deposit of one quarter of the estimated costs of complying with the request before staff will begin searching for or making copies of the requested records.
 - e. CMD, acting through the FOIA Officer, reserves the right to waive fees. Fees and/or charges may be waived when a request will benefit the public's interest and requires a minimal amount of employee time and photocopying expense.
6. **Prohibition on Commercial Solicitation Use:** Knowingly obtaining or using personal information obtained from CMD for commercial solicitation is strictly prohibited. The measure employed by CMD to ensure that no record is used for commercial solicitation purposes shall be to deny requests for records under FOIA where the only reasonably perceptible use for the requested records by the requesting party is commercial solicitation. Upon denial of a request by CMD, the requesting party is to be notified that it has the burden to demonstrate a purpose for which the requested records may be used that is not commercial solicitation. All responsive



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communications provided by CMD shall include a Certification of FOIA Fulfillment (the "Certification"), a copy of which is attached hereto. The Certification will be signed by the CMD staff person charged with providing requested records and will include the following statement:

Pursuant to § 30-2-50 of the Code of Laws of South Carolina, 1976, as amended, you are prohibited from knowingly using public records obtained from the Chester Metropolitan District for commercial solicitation. Violation of this law is punishable by law as a misdemeanor, resulting in up to a year in prison or a fine not to exceed \$500.

FREEDOM OF INFORMATION ACT REQUEST FORM

The Chester Metropolitan District, South Carolina ("CMD") has adopted its "Public Information Policy" (the "Policy"). Pursuant to the Policy, requests for information made under the South Carolina Freedom of Information Act, now codified at §§ 30-4-10 *et seq.* of the Code of Laws of South Carolina, 1976, as amended (the "FOIA") shall be made using this form. This form must be signed and submitted either (i) in person at the offices of CMD, which are located at 155 Wylie Street, Chester, South Carolina 29706; (ii) by mail to Chester Metropolitan District, Attn: FOIA Officer, P.O. Box 550, Chester, South Carolina 29706; or (iii) by electronic mail. A minimum fee of \$3.00 for staff time required to respond to the request must be included. Additional fees may also be required. No faxed requests will be accepted.

NAME: _____ DATE OF REQUEST: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

I, the undersigned, agree to pay the charges set by the fee schedule below for the services and copies I have requested.

SIGNATURE: _____

INFORMATION REQUESTED (please be as specific as possible and attach additional pages, if needed): _____

Section 30-4-30(b) of FOIA authorizes CMD, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Under the Policy, CMD has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. A minimum fee of \$3.00 for all FOIA requests will be submitted along with this form. An additional deposit is required for requests that are anticipated to require greater than (5) five hours of staff time.

PURSUANT TO § 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, YOU ARE PROHIBITED FROM KNOWINGLY USING PUBLIC RECORDS OBTAINED FROM THE RICHLAND COUNTY RECREATION DISTRICT FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS LAW IS PUNISHABLE AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500. MY FILING OF THIS REQUEST CONSTITUTES ACKNOWLEDGMENT OF THIS PROHIBITION.

Fee Schedule for Staff Time and Copies

Description	Charge
Minimum charge to pay costs for responding to all FOIA requests	\$3.00 (paid upon receipt of records)
Charge per page for hard copy of records	\$0.20 per copy
Charge for staff time to search, retrieve, or redact records	\$25.00 per hour, per employee
Charge for other media used to provide records	Actual cost of media to the District
Deposit for anticipated or apparent staff time exceeding 5 hours	¼ of estimated costs

FOR DISTRICT USE ONLY

DEPARTMENT SUBJECT TO REQUEST: _____	RECEIVED BY: _____
REQUEST ASSIGNED TO: _____	DATE OF COMPLETION: _____
DATE OF ASSIGNMENT: _____	FEE FOR SERVICES: _____
DATE RESPONSE DUE: _____	METHOD OF PAYMENT: _____

**CERTIFICATION OF FOIA FULFILLMENT
FOR THE CHESTER METROPOLITAN DISTRICT**

PURSUANT TO §§ 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, YOU ARE PROHIBITED FROM KNOWINGLY OBTAINING OR USING INFORMATION OBTAINED FROM THE CHESTER METROPOLITAN DISTRICT FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS PROHIBITION IS PUNISHABLE BY LAW AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500.

REQUESTOR NAME: _____

DATE OF REQUEST: _____

DATE OF RESPONSE: _____

I, _____, the undersigned employee of the CHESTER METROPOLITAN DISTRICT, certify that I have processed your request for access to public records pursuant to the Freedom of Information Act, as codified at §§ 30-4-10 et seq. of the Code of Laws of South Carolina 1976, as amended, and am making available to you via {[U.S. Mail], [E-mail], [in-person delivery] (circle one)} the requested records contained herein.

