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Solving the water needs of tomorrow, today.

Chester Metropolitan District
Regular Commission Meeting
June 13, 2023

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, June 13, 2023, at the Water Filtration Plant. Commissioners attending were George Wilmore, Chairman; Raymond Douglas, Tommy McMinn, David Shinn, James Russell and Charletta Thompson. Others in attendance were Kelli Johnson, Executive Assistant; Richard Zhao, Finance Manager; Andy Litten, District Engineer; Chad Weir, Maintenance Superintendent; David Sloan, Water Plant Superintendent; Flora Barber, Richburg Town Council; Helen Williams, Richburg Town Council; James Harris, Mayor of Richburg; Nancy Beaty, Richburg Town Council; and Ryan Swancy, Attorney.

The Agenda for the June 13, 2023, Board Meeting was posted on the Chester Metropolitan District Website and in the Chester News and Reporter two weeks prior to meeting.

A quorum was present.

Chairman Wilmore called the meeting to order at 6:05 pm.

Minutes

Chairman Wilmore asked for corrections or additions to the May 9, 2023, meeting minutes. Motion to approve the minutes was made by Charletta Thompson, seconded by James Russell, and approved 5-0 with 1 abstention.

Public Comment

There were no public comments.

Old Business

Filter Plant Report. Mr. Litten, read the Filter Plant Report for May. A copy of the report is attached to the minutes.

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

New Business

FY 23-24 Budget

Mr. Zhao presented the FY 23-24 budget and stated that CMD Budget Public Hearing was held on May 25th, 2023, at the CMD office and no one from the public was in attendance.

Chairman Wilmore asked if there was a motion to approve the FY 23-24 Budget. A motion to approve the FY 23-24 Budget was made by David Shinn, seconded by James Russell, and unanimously approved.

Procurement Policy

Mr. Zhao presented the procurement policy to the Board and stated that because CMD does not have a purchasing agent, changes were made to replace purchasing agent with department head. Mr. Zhao stated the other change was to the dollar amount of purchases that Department Head's and the Executive Director can approve. Mr. Zhao stated that the previous policy amount was too low and was increased in the new policy.

Chairman Wilmore asked if there was a motion to approve the Procurement Policy with the current changes. A motion to approve the Procurement Policy with the current changes was made by Raymond Douglas, seconded by Charletta Thompson, and unanimously approved.

General Terms and Conditions

Mr. Zhao presented the General Terms and Conditions and stated that the General Terms and Conditions had not been updated since 2018. Mr. Zhao stated that office hours were changed to reflect the closing for lunch, and changes were made to the adjustment for service leak section.

Chairman Wilmore asked if there was a motion to approve the General Terms and Conditions with the current changes. A motion to approve the General Terms and Conditions with current changes was made by David Shinn, seconded by James Russell, and unanimously approved.

Director's Update

Mrs. Johnson introduced new Board member for the Town of Richburg, Tommy McMinn and explained that Ms. Jean Nichols had resigned from the Board.

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

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

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

Commissioner's Discussion

Mrs. Johnson reminded the Commissioners that starting in July of 2023, the meetings would be held the third Tuesday of each month.

Mr. Swancy stated that since Ms. Nichols resigned, the Board does not have a secretary and in July, the Board should hold elections for Chairman, Vice Chairman, and Secretary.

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

The meeting adjourned at 6:39 pm.

Approved:

Date: 7-18-2023

Respectfully Submitted:

By: *Kelli Johnson*

Chester Metropolitan District

Agenda

Tuesday, June 13, 2023

6:00 PM

Water Filtration Plant

- I. Call Meeting to Order**
- II. Approval of May 9, 2023, Meeting Minutes**

III. Public Comment

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

IV. Old Business

- A. Filter Plant Report -Andy Litten
- B. Engineer Report -Andy Litten
- C. DMAG -Andy Litten

V. New Business

- A. FY 23-24 Budget -Richard Zhao
- B. Procurement Policy -Richard Zhao
- C. General Terms and Conditions -Richard Zhao

VI. Reports

- A. Director's Update -Andy Litten
- B. Director's Report -Andy Litten
- C. 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
May 9, 2023

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, May 9, 2023, at Chester Metropolitan District and Microsoft Teams. Commissioners attending were George Wilmore, Chairman; Raymond Douglas, Jean Nichols, David Shinn, Kim Chisholm, Matt McCrorey, James Russell and Charletta Thompson. Others in attendance were Fred Castles, Executive Director; Susan Roddey, IT Support Specialist; Richard Zhao, Finance Manager; Andy Litten, District Engineer; Arthur Gaston, Attorney; and Ryan Swancy, Attorney.

The Agenda for the May 9, 2023, Board Meeting was posted on the Chester Metropolitan District Website two weeks prior to meeting.

A quorum was present.

Chairman Wilmore called the meeting to order at 6:04 pm.

Minutes

Chairman Wilmore asked for corrections or additions to the April 11, 2023, meeting minutes. Motion to approve the minutes was made by Charletta Thompson, seconded by Matt McCrorey, and unanimously approved.

Public Comment

There were no public comments.

Old Business

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

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

New Business

FY 23-24 Budget for Public Hearing

Mr. Zhao presented the FY 23-24 Budget and Fee Schedule to the Board. A copy of the budget and fee schedule is attached to the minutes.

Mr. Litten explained the customer gate valve turn off and turn on fee and hydrant meter tampering fees.

Chairman Wilmore asked if there was a motion to approve the FY 23-24 Budget to go to Public Hearing. Motion to approve the FY 23-24 Budget to go to Public Hearing was made by David Shinn, seconded by Jean Nichols, and unanimously approved.

Tank Washing Bids

Mr. Castles presented the tank washing bids to the Board. A copy of the bids is attached to the minutes.

Chairman Wilmore asked if there was a motion to approve the tank washing bid for Leary Construction Company. A motion to approve the tank washing bid for Leary Construction Company was made by Matt McCrorey, seconded by James Russell, and unanimously approved.

Change of Meeting Dates

Mr. Castles explained to the Board that it takes one to two weeks to close out all financials from the previous month. Mr. Castles stated that holding the meeting on the second Tuesday does not give adequate time for Richard's staff to prepare the financial report.

Chairman Wilmore asked if there was a motion to approve moving the CMD Board Meeting to the third Tuesday of the month starting July 1, 2023. A motion to approve moving the CMD Board Meeting to the third Tuesday of the month starting July 1, 2023 was made by Matt McCrorey, seconded by Charletta Thompson, and unanimously approved.

Director's Update

Mr. Castles stated that Andy and he met with Forestar about a proposed 1,000 single family homes just north of Landsford Canal State Park.

Andy and Fred met with the engineer of Albemarle the new company that will be located across from Allvac on Hwy 9.

Mr. Castles presented on behalf of the CWWMG at the South Carolina Forests and Water Consortium.

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

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

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

Commissioner's Discussion

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

The meeting adjourned at 7:10 pm.

Approved:

Respectfully Submitted:

Date: _____

By: _____

Filter Plant

May 2023

- Water plant staff collected and analyzed 17 distribution samples for the presence of Total coliform bacteria. All samples absent.
- The water plant maintained an average finished water Total chlorine at POE of 2.76 ppm. In the areas of the distribution system where bacteria samples were collected, we measured an average Total chlorine residual of 1.43 ppm.
- We performed monthly preventive maintenance on the plant venturis.
- We performed monthly preventive maintenance on the ammonia injectors.
- We performed monthly thermal imaging on the Raw water and High service pump control circuits and motors.
- Set equipment for basin washing, cleaned the West basin and placed it back online on 05-04-23.
- Cleaned the East basin and placed it back online on 05-11-23, primed all Trac-Vac hose.
- Removed the #3 Flash mix VFD and sent out for repairs, reinstalled the drive and placed back in service.
- Replaced the packing in the #1 HSP pump and adjusted for leakage.
- Realigned pulleys on the Trac-Vac system air compressor.
- Investigated problem with the FLIR camera.
- Assisted K&K Electric in removal of the loaner press building 600-amp breaker and installed our newly rebuilt breaker.
- Started running Ethernet cable for SCADA backup and relocation of router, Wi-Fi and switching gear.
- We assisted Hazen engineers in tracing out and mapping the electrical systems throughout the plant.
- Replaced a ball valve and check valve in the #1 Ferric day tank pump.
- Installed the #2 HSP VFD drive unit. AFI technician verified all parameters, and we placed the pump in service.
- Replaced the fluorescent light in the press building restroom with LED lights.
- Replaced the battery in the emergency exit sign in High Service pump room.
- Fabricated a new gasket for the Ferric overflow tank.
- Started repairing/replacing outdoor area lights around buildings and yard.
- The sludge removed and sent to the landfill this month was 34.23 tons.

CMD Engineering Department Report

June 2023 Meeting

06/06/2023

Development Project Reviews

Village Drive PD (Chester): We're waiting for the developer to pay the Capital Recovery Fee prior to issuing a letter to SCDHEC for the construction permit. (No change)

Knights Bridge (Richburg): The Engineer is waiting on new Bac-T tests and information from CWR before they can submit for Phase II permit to operate. (No change)

Walker's Mill (Richburg): We're waiting on as-builts for the off-site water line. On-site water line construction continues. (No change)

Stanton Subdivision (Richburg): We've reviewed the revised plans and will submit our comments to the Engineer this month.

In-House Projects

Magnolia St, Great Falls: We're working on the last 7-8 services along Chester Ave so we can abandon the water lines in the backyards.

Linden Drive Waterline Replacement Project

Our Attorney is reviewing the revised contract. A pre-construction meeting is scheduled for 6/14/2023.

Filter Plant Rehabilitation Project

The Engineer is working on the 60% plans.

The Preliminary Engineering Report was approved by SCDHEC. This report included the improvements currently being designed as well as the improvements necessary to increase the capacity of the plant.

Toilet Rebate Program

Applications for Rebate this month: 0

Other Miscellaneous Projects

- Fire hydrant testing is still underway. It should be complete this month.
- Tank washout contract was sent to the Contractor for signatures.

Catawba-Wateree Drought Management Advisory Group (DMAG)

Normal conditions (no change).

Chester Metropolitan District

Budget Report

Account Summary

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - Operations Fund							
Revenue							
100-0100-411000	Water Service Revenue	8,646,284.00	8,646,284.00	0.00	0.00	-8,646,284.00	100.00 %
Budget Notes							
Subject	Description						
Water Service Revenue	Based on 1% rate increase						
100-0100-411003	Tap Fees	97,500.00	97,500.00	0.00	0.00	-97,500.00	100.00 %
100-0100-411004	Hydrant Meter Fee	28,894.00	28,894.00	0.00	0.00	-28,894.00	100.00 %
100-0100-412000	Penalties	81,746.00	81,746.00	0.00	0.00	-81,746.00	100.00 %
100-0100-412001	Non-Payment Fees	142,251.00	142,251.00	0.00	0.00	-142,251.00	100.00 %
100-0100-412003	NSF Fees	3,291.00	3,291.00	0.00	0.00	-3,291.00	100.00 %
100-0100-413000	Expense Reimbursements	285,066.00	285,066.00	0.00	0.00	-285,066.00	100.00 %
100-0100-413001	Credit Card Fees	122,400.00	122,400.00	0.00	0.00	-122,400.00	100.00 %
100-0100-414000	Development Review Fees	2,880.00	2,880.00	0.00	0.00	-2,880.00	100.00 %
100-0100-414001	Backflow Fees	500.00	500.00	0.00	0.00	-500.00	100.00 %
100-9000-612000	Interest Income	137,792.00	137,792.00	0.00	0.00	-137,792.00	100.00 %
Revenue Total:		9,548,604.00	9,548,604.00	0.00	0.00	-9,548,604.00	100.00%
Expense							
100-1000-511000	Regular Salaries and Wages	759,500.00	759,500.00	0.00	0.00	759,500.00	100.00 %
100-1000-511001	Part-Time Salaries	15,725.00	15,725.00	0.00	0.00	15,725.00	100.00 %
100-1000-511002	Overtime	2,665.00	2,665.00	0.00	0.00	2,665.00	100.00 %
100-1000-511008	Sick Pay	32,663.00	32,663.00	0.00	0.00	32,663.00	100.00 %
100-1000-512000	FICA	47,469.00	47,469.00	0.00	0.00	47,469.00	100.00 %
100-1000-512001	Medicare	10,633.00	10,633.00	0.00	0.00	10,633.00	100.00 %
100-1000-512002	SC Retirement	209,318.00	209,318.00	0.00	0.00	209,318.00	100.00 %
100-1000-512004	Group Health Insurance	151,958.00	151,958.00	0.00	0.00	151,958.00	100.00 %
100-1000-521000	Accounting and Audit Services	28,900.00	28,900.00	0.00	0.00	28,900.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Annual Audit	1.00	24,900.00	24,900.00				
Cavannugh and Macdonald Actuary for GASB 75	1.00	3,500.00	3,500.00				
Moody's Annual Report	1.00	500.00	500.00				
Budget Notes							
Subject	Description						
Audit Fee	The audit fee of \$24,900 includes \$23,900 for audit fee and \$1,000 for expenses such as confirmations, mileage, meals, postages etc.						
100-1000-521001	Legal Services	37,000.00	37,000.00	0.00	0.00	37,000.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
District's Attorney	1.00	12,000.00	12,000.00				
Pope Flynn	1.00	25,000.00	25,000.00				
100-1000-521005	Other Contractual Services	142,546.00	142,546.00	0.00	0.00	142,546.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Brinks Armored Car Service	12.00	840.00	10,080.00				
CBE- Printer Maintenance Contract & Supplies	12.00	320.00	3,840.00				
Diebold- Annual Contract for Drive Thru Drawer	1.00	650.00	650.00				
Double Window Envelopes for AP Checks	1.00	400.00	400.00				
Iron Mtn-Shredding Service	12.00	200.00	2,400.00				
Lineage Annual Maint Fee	1.00	744.00	744.00				

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Marlin Copier Lease	12.00	1,100.00	13,200.00			
Marlin Property Tax for Printers	1.00	3,000.00	3,000.00			
Quadient Leasing-Quarterly Postage Lease Payment	4.00	563.00	2,252.00			
Raftellis	1.00	26,000.00	26,000.00			
Start Answering Service	12.00	800.00	9,600.00			
The Hall Co./ Leak Post Cards	2.00	350.00	700.00			
The Hall Co./ Special & Annual Newsletter Mailings	1.00	10,000.00	10,000.00			
The Hall Co./AP Check & Env Stock	1.00	600.00	600.00			
The Hall Co./Data Processing & Postage	12.00	3,900.00	46,800.00			
The Hall Co./Items shipped to Amsive	1.00	12,000.00	12,000.00			
The State-Online Subscription (Fred)	1.00	120.00	120.00			
USPS- Annual Renew for PO Box 550	1.00	160.00	160.00			

Budget Notes

Subject	Description
Double Window Envelopes for AP checks	1 unit=2500 envelopes
The Hall Co./Shipped to Amsive	Shipped Yearly
	Laser Utility Bills (100,000*\$33/per thousand)/#9 Return Env.(75,000*\$38/per thousand)/#10 Customer Env.(92,000*\$52/per thousand) Freight & 8% sales tax

100-1000-522002	Vehicle Repairs and Maintenance	2,300.00	2,300.00	0.00	0.00	2,300.00	100.00 %
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Budget Detail

Description	Units	Price	Amount
Maint to 2015 Tahoe	1.00	1,500.00	1,500.00
Oil Changes, Car Washes & Misc	1.00	800.00	800.00

100-1000-524000	Telephone and Communications	9,320.00	9,320.00	0.00	0.00	9,320.00	100.00 %
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Budget Detail

Description	Units	Price	Amount
Apple iCloud for Fred	12.00	3.00	36.00
MiFi and WiFi for Admin	14.00	410.00	5,740.00
Phones for Admin	8.00	368.00	2,944.00
Tyler Utility Billing Notifications SMS & Call	4.00	150.00	600.00

Budget Notes

Subject	Description
MiFi for Admin	Richard,Holly,Kelli,Terri,Vanessa,Fred,Ligita,Beth,Tiffany,Lisa
Phones for Admin	Fred,Holly,Terri,Lisa,Vanessa,Kelli, Al Gaston, Customer Service
WiFi for Admin	iPad for Kelli iPad for Fred

100-1000-524001	Advertising and Promotion	11,300.00	11,300.00	0.00	0.00	11,300.00	100.00 %
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Budget Detail

Description	Units	Price	Amount
Advertising and Promotion	1.00	3,000.00	3,000.00
Chester News & Reporter	1.00	2,400.00	2,400.00
Christmas Cards	1.00	900.00	900.00
Conference Sponsorships	1.00	2,000.00	2,000.00
Public Relation Campaign	1.00	3,000.00	3,000.00

100-1000-524003	Bank and fiscal agent fees	162,171.00	162,171.00	0.00	0.00	162,171.00	100.00 %
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Budget Detail

Description	Units	Price	Amount
Global Payment Credit Card Fee	12.00	10,200.00	122,400.00
Online Utility Exchange Monthly Service Fee	12.00	350.00	4,200.00
Tyler Tech Insite Fees	4.00	8,300.00	33,200.00
US Bank Fiscal Agent Fee	1.00	2,371.00	2,371.00

100-1000-524004	Postage and Delivery Fees	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
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Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

				Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Budget Detail									
Description		Units	Price	Amount					
Misc Postage/Quadiant Machine		4.00	500.00	2,000.00					
Postage for AP Checks/Quadiant Machine		2,500.00	0.60	1,500.00					
Postage for Gear Letters/Quadiant Machine		1.00	500.00	500.00					
100-1000-526000	Uniform Rental	2,400.00	2,400.00	0.00		0.00	2,400.00	100.00 %	
Budget Detail									
Description		Units	Price	Amount					
Boots for Kelli		1.00	100.00	100.00					
Shirts for Fred		3.00	50.00	150.00					
Uniform for Admin Employees		13.00	150.00	1,950.00					
Uniform Pants for Fred		5.00	40.00	200.00					
100-1000-531000	Office Supplies	5,460.00	5,460.00	0.00		0.00	5,460.00	100.00 %	
Budget Detail									
Description		Units	Price	Amount					
#10 Envelopes with the blue CMD logo		6.00	160.00	960.00					
Office Supplies		1.00	4,500.00	4,500.00					
100-1000-531008	Fuel	3,300.00	3,300.00	0.00		0.00	3,300.00	100.00 %	
Budget Detail									
Description		Units	Price	Amount					
2015 Tahoe		12.00	275.00	3,300.00					
100-1000-550000	Professional Memberships and Lice...	34,218.00	34,218.00	0.00		0.00	34,218.00	100.00 %	
Budget Detail									
Description		Units	Price	Amount					
AICPA Membership		1.00	315.00	315.00					
AWWA-Fred & Kelli		2.00	259.00	518.00					
Catawba Riverkeeper Foundation		1.00	250.00	250.00					
Catawba-Wateree Water Mang		1.00	10,135.00	10,135.00					
CCCC Membership		1.00	5,000.00	5,000.00					
CDA Gold Member Renewal		1.00	4,000.00	4,000.00					
Chester Lions Club (Fred)		2.00	125.00	250.00					
Chester Lions Club Annual Membership		1.00	250.00	250.00					
Chester Soil and Water Conservation Annual		1.00	250.00	250.00					
I-77 Alliance Membership		1.00	5,000.00	5,000.00					
Lower Catawba Riverkeeper		1.00	250.00	250.00					
National GFOA Membership - Richard, Ligita		2.00	160.00	320.00					
Progressive Assoc for Chester Co (Fred)		1.00	200.00	200.00					
Rotary (Fred)		1.00	600.00	600.00					
SC Assoc of CPA's and Michigan Assoc of CPA's		1.00	320.00	320.00					
SC AWWA Water Utility Council		1.00	600.00	600.00					
SC Govt Finance Officers Assoc-Accounting Staff		4.00	125.00	500.00					
SC Professional Engineer's License		1.00	85.00	85.00					
SCRWA Dues		1.00	900.00	900.00					
SCUBA SC Utility Biling Association-Holly,Terri		2.00	35.00	70.00					
SCUBA SC Utility Biling Association-Richard		1.00	75.00	75.00					
Special Purpose District		1.00	1,850.00	1,850.00					
Water Environment Federation		1.00	185.00	185.00					
Water Research Foundation AWWA		1.00	2,250.00	2,250.00					
WEASC-Kelli		1.00	45.00	45.00					
Budget Notes									
Subject		Description							
SC GFOA - Accounting Staff		Membership for Richard, Vanessa, Ligita and Tiffany							
100-1000-550001	Educational Seminars and Classes	12,133.00	12,133.00	0.00		0.00	12,133.00	100.00 %	

