Proposed Agenda

December 18, 2018
12:00 Noon
3072 Lancaster Highway
Richburg, SC 29729

I. **Call Meeting to Order**

II. **Invocation**

III. **Pledge of Allegiance**

IV. **Approval of Last Meeting Minutes**

V. **Old Business**

- **a. WWTP Update** - **Mr. Tony Young**
- **b. Pretreatment Update** - **Ms. Devon Beaty**
- **c. Maintenance Work Report** - **Mr. Michael Hunter**
- **d. Project Updates** - **Mr. Phillip A. Thompson-King**

VI. **New Business**

- **a. Approval of Draft Audit** - **Mr. Phillip A. Thompson-King**
- **b. Engagement-Fee Letter for the pending BAN** - **Mr. Phillip A. Thompson-King**
- **c. Public Comment**

VII. **Reports**

- **a. Financial Statement** - **Mr. Joel Manning**

VIII. **Executive Session**

- **a.** Under Section 30-4-70(a)(2) legal advice related matters covered by the attorney-client privilege

IX. **Adjourn**

Chester County Wastewater Recovery

Commission Meeting
December 18, 2018

The Chester Sewer District held its monthly Board of Commissioners Meeting on Tuesday, December 18, 2018, at 12:00 PM at the Front Porch Restaurant located at 3072 Lancaster Highway, Richburg, SC. Commissioners in attendance were Tony Pope, Chairman; Edena Sanders, Secretary; Gloria O. Crank, Board Member; Phillip Thompson-King, Executive Director; Joel Manning, Finance Analyst; Yashica Evans, CSD Executive Assistant; Arthur Gaston, Attorney; Everett Stubbs, Attorney; and Cyrus Corbett, Attorney. Notification of this meeting was given in the Chester News & Reporter, posted on the CMD/CWR website, and on the bulletin board at the Administrative Office.

Chairman Tony Pope called for Old Business:

WWTP Report - Mr. Tony Young prepared reports for November 2018. A copy of the report is attached to the minutes.

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

Maintenance Report - Mr. Michael Hunter prepared reports for November 2018. A copy of the report is attached to the minutes.

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

Note: All Old Business Reports were accepted by *Unanimous Consent.*

Chairman Tony Pope called for New Business:

Approval of Draft Audit:

Chairman Tony Pope asked the Board for a motion to approve the final Draft Audit.

Motion to approve the Draft Audit was made by Gloria Crank, second by Edena Sanders, and unanimously agreed.

The Agenda was amended to add the discussion of the exploration of property acquisition.

Exploration of Property Acquisition:

Mr. Phillip Thompson-King presented information concerning a parcel of Real Estate. He also presented a Resolution granting authority to negotiate a deal to acquire the potential property on behalf of CWR.

The Resolution was signed by Chairman Tony Pope and attested by Edena Sanders, Secretary of the Board, and sealed.

Engagement – Fee Letter for the Pending BAN:

Tabled to next meeting.

Chairman Tony Pope called for the Reports:

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

Adjourn:

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

Approved: **Respectfully Submitted:**

Date: _____ By: **Yashica Evans**

December 18, 2018

Memorandum

To: Phillip A. Thompson-King
From: Tony Young
Subject: Monthly Report Wastewater Treatment Plants

Sandy River WWTP

Sandy River plant overall is operating well.

The following is a listing of completed tasks for November 2018:

- Performed daily and weekly sampling
- Performed routine maintenance
- Wasted 69,303 gallons sludge
- Dewatered 79,965 gallons dewatered
- Dixie Electric checked small vibration on blower

Rocky Creek WWTP

Rocky Creek plant overall is operating well.

The following is a listing of completed tasks for November 2018:

- Performed daily and weekly sampling
- Performed routine maintenance
- Ordered new packing gland for #3 constant speed pump
- Maintenance crew still helping with sanding bed
- Hauled sludge to landfill

Lando/Manetta WWTP

Lando/Manetta plant overall is operating well.

The following is a listing of completed tasks for November 2018:

- Performed daily and weekly sampling
- Performed routine maintenance
- Replaced blower motor on air conditioner for pump station cabinet

Board of Commissioners
December 2018 Update:
Industrial Pretreatment

Economic Development:

Nothing to report

Training:

Nothing to report

Compliance:

Worked with team and Specialty Polymers to mitigate discharge issue

Worked on Coatex and Specialty Polymers permits going forward

Reviewed DMRs and surcharges

FOG (Fats, Oils, Greases)