By: _____
Name: _____
Title: _____



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Exhibit A

FOIA Fee Schedule

For FOIA requests made to CMD, fees associated with such requests shall be calculated according to the following schedule:

Description	Charge*
A minimum charge to pay costs for responding to all FOIA requests	\$3.00 (paid upon receipt of records)
Charge per page for hard copy of records	\$0.20 per copy
Charge for staff time to search, retrieve, or redact records	\$25.00 per hour
Charge for other media used to provide records	Actual cost of media to CMD
Deposit for anticipated or apparent staff time exceeding 5 hours	¼ of estimated costs
* In compliance with CMD's Public Information Policy, any portion of the rates and charges provided in this fee schedule (as may be amended from time to time) may be reduced or waived.	

Chester Metropolitan District

Director's Report

FY 2022-2023

	January 2023	TOTAL L 12 MOS	AVERAGE L 12 MOS
DISTRIBUTION NUMBER:			
Taps	4	43	3.6
Leaks	6	57	4.8
Main Break Leaks	3	36	3.0
DISTRIBUTION MANHOURS:			
Taps	130.0	875	72.9
Main Break Leaks	169	1200	100.0
Leaks	481.0	2,576	214.7
Equipment	12.0	373	31.1
Shop	568.0	1,825	152.1
Dist. Maintenance	832.0	16,752	1,396.0
Asphalt	52.0	480	40.0
Meters	0.0	341	28.4
Filter Plant	0.0	-	-
Hydrants	0.0	130	10.8
Construction Projects	0.0	657	54.8
Service Orders			
Total Manhours	2,973.5	27,192	2,266.0
Overtime Hours	261.5	1,915	159.6
METER CALLS:			
Ons	88	1,027	85.6
Offs	30	587	48.9
Miscellaneous	50	590	49.2
Nonpayment Disconnects	359	3,117	259.8
Reinstates	330	2,985	248.8
Total Calls	857	8,306	692.2
Overtime Hours	5.0	39.0	3.3
BILLING INFORMATION:			
Non-Leak Adjustments:	9	43	3.9
Leak Adjustments	73	505	42.1
\$\$\$ Adjusted	\$ 5,205.95	\$ 43,084.14	\$ 3,590.35
Bills Mailed	6,321	75,408.0	6,284.0
Thousand Gallons Billed	54,455.0	681,515.0	56,792.9
Thousand Gallons Pumped	71,354.0	812,501.0	67,708.4
% Accounted For	76.3%	84.7%	84.7%
Other Gallons Accounted For (1,000)	5,844.0	31,114.0	2,592.8
Adjusted % Accounted For	84.5%	88.4%	82.5%

Chester Metropolitan District

Hydrant Report

February 21, 2023

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

<u>5534</u>	Total Hydrants Worked to Date
<u>\$ 1,241,397</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,241,397</u>	Total Cost