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

				Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Budget Detail									
Description				Units	Price	Amount			
CCABP Conference				1.00	500.00	500.00			
CPFO Enrollment Fee - Ligita H.				1.00	600.00	600.00			
National Backflow Conference Kelli				1.00	1,200.00	1,200.00			
Online CPE-Richard				1.00	519.00	519.00			
Operators Conference Registration/Lodge (Kelli)				1.00	1,200.00	1,200.00			
SC GFOA Fall Conference - Richard				1.00	983.00	983.00			
SC GFOA Spring Conference -(3) Accounting Staff				1.00	586.00	586.00			
SC SPDA Annual Meeting and Lodging (Fred)				1.00	800.00	800.00			
SC SPDA Leadership				8.00	125.00	1,000.00			
SCRWA Annual Conference and Lodging (Fred)				1.00	1,200.00	1,200.00			
SCRWA Desicion Makers Conference and lodging Fred				1.00	1,000.00	1,000.00			
SCUBA Annual Conference - Holly				1.00	860.00	860.00			
Sensus User Conference - Terri				1.00	700.00	700.00			
System Protection Workshop Lodging (Kelli)				2.00	150.00	300.00			
Water for All Summit				9.00	50.00	450.00			
WEASC Engineering Management Workshop (Fred)				1.00	85.00	85.00			
WEASC Mid Year				1.00	150.00	150.00			
Budget Notes									
Subject		Description							
Online CPE - Richard		AICPA CPEExpress - \$370.00 Michigan Board of Accountancy Ethics \$59 one hr SC Board of Accountancy Ethics - \$90 2 hours							
100-1000-550002	Mileage Reimbursements	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %		
100-1000-560001	Collections Over/Short	640.00	640.00	0.00	0.00	640.00	100.00 %		
100-1000-560006	Contingency Account	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %		
100-1000-560007	Community Support	6,445.00	6,445.00	0.00	0.00	6,445.00	100.00 %		
Budget Detail									
Description				Units	Price	Amount			
Arts Council Membership				1.00	250.00	250.00			
CCNGA Golf Tournament				1.00	500.00	500.00			
CDD Hog on the Hill				1.00	120.00	120.00			
Chester County Sheriff Recognition Award and Gift				1.00	250.00	250.00			
Chester High School Booster Club				1.00	550.00	550.00			
Chester School District Read, Feed, Succeed				1.00	1,000.00	1,000.00			
Christmas Parade				1.00	500.00	500.00			
Great Fall Hometown				1.00	250.00	250.00			
Great Falls Athletics Corporate Plus				1.00	500.00	500.00			
Lewisville High School Corporate Plus				1.00	500.00	500.00			
MLK Celebration				1.00	300.00	300.00			
Parade Fees				1.00	25.00	25.00			
Public Education Foundation				1.00	500.00	500.00			
WEASC Clay Shoot				1.00	1,200.00	1,200.00			
100-1001-511000	Regular Salaries and Wages	84,431.00	84,431.00	0.00	0.00	84,431.00	100.00 %		
100-1001-511008	Sick Pay	4,571.00	4,571.00	0.00	0.00	4,571.00	100.00 %		
100-1001-512000	FICA	5,277.00	5,277.00	0.00	0.00	5,277.00	100.00 %		
100-1001-512001	Medicare	1,183.00	1,183.00	0.00	0.00	1,183.00	100.00 %		
100-1001-512002	SC Retirement	23,270.00	23,270.00	0.00	0.00	23,270.00	100.00 %		
100-1001-512004	Group Health Insurance	18,652.00	18,652.00	0.00	0.00	18,652.00	100.00 %		
100-1001-512006	Workmens Comp Ins.	49,000.00	49,000.00	0.00	8,288.06	40,711.94	83.09 %		
Budget Notes									
Subject		Description							
Worker's Comp		Using World Insurance Quote							
100-1001-521001	Legal Services	4,600.00	4,600.00	0.00	0.00	4,600.00	100.00 %		

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

				Variance		
				Fiscal	Favorable	Percent
				Activity	(Unfavorable)	Remaining
Original						
Total Budget						
Current						
Total Budget						
Period						
Activity						
Budget Detail						
Description	Units	Price	Amount			
EAP	0.00	0.00	1,600.00			
Legal Service	0.00	0.00	3,000.00			
100-1001-524001	Advertising and Promotion	1,000.00	1,000.00	0.00	1,000.00	100.00 %
100-1001-524006	Employee Screening & Testing	3,200.00	3,200.00	0.00	3,200.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Creative Services Background	1.00	120.00	120.00			
Pre-employment DMV	8.00	8.00	64.00			
Pre-employment drug screens	8.00	50.00	400.00			
Pre-employment SLED	8.00	27.00	216.00			
Random Drug Tests	4.00	600.00	2,400.00			
100-1001-531000	Office Supplies	600.00	600.00	0.00	600.00	100.00 %
100-1001-550000	Professional Memberships and Lice...	445.00	445.00	0.00	445.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Local SHRM	1.00	125.00	125.00			
MHRA	1.00	25.00	25.00			
National SHRM	1.00	250.00	250.00			
WEASC	1.00	45.00	45.00			
100-1001-550001	Educational Seminars and Classes	2,920.00	2,920.00	0.00	2,920.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Fall MHRA	1.00	1,000.00	1,000.00			
SC SHRM	1.00	1,300.00	1,300.00			
SCEC	1.00	400.00	400.00			
SPD	1.00	100.00	100.00			
Spring MHRA	1.00	120.00	120.00			
100-1002-511000	Regular Salaries and Wages	148,252.00	148,252.00	0.00	148,252.00	100.00 %
100-1002-511002	Overtime	447.00	447.00	0.00	447.00	100.00 %
100-1002-511008	Sick Pay	5,872.00	5,872.00	0.00	5,872.00	100.00 %
100-1002-512000	FICA	9,266.00	9,266.00	0.00	9,266.00	100.00 %
100-1002-512001	Medicare	2,076.00	2,076.00	0.00	2,076.00	100.00 %
100-1002-512002	SC Retirement	40,859.00	40,859.00	0.00	40,859.00	100.00 %
100-1002-512004	Group Health Insurance	11,344.00	11,344.00	0.00	11,344.00	100.00 %
100-1002-521002	IT Contracts and Services	369,700.00	369,700.00	0.00	305,849.93	82.73 %
63,850.07						
Budget Detail						
Description	Units	Price	Amount			
Additional BMI License and support	1.00	785.00	785.00			
Adobe	1.00	1,020.00	1,020.00			
Archive Social	1.00	5,391.00	5,391.00			
Azure MSP (Kizan as a placeholder)	1.00	46,280.00	46,280.00			
Cisco Smartnet C2960X-48FPS-L	1.00	1,415.00	1,415.00			
Cisco Smartnet WS-2960XR-24RS-I	1.00	530.00	530.00			
Cisco Smartnet WS-C2960XR-48FPS-I	1.00	1,132.00	1,132.00			
Cisco Smartnet WS-C3560CX-12PC-S	1.00	270.00	270.00			
Citrix RightSignature/Sharefile	1.00	3,400.00	3,400.00			
Code Lynx Alarm Monitoring	12.00	36.00	432.00			
CodeLynx Maintenance	1.00	1,400.00	1,400.00			
Expel Security Monitoring (O365 & On-Prem)	1.00	40,776.60	40,776.60			
Fortalice Policy Development (48 Hours)	48.00	200.00	9,600.00			
Fortalice vCISO(10 Hours Monthly)	120.00	300.00	36,000.00			
FoxIT	40.00	35.80	1,432.00			
Geojobe Backup my Org Renewal (ESRI Cloud Backup)	1.00	1,000.00	1,000.00			
GoDaddy(Domains, SSL)	1.00	1,000.00	1,000.00			

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Gravity Forms		1.00	60.00	60.00			
HP Server Service Contract		1.00	1,200.00	1,200.00			
iCloud costs		2.00	36.00	72.00			
IT "Help Desk" 5 days		5.00	1,000.00	5,000.00			
KnowBe4 (65 users @ 36)		65.00	36.00	2,340.00			
Kronos		12.00	320.00	3,840.00			
Meraki AP Renewal		4.00	166.11	664.44			
Meraki LIC-ENT-1YR		1.00	560.00	560.00			
Meraki LIC-MX68W-ENT-1YR		1.00	427.40	427.40			
Meraki LIC-MX84-SEC-1YR		1.00	1,360.56	1,360.56			
Meraki vMX-M		1.00	1,700.00	1,700.00			
Microsoft Azure Hosting Costs		1.00	18,000.00	18,000.00			
Microsoft SHI M365 Licenses		1.00	46,733.00	46,733.00			
PagerDuty Business		1.00	1,000.00	1,000.00			
Password Management		1.00	300.00	300.00			
Reach Signage License (2X \$385.00)		2.00	385.00	770.00			
Ridge IT MSP Support		2.00	1,750.00	3,500.00			
SENSUS ANALYTICS ENHANCED 5-10K		1.00	14,052.00	14,052.00			
SENSUS ANNUAL M400 EXT WARRANTY (6 Devices)		6.00	2,598.00	15,588.00			
SENSUS ANNUAL RNI SAAS FEE		1.00	17,778.00	17,778.00			
SENSUS CMEP ANNUAL MAINTENANCE FEE		1.00	520.00	520.00			
Teamviewer 12 months		12.00	417.00	5,004.00			
Tyler Saas		1.00	55,071.00	55,071.00			
Veeam		1.00	1,900.00	1,900.00			
zScaler Cloud Security		1.00	20,396.00	20,396.00			
100-1002-524000	Telephone and Communications	3,018.00	3,018.00	0.00	0.00	3,018.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Clay Cell		12.00	45.23	542.76			
Clay MiFi		12.00	41.00	492.00			
Cradlepoint Network Devices Monthly (2 devices)		12.00	80.00	960.00			
Susan Cell		12.00	45.23	542.76			
Susan MiFi		12.00	40.04	480.48			
100-1002-526000	Uniform Rental	1,196.00	1,196.00	0.00	0.00	1,196.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Uniform 2 Employees		52.00	23.00	1,196.00			
100-1002-532000	Small Tools and Equipment	750.00	750.00	0.00	0.00	750.00	100.00 %
100-1002-532003	Computer Hardware and Software	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Computer Hardware Replacement		1.00	15,000.00	15,000.00			
Budget Notes							
Subject	Description						
Hardware description	Budget for replacement laptops, desktops, monitors, scanners, environmental monitor, failed or outdated misc. computer equipment.						
100-1002-550000	Professional Memberships and Lice...	270.00	270.00	0.00	0.00	270.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
COMPTIA Fees		2.00	25.00	50.00			
MTASC		2.00	60.00	120.00			
WEASC		2.00	50.00	100.00			
100-1002-550001	Educational Seminars and Classes	3,840.00	3,840.00	0.00	0.00	3,840.00	100.00 %

Budget Report

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				Variance		
				Fiscal	Favorable	Percent
				Activity	(Unfavorable)	Remaining
Budget Detail						
Description	Units	Price	Amount			
CBT Nuggets Annual (Susan)	1.00	840.00	840.00			
IT Exams	2.00	300.00	600.00			
IT Security Meeting #1	2.00	100.00	200.00			
IT Security Meeting #2	2.00	100.00	200.00			
MTASC Fall Meeting	1.00	500.00	500.00			
MTASC Spring Meeting	2.00	100.00	200.00			
Stormwind Training (Clay and Fred)	2.00	650.00	1,300.00			
100-1002-550002	Mileage Reimbursements	500.00	500.00	0.00	500.00	100.00 %
100-1010-511009	Board of Commissioners Pay	9,750.00	9,750.00	0.00	9,750.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Board Meeting 12	108.00	50.00	5,400.00			
Finance Committee 3 meetings/4 member	12.00	50.00	600.00			
Grievance Meeting 6 meetings/4 members	24.00	50.00	1,200.00			
Research Committee 6 meetings/4 members	24.00	50.00	1,200.00			
Special Call Meetings 3 meetings/9 members	27.00	50.00	1,350.00			
100-1010-512000	FICA	316.00	316.00	0.00	316.00	100.00 %
100-1010-512001	Medicare	75.00	75.00	0.00	75.00	100.00 %
100-1010-512002	SC Retirement	638.00	638.00	0.00	638.00	100.00 %
100-1010-524000	Telephone and Communications	6,600.00	6,600.00	0.00	6,600.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Monthly fees for tablets for 9 Board members	12.00	550.00	6,600.00			
100-1010-531000	Office Supplies	1,547.00	1,547.00	0.00	1,547.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Christmas Gifts	9.00	33.00	297.00			
Gala Gifts	1.00	250.00	250.00			
Office and Meeting Supplies	1.00	1,000.00	1,000.00			
100-1010-550001	Educational Seminars and Classes	9,750.00	9,750.00	0.00	9,750.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Annual Board Retreat	1.00	4,000.00	4,000.00			
SCRWA Decision Makers Conference	5.00	1,000.00	5,000.00			
SPD Seminar	5.00	100.00	500.00			
Water for All Summit Catawba Wateree Management	5.00	50.00	250.00			
100-1010-550002	Mileage Reimbursements	1,500.00	1,500.00	0.00	1,500.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Mileage Reimbursements	1.00	1,500.00	1,500.00			
100-1010-560004	Board Meeting Expense	3,600.00	3,600.00	0.00	3,600.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
Christmas Dinner	1.00	900.00	900.00			
Meeting Lunches	12.00	50.00	600.00			
Traveling Meeting Meals-FL, GF, RB	3.00	700.00	2,100.00			
100-1998-550004	In-House Training and Development	34,750.00	34,750.00	0.00	34,750.00	100.00 %
Budget Detail						
Description	Units	Price	Amount			
AECOM	1.00	25,000.00	25,000.00			
Customer Service Training	1.00	2,500.00	2,500.00			
LEAD	1.00	750.00	750.00			

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Management Training		1.00	2,500.00	2,500.00			
Miscellaneous-AWWA/Rural Water, Incode Training		1.00	4,000.00	4,000.00			
100-1998-551000	Employee Appreciation	18,175.00	18,175.00	0.00	0.00	18,175.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Breakfast		2.00	150.00	300.00			
Christmas Gift Cards		55.00	100.00	5,500.00			
Christmas Lunch		1.00	2,700.00	2,700.00			
Coffee Truck		2.00	300.00	600.00			
Cookout Lunches		3.00	400.00	1,200.00			
Employee Appreciation Gifts		56.00	25.00	1,400.00			
Employee Birthday Gift Cards		55.00	25.00	1,375.00			
Funeral Flowers		8.00	100.00	800.00			
Meeting, training, and work lunches		1.00	1,200.00	1,200.00			
Sam's Club Membership for Key Employees		1.00	400.00	400.00			
Spring Lunch		1.00	2,700.00	2,700.00			
100-1998-551001	Tuition Assistance	14,424.00	14,424.00	0.00	0.00	14,424.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Bachelor of Accounting-Vanessa R.		1.00	7,800.00	7,800.00			
Bachelor of Cloud Computing- Clay S.		1.00	6,624.00	6,624.00			
Budget Notes							
Subject	Description						
Bachelor of Cloud Computing- Clay S.	Spring Semester - \$4140 - full amount \$3312-80% Fall Semester - \$4140 - full amount \$ 3312 - 80%						
Tuition Assistance-Vanessa R. (BBA-Accounting)	Tuition for Fall 2023-\$5,500 Books for 4 classes (about \$250 a piece)-\$1,000 Total-\$6,500 80%-\$5,200 Tuition for Spring 2024-\$2,750 Books for 2 classes (about \$250 a piece)-\$500 Total-\$3,250 80%-2,600 80% total-\$7,800						
100-1998-551002	Crisis Fund	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-1999-512005	Retiree Health Insurance	102,000.00	102,000.00	0.00	0.00	102,000.00	100.00 %
Budget Notes							
Subject	Description						
Retiree insurance	current + 2 new retirees						
100-1999-512008	Flex Spending Admin Fee Expense	335.00	335.00	0.00	0.00	335.00	100.00 %
100-1999-512009	PEBA Admin Fee Expense	1,726.00	1,726.00	0.00	0.00	1,726.00	100.00 %
100-1999-521005	Other Contractual Services	38,040.00	38,040.00	0.00	0.00	38,040.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Agility-Recovery Plan		12.00	530.00	6,360.00			
Milo's Cleaning Service		12.00	2,500.00	30,000.00			
Waste Management		12.00	140.00	1,680.00			
100-1999-523000	Electricity	32,400.00	32,400.00	0.00	0.00	32,400.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Power for Chester & Great Falls		12.00	2,700.00	32,400.00			

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-1999-523001	Natural Gas	4,800.00	4,800.00	0.00	0.00	4,800.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Natural Gas for CH & GF		12.00	400.00	4,800.00			
100-1999-523002	Water and Sewer	7,200.00	7,200.00	0.00	0.00	7,200.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Water/Sewer for CH & GF		12.00	600.00	7,200.00			
100-1999-524000	Telephone and Communications	51,180.00	51,180.00	0.00	0.00	51,180.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Internet News and Weather Channel-Hulu, Roku, etc.		12.00	65.00	780.00			
TruVista-CH		12.00	4,000.00	48,000.00			
TruVista-GF		12.00	200.00	2,400.00			
100-1999-524002	General Property & Liability Insuran...	85,000.00	85,000.00	0.00	0.00	85,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Gallagher Cyber Insurance		1.00	10,000.00	10,000.00			
General Property Liability Insurance		1.00	75,000.00	75,000.00			
Budget Notes							
Subject		Description					
Prop & Liability		Based on World Insurance Quote					
100-1999-531001	Janitorial and General Supplies	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Janitorial Supplies		1.00	5,000.00	5,000.00			
100-1999-532002	Office Furniture and Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Misc. chairs and replacement furniture		1.00	2,500.00	2,500.00			
100-1999-710004	Capital Asset Replacement	562,000.00	562,000.00	0.00	0.00	562,000.00	100.00 %
100-2000-511000	Regular Salaries and Wages	268,201.00	268,201.00	0.00	0.00	268,201.00	100.00 %
100-2000-511002	Overtime	6,911.00	6,911.00	0.00	0.00	6,911.00	100.00 %
100-2000-511008	Sick Pay	7,560.00	7,560.00	0.00	0.00	7,560.00	100.00 %
100-2000-512000	FICA	16,763.00	16,763.00	0.00	0.00	16,763.00	100.00 %
100-2000-512001	Medicare	3,755.00	3,755.00	0.00	0.00	3,755.00	100.00 %
100-2000-512002	SC Retirement	73,917.00	73,917.00	0.00	0.00	73,917.00	100.00 %
100-2000-512004	Group Health Insurance	44,480.00	44,480.00	0.00	0.00	44,480.00	100.00 %
100-2000-521005	Other Contractual Services	10,685.00	10,685.00	0.00	1,898.04	8,786.96	82.24 %
Budget Detail							
Description		Units	Price	Amount			
ArcGIS Online GIS Professional Basic Term License		1.00	700.00	700.00			
ArcGIS Tablet Fieldworker		4.00	360.00	1,440.00			
ArcGIS Viewer		10.00	100.00	1,000.00			
Autocad Basic		1.00	460.00	460.00			
AutoCAD Civil 3d		1.00	2,315.00	2,315.00			
InfoWater		1.00	3,000.00	3,000.00			
Miscellaneous Rentals		1.00	750.00	750.00			
SC Land Records		12.00	30.00	360.00			
SC RTN GIS		1.00	600.00	600.00			
SCDOT Plans Online		1.00	60.00	60.00			
100-2000-522002	Vehicle Repairs and Maintenance	4,300.00	4,300.00	0.00	0.00	4,300.00	100.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Budget Detail							
Description		Units	Price	Amount			
Brakes		2.00	150.00	300.00			
Carwash		12.00	20.00	240.00			
Miscellaneous Repairs		1.00	2,000.00	2,000.00			
Oil Changes		8.00	70.00	560.00			
Tires		6.00	200.00	1,200.00			
100-2000-524000	Telephone and Communications	2,931.00	2,931.00	0.00	0.00	2,931.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Accessories		3.00	75.00	225.00			
Apple iCloud for Bobby		12.00	3.00	36.00			
Monthly Average		12.00	222.50	2,670.00			
100-2000-526000	Uniform Rental	2,664.00	2,664.00	0.00	0.00	2,664.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Boots		3.00	250.00	750.00			
Hoodies		3.00	150.00	450.00			
Uniforms		12.00	122.00	1,464.00			
100-2000-531000	Office Supplies	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Amazon Business Membership		1.00	600.00	600.00			
Office Supplies		1.00	1,800.00	1,800.00			
100-2000-531003	Safety Gear and Supplies	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Personal Safety Gear		3.00	150.00	450.00			
Signs and Miscellaneous		1.00	1,500.00	1,500.00			
100-2000-531008	Fuel	6,840.00	6,840.00	0.00	0.00	6,840.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Average Month 3 vehicles		12.00	570.00	6,840.00			
100-2000-532000	Small Tools and Equipment	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Miscellaneous Tools		1.00	1,500.00	1,500.00			
100-2000-550000	Professional Memberships and Lice...	2,450.00	2,450.00	0.00	0.00	2,450.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
AWWA		3.00	215.00	645.00			
Backflow Association		2.00	75.00	150.00			
PE		1.00	85.00	85.00			
SC LLR Operators License		3.00	45.00	135.00			
SCDHEC General Permit		1.00	1,000.00	1,000.00			
WEASC		3.00	35.00	105.00			
WEF		3.00	110.00	330.00			
100-2000-550001	Educational Seminars and Classes	14,700.00	14,700.00	0.00	0.00	14,700.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
AWWA Webinar		1.00	200.00	200.00			
Backflow Recertification		3.00	300.00	900.00			
Ferguson User Expo		1.00	650.00	650.00			

