Proposed Agenda

April 23, 2018
3261 Lancaster Hwy
Richburg, SC 29729
6:00PM

I. Call Meeting to Order

II. Invocation

III. Pledge of Allegiance

IV. Approval of Last Meeting Minutes

V. Old Business

a.	Lando/Manetta & Rocky Creek Update	- Mr. Patrick Timms
b.	Sandy River Update	- Mr. Tony Young
c.	Pretreatment Update	- Ms. Devon Beaty
d.	Maintenance Work Update	- Mr. David Garris
e.	Project Updates	- Mr. Phillip A. Thompson-King

VI. New Business

a.	Rate Structure Revision	- Mr. Bart Kreps
b.	Capital Recovery Fee	- Mr. Phillip A. Thompson-King
c.	Audit Engagement	- Mr. Joel Manning
d.	Public Comment	

VII. Reports

a.	Financial Statement	- Mr. Joel Manning

VIII. Adjourn

Chester County Wastewater Recovery

Commission Meeting
April 23, 2018

The Chester Sewer District held its monthly Board of Commissioners Meeting on Monday, April 23, 2018 at 6:00 PM at the CSD office located at 3261 Lancaster Highway, Richburg, SC. Commissioners in attendance were Tony Pope, Chairman; Edena Sanders, Secretary; Gloria O. Crank, Board Member; Phillip Thompson-King, Executive Director; Devon Beaty, Pretreatment Coordinator; Joel Manning, Finance Analyst; Patrick Timms, Rocky Creek/Lando-Manetta WWTP Superintendent; Tony Young, Sandy River WWTP Superintendent; Farrah Wright, CSD Executive Assistant; Arthur Gaston, Attorney; Bart Kreps, Raftelis Financial Consultants. Notification of this meeting was given to the Chester News & Reporter, posted on the CMD/CWR website, and on the bulletin Board at the Administrative Office.

Invocation – Chairman Tony Pope

Pledge of Allegiance

The Minutes from the March 20, 2018 meeting were approved. *Motion to approve the minutes was made by Gloria Crank, Second by Edena Sanders, and unanimously approved.*

Chairman Tony Pope called for Old Business:

Lando/Manetta and Rocky Creek Mr. Patrick Timms prepared and presented reports for March 2018. A copy of the report is attached to the minutes.

Sandy River - Mr. Tony Young prepared and presented reports for March 2018. A copy of the report is attached to the minutes.

Pre-Treatment - Ms. Devon Beaty prepared and presented reports for March 2018. A copy of the report is attached to the minutes.

Maintenance- The Maintenance reports were taken as information. A copy of the report is attached to the minutes.

Project Updates- Mr. Thompson-King prepared and presented reports for March 2018. A copy of the report is attached to the minutes.

Chairman Tony Pope called for New Business:

Rate Structure Revision:

Mr. Bart Kreps with Raftelis Financial Consultants, Inc. gave the "Cost of Service and Rate Structure Study" presentation to the Board. He explained all the information that the District has been studying to move forward with this.

No motion was made here. Presentation was taken as information.

Capital Recovery Fee:

Mr. Bart Kreps with Raftelis Financial Consultants presented the Capital Recovery Fees Presentation last Board meeting and he revisited it this meeting. He explained in detail what is involved in this process and how to move forward. Mr. Phillip Thompson-King asked for a motion to move forward with the Capital Recovery Fee.

A motion was made to approve moving forward with the Capital Recovery Fee by Mrs. Edena Sanders, second by Mrs. Gloria Crank, and unanimously agreed.

Audit Engagement:

Mr. Joel Manning asked for questions pertaining to the Auditor Engagement Letter presented to the Board at last month's meeting. He expressed that this letter must be approved and signed by the Board of Commissioners before the auditor could begin work on this year's audit. Mr. Joel Manning asked for a motion to approve the Audit Engagement and for it to be signed.

A motion was made to approve moving forward with the Audit Engagement and signing of the letter by Mrs. Gloria Crank, second by Mrs. Edena Sanders, and unanimously agreed.

Chairman Tony Pope called for the Reports:

Financial Statement- Joel Manning presented the report for March 2018.
A copy of the report is attached to the minutes.

With there being no further business to discuss, Chairman Pope asked for a motion to adjourn.

Adjourn:
Motion to adjourn was made by Edena Sanders, second by Gloria Crank, and unanimously agreed.