Statement of Revenue and Expense

Account Summary

Chester Metropolitan District

For Fiscal: 2022 - 2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
Function: 0100 - Operating Revenue						
Department: 0100 - Operating Revenue						
100-0100-411000	Water Service Revenue	8,659,261.00	8,659,261.00	679,159.68	4,309,185.43	4,350,075.57
100-0100-411002	DHEC Fees	0.00	0.00	0.00	-1.59	1.59
100-0100-411003	Tap Fees	405,000.00	405,000.00	0.00	23,808.00	381,192.00
100-0100-411004	Hydrant Meter Fee	20,445.00	20,445.00	1,935.00	16,855.00	3,590.00
100-0100-412000	Penalties	76,446.00	76,446.00	7,197.00	47,685.00	28,761.00
100-0100-412001	Non-Payment Fees	133,042.00	133,042.00	15,525.00	82,980.00	50,062.00
100-0100-412003	NSF Fees	0.00	0.00	300.00	1,920.00	-1,920.00
100-0100-413000	Expense Reimbursements	285,066.00	285,066.00	23,755.00	156,694.00	128,372.00
100-0100-413001	Credit Card Fees	72,000.00	72,000.00	8,020.93	56,367.49	15,632.51
100-0100-413002	Surplus Sales	0.00	0.00	0.00	3,201.00	-3,201.00
100-0100-413003	Miscellaneous Revenue	0.00	0.00	138.00	2,949.96	-2,949.96
100-0100-413004	Customer Charges for Damages	0.00	0.00	239.00	1,919.80	-1,919.80
100-0100-414000	Development Review Fees	10,000.00	10,000.00	0.00	1,680.00	8,320.00
100-0100-414001	Backflow Fees	500.00	500.00	0.00	0.00	500.00
Department: 0100 - Operating Revenue Total:		9,661,760.00	9,661,760.00	736,269.61	4,705,244.09	4,956,515.91
Function: 0100 - Operating Revenue Total:		9,661,760.00	9,661,760.00	736,269.61	4,705,244.09	4,956,515.91
Function: 9000 - Non-Operating Revenue						
Department: 9000 - Non-Operating Revenue						
100-9000-612000	Interest Income	5,000.00	5,000.00	13,304.97	63,936.85	-58,936.85
Department: 9000 - Non-Operating Revenue Total:		5,000.00	5,000.00	13,304.97	63,936.85	-58,936.85
Function: 9000 - Non-Operating Revenue Total:		5,000.00	5,000.00	13,304.97	63,936.85	-58,936.85
Function: 9700 - Contributed Capital						
Department: 9700 - Contributed Capital						
100-9700-611000	Federal Contributed Capital	0.00	0.00	231,331.28	231,331.28	-231,331.28
Department: 9700 - Contributed Capital Total:		0.00	0.00	231,331.28	231,331.28	-231,331.28
Function: 9700 - Contributed Capital Total:		0.00	0.00	231,331.28	231,331.28	-231,331.28
Revenue Total:		9,666,760.00	9,666,760.00	980,905.86	5,000,512.22	
Expense						
Function: 1000 - Operating Expenses						
Department: 1000 - Administration						
100-1000-511000	Regular Salaries and Wages	709,694.00	709,694.00	56,106.25	373,029.72	336,664.28
100-1000-511001	Part-Time Salaries	16,351.00	16,351.00	0.00	0.00	16,351.00
100-1000-511002	Overtime	4,668.00	4,668.00	236.25	1,542.81	3,125.19
100-1000-511008	Sick Pay	19,433.00	19,433.00	3,388.67	17,264.73	2,168.27
100-1000-512000	FICA	44,356.00	44,356.00	3,593.50	23,367.95	20,988.05
100-1000-512001	Medicare	9,936.00	9,936.00	840.41	5,508.11	4,427.89
100-1000-512002	SC Retirement	188,495.00	188,495.00	15,864.63	104,072.13	84,422.87
100-1000-512004	Group Health Insurance	136,674.00	136,674.00	10,663.45	65,304.46	71,369.54
100-1000-521000	Accounting and Audit Services	27,000.00	27,000.00	2,047.80	23,774.54	3,225.46
100-1000-521001	Legal Services	45,000.00	45,000.00	831.50	5,230.50	39,769.50
100-1000-521005	Other Contractual Services	121,826.00	121,826.00	9,842.72	58,035.27	63,790.73
100-1000-522002	Vehicle Repairs and Maintenance	3,100.00	3,100.00	0.00	1,148.38	1,951.62
100-1000-524000	Telephone and Communications	9,284.00	9,284.00	869.91	4,890.28	4,393.72
100-1000-524001	Advertising and Promotion	15,000.00	15,000.00	116.28	2,944.98	12,055.02
100-1000-524003	Bank and fiscal agent fees	107,671.00	107,671.00	17,886.96	75,033.51	32,637.49
100-1000-524004	Postage and Delivery Fees	3,320.00	3,320.00	0.00	2,254.39	1,065.61
100-1000-526000	Uniform Rental	2,500.00	2,500.00	1,428.92	1,471.67	1,028.33
100-1000-531000	Office Supplies	5,300.00	5,300.00	530.18	1,829.36	3,470.64