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Miscellaneous Classes		3.00	500.00	1,500.00			
Miscellaneous Conferences		3.00	500.00	1,500.00			
Operators Conference		2.00	700.00	1,400.00			
SCEC		2.00	1,800.00	3,600.00			
SCRWA Annual Conference		2.00	900.00	1,800.00			
WEASC Mid-Year		2.00	75.00	150.00			
Xylem Reach Conference		1.00	3,000.00	3,000.00			
100-2000-560010	Miscellaneous	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Lunches, etc.		1.00	1,000.00	1,000.00			
100-2000-560090	Water Efficiency Rebate Program	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-2000-951004	Vehicles	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
2023 Chevrolet Silverado 1500		1.00	11,000.00	11,000.00			
Budget Notes							
Subject	Description						
2023 Chevrolet Silverado 1500	\$11000 is the principal payment for the FY2024 (4 year capital lease).						
100-3000-511000	Regular Salaries and Wages	714,280.00	714,280.00	0.00	0.00	714,280.00	100.00 %
100-3000-511002	Overtime	49,619.00	49,619.00	0.00	0.00	49,619.00	100.00 %
100-3000-511008	Sick Pay	29,575.00	29,575.00	0.00	0.00	29,575.00	100.00 %
100-3000-512000	FICA	44,643.00	44,643.00	0.00	0.00	44,643.00	100.00 %
100-3000-512001	Medicare	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
100-3000-512002	SC Retirement	196,856.00	196,856.00	0.00	0.00	196,856.00	100.00 %
100-3000-512004	Group Health Insurance	160,395.00	160,395.00	0.00	0.00	160,395.00	100.00 %
100-3000-521005	Other Contractual Services	39,852.00	39,852.00	0.00	0.00	39,852.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
AECOM-Tank Services		1.00	10,000.00	10,000.00			
ARC Gas		12.00	13.00	156.00			
Azuga		12.00	1,150.00	13,800.00			
Bank and Business Fire Alarm Annual Fee		1.00	336.00	336.00			
Generator Maintenance		1.00	3,000.00	3,000.00			
PUPS-811		1.00	2,600.00	2,600.00			
Stephenson Electric		12.00	40.00	480.00			
Strongs Landscaping		12.00	690.00	8,280.00			
WBD Exterminating		12.00	100.00	1,200.00			
Budget Notes							
Subject	Description						
AECOM	Tank Inspection						
Stephenson Electric	Great Falls and Filter Plant						
100-3000-522000	Building and Grounds Repairs and ...	62,100.00	62,100.00	0.00	0.00	62,100.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Annual Generator Preventive Maintenance Program		1.00	3,000.00	3,000.00			
General Maintenance		1.00	25,000.00	25,000.00			
New Sink and Paint for Men's Bathroom		1.00	2,600.00	2,600.00			
Richburg Tank Vehicle Gate		1.00	1,500.00	1,500.00			
Water Tank Maintenance- Washouts/Maintenance		1.00	30,000.00	30,000.00			
Budget Notes							
Subject	Description						
Men's Bathroom Renovation	\$2600.00 includes the new sink, faucet/parts, paint/supplies, and stainless steel backsplash						

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-3000-522001	Equipment and Machinery Repairs ...	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
100-3000-522002	Vehicle Repairs and Maintenance	47,760.00	47,760.00	0.00	0.00	47,760.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Floor Mats for New Maint. Service Truck		2.00	350.00	700.00			
Ladder Rack for new Maint. Service truck		1.00	1,600.00	1,600.00			
Light Bar Replacement		8.00	320.00	2,560.00			
Misc. Items for New Maint. Sevice Truck		2.00	450.00	900.00			
Pull Out Tool Boxes for Service Trucks		4.00	3,000.00	12,000.00			
Vehicle Repair and Maint.		1.00	30,000.00	30,000.00			
Budget Notes							
Subject		Description					
Misc. Items New Maint Service Truck		Weatherproof Outlet, Strobe Lights, Strobe Light Ext., Light Bars, Nerf Bars					
100-3000-524000	Telephone and Communications	14,368.00	14,368.00	0.00	0.00	14,368.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Accessories (Cases, Cords, etc.)		1.00	1,000.00	1,000.00			
ATT Phone (16)		192.00	46.00	8,832.00			
ATT Tablets (9)		108.00	42.00	4,536.00			
100-3000-525000	Hauling and tipping fees	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
Budget Notes							
Subject		Description					
Scrap		Taking off scrap dirt and road waste					
100-3000-526000	Uniform Rental	19,084.00	19,084.00	0.00	0.00	19,084.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Employee Beanies		16.00	30.00	480.00			
Employee Boots		16.00	250.00	4,000.00			
Employee Hats		16.00	30.00	480.00			
Employee Hoodies		16.00	30.00	480.00			
Shop Mats		12.00	317.00	3,804.00			
Uniforms		12.00	620.00	7,440.00			
Waders		12.00	200.00	2,400.00			
100-3000-526001	Equipment Rental	17,460.00	17,460.00	0.00	0.00	17,460.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
4-in1- Skid Steer Bucket		3.00	570.00	1,710.00			
Brush Cutter		2.00	1,500.00	3,000.00			
Chipper		5.00	300.00	1,500.00			
Concrete Breaker		12.00	300.00	3,600.00			
Skid Steer		3.00	2,550.00	7,650.00			
100-3000-531002	Shop Supplies and Materials	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Hardware Store, etc.		1.00	23,000.00	23,000.00			
Budget Notes							
Subject		Description					
Shop Supplies		Hardware Store, Rags, Marking Flags, Marking Paint, Various Chemicals					
100-3000-531003	Safety Gear and Supplies	7,075.00	7,075.00	0.00	0.00	7,075.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
First Aid Kits/Items		9.00	25.00	225.00			

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Flash Lights			9.00	50.00	450.00			
Misc. Items- Reflectors, Thermoplastic, etc.			1.00	2,000.00	2,000.00			
Reflective Vest, Pants, Rain Gear, and Jackets			1.00	2,000.00	2,000.00			
Roll Up Signs			15.00	160.00	2,400.00			
100-3000-531004	Patching and Paving Materials		32,370.00	32,370.00	0.00	0.00	32,370.00	100.00 %
Budget Detail								
Description			Units	Price	Amount			
Asphalt Remover			1.00	700.00	700.00			
Bagged Asphalt			189.00	30.00	5,670.00			
Hanson Rock			1.00	6,000.00	6,000.00			
Stevenson Weir (Flo-Fill/Concrete)			1.00	10,000.00	10,000.00			
Surface Asphalt			1.00	10,000.00	10,000.00			
100-3000-531008	Fuel		52,800.00	52,800.00	0.00	0.00	52,800.00	100.00 %
Budget Detail								
Description			Units	Price	Amount			
Based on 1100 gallons/month @ 4.00			13,200.00	4.00	52,800.00			
100-3000-531010	Inventory Parts and Supplies		200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
100-3000-532000	Small Tools and Equipment		17,500.00	17,500.00	0.00	0.00	17,500.00	100.00 %
Budget Detail								
Description			Units	Price	Amount			
Tools			1.00	15,500.00	15,500.00			
Truck Equipment (Vises, Water Tanks, Inverter)			1.00	2,000.00	2,000.00			
Budget Notes								
Subject			Description					
Normal Working Tools			These tools consist of as needed. Shovels, ratchet/sockets sets, cordless impacts, prob rods, hand pumps, chainsaww chains, pipe wrenches, and other various contruction tools					
100-3000-541002	Licenses and Permits		150.00	150.00	0.00	0.00	150.00	100.00 %
Budget Detail								
Description			Units	Price	Amount			
Buzzard Permit			1.00	150.00	150.00			
100-3000-550000	Professional Memberships and Lice...		10,760.00	10,760.00	0.00	0.00	10,760.00	100.00 %
Budget Detail								
Description			Units	Price	Amount			
AWWA Test Prep App- Higher Learning			16.00	50.00	800.00			
CDL Renewal			8.00	45.00	360.00			
CDL Training (York Tech)			3.00	2,000.00	6,000.00			
Distribution License Renewal			16.00	30.00	480.00			
Distribution License Test			16.00	150.00	2,400.00			
WEASC Membership			16.00	45.00	720.00			
100-3000-550001	Educational Seminars and Classes		4,200.00	4,200.00	0.00	0.00	4,200.00	100.00 %
Budget Detail								
Description			Units	Price	Amount			
Distribution Conferences			2.00	1,000.00	2,000.00			
Distribution Liscense Renewals			1.00	700.00	700.00			
Distribution Workshops			1.00	1,500.00	1,500.00			
100-3000-560010	Miscellaneous		1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Budget Detail								
Description			Units	Price	Amount			
Various Reimbursements			1.00	1,000.00	1,000.00			
Budget Notes								
Subject			Description					
Reimbursements			Reimbursements for after hour food that qualifies and Mentorship Meetings					

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-3000-951001	Buildings	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Remodle Men's Bathroom in back		1.00	4,500.00	4,500.00			
100-3000-951003	Equipment	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
CAT 303.5 Mini Excavator- Annual Lease (4 Years)		1.00	14,000.00	14,000.00			
Budget Notes							
Subject	Description						
CAT 303.5 Mini Excavator	4 year capital lease for \$64,000 with 5% interest rate. \$14,000 is the pricipal of the lease for FY24.						
Mini Excavator	This will allow more productivity to get done due to it's small foot print compared to a Backhoe.						
100-3000-951004	Vehicles	29,200.00	29,200.00	0.00	0.00	29,200.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Maint, Service Truck-Annual Lease (4 years)		1.00	19,000.00	19,000.00			
Pickup Truck (Field Rep)-Annual Lease		1.00	10,200.00	10,200.00			
Budget Notes							
Subject	Description						
Maint. Service Truck & Field Rep. Truck	\$19,000 is the principal for Maint. Service Truck and \$10,200 is the principal for Field Rep. Truck. Please refer to the amortization schedules.						
Service Truck	Service Truck will be to relpace the 2015 Chevy 2500 HD for a bigger truck that Foreman and Crewman can work out of and the 2015 Chevy will be kept for a backup truck						
100-4000-511000	Regular Salaries and Wages	171,121.00	171,121.00	0.00	0.00	171,121.00	100.00 %
100-4000-511002	Overtime	6,347.00	6,347.00	0.00	0.00	6,347.00	100.00 %
100-4000-511008	Sick Pay	3,103.00	3,103.00	0.00	0.00	3,103.00	100.00 %
100-4000-512000	FICA	10,696.00	10,696.00	0.00	0.00	10,696.00	100.00 %
100-4000-512001	Medicare	2,396.00	2,396.00	0.00	0.00	2,396.00	100.00 %
100-4000-512002	SC Retirement	47,161.00	47,161.00	0.00	0.00	47,161.00	100.00 %
100-4000-512004	Group Health Insurance	28,704.00	28,704.00	0.00	0.00	28,704.00	100.00 %
100-4000-521004	Maintenance Contracts	61,000.00	61,000.00	0.00	0.00	61,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Annual M400 Flexnet		6.00	3,000.00	18,000.00			
Leroy Plant Annual Tank Lease		1.00	3,000.00	3,000.00			
Reed & Shows Meter 10" Testing		1.00	40,000.00	40,000.00			
100-4000-522001	Equipment and Machinery Repairs ...	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
Budget Notes							
Subject	Description						
EQUIPMENT AND MACHINERY REPAIRS AND REPLACEMENT	HAND HELD REPAIR OR REPLACEMENT POCKET READERS REPLACE MENTS COMMAND LINK REPAIR AND REPLACEMENT 2" PUMP REPAIR AN REPLACEMENT						
100-4000-522002	Vehicle Repairs and Maintenance	8,800.00	8,800.00	0.00	0.00	8,800.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Brakes Replacement x2		4.00	400.00	1,600.00			
Miscellaneous Parts & Repairs		4.00	600.00	2,400.00			
Oil Changes 4x year for 4 trucks		16.00	60.00	960.00			
Tires for 4 Trucks		16.00	240.00	3,840.00			
100-4000-524000	Telephone and Communications	8,228.00	8,228.00	0.00	0.00	8,228.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Accessories		4.00	100.00	400.00			
Apple iCloud for Bo		12.00	3.00	36.00			

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Flexnet Towers		72.00	26.00	1,872.00			
Phones		48.00	70.00	3,360.00			
Road Warrior Software		4.00	100.00	400.00			
Tablets		48.00	45.00	2,160.00			
100-4000-526000	Uniform Rental	4,220.00	4,220.00	0.00	0.00	4,220.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Boots		4.00	200.00	800.00			
Coveralls		4.00	150.00	600.00			
Hoodies		4.00	30.00	120.00			
Jackets		4.00	85.00	340.00			
Rain Gear		4.00	80.00	320.00			
T-Shirts		4.00	150.00	600.00			
Uniforms		48.00	30.00	1,440.00			
100-4000-531002	Shop Supplies and Materials	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
Budget Notes							
Subject	Description						
SHOP SUPPLIES AND MATERIALS	HAND TOWELS, HAND SANITIZER, ANT SPRAY WASP & HORNET SPRAY, BLUE MARKER PAINT, METER BOX FLAGS, DOOR KNOCKERS TAG...						
100-4000-531005	Meters Supplies and Appurtenences	120,900.00	120,900.00	0.00	0.00	120,900.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Knights Bridge Meters/MXU		72.00	325.00	23,400.00			
Walkers Mill Meters/MXU		300.00	325.00	97,500.00			
Budget Notes							
Subject	Description						
Knights Bridge Project	Totals Rolled Over from FY23 Budget - Project in progress but not complete						
100-4000-531008	Fuel	15,300.00	15,300.00	0.00	0.00	15,300.00	100.00 %
Budget Notes							
Subject	Description						
Fuel	4 trucks per avarage month						
100-4000-531010	Inventory Parts & Supplies	219,290.00	219,290.00	0.00	0.00	219,290.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
1" Meter		25.00	235.00	5,875.00			
1" Meter Washer		50.00	0.40	20.00			
1.5" Flange Gasket w/Bolts		5.00	9.00	45.00			
1.5" Meter		1.00	1,550.00	1,550.00			
2" Backflow Device w/Stands		5.00	850.00	4,250.00			
2" Meter		8.00	1,700.00	13,600.00			
3/4" Ally Meter		200.00	500.00	100,000.00			
3/4" iPerl Meter		50.00	140.00	7,000.00			
3/4" Meter Washer		500.00	0.20	100.00			
4" Meter		2.00	4,500.00	9,000.00			
Hydrant Meter		5.00	1,698.00	8,490.00			
Meter Wires		300.00	28.00	8,400.00			
MXU		250.00	180.00	45,000.00			
MXU Adapter Clip		500.00	0.85	425.00			
MXU Housing		500.00	31.00	15,500.00			
Unipro TRPL Adapter		5.00	7.00	35.00			
100-4000-532000	Small Tools and Equipment	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Budget Notes							
Subject	Description						
Small Tools	Shovels, Meter Keys, Hydrant Wrenches, Cutoff Wrenches, Tools, ect.						
100-4000-550000	Professional Memberships and Lice...	320.00	320.00	0.00	0.00	320.00	100.00 %
Budget Notes							
Subject	Description						
PROFESSIONAL MEMBERSHIP AND LICENSES	SC LLR LICENSES 4* 45.00 & WEASC ECT*35.00						
100-4000-550001	Educational Seminars and Classes	7,020.00	7,020.00	0.00	0.00	7,020.00	100.00 %
Budget Notes							
Subject	Description						
EDUCATIONAL SEMINARS AND CLASS	SENSUS NATIONAL CONFERENCE BO BEATY, USER CONFERENCE, SHORT SCHOOL, TESTING- DISTRIBUTION LICENSING						
100-4000-560010	Miscellaneous	750.00	750.00	0.00	0.00	750.00	100.00 %
Budget Notes							
Subject	Description						
MISCELLANEOUS	INCIDENTAL ITEMS						
100-4000-951004	Vehicles	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Meter Vehicle-Principal of 4 year lease for FY24	1.00	7,500.00	7,500.00				
Budget Notes							
Subject	Description						
Meter Truck Capital Lease	Four year lease for \$35,000 with interest rate of 5%.						
100-5000-511000	Regular Salaries and Wages	789,961.00	789,961.00	0.00	0.00	789,961.00	100.00 %
100-5000-511002	Overtime	34,152.00	34,152.00	0.00	0.00	34,152.00	100.00 %
100-5000-511008	Sick Pay	31,368.00	31,368.00	0.00	0.00	31,368.00	100.00 %
100-5000-512000	FICA	49,373.00	49,373.00	0.00	0.00	49,373.00	100.00 %
100-5000-512001	Medicare	11,060.00	11,060.00	0.00	0.00	11,060.00	100.00 %
100-5000-512002	SC Retirement	217,714.00	217,714.00	0.00	0.00	217,714.00	100.00 %
100-5000-512004	Group Health Insurance	131,000.00	131,000.00	0.00	0.00	131,000.00	100.00 %
100-5000-521003	Engineering Contracts and Services	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Water Quality - Engineering Consultants	1.00	20,000.00	20,000.00				
Budget Notes							
Subject	Description						
Engineering Consultant	Revisit later						
100-5000-521004	Maintenance Contracts	57,405.00	57,405.00	0.00	0.00	57,405.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Annual Ammonia Inspection	1.00	1,200.00	1,200.00				
Annual Chlorine Regulator Inspection	1.00	2,700.00	2,700.00				
Backflow Certification - Cato Plumbing	1.00	1,200.00	1,200.00				
CITI - SCADA	1.00	20,000.00	20,000.00				
Generator Services / Batteries	1.00	2,000.00	2,000.00				
HACH PM	4.00	1,000.00	4,000.00				
Hoist and Crane Inspection - Carotek	1.00	600.00	600.00				
Instrument Service Inc.	12.00	110.00	1,320.00				
MarCor DI Water	1.00	1,500.00	1,500.00				
Performance Fire Inspection	1.00	300.00	300.00				
Suez TOC Analyzer PM	1.00	7,300.00	7,300.00				
Utility Cloud - 10 User Annual Subscription	1.00	11,160.00	11,160.00				

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
	Utility Cloud Help Hours	25.00	165.00	4,125.00			
100-5000-521005	Other Contractual Services	1,572.00	1,572.00	0.00	0.00	1,572.00	100.00 %
Budget Detail							
	Description	Units	Price	Amount			
	Direct TV	12.00	131.00	1,572.00			
100-5000-522000	Building and Grounds Repairs and ...	17,740.00	17,740.00	0.00	0.00	17,740.00	100.00 %
Budget Detail							
	Description	Units	Price	Amount			
	Ant Treatment	2.00	250.00	500.00			
	Bush Hogging - Carolina Outdoor Services	2.00	500.00	1,000.00			
	Carolina Outdoor Services - Lawn Care	12.00	525.00	6,300.00			
	Deep Clean- Floors and Windows	1.00	2,500.00	2,500.00			
	Gravel	1.00	2,000.00	2,000.00			
	HVAC Repairs	1.00	2,000.00	2,000.00			
	Landscaping	1.00	500.00	500.00			
	Monthly Cleaning Service	12.00	200.00	2,400.00			
	WBD Exterminating	12.00	45.00	540.00			
100-5000-522001	Equipment and Machinery Repairs ...	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
Budget Detail							
	Description	Units	Price	Amount			
	Backhoe Repairs	1.00	2,500.00	2,500.00			
100-5000-522002	Vehicle Repairs and Maintenance	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
Budget Detail							
	Description	Units	Price	Amount			
	Oil Change/Tire Rotation (David's Truck)	4.00	100.00	400.00			
	Oil Change/Tire Rotation (Lab Vehicle)	4.00	50.00	200.00			
	Oil Change/Tire Rotation (Maintenance Truck)	4.00	100.00	400.00			
	Set of Tires	1.00	1,000.00	1,000.00			
	Vehicle Cleaning and Improvements	1.00	1,000.00	1,000.00			
	Vehicle Repairs	1.00	1,000.00	1,000.00			
100-5000-522004	Water Filtration System Repairs and...	144,700.00	144,700.00	0.00	0.00	144,700.00	100.00 %
Budget Detail							
	Description	Units	Price	Amount			
	Entire Facility Maintenance	12.00	8,500.00	102,000.00			
	Office Renovation	1.00	3,000.00	3,000.00			
	Paint	1.00	2,000.00	2,000.00			
	Wet Well Cleaning	1.00	20,000.00	20,000.00			
	Window Tinting and Security Doors	1.00	17,700.00	17,700.00			
100-5000-523000	Electricity	186,840.00	186,840.00	0.00	0.00	186,840.00	100.00 %
Budget Detail							
	Description	Units	Price	Amount			
	Electricity	12.00	15,500.00	186,000.00			
	Outside Lighting - DUKE	12.00	70.00	840.00			
Budget Notes							
	Subject	Description					
	Duke - Outside Lighting	Increased to \$67 a month					
100-5000-523001	Natural Gas	10,320.00	10,320.00	0.00	0.00	10,320.00	100.00 %
Budget Detail							
	Description	Units	Price	Amount			
	Natural Gas	12.00	860.00	10,320.00			