Approved:

Date: _____

Respectfully Submitted:

By: **Farrah Wright**

Operations Summary of the Lando/Manetta WWTP and Rocky Creek WWTP

Lando/Manetta WWTP

Overall the plant is operating well and currently meeting all NPDES requirements. The toxicity sampling event for April took place this past week and we are awaiting the results from Water Systems Inc.

Maintenance Highlights:

- Sludge- Wasted 53,600 gallons
- Installed new Sulfur Dioxide injectors and tubing

Administrative

- 1.2 MGD Upgrade is complete and CWR has received the permit to operate from SCDHEC.

Rocky Creek WWTP

Overall the plant has been operating well and is currently meeting all NPDES requirements. The split toxicity sampling event for April took place this past week and we are awaiting results from Pace Analytical and Water Systems Inc. laboratories.

Maintenance Highlights:

- Wasted- 105,000 gallons
- Routine wash down of clarifiers and cascade

Administrative

- Mr. Manning and myself conducted a site tour with Auditors, Ms. Paulette Crawford and 5 others from the SC Dept. of Revenue
- Worked with Mr. Manning on draft budget items for the plants and residuals dept.
- Staff attended a pump training in Clover, SC sponsored by Clearwater
- Attended Hwy. 9 sewer line progress meeting
- Attended CWR staff meeting
- Responded with other team members to a SSO on the JÀ Cochran by-pass
- Met w/Todd Price w/ Dellinger and Ed Hart- Aecom, in regards to proposed changes in schedule to Rocky Creek pump station piping tie in.
- Met w/Bill Thomes and interviewed as part of the on-going strategic planning
- Met with Wayne Littleton of Clearwater in regards to SCADA system at Rocky Creek and plants.

April 23, 2018

Memorandum

To: Phillip A. Thompson-King

From: Tony Young

Subject: Monthly Report Sandy River

Sandy River plant overall is operating well.

The following a listing of completed tasks for march 2018:

- Performed daily and weekly sampling
- Picked up 10 hp replacement pump Ebara k series
- Sheriff's department came by for a Facility Vulnerability Assessment
- Performed yearly calibration on flow meters
- Switched to EQI for sampling
- Repaired water lines inside plant
- Wasted 71,080 gallons sludge
- Dewatered 56,864 gallons dewatered

Board of Commissioners
April 2018 Update:
Industrial Pretreatment

Economic Development and Prospective Customers:

Holiday Inn Express Utilities Meeting

Assisted Maintenance Superintendent with response to one Prospective Commercial Customer

Assisted Maintenance Superintendent with response to three Prospective Residential Customers

Assisted Executive Director with Response to three Prospective Industrial Customers

Training:

Local Government Leadership Governance, Leadership, and Politics Session

Local Government Leadership Institute Graduation

Compliance:

Lower Catawba TMDL Conference Call

FOI request for Lab RFP

Responded to SC DHEC concerning SSO lab results

Reviewed February Discharge Monitoring Reports

Issued two Notice of Violations and one Warning letter

Meeting with Footprints, LLC to discuss draft permit

FOG (Fats, Oils, Greases)

Two meetings with Bypass Convenience and Maintenance Superintendent on Grease Trap Requirements

Other

Organized Earth Day Swap It Out Event for Staff

Meeting with Start Advertising concerning website future

Staff Meeting

Revised budget for Pretreatment with Executive Director and Finance Department

Work on organizing WEASC science fair award and 2019 budget for Public Education Committee

Meeting at Specialty Polymers with Maintenance Superintendent to work with Clearwater at metering issues

Worked with Maintenance and Finance on getting Specialty Polymer Meter Readings

CWR

CHESTER COUNTY WASTEWATER RECOVERY

Board of Commissioners'

April 2018 Projects & Director's Update

Project Update Notes

Rocky Creek Wastewater Collection System/Carolina Poly/RC Line "A"/ Lancaster Highway (#9) Project

- Line B has been constructed;
- The manholes will be scheduled for epoxy liner in the next few weeks,
- A second crew will be brought onto the project in May;
- The wetwell is being set this week and then construction will begin on Line A;
- Division I – Hwy 9 Bore Location- The existing 24" water main is located under the turning lane pavement (In front of PPG- Nippon). The existing water main is not under pavement and is also at a higher elevation. This location allows for the pot holing of the water main and obtaining an accurate elevation without cutting the pavement and interrupting with access to the Nippon driveway. At this location there will be greater clearance between the new sewer and the existing water main, thus reduces the risk of making this crossing;
- US Fish and Wildlife approved Dellinger's use of a bridge to get equipment across the streams instead of using a pipe and dam. To this end, US Fish and Wildlife official stated that since bridging is being used, she may not revisit the site to witness crossings; and
- The Contractor's schedule indicates an on schedule completion in October 2018. An updated schedule is attached

City of Chester

No activity to report.