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-1000-531008	Fuel	3,200.00	3,200.00	214.95	1,543.08	1,656.92
100-1000-550000	Professional Memberships and License Fees	29,557.00	29,557.00	1,525.00	19,005.00	10,552.00
100-1000-550001	Educational Seminars and Classes	17,859.00	17,209.00	1,184.70	4,113.41	13,095.59
100-1000-560001	Collections Over/Short	640.00	640.00	-170.00	-11.06	651.06
100-1000-560006	Contingency Account	50,000.00	50,000.00	2.02	7,370.53	42,629.47
100-1000-560007	Community Support	9,193.00	9,193.00	250.00	3,852.02	5,340.98
Department: 1000 - Administration Total:		1,580,057.00	1,579,407.00	127,254.10	802,575.77	776,831.23
Department: 1001 - Human Resources						
100-1001-511000	Regular Salaries and Wages	94,238.00	94,238.00	5,675.25	41,226.64	53,011.36
100-1001-511008	Sick Pay	1,923.00	1,923.00	560.22	2,848.05	-925.05
100-1001-512000	FICA	5,890.00	5,890.00	377.26	2,670.16	3,219.84
100-1001-512001	Medicare	1,319.00	1,319.00	88.22	624.45	694.55
100-1001-512002	SC Retirement	25,030.00	25,030.00	1,656.15	11,706.27	13,323.73
100-1001-512004	Group Health Insurance	17,876.00	17,876.00	1,302.31	8,464.85	9,411.15
100-1001-512006	Workmens Comp Ins.	55,000.00	55,000.00	0.00	39,484.25	15,515.75
100-1001-521001	Legal Services	4,300.00	4,300.00	0.00	0.00	4,300.00
100-1001-524001	Advertising and Promotion	5,000.00	5,000.00	0.00	0.00	5,000.00
100-1001-524006	Employee Screening & Testing	4,550.00	4,550.00	80.60	1,413.00	3,137.00
100-1001-531000	Office Supplies	600.00	600.00	167.29	167.29	432.71
100-1001-550000	Professional Memberships and License Fees	425.00	425.00	229.00	274.00	151.00
100-1001-550001	Educational Seminars and Classes	2,380.00	2,380.00	35.00	1,178.22	1,201.78
Department: 1001 - Human Resources Total:		218,531.00	218,531.00	10,171.30	110,057.18	108,473.82
Department: 1002 - Information Services						
100-1002-511000	Regular Salaries and Wages	141,198.00	141,198.00	10,794.23	72,297.95	68,900.05
100-1002-511002	Overtime	50.00	50.00	40.02	316.36	-266.36
100-1002-511008	Sick Pay	5,051.00	5,051.00	241.40	3,238.02	1,812.98
100-1002-512000	FICA	8,825.00	8,825.00	661.66	4,632.99	4,192.01
100-1002-512001	Medicare	1,977.00	1,977.00	154.75	1,083.54	893.46
100-1002-512002	SC Retirement	37,502.00	37,502.00	2,941.70	20,146.44	17,355.56
100-1002-512004	Group Health Insurance	14,197.00	14,197.00	779.87	3,699.71	10,497.29
100-1002-521002	I.S. Contracts and Services	293,459.00	295,385.37	32,836.09	224,750.68	70,634.69
100-1002-524000	Telephone and Communications	4,840.00	3,840.00	271.62	2,615.74	1,224.26
100-1002-526000	Uniform Rental	804.00	804.00	55.56	344.88	459.12
100-1002-532000	Small Tools and Equipment	750.00	750.00	0.00	92.42	657.58
100-1002-532003	Computer Hardware and Software	10,000.00	11,273.63	312.70	8,243.92	3,029.71
100-1002-550000	Professional Memberships and License Fees	120.00	120.00	0.00	0.00	120.00
100-1002-550001	Educational Seminars and Classes	4,290.00	3,940.00	0.00	1,950.00	1,990.00
100-1002-550002	Mileage Reimbursements	0.00	0.00	0.00	50.08	-50.08
Department: 1002 - Information Services Total:		523,063.00	524,913.00	49,089.60	343,462.73	181,450.27
Department: 1010 - Board of Commissioners						
100-1010-511009	Board of Commissioners Pay	9,750.00	9,750.00	650.00	3,250.00	6,500.00
100-1010-512000	FICA	335.00	335.00	40.30	201.50	133.50
100-1010-512001	Medicare	79.00	79.00	9.44	47.33	31.67
100-1010-512002	SC Retirement	700.00	700.00	79.68	411.68	288.32
100-1010-524000	Telephone and Communications	6,600.00	6,600.00	440.44	2,654.64	3,945.36
100-1010-531000	Office Supplies	1,000.00	1,000.00	24.39	148.61	851.39
100-1010-550001	Educational Seminars and Classes	7,750.00	7,750.00	1,553.02	2,906.22	4,843.78
100-1010-550002	Mileage Reimbursements	3,600.00	3,600.00	55.68	361.53	3,238.47
100-1010-560004	Board Meeting Expense	4,050.00	4,050.00	0.00	1,348.73	2,701.27
Department: 1010 - Board of Commissioners Total:		33,864.00	33,864.00	2,852.95	11,330.24	22,533.76
Department: 1998 - District-Wide Employee Support, Promotion & Retent						
100-1998-550004	In-House Training and Development	49,500.00	49,500.00	3,326.50	10,093.66	39,406.34
100-1998-551000	Employee Appreciation	17,202.00	17,202.00	480.64	12,004.86	5,197.14
100-1998-551001	Tuition Assistance	14,000.00	14,000.00	0.00	5,824.68	8,175.32
100-1998-551002	Crisis Fund	2,500.00	2,500.00	0.00	200.00	2,300.00
100-1998-551004	Employee Assistance	0.00	0.00	-376.88	59,518.32	-59,518.32
Department: 1998 - District-Wide Employee Support, Promotion & Retent To..		83,202.00	83,202.00	3,430.26	87,641.52	-4,439.52