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Budget Notes							
Subject	Description						
Natural Gas	Charge per a thermal unit increased by 0.20/unit from January 2022 to now. This equates to \$323 increase over the year.						
100-5000-524000	Telephone and Communications	15,850.00	15,850.00	0.00	0.00	15,850.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Cell Phone Accessories	1.00	250.00	250.00				
Cell Phones / IPAD and Wifi	12.00	800.00	9,600.00				
Comporium	12.00	500.00	6,000.00				
Budget Notes							
Subject	Description						
Cell Phones / IPAD	Estimating \$763 for 13 employees (minus Kenny and David D.) and 2 IPADs						
100-5000-524004	Postage and Delivery Fees	650.00	650.00	0.00	0.00	650.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Additional Shipping Charges	1.00	500.00	500.00				
PO Box Fee	1.00	150.00	150.00				
Budget Notes							
Subject	Description						
PO Box Fee	In 2021 it was \$130. In 2022 it was \$140						
100-5000-525000	Hauling and tipping fees	37,400.00	37,400.00	0.00	0.00	37,400.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Hauling Fee	40.00	800.00	32,000.00				
Landfill Disposal Fee	40.00	120.00	4,800.00				
Weighing Fee	40.00	15.00	600.00				
Budget Notes							
Subject	Description						
Hauling Fee	Hauling Fee has decreased from \$860 to \$686						
Landfill Disposal Fee	The current rate is between \$75 - \$100 per load.						
Weighing Fee	Currently is \$10 per load						
100-5000-526000	Uniform Rental	10,818.00	10,818.00	0.00	0.00	10,818.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Boots for 15 Employees	15.00	300.00	4,500.00				
Floor Mats	52.00	12.00	624.00				
Shop Towels	52.00	2.50	130.00				
Uniforms for 13 Employees	52.00	107.00	5,564.00				
Budget Notes							
Subject	Description						
Floor Mats	They charge us \$9 per week for floor mats.						
Uniforms	The company is charging a \$4.74 energy fee per week						
100-5000-526002	Other Rentals	2,270.00	2,270.00	0.00	0.00	2,270.00	100.00 %
Budget Detail							
Description	Units	Price	Amount				
Air Gas - Lease Renewal (Lab/Shop)	1.00	950.00	950.00				
Tanner Ammonia Tank	12.00	110.00	1,320.00				
Budget Notes							
Subject	Description						
Air Gas - Lease Renewal	In May 2022 - \$909.36 In May 2021 - \$869.40						
Tanner Ammonia Tank	test						

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-5000-531000	Office Supplies	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Office Supplies		1.00	1,500.00	1,500.00			
100-5000-531001	Janitorial and General Supplies	3,400.00	3,400.00	0.00	0.00	3,400.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Janitorial Supplies		1.00	1,700.00	1,700.00			
Kitchen Supplies		1.00	1,700.00	1,700.00			
100-5000-531003	Safety Gear and Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Calibration Gas - Bump Testing		1.00	500.00	500.00			
Safety Expenses		1.00	500.00	500.00			
Budget Notes							
Subject		Description					
Safety Consultants		The goal is to complete the Confined Space, LOTO, and Chemical Hygiene Plan for the plant.					
100-5000-531006	Laboratory Supplies and Materials	62,400.00	62,400.00	0.00	0.00	62,400.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Air Gas Refill		4.00	200.00	800.00			
Brawny Towels		1.00	500.00	500.00			
Chem Trac Products		1.00	1,500.00	1,500.00			
Fluoride Probes		3.00	1,200.00	3,600.00			
Kemio Sensors/Reagents		4.00	1,800.00	7,200.00			
Laboratory Supplies		12.00	3,500.00	42,000.00			
NIST Thermometer Recertification		1.00	250.00	250.00			
pH Probes		4.00	700.00	2,800.00			
Proficiency Testing (ERA)		1.00	3,750.00	3,750.00			
Budget Notes							
Subject		Description					
Air Gas Refill		Charged \$183 for one cylinder. One cylinder lasts about 3 months					
100-5000-531007	Chemicals	417,050.00	417,050.00	0.00	0.00	417,050.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Ammonia		2.00	6,000.00	12,000.00			
Chlorine		8.00	7,300.00	58,400.00			
Corrosion Inhibitor- Worx 5.5		5.00	12,000.00	60,000.00			
Ferric Chloride		15.00	8,500.00	127,500.00			
Fluoride		4.50	5,500.00	24,750.00			
Lime Slurry		15.00	5,000.00	75,000.00			
Sludge Polymer		2.00	4,200.00	8,400.00			
Sodium Chlorite		1.00	51,000.00	51,000.00			
Budget Notes							
Subject		Description					
Ammonia		Paid \$4700 in January 2023. In November of 2021 it was 0.94/lb - 3188 lbs ordered. Now it is \$1.49/lb - May 2020 through June 2021? - June 2021 through November 2021 - November 2021 through April 2022					
Chlorine		- Looking at previous years- we are estimating \$2,439. We order 3 cylinders every 1.5 months. - In December 2022 we paid \$1718/container. - In December 2021we paid \$1091/container. - In December 2020 we paid \$558/container. - In December 2019 we paid \$558/container.					

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Corrosion Inhibitor Fluoride	Changed units and price based on changes in feed rate from winter through summer and raw material supply. In June 2022, paid \$2.12/lb. Now it is 2.61/lb. We order \$2,000 lbs every 4 months. Carroll anticipates the fluoride price staying the same. We increased by 5% just in case.						
Sludge Polymer	23% Increase, estimating \$4,200 next year March 2021- \$3414 November 2020- \$2775						
Sodium Chlorite	Through August 2023- \$1.04/lb delivered. It was \$0.96/lb. This is an 8% increase, estimating \$50,400 total when we buy 45,000lbs pe...						
<u>100-5000-531008</u>	Fuel	9,200.00	9,200.00	0.00	0.00	9,200.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Diesel Fuel for Generators		2.00	700.00	1,400.00			
Fuel for 3 Vehicles		52.00	150.00	7,800.00			
Budget Notes							
Subject		Description					
Diesel Fuel		Off-road diesel has increased \$1.10/gallon in a year to \$3.59/g. We normally get 150 gallons twice a year.					
<u>100-5000-532003</u>	Computer Hardware and Software	1,750.00	1,750.00	0.00	0.00	1,750.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Computer/IPAD - Backup		1.00	1,500.00	1,500.00			
Infrared Camera - Software		1.00	250.00	250.00			
<u>100-5000-541000</u>	Testing	10,660.00	10,660.00	0.00	0.00	10,660.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Extra Analyses		1.00	1,500.00	1,500.00			
Furans and Dioxins		1.00	1,200.00	1,200.00			
PACE - Monthly (minus quarterly)		8.00	265.00	2,120.00			
PACE - Quarterly PFAS/PFOS		4.00	800.00	3,200.00			
PACE - Quarterly Testing		4.00	410.00	1,640.00			
PACE - TCLP		1.00	1,000.00	1,000.00			
<u>100-5000-541002</u>	Licenses, Permits & Fees	22,630.00	22,630.00	0.00	0.00	22,630.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Annual Fee of Community		1.00	21,000.00	21,000.00			
Annual General Operating Fee		1.00	110.00	110.00			
Electronic Permitting Fee		1.00	120.00	120.00			
SCDHEC Certification of Distribution		1.00	1,000.00	1,000.00			
SCDHEC Lab Certification Fee		1.00	400.00	400.00			
<u>100-5000-550000</u>	Professional Memberships and Lice...	2,395.00	2,395.00	0.00	0.00	2,395.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Distribution License Renewal		2.00	30.00	60.00			
WEASC License Renewal		13.00	45.00	585.00			
WEF Membership - 2 employees		2.00	200.00	400.00			
WTP Operator License Renewals		12.00	100.00	1,200.00			
WWTP Operator License Renewal		5.00	30.00	150.00			
<u>100-5000-550001</u>	Educational Seminars and Classes	17,970.00	17,970.00	0.00	0.00	17,970.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Advanced Training		3.00	1,100.00	3,300.00			
Apprenticeship Program- semester		3.00	650.00	1,950.00			
Exams		6.00	120.00	720.00			
Extra Training		1.00	1,500.00	1,500.00			
Operators Conference		5.00	800.00	4,000.00			
SCEC		3.00	1,500.00	4,500.00			

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
SCRWA Conference		2.00	500.00	1,000.00			
Training Classes / CEUs		10.00	100.00	1,000.00			
100-5000-560010	Miscellaneous	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Meeting Expenses		1.00	2,500.00	2,500.00			
100-5000-951004	Vehicles	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Utility Vehicle - Annual Lease (4 Years)		1.00	3,500.00	3,500.00			
Budget Notes							
Subject	Description						
Utility Vehicle - Annual Lease (4 Years)	FY24 principal payment for utility vehicle based on amortization schedule for 4 year lease with 5% interest rate						
100-9500-710001	Debt Service Interest Expense	576,525.00	576,525.00	0.00	0.00	576,525.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Interest Expense-2017 Bond		1.00	136,525.00	136,525.00			
Principal Expense-2017 Bond		1.00	440,000.00	440,000.00			
100-9500-710002	Capital Lease Interest Expense	51,612.00	51,612.00	0.00	0.00	51,612.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Interest for 2023 Chevrolet Silverado 1500		1.00	2,100.00	2,100.00			
Interest for CAT 303.5 Mini Excavator		1.00	2,600.00	2,600.00			
Interest for Field Rep. Pickup Truck		1.00	2,000.00	2,000.00			
Interest for Filter Plant Utility Vehicle		1.00	700.00	700.00			
Interest for Maint. Service Truck		1.00	3,700.00	3,700.00			
Interest for Meter Truck lease		1.00	1,500.00	1,500.00			
Vehicle Lease (\$150k) Principal & Interest		12.00	3,251.00	39,012.00			
Expense Total:		9,548,604.00	9,548,604.00	0.00	74,036.17	9,474,567.83	99.22%
Fund: 100 - Operations Fund Surplus (Deficit):		0.00	0.00	0.00	-74,036.17	-74,036.17	0.00%
Fund: 300 - Capital Fee Special Revenue							
Revenue							
300-0100-491000	Capital Fee Special Revenue	1,218,500.00	1,218,500.00	0.00	0.00	-1,218,500.00	100.00 %
Revenue Total:		1,218,500.00	1,218,500.00	0.00	0.00	-1,218,500.00	100.00%

Budget Report

For Fiscal: 2023 - 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
300-7304-590000	General Disbursements	1,218,500.00	1,218,500.00	0.00	0.00	1,218,500.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Linden Drive-Upgrade Existing 3,400 of 2" to 8"		1.00	562,000.00	562,000.00			
Rehabilitation & Replacement Projects		1.00	26,500.00	26,500.00			
Tank Painting-Richburg Tank		1.00	550,000.00	550,000.00			
York Road Booster Pump Station Evaluation		1.00	80,000.00	80,000.00			
Budget Notes							
Subject	Description						
Linden Drive Project	The budget amount is the lowest bid from Tri County Utilities. Inc. And per Andy, we add a extra 15% contingency for change orders. Please see document attached.						
Rehabilitation & Replacement Projects	1. Timmie and Gregg Avenue (Chester)-Replace 550' of existing 2"-\$3,500 2. Edgewood (Great Falls)- Replace 400' of existing 2"-\$2,400 3. Jewell/Hope St(Chester)-180' of new 8"-\$12,600 4. Nella St (Chester)-Replace 730' of existing 2" and two hydrants-\$8,000						
Tank Painting, Rehab.& Replacement Projects	The budget for these two items were from FY23						
Expense Total:		1,218,500.00	1,218,500.00	0.00	0.00	1,218,500.00	100.00%
Fund: 300 - Capital Fee Special Revenue Surplus (Deficit):		0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 301 - Capital Recovery Special Revenue							
Revenue							
301-0000-491000	Capital Recovery Fees	600,000.00	600,000.00	0.00	0.00	-600,000.00	100.00 %
Revenue Total:		600,000.00	600,000.00	0.00	0.00	-600,000.00	100.00%
Expense							
301-7305-590000	General Disbursements	600,000.00	600,000.00	0.00	0.00	600,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Filter Plant Design		1.00	600,000.00	600,000.00			
Expense Total:		600,000.00	600,000.00	0.00	0.00	600,000.00	100.00%
Fund: 301 - Capital Recovery Special Revenue Surplus (Deficit):		0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):		0.00	0.00	0.00	-74,036.17	-74,036.17	0.00%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - Operations Fund						
Revenue	9,548,604.00	9,548,604.00	0.00	0.00	-9,548,604.00	100.00%
Expense	9,548,604.00	9,548,604.00	0.00	74,036.17	9,474,567.83	99.22%
Fund: 100 - Operations Fund Surplus (Deficit):	0.00	0.00	0.00	-74,036.17	-74,036.17	0.00%
Fund: 300 - Capital Fee Special Revenue						
Revenue	1,218,500.00	1,218,500.00	0.00	0.00	-1,218,500.00	100.00%
Expense	1,218,500.00	1,218,500.00	0.00	0.00	1,218,500.00	100.00%
Fund: 300 - Capital Fee Special Revenue Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 301 - Capital Recovery Special Revenue						
Revenue	600,000.00	600,000.00	0.00	0.00	-600,000.00	100.00%
Expense	600,000.00	600,000.00	0.00	0.00	600,000.00	100.00%
Fund: 301 - Capital Recovery Special Revenue Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):	0.00	0.00	0.00	-74,036.17	-74,036.17	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - Operations Fund	0.00	0.00	0.00	-74,036.17	-74,036.17
300 - Capital Fee Special Revenue	0.00	0.00	0.00	0.00	0.00
301 - Capital Recovery Special Rev	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	0.00	0.00	0.00	-74,036.17	-74,036.17

Chester Metropolitan District

Water Rate & Fee Schedule

Effective July 1, 2023

The Base Rate for water service is determined by customer meter size (or water line size for unmetered fire suppression systems). Usage is billed per thousand gallons.

Water Service Rates

(Based on Meter Size)

3/4"	\$ 18.29
1"	\$ 27.43
1.5"	\$ 50.03
2"	\$ 77.28
3"	\$ 140.90
4"	\$ 231.77
6"	\$ 458.74
8"	\$ 731.21
10"	\$ 1,049.18

Tap Fee

1" or smaller, simple install	\$ 1,650.00
All others -- Cost of Installation	

Other Fees

Non-Payment Fee	\$ 45.00
After Hours Reconnect Fee	\$ 69.00
Pulled Meter Fee	\$ 69.00
Late Fee	\$ 3.00
Unauthorized Water Use	\$ 500.00
CGV Turn Off/On Fee	\$ 50.00

Cost Per 1,000 Gallons

0 - 5,000,000	\$ 9.16
5,000,001-10,000,000	\$ 8.24
10,000,001-15,000,000	\$ 7.33
15,000,001+	\$ 6.87

Engineering Fees

Backflow Test Fee	\$ 12.00
Plan Review Fees	See Schedule

Capital Recovery Fees

Single ¾" Water Service Connection	\$ 1,045.00 each
Single 1" Water Service Connection	\$ 1,740.00 each
Single 2" Water Service Connection	\$ 5,575.00 each

Use the formula below to calculate the capital recovery fee (CRF) for water meter sizes 3" to 10". Fee is based on daily water demand requested by the owner/developer.

$$\text{CRF} = (\text{Water Demand, gal/day}) \times 1.4 \times 1.25 \times \$1.99$$

Hydrant Meter Fees

Single Day Permit	\$ 50.00
15-Day Permit	\$ 100.00
30-Day Permit	\$ 200.00 <i>renewable before expiration</i>
Relocation Fee	\$ 35.00

Hydrant water usage billed at regular rate per thousand gallons

Hydrant Meter Tampering Fees

1st Offense	\$ 250.00
2nd Offense	\$ 500.00
Each Subsequent Offense	\$ 500.00

FOIA Fees

Charge per page for hard copy of records	\$0.20 per copy.
Charge for staff time to search, retrieve, or redact records	Lowest hourly rate of available employee with necessary skills to prepare/review documents.
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.

CHESTERSM **METROPOLITAN DISTRICT**



Chester Metropolitan District ***Procurement Policy***

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Article 1

General Information

I. PURPOSE

This manual was developed as a source for the Chester Metropolitan District (hereinafter, "CMD") employees to become familiar with the policies and procedures for procuring goods and services. The policies provided in this manual were established to ensure uniform procedures for the procurement of materials, supplies, and services that are consistent with the policies of CMD and to maximize the purchasing value of public funds, thus providing safeguards for maintaining a purchasing system of quality and integrity. **The Executive Director, or his designee, shall carry out all established policies. It is at the discretion of the Director, or his designee, to waive or change any purchasing policies, at any time, as they deem in the best interest of the CMD.**

Nothing in this policy shall be used to negate any state or local procurement requirement, affirmative or otherwise, more stringent than a similar requirement implemented by this policy.

II. AUTHORITY AND SCOPE

Public purchasing embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the laws enacted by the appropriate legislative branch. The intent of the CMD is set forth under Title Six of the South Carolina Code of Laws, specifically §6-11-100.

This policy applies to the purchasing of any materials and supplies, equipment, professional and contractual services, or construction contracts (goods and services) entered into by the CMD as of the effective date of this policy and shall amend, as applicable, all prior purchasing policies of the CMD.

III. DEFINITIONS

1. **Addenda/Addendum:** Additional requirements, specifications, or instructions to the original Request(s) for Bid(s) and Proposal(s), or Request(s) for Quotation(s). All contents of the addendum are incorporated into the original document.
2. **Appropriation:** An authorization granted by the CMD Board of Commissioners to make expenditures and to incur obligations for specific purposes.
3. **Architectural, Surveying, and Engineering Services:** Contracts performed by private consulting firms as agents of the CMD including feasibility studies, planning, design, testing, and construction administration or management services.
4. **Bidder:** Any person, firm, partnership, corporation, association, or joint venture seeking award of a public contract or subcontract with the CMD.

5. **Business:** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
6. **Buyer:** The Executive Director or his designee responsible for the procurement (either awards the contract or is designated as the point of contact).
7. **CMD:** The Chester Metropolitan District
8. **Change Order:** Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by written and signed mutual agreement of the parties to the contract. **An amendment issued prior to final award is not a Change Order.**
9. **Commodity:** Tangible goods, wares, and merchandise which are moveable in trade.
10. **Contract:** A legally binding and signed document, which specifies and defines the performance requirements and expectations for a purchase or project administered by the CMD.
11. **Contract Controversy:** Generally, a dispute between CMD and a Contractor regarding the performance or interpretation of a contract.
12. **Contractor:** The person, firm, partnership, joint venture, corporation, or association who performs a trade or service by agreement of any level with the CMD.
13. **Discrimination:** An action or series of activities which sets apart or causes disparate treatment of a person or group of persons solely on the basis of their age, gender, ethnic background, race, color, religion, national origin, veteran status, and/or disability. Acts of discrimination are illegal in the performance of projects for the CMD.
14. **Encumbrance:** Expenditure commitments created by purchase orders that have been issued, but for which no goods or services have been received.
15. **Formal Bid:** Procedure required for awarding contracts for apparatus, supplies, materials, and equipment by sealed, competitive bid (valued \$10,000 or more). They must be advertised, opened in public, and recorded. Award is made to the lowest responsible bidder(s) taking into consideration quality, performance, and the time specified for performance of the contract.
16. **Quote:** Procedure used for expenditures of less than \$10,000. Pricing can be obtained.