One Cent ($0.01) Local Option Sales Tax

No activity to report. Year to date, we have submitted invoices and received $1,611,104.03.

FEMA/ Lando-Manetta Expansion/Gaston Farm Pump Station

The expansion project is complete. South Carolina Department of Health and Environmental Control (SCDHEC) to issue the permit to operate at the new capacity. We have received SCDHEC's permit to operate at the new capacity (1.2 MGD). This effort provides the facility with 704,000 GPD of available capacity.

Lower Catawba River Basin (LOWCARB) Dischargers Stakeholder Group

We participated in a conference call.

Community Development Block Grant (CDBG)

We have partnered with Chester County in pursuit of a CDBG to replace the undersized Roundtree Pump Station. I will apprise the Board on the developments of this endeavor.

Sanitary Sewer Overflow

We experienced a major SSO on March 15th at 814 JA Cochran Bypass. An undetermined amount of wastewater entered Tanyard Branch.

In an immediate response to address the SSO release, CWR personnel cleared the obstruction by rodding the manhole immediately below the overflowing manhole to alleviate the release. The obstruction was cleared and the line opened and free flowing at approximately 2:00pm. Simultaneously, we sampled at the sight of the release (manhole), above the impacted area of the stream, and below the impacted area of the stream at the confluence with Tanyard Branch.

In a remedial initiative, CWR personnel applied HTH (powdered chlorine) and lime on the impacted area. Signs notifying the public were also placed at the release area and downstream creek crossings.

As a corrective action, the CWR Team will perform additional inspection/cleanings of various trunk lines in an effort to mitigate a reoccurrence. We will also, inspect the line and make repairs and/or replacements to the affected part of the line as dictated by examination.

US Department of Agriculture's (USDA) Rural Development (RD) Program

We meet with members of the USDA's RD Program to discuss grant opportunities for the Sandy River WWTP and the Tanyard Branch Outfall.

Miscellaneous Notes

- We have met with Raftelis Financial Consultants, Inc, to work on the Budget and various Forecast Scenarios;
- We replied to three (3) requests for information request for information (RFI) for industrial prospects; and
- We have met with three potential developers.

CWR
CHESTER COUNTY WASTEWATER RECOVERY

Chester Sewer District
Year-to-Date Budget to Actual Comparison
Month Ended March 31, 2018

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
REVENUE					
Wastewater treatement revenues	$ 3,853,295	2,889,971	301,355	2,804,513	$ (85,458)
Residual Management Fees	$ 355,300	266,475	29,397	331,936	$ 65,461
Pretreatment fees	43,500	32,625	14,573	140,338	107,713
Chester Penalities	16,500	12,375	-	-	(12,375)
Local option sales tax	-	-	-	91,471	91,471
Other Income	-	-	5,754	67,562	67,562
Interest Income	-	-	676	5,608	5,608
Capital Projects	147,213	110,410	11,729	104,304	(6,106)
Grant Revenue	-	-	133,803	239,262	239,262
Total Revenue	$ 4,415,808	3,311,856	363,484	3,784,994	$ 473,138
EXPENSE					
Administration	$ 908,500	681,375	114,392	722,441	$ 41,066
Maintenance	820,875	615,656	86,917	706,103	90,447
Lando Plant	277,500	208,125	30,007	201,295	(6,830)
Sandy River	561,480	421,110	59,799	385,789	(35,321)
Rocky Creek	703,835	527,876	41,560	427,304	(100,572)
Pretreatment	172,750	129,563	13,285	115,423	(14,140)
Sludge	-	-	-	-	-
Depreciation	295,868	221,901	24,656	221,901	-
Debt Service	359,300	269,475	217,808	298,257	28,782
(Gain)Loss on Assets		-	-	(27,052)	(27,052)
Capital Expense	315,700	236,775	234,007	631,995	395,220
Total Expense	$ 4,415,808	3,311,856	822,431	3,683,456	$ 371,600
Increase / (Decrease) of Revenue over Expenses			(458,947)	101,538	