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 1999 - Operational Non-Departmental						
100-1999-512005	Retiree Health Insurance	88,000.00	88,000.00	13,685.84	43,958.92	44,041.08
100-1999-512008	Flex Spending Admin Fee Expense	295.00	295.00	27.84	187.92	107.08
100-1999-512009	PEBA Admin Fee Expense	2,000.00	2,000.00	144.00	928.50	1,071.50
100-1999-521005	Other Contractual Services	38,040.00	38,040.00	2,893.14	18,564.03	19,475.97
100-1999-523000	Electricity	25,200.00	25,200.00	4,030.37	17,824.63	7,375.37
100-1999-523001	Natural Gas	4,800.00	4,800.00	626.35	1,312.31	3,487.69
100-1999-523002	Water and Sewer	6,600.00	6,600.00	563.99	3,513.51	3,086.49
100-1999-524000	Telephone and Communications	51,180.00	51,180.00	3,993.99	22,747.27	28,432.73
100-1999-524002	General Property & Liability Insurance	86,000.00	86,000.00	79,186.24	118,133.20	-32,133.20
100-1999-531001	Janitorial and General Supplies	4,000.00	4,000.00	237.22	2,949.28	1,050.72
100-1999-532002	Office Furniture and Equipment	5,000.00	5,000.00	0.00	1,678.83	3,321.17
100-1999-560000	Bad Debt Expense	0.00	0.00	373.18	1,277.36	-1,277.36
100-1999-710004	Capital Asset Replacement	562,000.00	562,000.00	0.00	0.00	562,000.00
100-1999-720000	Transfers Out	0.00	0.00	46,833.33	327,833.31	-327,833.31
100-1999-951003	Equipment	0.00	0.00	0.00	0.00	0.00
Department: 1999 - Operational Non-Departmental Total:		873,115.00	873,115.00	152,595.49	560,909.07	312,205.93
Department: 2000 - Engineering						
100-2000-511000	Regular Salaries and Wages	256,643.00	256,643.00	20,223.21	140,140.87	116,502.13
100-2000-511002	Overtime	3,747.00	3,747.00	81.57	3,861.08	-114.08
100-2000-511008	Sick Pay	4,509.00	4,509.00	154.08	3,961.02	547.98
100-2000-512000	FICA	16,040.00	16,040.00	1,230.43	8,934.74	7,105.26
100-2000-512001	Medicare	3,593.00	3,593.00	287.75	2,089.54	1,503.46
100-2000-512002	SC Retirement	68,164.00	68,164.00	5,433.87	39,298.99	28,865.01
100-2000-512004	Group Health Insurance	35,587.00	35,587.00	3,122.05	20,024.87	15,562.13
100-2000-521005	Other Contractual Services	22,950.00	21,750.00	600.00	10,208.41	11,541.59
100-2000-522002	Vehicle Repairs and Maintenance	4,270.00	4,270.00	121.21	906.77	3,363.23
100-2000-524000	Telephone and Communications	4,260.00	4,260.00	260.88	1,601.71	2,658.29
100-2000-526000	Uniform Rental	2,202.00	2,202.00	112.77	1,021.69	1,180.31
100-2000-531000	Office Supplies	2,500.00	2,500.00	0.00	659.75	1,840.25
100-2000-531003	Safety Gear and Supplies	2,000.00	2,000.00	0.00	233.40	1,766.60
100-2000-531008	Fuel	6,000.00	6,000.00	574.53	3,554.72	2,445.28
100-2000-532000	Small Tools and Equipment	3,000.00	3,000.00	103.00	200.41	2,799.59
100-2000-550000	Professional Memberships and License Fees	2,900.00	2,900.00	114.00	1,443.00	1,457.00
100-2000-550001	Educational Seminars and Classes	10,825.00	10,825.00	300.00	1,368.84	9,456.16
100-2000-560010	Miscellaneous	500.00	500.00	30.85	160.51	339.49
100-2000-560090	Water Efficiency Rebate Program	3,000.00	3,000.00	125.00	125.00	2,875.00
Department: 2000 - Engineering Total:		452,690.00	451,490.00	32,875.20	239,795.32	211,694.68
Department: 3000 - Distribution (Maintenance)						
100-3000-511000	Regular Salaries and Wages	702,250.00	702,250.00	53,879.83	358,393.85	343,856.15
100-3000-511002	Overtime	50,817.00	50,817.00	6,887.01	28,375.87	22,441.13
100-3000-511008	Sick Pay	26,304.00	26,304.00	2,464.47	16,646.67	9,657.33
100-3000-512000	FICA	43,891.00	43,891.00	3,854.17	24,531.04	19,359.96
100-3000-512001	Medicare	9,831.00	9,831.00	901.38	5,737.05	4,093.95
100-3000-512002	SC Retirement	186,518.00	186,518.00	16,794.27	107,147.42	79,370.58
100-3000-512004	Group Health Insurance	139,290.00	139,290.00	10,815.26	65,367.09	73,922.91
100-3000-521005	Other Contractual Services	26,572.00	26,572.00	3,546.97	9,883.91	16,688.09
100-3000-522000	Building and Grounds Repairs and Maintenan...	60,500.00	60,500.00	1,674.44	8,785.96	51,714.04
100-3000-522001	Equipment and Machinery Repairs and Maint...	25,000.00	25,000.00	744.95	27,655.97	-2,655.97
100-3000-522002	Vehicle Repairs and Maintenance	32,560.00	32,560.00	3,971.42	13,427.79	19,132.21
100-3000-524000	Telephone and Communications	14,740.00	14,740.00	1,123.50	6,159.06	8,580.94
100-3000-525000	Hauling and tipping fees	4,000.00	4,000.00	200.00	1,150.00	2,850.00
100-3000-526000	Uniform Rental	14,550.00	14,550.00	836.66	8,003.14	6,546.86
100-3000-526001	Equipment Rental	22,850.00	22,850.00	5,319.23	5,319.23	17,530.77
100-3000-531002	Shop Supplies and Materials	25,000.00	25,000.00	3,961.37	17,825.04	7,174.96
100-3000-531003	Safety Gear and Supplies	10,235.00	10,235.00	2,680.68	4,728.38	5,506.62
100-3000-531004	Patching and Paving Materials	22,000.00	22,000.00	473.84	19,063.12	2,936.88
100-3000-531008	Fuel	46,200.00	46,200.00	5,290.18	28,822.55	17,377.45
100-3000-531010	Inventory Parts and Supplies	200,000.00	200,000.00	6,310.10	56,164.96	143,835.04