17. Perfect Performance (also referred to as “Strict” or “Literal” performance in some references and “Perfect Tender” in others): All terms and conditions are performed exactly as specified in the contract documents. Any non-performance issue is resolved per the terms and conditions of the contract prior to its completion. When provided for in the contract, “Perfect” or “Near-Perfect” performance may be required. When this is the case, the performance standards should be made clear and emphasized in the contract documents.
18. Proposer: Refers to any firm that submits a proposal for consideration by the CMD in compliance with the requirements stated in a Requests for Bids and Proposals or Request for Quotation.
19. Purchase Order (PO): Created from a purchase requisition. This is a legal contract document issued by the Department Heads or designee making a purchase to a vendor to order goods and services.
20. Request for Bids and Proposals: Formal procedure for obtaining bids and proposals for apparatus, supplies, materials, and equipment with the formal bid range.
21. Request for Qualifications (RFQ): A formal request for the prospective offerors to provide information only on qualifications, experience, and ability to perform the requirements of the potential contract, leading up to a Request for Proposals and/or Bids.
22. Request for Quotation: Informal procedure for expenditures under \$10,000. Vendors may quote on items in writing, by fax, email, or informal written quotation.
23. Requisition: An electronic request from a CMD department to obtain specific goods or services.
24. Specifications: The parameters, requirements, and instructions that define the exact item or services that is desired and provides the basis for comparing bids. Specifications are generally incorporated into a contract by reference to become the successful bidder’s legal obligations under the contract.
25. Subcontractor: Any persons named by a general contractor, and approved by the CMD to perform work or provide services under a signed contract.
26. Substantial Performance: Exists when the Contractor has performed all material requirements of the entire contract, or a divisible portion thereof, such that the underlying

purpose of the contract has not been substantially impaired. Thus, a material breach has not occurred. Actual performance of a contract which is so similar to the required performance of the contract that any breach that may have been committed is immaterial.

27. Term Contract: A formal agreement between the CMD and a designated vendor to provide an identified commodity upon request at an established price, and for a specified term.
28. Termination for Cause: An exercise of the CMD's contractual right to completely or partially terminate a contract because of the Contractor's failure to perform its contractual obligations. Generally, contracts are not usually terminated because a Contractor does not completely or perfectly perform (minor non-performance issues remain). Contracts may be Terminated for Cause due to minor non-performance issues when the contract documents expressly require Perfect Performance.
29. Termination for Convenience: An exercise of the CMD's right to terminate or cancel performance of work under contract, in whole or in part, if the CMD determines that termination is in the CMD's best interest.
30. Termination Costs: Costs incurred by a Contractor solely attributable to a contract termination. If allowed by contract, a Contractor may recover such costs when a contract is Terminated for Convenience. Examples would be restocking fees, transportation costs, amortized capital expenditures, etc.
31. Vendor: Individual or company who sells products or services and is usually compensated financially therefor.

Article 2

Organization Overview

I. WHO WE ARE

Chester Metropolitan District provides potable water service to Chester County. We operate a 7.2 MGD water treatment facility, seven storage tanks and two pump stations with approximately 350 miles of water distribution lines. The CMD Executive Director or his designee is the officer responsible for the acquisition of supplies, equipment, materials, apparatus, central warehouse, and some of the services required by all departments within the CMD.

II. WHERE WE ARE LOCATED

Chester Metropolitan District
155 Wylie Street
Chester, SC 29706
Telephone: (803) 385-5123
www.chestermetrosc.com

III. RESPONSIBILITIES AND OBJECTIVES

1. Responsibilities: It is the Executive Director's responsibility to ensure that all purchases are made in accordance with the established Procedures and Policies of the CMD.

The CMD maintains a central warehouse where a variety of routinely needed materials and supplies can be obtained. The savings in personnel hours, which this service represents for CMD operating departments, is obvious. Therefore, it is the responsibility of all departments to utilize the inventory of the central warehouse for all items they need. Any such materials that are available in the warehouse must be obtained from the warehouse, and not purchased on the open market.

In addition to purchasing responsibilities, a CMD Department Head also handles the disposal of surplus property.

2. Objectives:

- a. To conduct business with integrity, fairness, and dignity so as to maintain public trust and reduce the government's exposure to criticism and legal action.
 - b. To secure the right materials, equipment, and services at the right quality and quantity, on a timely basis, as efficiently as possible, and at the lowest overall cost.
 - c. To conserve public funds by obtaining the best products and services for the dollars spent.
 - d. To provide all customers with quality service in a manner that is courteous, responsive, accessible, and seamless.
 - e. To maintain continuity of supply to support on-going service, operations, and schedules.
 - f. To furnish timely information to management and appropriate departments covering market conditions and trends, and the probable effect on supply and price.
 - g. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the CMD.
 - h. To secure, whenever possible, competitive prices on purchases.
 - i. To establish specifications which will encourage competition and accurately describe the equipment, materials, and services needed.
 - j. To be receptive to changes in material and requirements on new products and procedures.
3. The overall goal is to maintain at all times a continuous supply of goods and services in support of the CMD's business plan and that of its facilities. Each Department Head seeks to identify and acquire supplies at the lowest cost consistent with the desired quality and being environmentally conscious for both the short and long-term interests of the CMD. Each Department Head seeks to leverage its buying power where possible and maintain responsible and ethical relationships with suppliers. Some of these responsibilities include, but are not limited to:
- a. Ensure the timely flow of acceptable goods and services.
 - b. Develop reliable alternate sources of supply and promote competition among suppliers.
 - c. Promote competition among sources of supply fostering better prices, services, and terms.
 - d. Treat all prices and proprietary information submitted by suppliers as confidential.

- e. Comply with all applicable laws, including antitrust laws, without exception.
- f. Conduct purchasing activities with the goal of maximizing the value per dollar spent.
- g. Resolve all complaints relative to purchased goods and services.
- h. Provide leadership, input, and coordination throughout the organization relative to standardization.
- i. Provide support in achieving the CMD's cash flow objectives.

Article 3

Ethics in Chester Metropolitan District Contracting

Ethics Statement

"The staff of the Chester Metropolitan District is governed by the highest ideals of honor and integrity in all public and professional relationships in order to merit the respect and inspire the confidence of the Chester Metropolitan District and the public we serve."

I. ETHICAL CONDUCT

The CMD believes strongly in the precept of fair and open competition and in maintaining the integrity of the CMD's purchasing and contracting process. It is the responsibility of all employees to work to maintain the reputation of the CMD, to develop and maintain good relations with suppliers and service providers, and to recognize the value and importance of relationships with them.

The guidelines followed by CMD for the standards of purchasing practice as recommended by the National Association of Purchasing Management include but are not limited to:

1. Avoid intent or appearance of unethical or uncompromising practice in relationships, actions, and communications.
2. Demonstrate loyalty to the employer by diligently following the lawful instructions of the CMD, using reasonable care, and only granted authority.
3. Refrain from any private business or professional activity that would create a conflict between personal interest and the interest of the CMD.
4. Refrain from soliciting or accepting money, loans, gifts (other than advertising novelties), entertainment, favors, or services from present or potential suppliers that might influence purchasing decisions.
5. Handle information of a confidential or proprietary nature with care and consideration of ethical standards and legal ramifications.
6. Promote positive supplier relationships through professional and impartial conduct.
7. Refrain from reciprocal agreements that restrain competition.
8. Know and obey the letter and spirit of laws governing purchasing activities.
9. Encourage competition among all potential suppliers, including minority-owned, small, or disadvantaged businesses, and women's business enterprises.
10. Enhance the stature and capabilities of the purchasing function by acquiring and maintaining current technical knowledge and the highest standard of ethical behavior.

II. CONFIDENTIALITY

It is recognized that some of the transactions relating to the purchasing function may contain proprietary information, especially with regard to suppliers. It is considered unethical and illegal, as well as damaging to the CMD's position, to allow proprietary information regarding one supplier to pass to another supplier. Passage of such information is prohibited. All efforts are made to avoid any actual or perceived breach of confidential relationships with suppliers.

III. CONFLICT OF INTEREST

Employees are expected to be free of interests or relationships that are actually or potentially detrimental to the best interest of the CMD and shall not engage or participate in any commercial transactions involving the CMD. This is particularly applicable to employees engaged in purchasing directly.

Any employee who has assumed or will assume a financial or other outside business relationship that might involve a conflict of interest, or the perception of same, must immediately inform the CMD Executive Director of the circumstances involved. This information is to be reviewed at an appropriate level for decision on whether a conflict exists and, if so, what course of action is needed. A conflict of interest could exist when an employee:

1. Has an outside interest that materially impacts the time or attention that should be devoted to the affairs of the CMD.
2. Has a direct or indirect interest in relationship with an outsider that is inherently unethical or might be implied or construed to be, or make possible personal gain due to the employee's ability to influence decisions; render the employee partial toward the outsider for personal reasons or otherwise inhibit the impartiality of the employee's judgment; place the employee or the CMD in an embarrassing or ethically questionable position; or negatively reflect on the integrity of the CMD.
3. Takes personal advantage of an opportunity (business or otherwise) that properly belongs to the CMD.
4. Uses CMD property without approval.
5. Discloses CMD proprietary information to unauthorized persons.

This list is not inclusive. When in doubt, employees are encouraged to consult with their immediate supervisor or the Executive Director **before** engaging in conduct that could result in a conflict of interest.

IV. EQUAL OPPORTUNITY

1. Anti-Discrimination Policy: The policies of the CMD prohibit discrimination against any person or business in pursuit of business opportunities on the basis of race, color, age, disability, sex, religion, veteran's status or national origin. The CMD will require its Contractors to adopt a like policy. The CMD is committed to assisting small, women-owned, and minority-owned businesses in becoming active vendors with the CMD. The CMD encourages and invites small, women, and/or

minority owned businesses located inside the CMD service district to participate in the CMD's procurement process

Contractors may be required to maintain an Affirmative Action Program depending on funding sources for the procurement.

All Contractors of CMD will be required to confirm any employee working on a project or providing a service for CMD through the federal E-Verify system within five (5) days of the individual's hire or placement on a project for CMD. This is in accordance with the South Carolina Immigration Reform Act.

2. Fair and Open Competition: The CMD promotes the perception of a fair and open competitive solicitation process, wherever practicable. Restrictive or proprietary specifications are kept to minimal use; and only applied where absolutely necessary to meet technical demands for operational compatibility with existing CMD equipment and or operations for truly unique and cost effective performance applications.

The CMD may contract with persons other than CMD personnel for preparation of specifications. However, no person or entity preparing specifications shall receive any direct or indirect benefit from the utilization of such specifications.

Article 4
Chester Metropolitan District Purchasing Program

I. GENERAL CONDITIONS

1. It is the policy of the CMD to:
 - a. Provide comprehensive governing of the CMD's purchasing activities, which will instill public confidence.
 - b. Maximize the value of goods and services acquired with public funds.
 - c. Foster competition and ensure equitable and fair access to all potential vendors.
2. The Executive Director or his designee is charged with the management of all CMD purchases.
3. The Executive Director or his designee is the only individual authorized to sign purchase orders or contracts on behalf of the CMD.
4. Every activity covered by this policy imposes an obligation of good faith in its negotiation, performance, and enforcement. "Good Faith" means all activities are conducted honestly and ethically and with the observance of reasonable commercial standards of fair dealing.
5. All goods and services obtained through the use of State or Federal Funds shall be in compliance with applicable state and federal laws and regulations. Whenever this policy is more restrictive than the state or federal laws or regulations, the provisions of this CMD policy shall be followed.
6. Whenever purchasing involves chemicals requiring Safety Data Sheets (SDS), all procedures within the Department/Division Safety Manual shall be followed.
7. All original purchasing documents pertinent to bidding activities shall be retained in official files of the department issuing the purchase order, all invoices associated with the purchase of goods and or service will be retained by the accounting department. All documents must be maintained under provision of the CMD's records retention policy, which is three (3) years after final payment.
8. The Executive Director, has the authority to issue policies governing the procurement and disposal of all goods and services. The Executive Director, or his designee has the authority to approve procurements outside of the Purchasing policy when the Executive Director determines such actions serve a proper public purpose, provided that the procurement selected assures the efficient use of public funds.
9. The CMD does affirm by this policy its commitment to products containing recovered materials and provides District wide guidance for implementing an effective program. The CMD and its policies ensure items composed of recovered material will be purchased to the maximum extent

practicable, and is consistent with the Environmental Protection Agency's (EPA) Federal Procurement Guidelines (Guidelines). CMD will give preference to procuring and using such products containing recovered materials versus products made with virgin materials when:

- a. Such products are available competitively within a reasonable time frame;
- b. Such products meet reasonable performance standards, or
- c. Such products are available at a reasonable price. Recycled products will be purchased containing the percentages of recovered materials (recycled content) indicated in EPA recommended recovered materials minimum content ranges.

II. CONTRACT TYPES

Within the United States, the Uniform Commercial Code of Law (UCC) governs legalities of contract formation. Written confirmation is required to create an enforceable agreement. The law covering written purchasing agreements is known as the Statute of Frauds and is designed to prevent commercial frauds. A written agreement must meet three definite requirements:

1. Evidence of a contract for the sale of goods or services;
2. A signature in any manner that includes an authentication and identifies the party to be charged;
3. Specification of a quantity.

It is for this reason that CMD will require all purchasing activities to be in writing. Contracting methods commonly involve the following documents:

1. Requisition
2. Invitation to Bid
3. Letters of Acknowledgment
4. Purchase Order
5. Blanket Order
6. Formal Contract
7. Request for Proposal

III. SOURCE SELECTION

1. Exemptions: The following goods and services are exempt from the standard purchasing process:
 - a) One of a kind items.
 - b) Published books, maps, periodicals, subscriptions, and technical pamphlets, training/professional development programs.
 - c) Membership fees.

- d) Postage stamps and other delivery fees.
 - e) Tuition reimbursement.
 - f) Conference Registration.
 - g) Public Advertising.
 - h) Safety shoes and prescription safety glasses.
 - i) Existing bids or contracts for like supplies, services, or construction.
 - j) State of S.C. Contracts.
 - k) Supplies/services from other governmental agencies, including public colleges and universities.
 - l) Medicine/drugs.
 - m) State/Federal Surplus.
 - n) Used Equipment/Supplies.
 - o) Equipment maintenance or service agreement with the manufacturer or authorized service agent.
 - p) Executive Director or designee-directed contracts for professional services or employment when the Executive Director or his designee determines that such contract(s) is(are) in the best interest of the CMD.
2. Interest in Real Estate may be acquired or transferred without a bidding process, provided the amount paid or received can be substantiated, on the fair market value or below (in the case of a purchase) of the interest which is subject of the transaction. The CMD Attorney, prior to the execution of the documents, must review all such transactions.
 3. **Safety Equipment** will be purchased using Purchasing policies and procedures upon the approval and direction of the Executive Director or his designee.
 4. **Emergency Purchases:** The Executive Director or his designee may authorize the Department Heads to make **emergency purchases** when there exists an immediate threat to public health,

welfare, critical economy and efficiency, or safety under emergency conditions, without following this purchasing policy.

5. **Sole Source Purchases:** The Purchasing Agent may purchase goods and services without competition when the Division/Department head certifies in writing, at the time of request, that only a **single and sole source** for the goods or services exists and therefore, the competitive process is not appropriate, and that sole source purchasing serves a proper corporate and public purpose.

IV. PROFESSIONAL AND CONSTRUCTION SERVICES

The purpose of this policy is to outline the procedure for selecting architectural, engineering and construction management firms to provide professional services to the CMD. Professional services with costs estimates less than \$10,000 will be purchased using quotes as the basis.

It is the policy of the CMD to solicit professional qualifications for services from any and all qualified parties.

1. Procedure

- a. The Executive Director or his Designee may appoint a Project Committee. The Executive Director or designee may designate one committee member as Project Director. The Executive Director or his designee may serve as an ex-officio member of the committee.
- b. The Project Committee may develop a Preliminary Project Description and a Request for Professional Qualifications. The Preliminary Project Description may include:
 - i. Scope of professional services.
 - ii. Project design objectives.
 - iii. Time of performance.
 - iv. Preliminary site information.
 - v. Special conditions or unique factors affecting the project design.

The Request for Professional Qualifications may be published on the CMD website and/or the state website (SCBO), including notification of the availability of the Preliminary Project Descriptions and a specified date by which all proposals must be received.

- c. A Notice of Request for Professional Qualifications may be published on the CMD web site and or the state web site (SCBO) including notification of the availability of the Preliminary Project Descriptions and a specified date by which all proposals must be received.

- d. The Project Committee will review the written Qualifications submitted by all firms. In its review, the Committee will consider all elements of the Request for Professional Qualifications. Following completion of its review, the Project Design Committee will generally select no more than five of the most qualified responding firms. The committee may interview each of the selected firms and select the most qualified by vote of the Committee. The department head will present the Committee's recommendation to the Executive Director or his designee, who will decide who may negotiate a fee for the Professional work to be done based upon the scope of services. With CMD Management approval, the applicable staff member and/or Executive Director will include a task-man-hour breakdown showing hours per task, hourly rates, overhead, profit, and expenses. In the event that the selected firm and the Committee cannot agree upon the fee and basis for compensation, the Committee shall negotiate with the second rated firm to do the work.

2. Requisitions:

A **Requisition** is an initial document prepared by the user group identifying the desired requirement for a particular good or service.

- a. The Department Head has the authority to review purchase requests, specifications, and suggested sources.
- b. It shall be the responsibility of the Department Head to review the specifications of each purchase requisition. This review shall include, but not be limited to:
 - i. Requests for goods of a quality that seem to be greater than desired.
 - ii. Requests for goods of a quality that seem to be less than desired.
 - iii. Requests for material that seems to be inconsistent with the requirement.
 - iv. Requests that do not conform to CMD standards.
 - v. Requests for "sole source" purchases.
 - vi. Requests for "Name Brands."
 - vii. Requests without proper authorization.

3. Levels of Authority:

A system of authorization and approval is an important element of internal control. This approval authority is required on all purchases prior to issuing a firm order or contract.

The following levels of authority are based on the dollar-amount of purchase:

\$0 - \$10,000 - Department Heads

\$10,000 + - Executive Director

All change orders and contract amendments shall be signed and approved by the Executive Director or his Designee, and by the General Contractor or Sub-Contractor. Monthly or recurring expenses greater than \$10,000 and covered under blank contracts do not have to be approved by Executive Director.

4. Invitation to Bid:

An **Invitation to Bid** is a formal request by CMD for goods or services.

- a. The Purchasing Division strives to publish all invitations to bid, requests for proposals, and requests for statements of qualifications online, thereby enhancing the vendors' opportunities to work with the CMD. This information is to be sent to the Purchasing Office in electronic format along with the dates it should be published.

- b. Women/Minority Business Enterprises (WMBE Statement)**

It is the policy of the CMD to provide minorities and women equal opportunity for participating in all aspects of the CMD's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the CMD to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

It is further the policy of the CMD to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

- c. CMD will require an invitation to bid for:
 - i. **Purchases of Tangible Assets (materials, supplies, equipment, and construction):**
 - 1. **Blanket contracts** will be negotiated by the Purchasing Agent for the frequent and recurring purchase of tangible assets.
 - 2. **Quotations:** All transactions on materials and/or services with an estimated cost of \$10,000 or less and not covered by a contractual

agreement shall be obtained through the use of quotations. Department Heads or designees are responsible for obtaining quotations. Quotations shall be approved by Executive Director.

a) Levels of Quotations:

\$0-\$2000	Minimum of two telephone/fax, written or e-mail
\$2,000.01 - \$10,000	Minimum of two written quotations
\$10,000 - \$20,000	Minimum of three written quotations

b) Definition of a Quotation: A price that is mailed, faxed or e-mailed that includes the following:

- 1) Company logo or letterhead
- 2) Salesperson's name and signature
- 3) Telephone and fax number
- 4) Itemized price
- 5) Delivery date

- d. **Competitive Sealed Proposals (bidding):** All purchases of or contracts for tangible assets of **\$20,000 or greater** shall be purchased by the CMD using the competitive, sealed bidding process, except as otherwise provided in this policy. Purchases through SC State Purchasing do not require a bid. The bid requirements have already been met by the State.
- e. **All specifications** shall be drafted so as to assure cost effective procurement for the purposes intended. They shall also encourage competition and shall not be unduly restrictive.

The user department shall prepare, revise, and maintain the specifications for supplies, services, and construction required by their departments with advice, recommendation, and approval of the Executive Director.

- f. **Brand name** or equal specifications may be used when the CMD makes a written determination that no other design or performance specification or qualified products list is available. The solicitation shall contain explanatory language that the use of a brand name is for the sole purpose of describing the standard of quality, performance, and a characteristic desired and is not intended to limit or restrict competition.

Brand name or "equal" specification: A clause that uses one or more manufacturers' brand names or catalog numbers to describe the "best value" needed to win a bid. The Specific features of the Name Brand shall be clearly stated in the bid.