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-3000-531011	Inventory Shrink/Overage	0.00	0.00	-1,145.79	-802.27	802.27
100-3000-532000	Small Tools and Equipment	18,300.00	18,300.00	920.97	12,253.85	6,046.15
100-3000-541002	Licenses and Permits	150.00	150.00	0.00	0.00	150.00
100-3000-550000	Professional Memberships and License Fees	15,050.00	15,050.00	49.99	5,953.65	9,096.35
100-3000-550001	Educational Seminars and Classes	4,200.00	4,200.00	0.00	2,134.06	2,065.94
100-3000-560010	Miscellaneous	1,000.00	1,000.00	0.00	268.21	731.79
100-3000-951001	Buildings	0.00	0.00	0.00	-14,627.64	14,627.64
100-3000-951003	Equipment	6,000.00	6,000.00	0.00	0.00	6,000.00
Department: 3000 - Distribution (Maintenance) Total:		1,707,808.00	1,707,808.00	131,554.90	818,367.96	889,440.04
Department: 4000 - Meter						
100-4000-511000	Regular Salaries and Wages	176,493.00	176,493.00	13,812.74	87,418.28	89,074.72
100-4000-511002	Overtime	10,141.00	10,141.00	1,291.13	3,863.58	6,277.42
100-4000-511008	Sick Pay	8,161.00	8,161.00	35.86	1,868.65	6,292.35
100-4000-512000	FICA	11,031.00	11,031.00	934.97	5,743.10	5,287.90
100-4000-512001	Medicare	2,471.00	2,471.00	218.67	1,343.17	1,127.83
100-4000-512002	SC Retirement	46,877.00	46,877.00	4,021.12	24,740.79	22,136.21
100-4000-512004	Group Health Insurance	41,286.00	41,286.00	1,569.34	10,469.88	30,816.12
100-4000-521004	Maintenance Contracts	85,628.00	85,628.00	103.80	4,347.80	81,280.20
100-4000-522001	Equipment and Machinery Repairs and Maint...	2,500.00	2,500.00	785.20	1,082.54	1,417.46
100-4000-522002	Vehicle Repairs and Maintenance	8,800.00	8,800.00	272.19	1,834.64	6,965.36
100-4000-524000	Telephone and Communications	7,792.00	7,792.00	472.77	2,845.44	4,946.56
100-4000-526000	Uniform Rental	4,220.00	4,220.00	319.49	1,021.21	3,198.79
100-4000-531002	Shop Supplies and Materials	8,000.00	8,000.00	299.59	1,156.80	6,843.20
100-4000-531005	Meters Supplies and Appurtenances	405,000.00	405,000.00	0.00	0.00	405,000.00
100-4000-531008	Fuel	16,800.00	16,800.00	1,219.05	7,664.47	9,135.53
100-4000-531010	Inventory Parts & Supplies	240,620.00	240,620.00	12,871.44	69,090.08	171,529.92
100-4000-532000	Small Tools and Equipment	5,500.00	5,500.00	0.00	0.00	5,500.00
100-4000-550000	Professional Memberships and License Fees	320.00	320.00	0.00	0.00	320.00
100-4000-550001	Educational Seminars and Classes	7,020.00	7,020.00	449.00	449.00	6,571.00
100-4000-560010	Miscellaneous	750.00	750.00	0.00	52.08	697.92
Department: 4000 - Meter Total:		1,089,410.00	1,089,410.00	38,676.36	224,991.51	864,418.49
Department: 5000 - Filter Plant						
100-5000-511000	Regular Salaries and Wages	804,267.00	804,267.00	57,341.80	398,469.20	405,797.80
100-5000-511002	Overtime	68,250.00	68,250.00	5,271.09	19,849.18	48,400.82
100-5000-511008	Sick Pay	11,716.00	11,716.00	2,531.77	16,693.24	-4,977.24
100-5000-512000	FICA	50,267.00	50,267.00	3,966.81	26,495.41	23,771.59
100-5000-512001	Medicare	11,260.00	11,260.00	927.75	6,196.54	5,063.46
100-5000-512002	SC Retirement	213,614.00	213,614.00	17,302.42	115,539.12	98,074.88
100-5000-512004	Group Health Insurance	121,344.00	121,344.00	8,672.61	55,157.95	66,186.05
100-5000-521003	Engineering Contracts and Services	20,000.00	20,000.00	0.00	0.00	20,000.00
100-5000-521004	Maintenance Contracts	54,980.00	54,980.00	12,437.69	25,019.43	29,960.57
100-5000-521005	Other Contractual Services	2,004.00	2,004.00	149.96	1,023.77	980.23
100-5000-522000	Building and Grounds Repairs and Mainten...	19,542.00	19,542.00	515.00	11,676.76	7,865.24
100-5000-522001	Equipment and Machinery Repairs and Maint...	2,500.00	2,500.00	0.00	0.00	2,500.00
100-5000-522002	Vehicle Repairs and Maintenance	5,790.00	5,790.00	0.00	85.00	5,705.00
100-5000-522004	Water Filtration System Repairs and Mainten...	138,600.00	138,600.00	16,079.59	47,580.11	91,019.89
100-5000-523000	Electricity	174,720.00	174,720.00	13,060.96	89,878.36	84,841.64
100-5000-523001	Natural Gas	10,020.00	10,020.00	1,107.17	1,962.22	8,057.78
100-5000-524000	Telephone and Communications	15,600.00	15,600.00	1,180.48	7,920.11	7,679.89
100-5000-524004	Postage and Delivery Fees	810.00	810.00	234.14	1,383.27	-573.27
100-5000-525000	Hauling and tipping fees	86,000.00	86,000.00	3,146.00	13,755.00	72,245.00
100-5000-526000	Uniform Rental	11,378.00	11,378.00	442.40	5,540.05	5,837.95
100-5000-526002	Other Rentals	2,196.00	2,196.00	100.00	1,533.58	662.42
100-5000-531000	Office Supplies	2,500.00	2,500.00	66.79	962.76	1,537.24
100-5000-531001	Janitorial and General Supplies	4,000.00	4,000.00	410.66	2,083.43	1,916.57
100-5000-531003	Safety Gear and Supplies	5,100.00	5,100.00	0.00	1,505.13	3,594.87
100-5000-531006	Laboratory Supplies and Materials	77,870.00	77,870.00	6,826.90	22,714.62	55,155.38
100-5000-531007	Chemicals	448,500.00	448,500.00	27,510.69	171,540.50	276,959.50
100-5000-531008	Fuel	9,000.00	9,000.00	275.10	2,636.58	6,363.42

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 01/31/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-5000-532003 Computer Hardware and Software	3,350.00	3,350.00	0.00	0.00	3,350.00
100-5000-541000 Testing	8,120.00	8,120.00	1,092.51	3,526.29	4,593.71
100-5000-541002 Licenses, Permits & Fees	21,610.00	21,610.00	0.00	21,397.00	213.00
100-5000-550000 Professional Memberships and License Fees	2,325.00	2,325.00	0.00	495.00	1,830.00
100-5000-550001 Educational Seminars and Classes	12,350.00	12,350.00	1,789.28	7,022.84	5,327.16
100-5000-560010 Miscellaneous	2,000.00	2,000.00	156.29	1,217.26	782.74
100-5000-951002 Plant Equipment	65,000.00	65,000.00	0.00	8,142.25	56,857.75
Department: 5000 - Filter Plant Total:	2,486,583.00	2,486,583.00	182,595.86	1,089,001.96	1,397,581.04
Function: 1000 - Operating Expenses Total:	9,048,323.00	9,048,323.00	731,096.02	4,288,133.26	4,760,189.74
Function: 9500 - Non-Operating Expense					
Department: 9500 - Non-Operating Expense					
100-9500-710001 Debt Service Interest Expense	579,425.00	579,425.00	12,452.08	87,164.64	492,260.36
100-9500-710002 Capital Lease Interest Expense	39,012.00	39,012.00	108.98	869.62	38,142.38
Department: 9500 - Non-Operating Expense Total:	618,437.00	618,437.00	12,561.06	88,034.26	530,402.74
Function: 9500 - Non-Operating Expense Total:	618,437.00	618,437.00	12,561.06	88,034.26	530,402.74
Expense Total:	9,666,760.00	9,666,760.00	743,657.08	4,376,167.52	
Total Surplus (Deficit):	0.00	0.00	237,248.78	624,344.70	