- g. **Public notice** of the invitation for bids shall be given not less than fourteen (14) calendar days prior to the bid opening date. Such notice shall be given through the internet on the CMD's web site and or the State's web site, South Carolina Business Opportunities (SCBO) and published in a newspaper of local circulation.
- h. An invitation for bids shall be issued to at least three qualified vendors when possible, for the particular purchase. **The Invitation for Bids** shall include specifications and all other contractual terms and conditions applicable to the purchase. The Invitation for Bids shall set forth the evaluation criteria to be used. Each department/division shall maintain a vendors list for all purchases.
- i. All bids shall be kept in a secure location and shall remain unopened until the announced time of bid opening. Bids shall be **opened publicly** in the presence of one or more witnesses at the time and the place designated in the Invitation for Bids. The amount of each bid, the name of each bidder, and other relevant information shall be announced and recorded by the Executive Director or his designee. The record and bid tabulation shall be open for public inspection after award of contract.
- j. It is a requirement that all bids have the bid number on the envelope/container/box. Any bid which is unidentifiable shall be disqualified.
- k. Prebid conferences/site visits shall be conducted with potential bidders or offerors when issuing solicitations for complex, large, or critical requirements. Attendance at conferences or site visits may be optional or mandatory and will be specified in the invitation. When mandatory attendance is stipulated, only bids from those firms represented at the conference or site visit will be accepted. If a modification to the solicitation is required as a result of the conference or site visit, an addendum will be issued.
- l. Telegraphic Bids are not acceptable for sealed bids since prices would be exposed prior to the deadline set for the receipt. Telegraphic messages, email or facsimile transmission may be accepted only for the unsealed bids and must be received by the Executive Director or his designee prior to the date and time specified in the solicitation. The Executive Director maintains the discretion of authorizing facsimile or email bids where the date of the opening of bids will not allow bidders sufficient time to prepare and submit bids on the prescribed forms or when prices are subject to frequent changes.
- m. Any offer may be rejected and rebid if the Executive Director determines in writing that it is unreasonable as to price. This can be accomplished by comparison with previous procurements of the same type goods or service considering economic trends and quantities purchased.
- n. **Bid opening dates** may be changed if the Scope of Work or Bid specifications are altered. Any changes in bid opening date must be made in writing and mailed not less than five (5) days prior to the original bid opening date. If an invitation to bid is cancelled, sealed bids received will be returned unopened.

- o. Bids shall be evaluated on their responsiveness to bid requirements set forth in the Invitation for Bids and bid price. Award of bid other than to the low bidder must be approved by the Executive Director or his designee.
- p. The CMD reserves the right to use value engineering, negotiate with vendors, or reject any or all bids or to waive any informality in the bidding. Bids may be held for a minimum of sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders, prior to awarding of the contract.
- q. When it is impractical to initially prepare a purchase description to support an award based on price, a **Request for Qualifications** may be issued requesting the submission of unpriced offers to be followed by an invitation for Bids limited to those bidders whose responses have been determined to be technically acceptable.
- r. **Bid and Performance Bonds:** Bid and performance bonds or other securities may be requested for supply contracts or service contracts as the CMD deems advisable to protect the CMD's interest. Any such bonding requirements shall be set forth in the solicitation.
- s. **Bid security:** In an amount equal to at least five percent (5%) of the amount of the bid shall be required for all competitive bidding for construction contracts **exceeding** \$100,000. Bid security authorized to do business in South Carolina, or the equivalent in cash, certified check, cashiers' check, or money order. The CMD, at its option, may require bid bonds on construction contracts under \$100,000 when the circumstances warrant. Noncompliance with this provision mandates that the CMD reject the bid. Bid security will be returned to the unsuccessful bidders upon contract award by the Executive Director or his designee. A successful bidder shall forfeit any surety required upon failure on his part to enter into a contract within ten (10) days following the award. He shall also be liable for any costs in excess of his bid price which the CMD incurs in purchasing commodities elsewhere.
- t. When a construction contract is awarded in excess of \$100,000 the following bonds or security shall be delivered by the successful bidder to the CMD and shall become binding on the parties upon the execution of the contract. Bid or performance bonds shall not be used in substitution for the determination of bidder's responsibility and capability.
 - i. A **performance bond** shall be in an amount equal to one hundred percent (100%) of the contract amount; and
 - ii. A **payment bond** for the protection of all persons supplying labor and material to the contract or is subcontractors for the performance of the work shall be in an amount equal to one hundred percent (100%) of the contract amount. The CMD, with direction of the Executive Director, or his designee is authorized to reduce the amount of performance and payment bonds when such action is in the CMD's best interest.
- u. When two or more vendors are tied in price and/or value, while otherwise meeting all required terms and conditions of the Invitation for Bids, the CMD shall award the contract as described below to recognize **local preference**.

- i. If there is an in-service area vendor tied with an out-of-service area vendor, the award shall go to the in-service vendor.
 - ii. If there is an in-county vendor tied with an out-of county vendor, the award shall go to the in-county vendor.
 - iii. If there is an in-state vendor tied with an out-of state vendor, the award shall go to the in-state vendor.
 - iv. The bids shall otherwise be awarded based upon the first bid received by the requesting division.
 - v. Where multiple sources are solicited but only one response is received, Department Head must investigate why other bidders did not respond and make a determination whether to recommend the award or to reject the bid or offer and re-solicit. In addition, prior to award, Department Head must make a written determination that the price is fair and reasonable.
 - w. Unless there is a compelling reason to reject one or more bids, award will be made to the lowest responsible and responsive bidder with other provisions listed under "award". Every effort should be made to anticipate changes in a requirement prior to the date of opening and notify all prospective bidders of any resulting modification or cancellation thereby permitting bidders to change their bids and preventing unnecessary exposure of bid prices.
 - x. Any bid which does not conform to the specification and the delivery requirements in accordance with the bid may be rejected unless the invitation specifically authorized the submission of alternate bids, and the offered alternatives meet the requirements.
5. **Letters of Acknowledgement:** A **Letter of Acknowledgement** represents a confirmation provided by the supplier as to the terms agreed upon by both parties. This will be required following the award of the bid.
- The Executive Director or his Designee shall make the award of bid. The award letter shall be issued by the Executive Director or his signee to the lowest responsible and responsive bidder meeting the requirements set forth in the Invitation for Bids.
6. **Purchase Orders:** A **Purchase Order** is a legal document governed by the Uniform Commercial Code of Law (UCC) and will be used by all authorized employees for purchases. The Purchase Order constitutes a final and entire agreement between the supplier and the CMD. As a legal contract, the Purchase Order gives the vendor the authority to ship and to invoice, thereby committing the CMD to the value of the goods or services purchased. Purchase Orders must be written so that they are concise and clear. This will prevent unnecessary misunderstandings and correspondence with the vendor.
- a. Once the Purchase Order is issued, all funds for that purchase order become encumbered funds.

- b. Purchase Orders less than \$10,000 can be approved by the Department Head or Designee. The Executive Director or his Designee must provide approval when necessary.
 - c. The Executive Director or his Designee directs the purchase of all requested goods and services and directs the trade, sale, or disposal of surplus supplies and equipment.
 - d. The Executive Director or his Designee may administer a **Cooperative Purchasing Agreement** for the purchase of goods and services with one or more governmental entities by entering into an intergovernmental agreement. The purchasing laws, ordinances, and policies of each entity will be considered in the formation of the intergovernmental agreement.
 - e. Whenever the CMD enters into an **Intergovernmental Agreement** for a joint project with the federal or state government, or with another governmental entity including, but not limited to, a county, regional council, special purpose district, and/or special tax district, the procedures of such state public entity may be used in lieu of the CMD's own procedures.
 - f. Purchase Orders issued without specific negotiations on the particular transaction will contain language within the document stating that the CMD will not be bound by subsequent order acknowledgements issued by the supplier that change the normal and unusual condition that would attach to the order.
7. **Blanket Orders** are Purchase Orders that typically stipulate a specific volume of a given product or service for delivery during a specified period of time. This type of document is implemented through a series of releases against that Purchase Order number. Blanket Orders are normally used to contractually stipulate pricing over a fixed period or to implement a contract with minimum paperwork.
8. **Contracts/Formal Documents**: A **Contract** is a bilateral agreement entered into by the buyer and the seller. For a contract to be legal and enforceable, both an offer and acceptance, in identical terms, are required.

Formal Contracts are typically established for products that are used in large volumes with some degree of predictability. The primary objectives for this type of contract are to assure supply, leverage the CMD's buying power, and minimize inventories by scheduling deliveries to coincide with needs.

The purpose of contract negotiation is to bring into existence a contract that is clear, concise, complete, and in the best interest of all parties to the agreement. It is in this spirit that the CMD will enter into negotiations. Contract negotiations are conducted prior to final award and, as such, prudence and good judgment must be exercised during this process.

All contractual documents concerning the purchase of materials and/or services must clearly state the legal jurisdiction and the points of delivery and acceptance of the materials and/or services by the CMD.

- a. Any type of contract that promotes the best interest of the CMD may be used. However, a **cost-reimbursement contract** or a **cost-plus-a-percentage-of-cost contract** may be used only when a written determination is prepared showing that such a contract is likely to be less costly to the CMD than any other type or that it is impractical to obtain the supplies, services, or construction required except under such a contract.
- b. Contracts shall be negotiated by the Executive Director or his designee. Final approval of all contracts or amendments rests with the Executive Director, his designee, or the Board of Commissioners.
- c. The CMD policy relating to settling and resolving a protest by an actual aggrieved bidder or contractor concerning award, or any amendment thereto, shall be adhered to.

Contractors and professional service providers contracted by the CMD shall be required to provide a **Certificate of Insurance** with limits acceptable to and approved by the CMD Board of Commissioners. Separate endorsements shall be required, naming the CMD as additional insured, for liability insurance and providing a waiver of subrogation for Worker's Compensation Insurance. At any time, if insurance as required by the CMD is cancelled, then all work shall cease until insurance acceptable to the CMD is once again provided. The Executive Director or his Designee may for good cause waive the Certificate of Insurance for professional services, but only when the lack of such coverage will have no significant impact upon the CMD.

Any company or person conducting business with, or on behalf of the CMD shall obtain a **business license** in compliance with the applicable county or municipal Code of Ordinances listed below.

Definition

"Business" means a calling, occupation, profession, or activity engaged in with the object of gain, benefit, or advantage, either directly or indirectly. A charitable organization shall be deemed a business unless the entire proceeds of its operation are devoted to charitable purposes.

9. **Request for Proposal:** A Request for Proposal is a formal request for the vendor to supply a proposal to design, or to supply goods or services.
 - a. **Request for Qualifications:** The Departments/Divisions may issue a RFQ to prospective offerors leading up to the issuance of an RFP. The RFQ may require information only on qualifications, experience, and ability to perform the requirements of the contract. Such request could contain, as a minimum, a description of goods or services to be solicited by the RFP, the general scope of the work, the deadline for submission of information, and how prospective offerors may apply for consideration.
 - b. After receipt of the responses to the RFQ from the prospective offerors, the prospective offerors shall be ranked from the most qualified to least qualified on the basis of the information provided. Proposals in the form of RFP shall be solicited from normally the top three but under no circumstances less than the top two prospective offerors to be selected to receive the RFP. The RFP shall not be viewed by the CMD as grounds for protest from the prospective offerors.

- c. An Evaluation Committee will be established in order to review and evaluate all proposals submitted in response to the RFP. The committee shall conduct a preliminary evaluation of all responsive proposals. Based on the results of this preliminary evaluation, the highest rated offerors may be invited by the Executive Director to make oral presentations to the committee. Expenses incurred by the offeror that is associated with the oral presentation will be the sole responsibility of the offeror. This committee will then conduct a final evaluation of the offerors. The Evaluation Committee will then negotiate a proposed contract with the highest qualified offeror. At the time the proposed contract is negotiated, the offeror and the committee may negotiate any changes desired in the RFP if deemed in the best interest in CMD. If a satisfactory proposed contract cannot be negotiated with the highest qualified offeror, negotiations will be formally terminated. Negotiations shall then be undertaken with the second most qualified offeror and so on. The Committee will make appropriate recommendation to the Executive Director prior to actual award of the contract. In evaluating the proposals, the CMD reserves the right to accept or reject all or any part of any proposal, waive minor technicalities, and award the contract to the offeror deemed to best serve the interests of the CMD; and adopt any part or all of a proposal if it is judged in the best interest of the CMD.
- d. The CMD intends to award a contract resulting from this RFP to the responsive and responsible offeror whose proposal is determined to be the most advantageous to the CMD, after taking into consideration price and other evaluation factors set forth herein; however, the right is specifically reserved to reject any and all proposals. CMD shall be the sole judge of whether or not a proposal meets the requirements of the RFP.
- e. Proposals will be reviewed and evaluated by the Evaluation Committee based upon the evaluation factors, in addition to price, listed below:
 - i. Organizational Experience and Capabilities
 - a) Background, experience and qualifications
 - b) Financial Stability
 - c) Organizational Management
 - d) Personnel Qualifications
 - ii. Technical Quality of Proposal
 - a) General approach and understanding of the project
 - iii. References
 - iv. Price
- f. Adequate public notice of the RFQ shall be given in the manner as provided for the issuance of an RFP.
- g. An Invitation for Bids, a Request for Proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part when it is in the best

interest of the CMD, and documentation supporting the reason(s) for rejection shall be made a part of the solicitation file.

10. **Protest Procedure**

- a. **Time of Protest:** Any actual bidder or contractor who is aggrieved in connection with the intended award or award of a contract shall have the right to protest to the Executive Director or his designee in the manner stated under Subsection “b” of this section within ten (10) calendar days of the date of notification of the award posted in accordance with this policy.
- b. **Protest Form:** A protest shall be in writing, submitted to the Executive Director or his designee, as stated above, and shall set forth the grounds of protest and relief requested with enough particularity to give notice of the issue to be decided.
- c. **Authority to Resolve Protest:** The Executive Director or his designee in coordination with, and under the advisement of the CMD Attorney, shall have authority, prior to the commencement of an action in Court concerning the controversy, to settle and resolve a protest by an actual aggrieved bidder, offeror, or a contractor concerning the award of a contract.
- d. **Decision:** If the protest is not resolved by mutual agreement, the Executive Director or his designee in coordination with the CMD Attorney shall issue a decision in writing within ten (10) days after receipt of the protest. The decision shall state the reasons for the decision and action taken.
- e. **Notice of Decision:** A copy of the decision under Subsection “d” of this section shall be mailed or otherwise furnished immediately to the protestant and any other intervening party.
- f. **Failure to Render Timely Decision:** If the Executive Director or his designee does not issue the written decision required under Subsection “d” of this Section within a reasonable time after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the aggrieved contractor shall proceed as if an adverse decision has been received.
- g. **Finality of Decision:** A decision under Subsection “d” or “f” of this section shall be final and conclusive.

CHESTERSM
METROPOLITAN DISTRICT



**GENERAL TERMS
AND CONDITIONS**

for

**Chester Metropolitan
District**

*155 Wylie Street
Chester, SC 29706*

Adopted October 12, 2018

Revised February 8, 2023

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1. PREFACE

The purpose of these General Terms & Conditions is to provide customers with the general terms and conditions of the Chester Metropolitan District for utility service. The terms and conditions described herein are applicable to all customers desiring connection to the District's systems whether they are residential, commercial, or industrial.

Please note that although an effort was made to make this document as complete and reflective of District requirements for customers who are or wish to be connected to the District's water and/or wastewater systems, other regulations, terms, and conditions may apply. An ongoing effort will be made to periodically update these General Terms & Conditions. As a result, contact should be made with District personnel on a continued basis to ensure familiarity and compliance with the most current General Terms & Conditions.

For more information about CMD, please visit our website at www.chestermetrosc.com.

2. OFFICE HOURS & LOCATION

- ❖ **Office Location:** Our office is located at 155 Wylie Street, Chester, SC 29706. Office hours are 8:30 AM to 5:00 PM, Monday through Friday. Our office closes daily for lunch from 12:30 PM – 1:30 PM.
- ❖ **Bill Payment:** Bill payment services are available at our main office at 155 Wylie Street in Chester, online twenty-four hours a day through our website at www.chestermetrosc.com, or by telephone at (833) 209-4044. Customers may place check or money order payments in the night deposit box located beside our drive-through window at 155 Wylie Street in Chester.
- ❖ **Emergencies:** If you have an emergency after hours, please call our main telephone line at (803) 385-5123. District personnel will be dispatched to assist you. For more information, please visit our website at www.chestermetrosc.com.

3. NOTES

Chester Metropolitan District cannot offer or provide free water connections or free water service to any person, organization, or government entity, per state statute.

The District does not guarantee uninterrupted service. CMD will make all reasonable efforts to provide continuous and uninterrupted utility service, but is not liable for loss or damage (direct, consequential, or otherwise) caused by any failure to supply water, or by a water service interruption, if it is due to any cause beyond the reasonable control of the District.

- ❖ **Unauthorized Water Usage:** If water usage registers on an inactive meter or a meter that has been disconnected for nonpayment, the active account holder (or property owner if meter is inactive) will be responsible for all damages to water metering equipment and all water which passes through the meter, and may be subject to a \$500 Unauthorized Water Use fee. Service will not be restored until all fees and charges are paid in full.

The District reserves the right to prosecute to the fullest extent of South Carolina law, any individual convicted of meter tampering as outlined below:

§ 16-13-385. Altering, tampering with, or bypassing electric, gas, or water meters.

It shall be unlawful for any person to alter, tamper with, or bypass a meter which has been installed for the purpose of measuring the use of electricity or gas or water.

Any meter found in a condition which would cause electricity or gas or water to be diverted from the recording apparatus of the meter or to cause such meter to inaccurately measure the use of electricity of gas or water or the attachment to a meter or distribution wire of any device, mechanism, or wire which would permit the use of unmetered electricity or gas or water or would cause a meter to inaccurately measure the use thereof shall be *prima facie* evidence that either the person in whose name such meter was installed, or the person for whose name such meter was installed or the person for whose benefit electricity of gas or water was diverted caused the electricity or gas or water to be diverted from going through the meter or the meter to inaccurately measure the use of electricity or gas or water.

Any person violating the provisions of this section shall for a first offense be deemed guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed one hundred dollars or imprisoned for a term not to exceed thirty days and for a second or subsequent offense shall be deemed guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed ten thousand dollars or imprisoned not to exceed ten years, or both.

HISTORY: 1962 Code 16-400; Act No. 650.

- ❖ **Inactive Meter Damages:** Property owners and landlords who unlawfully enter inactive meter boxes and turn on the water will be charged for any damage to the water equipment and will be responsible for water used. All charges must be paid in full before water service will be re-established at the address.

4. TERMS OF SERVICE

- ❖ **Consumer Contract:** At the time service is requested, the Customer will be required to sign a “Consumer Contract”, agreeing to pay for all water, wastewater, and/or garbage services used at a location monthly, as specified by the current bill and by this document.
 - **Setoff Debt Collection:** The District has the right pursuant to the South Carolina Setoff Debt Collection Act to collect any sum due and owed by the Customer through offset of the Customer’s state income tax and collect costs incurred through the setoff process, including fees charged by the SC

Department of Revenue.

- **GEAR Debt Collecting:**

Governmental Enterprise Accounts Receivable Collections (GEAR): The District has the right pursuant the South Carolina collection program, authorized by S.C. Code Â§12-4-580 (enacted in 1996), that allows the Department of Revenue (SCDOR) to use setoff debt and additional collection tools, such as payment plans, wage garnishments and bank levies to collect bad debts for public entities for any sum owed by the customer.

- ❖ **Service Restrictions:** The District may impose reasonable restrictions on the use of service during periods of excessive demand or other difficulty which jeopardizes the supply of service to any group of Customers. In the event that the District must impose restrictions for such occurrences as Drought Management, firefighting, maintenance procedures, or other similar situations, notification will be provided as appropriate through our office, the newspaper, and/or our website.
- ❖ **Meter Access:** The Customer must maintain a safe passageway for meter access by the District. The Customer has the responsibility to keep the meter free from obstructions and to restrain pets, or to remove obstacles which the District may encounter at that property. Failure of the Customer to provide free access may result in the termination of utility service until suitable access is provided. Bills may be rendered on the basis of estimated meter readings whenever the District is unable to obtain a meter reading because of inaccessibility to the Customer's premises or for other reasons. **CMD reserves the right to, after proper notification, to tow vehicles at the owner's expense which are parked in such a manner that a meter reading cannot be obtained.**
- ❖ **Metering Equipment Damage:** If the metering equipment has been removed or damaged, the District shall collect the cost of repairing and/or replacing such equipment from either the account holder or landlord if the property is vacant.
- ❖ **Meter Relocation:** If a property owner wants to relocate a water meter to another location on their property, they will be responsible for all the costs related to the relocation.

5. APPLICATION FOR SERVICE

- ❖ **Application for Service:** When applying for service, the Customer must provide the following: current photo identification (State-issued Driver's License or ID card *or* Passport), Social Security card and/or number, proof of residency, and deposit. Any outstanding balance on a Customer's account must be paid in full before service will be established. *Proof of residency includes, but is not limited to, a deed, closing documents, tax receipt, rental agreement, or letter of permission signed by the property owner.*
 - **Business Applicants:** For business applications, a Federal Employer ID Number and a W-9 form are required in place of a Social Security Number and personal ID.

Requests for new service and service transfer are accepted by phone, in-person at our office and online at www.chestermetrosc.com.

- ❖ **New Service:** Any location which a water and/or sewer meter does not exist will require the payment of a Tap Fee and Capital Recovery Fee prior to initiation of service. Based on the current workload of the District's Maintenance Departments, availability of materials needed, and required disinfection and testing processes, completion of a new service connection may require up to fifteen (15) business days. In rare cases, installation of new service may take longer.
- ❖ **Service Transfer & Final Bills:** A Customer can transfer service from one location to another at any time as long as the current account has a zero balance. The meter at the previous location will be read and a "final bill" will be generated for all services used up to the date of transfer or termination. This "final bill" will be mailed to the Customer's new address. If the final bill is not paid from the previous address, it will be transferred to the Customer's current account. In this case, the current bill for the new location and the transferred final balance must both be paid in full to avoid disconnection.
- ❖ **Service Application for Rental Housing:** A landlord may apply for permanent service to one of his or her rental units on behalf of a tenant. The landlord will be held responsible for any damages to the water meter, vault, water or sewer lines, or other equipment or infrastructure owned by the District, incurred while the service is in his or her name. The landlord will also be held responsible for any fees or penalties charged in conjunction with said damages as well as all monthly water charges. Renters who wish to establish water service must present a valid rental or lease agreement to the District when applying for water services.
- ❖ **Discontinuance of Service:** When a Customer desires to terminate service, the Customer whose name is on the bill must make the request in person, by phone or by email/online. Proper identification and forwarding address are required. Upon receipt of the request, the District shall be allowed a reasonable period of time to take a final meter reading and discontinue service.

- ❖ **Property Owners and Tenants:** All charges, fees, and penalties owed by the property owner must be paid in full before a tenant can establish service.

6. SERVICE DEPOSITS

- ❖ **Deposit:** A Deposit maybe required and must be paid in full at the time of application.

Deposits are determined by the Online Utility Exchange to assess credit risk at the point of application and charge deposits only to those potential customers and existing customers who pose credit risk.

- ❖ **Residential Service Applicants**

1. Applicants indicated as **GREEN LIGHT** will not be charged a water deposit.
2. Applicants indicated as **YELLOW LIGHT** will be charged a deposit based upon the deposit schedule adopted by the Chester Metropolitan District Commission, as the governing body of CMD (the “Commission”) and then in effect.
3. Applicants indicated as **RED LIGHT** will be charged a deposit based on the deposit schedule adopted by the Commission and then in effect.
4. CMD will not require that a residential applicant provide their social security number as a prerequisite for service. However, any applicant that refuses to provide their social security number or in the event that a credit analysis cannot be initiated by ONLINE Utility Exchange, such applicant will be deemed by the Commission to pose the highest possible credit risk and shall be charged a deposit based on the deposit schedule adopted by the Commission and then in effect.
5. A service applicant who provides a social security number that is returned as deceased, non-issued, belonging to a person under the age of 18, belonging to a person other than the applicant, or is fraudulent, as determined in the discretion of CMD staff, shall, consistent with Section B(4) above, be considered to “refuse” credit checking and will be subject to the maximum applicable deposit.

- ❖ **Commercial Applicants**

Business applicants shall pay a deposit equal to their respective Estimated Usage or the Actual Usage multiplied by an escalation factor of: 1x for business customers who pose low risk and display an IntelliScore of <<80 to 100>>; 2x for business applicants who pose a medium credit risk and display an IntelliScore score of <<70 to 79>>; and 3x for business applicants who pose a moderate credit risk and display an IntelliScore score of <<69 or lower>>.

- ❖ **Factors for Maximum Deposit**

1. **Opting for Maximum Deposit**

At the discretion of the applicant, CMD will permit a new-service residential applicant to opt to pay a maximum deposit in lieu of having an ONLINE Utility Exchange report pulled.

2. **Bankruptcies**

CMD believes that the fact that the applicant has declared bankruptcy indicates substantial credit risk and shall result in a maximum deposit being assessed against the individual who has a bankruptcy returned as part of their credit record.

3. **Exchange Matches**

Any applicant who has a credit result returned by ONLINE Utility Exchange which indicates that they have an unpaid utility bill (including a bill from CMD) shall be considered a significant credit risk and will require a maximum deposit.

If a credit check is not successfully completed for any reason or the credit check returns as “unscorable,” the applicant will be subject to a maximum deposit.

4. **Other**

A maximum deposit may otherwise be required where indicated elsewhere in this policy. Sewer deposits for Chester County Wastewater Recovery and/or Town of Fort Lawn are required.

Floating Deposits

- ❖ A landlord or realtor may establish a floating deposit for cleaning and restoration purposes. Only one service may be established at a time *per deposit* and may not be used for residential purposes. The service will remain open for fourteen (14) days, after which time the service will be discontinued *for at least two weeks* unless prior written permission to continue is granted by the Executive Director. ***Please note: a floating deposit cannot be used to establish permanent service.***

7. BILLING

- ❖ **Monthly Billing:** Bills for water, sewer, and/or garbage services will be issued monthly by the District. The District will make every reasonable effort to see that each Customer receives a monthly bill, but the District is not responsible for the reliability of mail delivery once the bills have been delivered to the post office.

Customers are billed only for actual water used. Water meters register in single-gallon and/or 1,000-gallon increments and are read once per month. A monthly bill is calculated as the difference between the current month’s reading and the previous month’s reading, and charges are assessed according to the most current Rate Schedule.

Failure to receive a monthly bill does not relieve the Customer of payment responsibility. If you have not received a bill by the due date listed for your Cycle, please contact our office to check the status of your bill and/or arrange for payment. Customers can visit our website at www.chestermetrosc.com to register their account online, to view bill, due dates, and sign up to receive alerts and late payment notices.

If a Customer's billing date falls on a holiday or weekend, CMD will make every attempt to process and mail bills out on the business day before the weekend or holiday.

- ❖ **Billing Cycles:** The CMD territory is divided into six (6) Cycles for meter reading and billing purposes. Billing Cycles are based on location and reading dates, and are not negotiable.
- ❖ **CWR Wastewater Usage:** CMD bills for Wastewater service through an agreement with Chester County Wastewater Recovery. Wastewater usage is based on water consumption except where a sewer meter is present. If a residential location has wastewater service only and no meter present, a Flat Rate will be charged on a monthly basis. Policies for wastewater service are at the sole discretion of Chester County Wastewater Recovery.
- ❖ **Fort Lawn Wastewater Usage:** CMD bills for Wastewater service through an agreement with the Town of Fort Lawn. Wastewater usage is based on water consumption except where a sewer meter is present. If a residential location has wastewater service only and no meter present, a Flat Rate will be charged on a monthly basis. Policies for wastewater service are at the sole discretion of the Town of Fort Lawn.
- ❖ **Great Falls Wastewater Usage:** CMD bills for Wastewater service through an agreement with the Town of Great Falls. Wastewater usage is based on water consumption except where a sewer meter is present. If a residential location has wastewater service only and no meter present, a Flat Rate will be charged on a monthly basis. Policies for wastewater service are at the sole discretion of the Town of Great Falls.
- ❖ **City of Chester Garbage Service:** CMD bills for Garbage service through an agreement with the City of Chester. Garbage Customers will be charged a monthly flat rate, determined by the City of Chester. Policies for Garbage service are at the sole discretion of the City of Chester.
- ❖ **Great Falls Garbage Service:** CMD bills for Garbage service through an agreement with the Town of Great Falls. Garbage Customers will be charged a monthly flat rate, determined by the Town of Great Falls. Policies for Garbage service are at the sole discretion of the Town of Great Falls.
- ❖ **Final Bills:** A "final bill" will also be generated when a Customer discontinues

service. The deposit will be applied to the bill, and any other charges will be billed to the customer after disconnection.

- ❖ **Customer Overcharge:** If the District has overcharged a Customer as the result of a misapplied schedule, error in meter reading, skipped meter reading, or any other human or machine error, the District shall reimburse the excess amount paid by the Customer in the form of a credit on the next billing cycle.
- ❖ **Customer Undercharge:** If the District has undercharged a Customer as the result of a misapplied schedule, error in meter reading, skipped meter reading, or any other human or machine error, the District reserves the right to recover the deficient amount for a period of up to twelve (12) months. The Customer will be given the opportunity to pay the deficient amount in the form of equal installments in addition to regular monthly bills, over the same number of billing periods included in the undercharge event.

Please note: The District does not hold bills beyond the due date for any reason, for any customer.

- ❖ Any customer who has been disconnected for non-payment and delays bringing the account to a current status within 30 days (or a complete billing period) will automatically have their water account closed and all account deposits will be applied toward the final bill balance. Remaining charges, if not paid within 6 months will be forwarded to the SC Dept. of Revenue's GEAR Program for debt collection.

8. PAYMENTS

- ❖ **Payment Options:** Payments are accepted in our office via cash, check, cashier's check, postal money order, credit card, or automatic bank draft, online and via phone. Payments may also be made after hours through our night deposit located at our drive-through located at 155 Wylie Street in Chester. CMD does not accept starter checks. *For security reasons, please do not place cash in the night deposit.*
- ❖ **Due Dates:** Your due date is listed on your bill. If payment has not been made by that due date, a late fee will be assessed.
- ❖ **Partial Payments:** The District will accept partial payment, HOWEVER, the full balance must be paid in full by 5:00 P.M. on the twenty-fifth day from the Bill Date, or a non-payment fee will be assessed to the account and service will be scheduled for disconnection.
- ❖ **Non-Payment Fee:** Should a customer fail to remit payment in a timely manner, they will be subject to the following:
 1. Bills not paid within fifteen (15) days shall be considered late, and a late penalty will be added to the Customer's account.

2. Accounts with bills not paid within twenty-five (25) days of the bill date will be charged a non-payment fee and will be scheduled for disconnection. Payment must be received by 5:00 PM on the twenty-fifth day to avoid the non-payment fee. Example: The bill date is the 4th of the month. A late fee will be added at 5:00 PM on the 19th of the month. The non-payment fee will be added at 5:00 PM on the 29th of the month.
3. When service to an address has been discontinued for non-payment, all charges for service to date become immediately due and payable, and service will not be restored until payment has been made in full, including any additional charges assessed by the District (including, but not limited to, meter/meter box/MXU damages, return-check fees, and/or additional deposit).
4. If a Customer is disconnected for non-payment, they will continue to receive a minimum monthly bill for availability of service until such time as the account is closed.

All late and non-payment fees are assessed based on the most current CMD Rate Schedule. See www.chestermetrosc.com for current rates and fees.

- ❖ **Service Reconnection:** When a Customer desires to re-establish service during regular business hours, every effort will be made to provide service on the workday requested. Any Customer who wishes to re-establish service after 5:00 PM *on the same day* will be subject to an After-Hours Fee. Service reconnections will not be performed after 10:00 PM.
- ❖ **Returned Checks:** When a check is returned to the District for any reason, a service charge and a non-payment fee will be applied to the account.

If a check is returned by a bank, the District shall notify the customer in writing and allow up to seven calendar days for the Customer to pay all charges on the account before disconnection occurs. If the issue is not resolved by the due date in the notification correspondence, CMD reserves the right to submit the Customer's information to the Solicitor's Office's Worthless Check Unit.

If two or more checks are returned on one account for any reason, the District reserves the right to flag the account as "Cash Only" and require payment by cash, postal money order or credit/debit card.

9. ADJUSTMENTS

- ❖ **Leaks:** A Customer who experiences a leak in excess of 2,000 gallons over his or her average may request a billing adjustment. In order to receive an adjustment, the Customer must provide to the office proof of repair (a receipt from a plumber, or a receipt for parts used). Upon proof of repair an adjustment will be calculated based

on a six-month history of the account.

- Any Customer who experiences a leak in the first six (6) months of service and provides proper repair documentation will receive an adjustment based on their previous monthly average usage.
- A Residential Customer with no usage history or only history resulting from a leak will receive an adjustment based on the District average of 3,000 gallons. Commercial and Industrial adjustments of this type will be based on meter size average.
- **Adjustment Calculations:** The District will waive *half of the amount in excess of the monthly average*. The customer will be responsible for paying the monthly average as well as the remaining half of the overage.
- A Customer may receive two (2) leak adjustments in a twelve-month period.

Non-Payment Fee Forgiveness: A customer may request a waiver of one (1) Non-Payment Fee within a 12-month period. Customers may request to have their account reviewed for eligibility by contacting the CMD office. The waiver will be given only if:

- The customer has not been disconnected for non-payment and,
- The customer has not been given a Non-Payment Fee waiver in the past 12 months and,
- The customer has not had a payment returned for insufficient funds in the past 12 months

The waiver will be applied as a credit to the customer's account.

Disconnection for Non-Payment:

- Any account which has a past-due balance twenty-five days or more past the "Bill Date" will be scheduled for disconnection. Customers who are disconnected for non-payment must pay the past-due balance, including any additional fees or charges incurred as a result of the disconnection, in full before service will be restored to the address. If a customer wishes to have service restored after regular business hours, an additional "after-hours reconnect" fee will be required.
- Any account disconnected for nonpayment and left inactive for two (2) or more billcycles will be considered as a customer disconnect. The account will be closed, and the service deposit will be applied to the balance due. Any customer that wishes to reconnect service will be required to apply again and will be subject to a new deposit.

Swimming Pool Adjustment (Sewer Only):

- One swimming pool adjustment per year
- Must provide proof of how many gallons the pool holds from manufacturer.
- When a pool is being filled from empty, the total capacity will determine the adjustment.
- When a pool is partially filled the adjustment will be based on six (6) month

average and will only be a partial adjustment.

10. PUBLIC COMMENT & APPEAL

❖ **Commission Public Comment:** All Chester Metropolitan District Commission meetings are open to the public, and Commissioners do allow public comment. However, Commission Meetings are not a public forum, and the purpose of the meeting is to conduct the business of the District.

- Customer may address the CMD Commission during Board Meetings. However, the comments will be taken as information only.
- For account-related concerns, CMD Staff asks that Customers follow the appeal process listed below. Customers will still have the opportunity to address Commissioners directly, but in a private meeting with the Customer Grievance Committee. The reason for this request is as follows:
 - Commissioners are not able to handle administrative issues during Commission Meetings and will refer the issue back to Customer Service for resolution.
 - Commission Meetings are considered public information, and personally identifying information given on record (names, addresses, telephone numbers, etc.) becomes part of the public meeting record, and may then be subject to identity fraud.
- Members of the public who sign in will be given three (3) minutes to address the Commission. Speakers are to address Commission Members only, not other visitors.
- Commissioners and Guests alike are always required to remain professional and courteous. Rude or abusive behavior will not be tolerated, and those exhibiting such behavior will be asked to leave the building immediately.
- Cheering, clapping, shouting, interruptions, and/or other disturbances are counterproductive and not permitted.

❖ **Appeal Process:** If District Staff is unable to satisfy any Customer Complaint, the Customer may request an appeal. Such request must be made in writing to the attention of the Customer Grievance Committee.

- Customer Grievance Committee meetings are scheduled on a case-by-case basis, primarily on the first Wednesday of each month. The Customer will be notified *in writing* of the meeting date.
- Failure by the Customer to appear at the appointed time will result in immediate denial of the request and all outstanding charges will become due and payable immediately.
- Any decision made by the Customer Grievance Committee, and approved by the Commission, is final.

End of Document

Chester Metropolitan District

Director's Report

FY 2022-2023

	May 2023	TOTAL L 12 MOS	AVERAGE L 12 MOS
DISTRIBUTION NUMBER:			
Taps	2	38	3.2
Leaks	2	57	4.8
Main Break Leaks	6	39	3.3
Hydrants	1	1	0.5
DISTRIBUTION MANHOURS:			
Taps	188.0	1,415	117.9
Main Break Leaks	180	1356	113.0
Leaks	139.0	2,884	240.3
Equipment	33.0	511	42.6
Shop	277.0	3,152	262.7
Dist. Maintenance	1562.5	15,779	1,314.9
Asphalt	0.0	786	65.5
Meters	0.0	341	28.4
Filter Plant	0.0	-	-
Hydrants	0.0	130	10.8
Construction Projects	0.0	305	25.4
Service Orders			
Total Manhours	2379.5	29,659	2,471.6
Overtime Hours	314.8	1,881	156.7
METER CALLS:			
Ons	80	990	82.5
Offs	38	498	41.5
Miscellaneous	45	547	45.6
Nonpayment Disconnects	237	3,090	257.5
Reinstates	211	2,918	243.2
Total Calls	611	8,043	670.3
Overtime Hours	4.0	46.0	3.8
BILLING INFORMATION:			
Non-Leak Adjustments:	0	46	4.2
Leak Adjustments	33	583	48.6
\$\$\$ Adjusted	\$ 1,876.30	\$ 42,724.85	\$ 3,560.40
Bills Mailed	6,319	75,694.0	6,307.8
Thousand Gallons Billed	61,005.0	683,804.0	56,983.7
Thousand Gallons Pumped	75,804.0	846,781.0	70,565.1
% Accounted For	80.5%	81.0%	81.0%
Other Gallons Accounted For (1,000)	551.0	27,008.2	2,250.7
Adjusted % Accounted For	81.2%	84.1%	82.5%

Statement of Revenue and Expense

Account Summary

Chester Metropolitan District

For Fiscal: 2022 - 2023 Period Ending: 05/31/2023

	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	672,662.86	6,984,245.49	1,675,015.51
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	2,976.00	34,224.00	370,776.00
100-0100-411004 Hydrant Meter Fee	20,445.00	20,445.00	2,900.00	23,810.00	-3,365.00
100-0100-412000 Penalties	76,446.00	76,446.00	7,674.00	75,642.00	804.00
100-0100-412001 Non-Payment Fees	133,042.00	133,042.00	10,710.00	127,035.00	6,007.00
100-0100-412003 NSF Fees	0.00	0.00	390.00	3,120.00	-3,120.00
100-0100-413000 Expense Reimbursements	285,066.00	285,066.00	23,755.00	251,714.00	33,352.00
100-0100-413001 Credit Card Fees	72,000.00	72,000.00	8,457.47	90,174.35	-18,174.35
100-0100-413002 Surplus Sales	0.00	0.00	6,875.00	10,118.00	-10,118.00
100-0100-413003 Miscellaneous Revenue	0.00	0.00	492.18	4,891.14	-4,891.14
100-0100-413004 Customer Charges for Damages	0.00	0.00	0.00	1,919.80	-1,919.80
100-0100-414000 Development Review Fees	10,000.00	10,000.00	120.00	5,360.00	4,640.00
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	737,012.51	7,612,252.19	2,049,507.81
Function: 0100 - Operating Revenue Total:	9,661,760.00	9,661,760.00	737,012.51	7,612,252.19	2,049,507.81
Function: 9000 - Non-Operating Revenue					
Department: 9000 - Non-Operating Revenue					
100-9000-612000 Interest Income	5,000.00	5,000.00	16,285.33	122,663.99	-117,663.99
Department: 9000 - Non-Operating Revenue Total:	5,000.00	5,000.00	16,285.33	122,663.99	-117,663.99
Function: 9000 - Non-Operating Revenue Total:	5,000.00	5,000.00	16,285.33	122,663.99	-117,663.99
Function: 9700 - Contributed Capital					
Department: 9700 - Contributed Capital					
100-9700-511000 Federal Contributed Capital	0.00	0.00	0.00	231,331.28	-231,331.28
Department: 9700 - Contributed Capital Total:	0.00	0.00	0.00	231,331.28	-231,331.28
Function: 9700 - Contributed Capital Total:	0.00	0.00	0.00	231,331.28	-231,331.28
Revenue Total:	9,666,760.00	9,666,760.00	753,297.84	7,966,247.46	
Expense					
Function: 1000 - Operating Expenses					
Department: 1000 - Administration					
100-1000-511000 Regular Salaries and Wages	709,694.00	709,694.00	52,448.94	622,670.21	87,023.79
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	373.65	2,518.73	2,149.27
100-1000-511008 Sick Pay	19,433.00	19,433.00	7,702.86	33,467.25	-14,034.25
100-1000-512000 FICA	44,356.00	44,356.00	3,393.08	38,857.23	5,498.77
100-1000-512001 Medicare	9,936.00	9,936.00	793.55	9,130.60	805.40
100-1000-512002 SC Retirement	188,495.00	188,495.00	14,988.04	171,708.87	16,786.13
100-1000-512004 Group Health Insurance	136,674.00	136,674.00	10,650.30	107,925.88	28,748.12
100-1000-521000 Accounting and Audit Services	27,000.00	27,000.00	0.00	24,274.54	2,725.46
100-1000-521001 Legal Services	45,000.00	45,000.00	197.50	10,420.50	34,579.50
100-1000-521005 Other Contractual Services	121,826.00	121,826.00	14,029.86	103,572.70	18,253.30
100-1000-522002 Vehicle Repairs and Maintenance	3,100.00	3,100.00	111.92	1,260.30	1,839.70
100-1000-524000 Telephone and Communications	9,284.00	9,284.00	877.31	7,919.20	1,364.80
100-1000-524001 Advertising and Promotion	15,000.00	15,000.00	1,188.38	5,706.28	9,293.72
100-1000-524003 Bank and fiscal agent fees	107,671.00	107,671.00	7,834.78	112,024.47	-4,353.47
100-1000-524004 Postage and Delivery Fees	3,320.00	3,320.00	500.00	2,672.78	647.22
100-1000-526000 Uniform Rental	2,500.00	2,500.00	0.00	1,537.10	962.90
100-1000-531000 Office Supplies	5,300.00	5,300.00	254.45	2,515.18	2,784.82