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 01/31/2023

Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
Function: 0100 - Operating Revenue					
0100 - Operating Revenue	9,661,760.00	9,661,760.00	736,269.61	4,705,244.09	4,956,515.91
Function: 0100 - Operating Revenue Total:	9,661,760.00	9,661,760.00	736,269.61	4,705,244.09	4,956,515.91
Function: 9000 - Non-Operating Revenue					
9000 - Non-Operating Revenue	5,000.00	5,000.00	13,304.97	63,936.85	-58,936.85
Function: 9000 - Non-Operating Revenue Total:	5,000.00	5,000.00	13,304.97	63,936.85	-58,936.85
Function: 9700 - Contributed Capital					
9700 - Contributed Capital	0.00	0.00	231,331.28	231,331.28	-231,331.28
Function: 9700 - Contributed Capital Total:	0.00	0.00	231,331.28	231,331.28	-231,331.28
Revenue Total:	9,666,760.00	9,666,760.00	980,905.86	5,000,512.22	4,666,247.78
Expense					
Function: 1000 - Operating Expenses					
1000 - Administration	1,580,057.00	1,579,407.00	127,254.10	802,575.77	776,831.23
1001 - Human Resources	218,531.00	218,531.00	10,171.30	110,057.18	108,473.82
1002 - Information Services	523,063.00	524,913.00	49,089.60	343,462.73	181,450.27
1010 - Board of Commissioners	33,864.00	33,864.00	2,852.95	11,330.24	22,533.76
1998 - District-Wide Employee Support, Promotion & Retent	83,202.00	83,202.00	3,430.26	87,641.52	-4,439.52
1999 - Operational Non-Departmental	873,115.00	873,115.00	152,595.49	560,909.07	312,205.93
2000 - Engineering	452,690.00	451,490.00	32,875.20	239,795.32	211,694.68
3000 - Distribution (Maintenance)	1,707,808.00	1,707,808.00	131,554.90	818,367.96	889,440.04
4000 - Meter	1,089,410.00	1,089,410.00	38,676.36	224,991.51	864,418.49
5000 - Filter Plant	2,486,583.00	2,486,583.00	182,595.86	1,089,001.96	1,397,581.04
Function: 1000 - Operating Expenses Total:	9,048,323.00	9,048,323.00	731,096.02	4,288,133.26	4,760,189.74
Function: 9500 - Non-Operating Expense					
9500 - Non-Operating Expense	618,437.00	618,437.00	12,561.06	88,034.26	530,402.74
Function: 9500 - Non-Operating Expense Total:	618,437.00	618,437.00	12,561.06	88,034.26	530,402.74
Expense Total:	9,666,760.00	9,666,760.00	743,657.08	4,376,167.52	5,290,592.48
Total Surplus (Deficit):	0.00	0.00	237,248.78	624,344.70	

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 01/31/2023

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - Operations Fund	0.00	0.00	237,248.78	624,344.70	-624,344.70
Total Surplus (Deficit):	0.00	0.00	237,248.78	624,344.70	