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 05/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-1000-531008	Fuel	3,200.00	3,200.00	336.77	2,537.85	662.15
100-1000-550000	Professional Memberships and License Fees	29,557.00	29,557.00	356.00	28,666.00	891.00
100-1000-550001	Educational Seminars and Classes	17,859.00	17,209.00	3,930.59	16,902.06	306.94
100-1000-560001	Collections Over/Short	640.00	640.00	34.47	2.64	637.36
100-1000-560006	Contingency Account	50,000.00	50,000.00	7,400.16	22,282.57	27,717.43
100-1000-560007	Community Support	9,193.00	9,193.00	129.02	4,481.04	4,711.96
Department: 1000 - Administration Total:		1,580,057.00	1,579,407.00	127,531.63	1,333,053.98	246,353.02
Department: 1001 - Human Resources						
100-1001-511000	Regular Salaries and Wages	94,238.00	94,238.00	6,089.33	68,360.69	25,877.31
100-1001-511008	Sick Pay	1,923.00	1,923.00	146.14	3,773.63	-1,850.63
100-1001-512000	FICA	5,890.00	5,890.00	377.26	4,372.50	1,517.50
100-1001-512001	Medicare	1,319.00	1,319.00	88.22	1,022.54	296.46
100-1001-512002	SC Retirement	25,030.00	25,030.00	1,656.15	19,158.96	5,871.04
100-1001-512004	Group Health Insurance	17,876.00	17,876.00	1,302.34	13,674.21	4,201.79
100-1001-512006	Workmens Comp Ins.	55,000.00	55,000.00	12,202.10	58,261.13	-3,261.13
100-1001-521001	Legal Services	4,300.00	4,300.00	0.00	1,475.00	2,825.00
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	91.20	1,976.40	2,573.60
100-1001-531000	Office Supplies	600.00	600.00	0.00	241.79	358.21
100-1001-550000	Professional Memberships and License Fees	425.00	425.00	0.00	449.00	-24.00
100-1001-550001	Educational Seminars and Classes	2,380.00	2,380.00	0.00	1,178.22	1,201.78
Department: 1001 - Human Resources Total:		218,531.00	218,531.00	21,952.74	173,944.07	44,586.93
Department: 1002 - Information Services						
100-1002-511000	Regular Salaries and Wages	141,198.00	141,198.00	10,968.36	119,918.20	21,279.80
100-1002-511002	Overtime	50.00	50.00	0.00	316.36	-266.36
100-1002-511008	Sick Pay	5,051.00	5,051.00	0.00	4,968.75	82.25
100-1002-512000	FICA	8,825.00	8,825.00	655.00	7,592.59	1,232.41
100-1002-512001	Medicare	1,977.00	1,977.00	153.20	1,775.75	201.25
100-1002-512002	SC Retirement	37,502.00	37,502.00	2,913.22	33,254.14	4,247.86
100-1002-512004	Group Health Insurance	14,197.00	14,197.00	779.90	6,819.31	7,377.69
100-1002-521002	IT Contracts and Services	293,459.00	295,385.37	4,671.32	249,863.43	45,521.94
100-1002-524000	Telephone and Communications	4,840.00	3,840.00	311.52	3,782.02	57.98
100-1002-526000	Uniform Rental	804.00	804.00	53.65	576.40	227.60
100-1002-532000	Small Tools and Equipment	750.00	750.00	41.01	266.73	483.27
100-1002-532003	Computer Hardware and Software	10,000.00	11,273.63	0.00	8,878.67	2,394.96
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	63.72	2,141.16	1,798.84
100-1002-550002	Mileage Reimbursements	0.00	0.00	238.28	425.58	-425.58
Department: 1002 - Information Services Total:		523,063.00	524,913.00	20,849.18	440,579.09	84,333.91
Department: 1010 - Board of Commissioners						
100-1010-511009	Board of Commissioners Pay	9,750.00	9,750.00	350.00	4,950.00	4,800.00
100-1010-512000	FICA	335.00	335.00	21.70	306.90	28.10
100-1010-512001	Medicare	79.00	79.00	5.11	72.12	6.88
100-1010-512002	SC Retirement	700.00	700.00	39.84	624.16	75.84
100-1010-524000	Telephone and Communications	6,600.00	6,600.00	440.44	4,416.40	2,183.60
100-1010-531000	Office Supplies	1,000.00	1,000.00	0.00	499.84	500.16
100-1010-550001	Educational Seminars and Classes	7,750.00	7,750.00	0.00	4,155.00	3,595.00
100-1010-550002	Mileage Reimbursements	3,600.00	3,600.00	55.68	776.20	2,823.80
100-1010-560004	Board Meeting Expense	4,050.00	4,050.00	0.00	2,444.51	1,605.49
Department: 1010 - Board of Commissioners Total:		33,864.00	33,864.00	912.77	18,245.13	15,618.87
Department: 1998 - District-Wide Employee Support, Promotion & Reten						
100-1998-550004	In-House Training and Development	49,500.00	49,500.00	1,136.85	17,582.01	31,917.99
100-1998-551000	Employee Appreciation	17,202.00	17,202.00	1,234.69	17,557.92	-355.92
100-1998-551001	Tuition Assistance	14,000.00	14,000.00	3,715.67	9,540.35	4,459.65
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	100.56	62,295.32	-62,295.32
Department: 1998 - District-Wide Employee Support, Promotion & Reten..		83,202.00	83,202.00	6,187.77	107,175.60	-23,973.60

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 05/31/2023

	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	6,842.92	64,487.68	23,512.32
100-1999-512008 Flex Spending Admin Fee Expense	295.00	295.00	27.84	299.28	-4.28
100-1999-512009 PEBA Admin Fee Expense	2,000.00	2,000.00	142.50	1,509.00	491.00
100-1999-521005 Other Contractual Services	38,040.00	38,040.00	2,705.59	29,949.04	8,090.96
100-1999-523000 Electricity	25,200.00	25,200.00	2,638.84	27,713.08	-2,513.08
100-1999-523001 Natural Gas	4,800.00	4,800.00	276.31	3,858.09	941.91
100-1999-523002 Water and Sewer	6,600.00	6,600.00	595.90	6,232.92	367.08
100-1999-524000 Telephone and Communications	51,180.00	51,180.00	3,703.10	37,724.47	13,455.53
100-1999-524002 General Property & Liability Insurance	86,000.00	86,000.00	9,543.00	127,676.20	-41,676.20
100-1999-531001 Janitorial and General Supplies	4,000.00	4,000.00	0.00	3,947.32	52.68
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	123.38	2,575.35	-2,575.35
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	515,166.63	-515,166.63
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	73,432.71	822,817.89	50,297.11
Department: 2000 - Engineering					
100-2000-511000 Regular Salaries and Wages	256,643.00	256,643.00	20,160.97	230,019.78	26,623.22
100-2000-511002 Overtime	3,747.00	3,747.00	0.00	5,335.05	-1,588.05
100-2000-511008 Sick Pay	4,509.00	4,509.00	804.40	7,231.46	-2,722.46
100-2000-512000 FICA	16,040.00	16,040.00	1,261.82	14,649.30	1,390.70
100-2000-512001 Medicare	3,593.00	3,593.00	295.10	3,425.99	167.01
100-2000-512002 SC Retirement	68,164.00	68,164.00	5,568.40	64,430.92	3,733.08
100-2000-512004 Group Health Insurance	35,587.00	35,587.00	3,122.14	32,513.43	3,073.57
100-2000-521005 Other Contractual Services	22,950.00	21,750.00	0.00	10,208.41	11,541.59
100-2000-522002 Vehicle Repairs and Maintenance	4,270.00	4,270.00	38.85	1,211.50	3,058.50
100-2000-524000 Telephone and Communications	4,260.00	4,260.00	220.62	2,564.71	1,695.29
100-2000-526000 Uniform Rental	2,202.00	2,202.00	110.89	1,496.50	705.50
100-2000-531000 Office Supplies	2,500.00	2,500.00	8.63	1,431.53	1,068.47
100-2000-531003 Safety Gear and Supplies	2,000.00	2,000.00	0.00	445.91	1,554.09
100-2000-531008 Fuel	6,000.00	6,000.00	714.54	6,218.95	-218.95
100-2000-532000 Small Tools and Equipment	3,000.00	3,000.00	41.58	457.39	2,542.61
100-2000-550000 Professional Memberships and License Fees	2,900.00	2,900.00	180.00	2,003.00	897.00
100-2000-550001 Educational Seminars and Classes	10,825.00	10,825.00	0.00	3,545.65	7,279.35
100-2000-560010 Miscellaneous	500.00	500.00	0.00	369.25	130.75
100-2000-560090 Water Efficiency Rebate Program	3,000.00	3,000.00	0.00	375.00	2,625.00
Department: 2000 - Engineering Total:	452,690.00	451,490.00	32,527.94	387,933.73	63,556.27
Department: 3000 - Distribution (Maintenance)					
100-3000-511000 Regular Salaries and Wages	702,250.00	702,250.00	52,701.01	594,036.97	108,213.03
100-3000-511002 Overtime	50,817.00	50,817.00	9,401.88	49,182.27	1,634.73
100-3000-511008 Sick Pay	26,304.00	26,304.00	1,190.52	27,403.88	-1,099.88
100-3000-512000 FICA	43,891.00	43,891.00	3,861.67	40,843.60	3,047.40
100-3000-512001 Medicare	9,831.00	9,831.00	903.16	9,552.10	278.90
100-3000-512002 SC Retirement	186,518.00	186,518.00	16,810.72	178,117.45	8,400.55
100-3000-512004 Group Health Insurance	139,290.00	139,290.00	10,815.68	109,406.00	29,884.00
100-3000-521005 Other Contractual Services	26,572.00	26,572.00	1,682.63	16,918.20	9,653.80
100-3000-522000 Building and Grounds Repairs and Mainten...	60,500.00	60,500.00	132.94	15,602.74	44,897.26
100-3000-522001 Equipment and Machinery Repairs and Mai...	25,000.00	25,000.00	65.52	33,058.92	-8,058.92
100-3000-522002 Vehicle Repairs and Maintenance	32,560.00	32,560.00	6,714.15	29,594.16	2,965.84
100-3000-524000 Telephone and Communications	14,740.00	14,740.00	1,185.47	11,174.78	3,565.22
100-3000-525000 Hauling and tipping fees	4,000.00	4,000.00	0.00	2,251.60	1,748.40
100-3000-526000 Uniform Rental	14,550.00	14,550.00	2,252.10	13,919.67	630.33
100-3000-526001 Equipment Rental	22,850.00	22,850.00	0.00	5,319.23	17,530.77
100-3000-531002 Shop Supplies and Materials	25,000.00	25,000.00	1,545.75	23,500.21	1,499.79
100-3000-531003 Safety Gear and Supplies	10,235.00	10,235.00	0.00	9,855.37	379.63
100-3000-531004 Patching and Paving Materials	22,000.00	22,000.00	1,219.59	26,124.59	-4,124.59
100-3000-531008 Fuel	46,200.00	46,200.00	3,466.22	44,281.75	1,918.25
100-3000-531010 Inventory Parts and Supplies	200,000.00	200,000.00	20,334.14	124,298.20	75,701.80

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 05/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100-3000-531011	Inventory Shrink/Overage	0.00	0.00	1,028.44	9,075.42	-9,075.42
100-3000-532000	Small Tools and Equipment	18,300.00	18,300.00	297.50	15,960.31	2,339.69
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	399.98	6,682.08	8,367.92
100-3000-550001	Educational Seminars and Classes	4,200.00	4,200.00	0.00	2,544.05	1,655.95
100-3000-560010	Miscellaneous	1,000.00	1,000.00	489.25	952.35	47.65
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	136,498.32	1,385,028.26	322,779.74
Department: 4000 - Meter						
100-4000-511000	Regular Salaries and Wages	176,493.00	176,493.00	11,392.46	145,667.44	30,825.56
100-4000-511002	Overtime	10,141.00	10,141.00	519.94	5,885.97	4,255.03
100-4000-511008	Sick Pay	8,161.00	8,161.00	68.31	2,647.63	5,513.37
100-4000-512000	FICA	11,031.00	11,031.00	738.64	9,511.53	1,519.47
100-4000-512001	Medicare	2,471.00	2,471.00	172.75	2,224.50	246.50
100-4000-512002	SC Retirement	46,877.00	46,877.00	3,182.09	40,955.82	5,921.18
100-4000-512004	Group Health Insurance	41,286.00	41,286.00	1,811.11	18,490.51	22,795.49
100-4000-521004	Maintenance Contracts	85,628.00	85,628.00	0.00	83,730.20	1,897.80
100-4000-522001	Equipment and Machinery Repairs and Mai...	2,500.00	2,500.00	0.00	1,544.33	955.67
100-4000-522002	Vehicle Repairs and Maintenance	8,800.00	8,800.00	2,010.11	4,097.02	4,702.98
100-4000-524000	Telephone and Communications	7,792.00	7,792.00	471.42	4,604.38	3,187.62
100-4000-526000	Uniform Rental	4,220.00	4,220.00	131.63	2,067.81	2,152.19
100-4000-531002	Shop Supplies and Materials	8,000.00	8,000.00	285.94	1,944.81	6,055.19
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	1,245.83	12,524.49	4,275.51
100-4000-531010	Inventory Parts & Supplies	240,620.00	240,620.00	10,439.28	82,657.95	157,962.05
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	80.00	80.00	240.00
100-4000-550001	Educational Seminars and Classes	7,020.00	7,020.00	75.00	1,090.49	5,929.51
100-4000-560010	Miscellaneous	750.00	750.00	135.04	235.05	514.95
Department: 4000 - Meter Total:		1,089,410.00	1,089,410.00	32,759.55	419,959.93	669,450.07
Department: 5000 - Filter Plant						
100-5000-511000	Regular Salaries and Wages	804,267.00	804,267.00	57,641.19	657,098.87	147,168.13
100-5000-511002	Overtime	68,250.00	68,250.00	2,386.77	29,382.45	38,867.55
100-5000-511008	Sick Pay	11,716.00	11,716.00	3,048.55	29,024.20	-17,308.20
100-5000-512000	FICA	50,267.00	50,267.00	3,838.50	43,597.13	6,669.87
100-5000-512001	Medicare	11,260.00	11,260.00	897.71	10,196.14	1,063.86
100-5000-512002	SC Retirement	213,614.00	213,614.00	16,753.12	190,038.33	23,575.67
100-5000-512004	Group Health Insurance	121,344.00	121,344.00	9,190.40	91,402.09	29,941.91
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	1,277.69	35,883.96	19,096.04
100-5000-521005	Other Contractual Services	2,004.00	2,004.00	130.37	1,623.10	380.90
100-5000-522000	Building and Grounds Repairs and Mainten...	19,542.00	19,542.00	2,750.46	16,566.02	2,975.98
100-5000-522001	Equipment and Machinery Repairs and Mai...	2,500.00	2,500.00	0.00	962.99	1,537.01
100-5000-522002	Vehicle Repairs and Maintenance	5,790.00	5,790.00	214.26	1,665.92	4,124.08
100-5000-522004	Water Filtration System Repairs and Maint...	138,600.00	138,600.00	25,012.21	103,569.25	35,030.75
100-5000-523000	Electricity	174,720.00	174,720.00	12,274.12	140,661.64	34,058.36
100-5000-523001	Natural Gas	10,020.00	10,020.00	267.73	7,670.95	2,349.05
100-5000-524000	Telephone and Communications	15,600.00	15,600.00	1,220.35	12,784.41	2,815.59
100-5000-524004	Postage and Delivery Fees	810.00	810.00	0.00	1,383.27	-573.27
100-5000-525000	Hauling and tipping fees	86,000.00	86,000.00	2,079.50	25,272.50	60,727.50
100-5000-526000	Uniform Rental	11,378.00	11,378.00	2,985.03	9,914.80	1,463.20
100-5000-526002	Other Rentals	2,196.00	2,196.00	467.20	2,300.78	-104.78
100-5000-531000	Office Supplies	2,500.00	2,500.00	0.00	1,161.27	1,338.73
100-5000-531001	Janitorial and General Supplies	4,000.00	4,000.00	393.42	3,582.44	417.56
100-5000-531003	Safety Gear and Supplies	5,100.00	5,100.00	898.96	2,960.96	2,139.04
100-5000-531006	Laboratory Supplies and Materials	77,870.00	77,870.00	8,195.84	41,141.78	36,728.22
100-5000-531007	Chemicals	448,500.00	448,500.00	18,554.23	262,363.90	186,136.10
100-5000-531008	Fuel	9,000.00	9,000.00	272.67	4,068.96	4,931.04

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 05/31/2023

	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	168.48	634.82	2,715.18
100-5000-541000 Testing	8,120.00	8,120.00	627.40	7,309.89	810.11
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	510.00	1,100.00	1,225.00
100-5000-550001 Educational Seminars and Classes	12,350.00	12,350.00	387.76	10,275.00	2,075.00
100-5000-560010 Miscellaneous	2,000.00	2,000.00	145.69	1,813.02	186.98
100-5000-951002 Plant Equipment	65,000.00	65,000.00	4,051.20	16,448.70	48,551.30
Department: 5000 - Filter Plant Total:	2,486,583.00	2,486,583.00	176,640.81	1,785,256.54	701,326.46
Function: 1000 - Operating Expenses Total:	9,048,323.00	9,048,323.00	629,293.42	6,873,994.22	2,174,328.78
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	136,972.96	442,452.04
100-9500-710002 Capital Lease Interest Expense	39,012.00	39,012.00	88.51	1,254.05	37,757.95
Department: 9500 - Non-Operating Expense Total:	618,437.00	618,437.00	12,540.59	138,227.01	480,209.99
Function: 9500 - Non-Operating Expense Total:	618,437.00	618,437.00	12,540.59	138,227.01	480,209.99
Expense Total:	9,666,760.00	9,666,760.00	641,834.01	7,012,221.23	
Total Surplus (Deficit):	0.00	0.00	111,463.83	954,026.23	

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 05/31/2023

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	737,012.51	7,612,252.19	2,049,507.81
Function: 0100 - Operating Revenue Total:	9,661,760.00	9,661,760.00	737,012.51	7,612,252.19	2,049,507.81
Function: 9000 - Non-Operating Revenue					
9000 - Non-Operating Revenue	5,000.00	5,000.00	16,285.33	122,663.99	-117,663.99
Function: 9000 - Non-Operating Revenue Total:	5,000.00	5,000.00	16,285.33	122,663.99	-117,663.99
Function: 9700 - Contributed Capital					
9700 - Contributed Capital	0.00	0.00	0.00	231,331.28	-231,331.28
Function: 9700 - Contributed Capital Total:	0.00	0.00	0.00	231,331.28	-231,331.28
Revenue Total:	9,666,760.00	9,666,760.00	753,297.84	7,966,247.46	1,700,512.54
Expense					
Function: 1000 - Operating Expenses					
1000 - Administration	1,580,057.00	1,579,407.00	127,531.63	1,333,053.98	246,353.02
1001 - Human Resources	218,531.00	218,531.00	21,952.74	173,944.07	44,586.93
1002 - Information Services	523,063.00	524,913.00	20,849.18	440,579.09	84,333.91
1010 - Board of Commissioners	33,864.00	33,864.00	912.77	18,245.13	15,618.87
1998 - District-Wide Employee Support, Promotion & Retent	83,202.00	83,202.00	6,187.77	107,175.60	-23,973.60
1999 - Operational Non-Departmental	873,115.00	873,115.00	73,432.71	822,817.89	50,297.11
2000 - Engineering	452,690.00	451,490.00	32,527.94	387,933.73	63,556.27
3000 - Distribution (Maintenance)	1,707,808.00	1,707,808.00	136,498.32	1,385,028.26	322,779.74
4000 - Meter	1,089,410.00	1,089,410.00	32,759.55	419,959.93	669,450.07
5000 - Filter Plant	2,486,583.00	2,486,583.00	176,640.81	1,785,256.54	701,326.46
Function: 1000 - Operating Expenses Total:	9,048,323.00	9,048,323.00	629,293.42	6,873,994.22	2,174,328.78
Function: 9500 - Non-Operating Expense					
9500 - Non-Operating Expense	618,437.00	618,437.00	12,540.59	138,227.01	480,209.99
Function: 9500 - Non-Operating Expense Total:	618,437.00	618,437.00	12,540.59	138,227.01	480,209.99
Expense Total:	9,666,760.00	9,666,760.00	641,834.01	7,012,221.23	2,654,538.77
Total Surplus (Deficit):	0.00	0.00	111,463.83	954,026.23	

Statement of Revenue and Expense

For Fiscal: 2022 - 2023 Period Ending: 05/31/2023

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - Operations Fund	0.00	0.00	111,463.83	954,026.23	-954,026.23
Total Surplus (Deficit):	0.00	0.00	111,463.83	954,026.23	