Nothing to report

Other

Attended Gateway Steering Committee Meeting

Viewed potential maintenance property

Gaston Farm pump station meeting

Capital financing meeting

Construction Meeting for Rocky Creek project

Reviewed responses to IT RFPs

Staff Meeting

MAINTENANCE WORK REPORT
FY 2018-2019

Month of November 2018

Plant Maintenance		JULY 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	Total to Date	Average
Clean Drying Beds	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	1.0	2.0	0.0	0.0	0.0	0.0	3.0	0.3
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	1.0	4.0	0.0	0.0	0.0	0.0	5.0	0.4
Load Sludge	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other	HOURS	48.0	15.0	150.0	74.0	205.0	10.0	5.0	20.0	83.0	56.0	41.0	19.0	726.0	60.5
	TIMES	4.0	1.0	7.0	6.0	6.0	2.0	2.0	3.0	4.0	2.0	4.0	3.0	44.0	3.7
Total Hours		48.0	15.0	150.0	74.0	205.0	10.0	6.0	22.0	83.0	56.0	41.0	19.0	729.0	60.8
Total Times		4.0	1.0	7.0	6.0	6.0	2.0	3.0	7.0	4.0	2.0	4.0	3.0	49.0	4.1
Line Locations															
Locate for Utilities	HOURS	0.0	0.0	2.0	0.0	1.0	45.0	0.0	1.0	0.0	0.0	1.0	6.0	56.0	4.7
	TIMES	0.0	0.0	1.0	0.0	1.0	25.0	0.0	1.0	0.0	0.0	1.0	2.0	31.0	2.6
Locate for Contractors	HOURS	0.0	0.0	10.0	0.0	0.0	23.0	0.0	5.0	0.0	0.0	0.0	0.0	38.0	3.2
	TIMES	0.0	0.0	1.0	0.0	0.0	7.0	0.0	2.0	0.0	0.0	0.0	0.0	10.0	0.8
Other	HOURS	36.0	43.0	25.0	54.0	42.0	5.0	30.0	27.0	72.0	38.0	17.0	51.0	440.0	36.7
	TIMES	3.0	6.0	4.0	10.0	5.0	10.0	6.0	7.0	16.0	7.0	4.0	11.0	89.0	7.4
Total Hours		36.0	43.0	37.0	54.0	43.0	73.0	30.0	33.0	72.0	38.0	18.0	57.0	534.0	44.5
Total Times		3.0	6.0	6.0	10.0	6.0	42.0	6.0	10.0	16.0	7.0	5.0	13.0	130.0	10.8
Non-Category-training	HOURS	22.0	41.0	37.0	86.0	24.0	17.0	4.0	4.0	29.0	60.0	30.0	23.0	377.0	31.4
	TIMES	7.0	5.0	5.0	10.0	1.0	4.0	1.0	2.0	4.0	4.0	3.0	5.0	51.0	4.3
Lost Time															
Sick Days	HOURS	40.0	44.0	32.0	26.0	48.0	16.0	24.0	24.0	48.0	32.0	16.0	64.0	414.0	34.5
	TIMES	5.0	6.0	4.0	4.0	6.0	2.0	3.0	3.0	7.0	5.0	2.0	8.0	55.0	4.6
Vacations	HOURS	56.0	48.0	40.0	56.0	104.0	168.0	32.0	24.0	72.0	80.0	104.0	136.0	920.0	76.7
	TIMES	7.0	6.0	5.0	7.0	13.0	21.0	4.0	3.0	9.0	10.0	13.0	17.0	115.0	9.6
Holidays	HOURS	48.0	0.0	56.0	0.0	144.0	144.0	96.0	0.0	0.0	48.0	48.0	0.0	584.0	48.7
	TIMES	6.0	0.0	7.0	0.0	18.0	18.0	12.0	0.0	0.0	6.0	6.0	0.0	73.0	6.1
Time Off	HOURS	0.0	0.0	16.0	8.0	0.0	0.0		0.0	0.0	8.0	0.0	0.0	32.0	2.7
	TIMES	0.0	0.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	4.0	0.3
On-Job Accidents	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	0.0	0.0	48.0	64.0	5.3
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	6.0	8.0	0.7
Total Hours		144.0	92.0	144.0	90.0	296.0	328.0	152.0	48.0	136.0	168.0	168.0	248.0	1398.0	116.5
Total Times		18.0	12.0	18.0	12.0	37.0	41.0	19.0	6.0	18.0	22.0	21.0	31.0	178.0	14.8
Overtime Worked	HOURS	76.0	52.5	46.5	61.0	84.0	90.0	110.0	128.0	96.0	100.0	147.0	67.0	366.0	30.5
	TIMES	40.0	37.0	35.0	33.0	28.0	54.0	64.0	69.0	70.0	58.0	72.0	27.0	616.0	51.3

Board of Commissioners'

December 2018 Projects & Director's Update

Project Update Notes

Rocky Creek Wastewater Collection System / Carolina Poly / Lancaster Highway (#9) Project

The following is a listing of the major activities that occurred during November and early December 2018 related to Rocky Creek Wastewater Collection System / Carolina Poly/ Lancaster Highway (#9) Project:

- Dellinger Construction provided an updated schedule indicating the project would extend through February 21st 2019. To this end, we requested an extension due to delays associated with obtaining blasting permits from SCDOT and subsequent rain delays. Delays are also attributed to the time spent coring rock. As of November 16th, the contractor had drilled 118 linear feet of 180 linear feet under Lancaster Highway. Due to delays, Dellinger is on schedule to complete the bore by the end of January, and complete the remaining pump station and Lines C & D in February 2019.

- As reported at the last meeting, RIA approved the request with a new completion date of May 15, 2019. The new date will provide ample time for close-out. The actual construction should be completed mid to late February 2019;

- As previously reported, we worked with CMD concerning the replacement and/or rerouting of their waterline at Old Richburg Road. The waterline was routed differently in the field than was shown on the plans. The waterline construction was completed November 30th, 2018 and turned over to CMD. The as-built drawings and a PTO are not required because the construction is considered maintenance of the existing waterline;

- Pay Request Number 9 – was submitted, reviewed, revised, and approved for payment.

Schedule Update

- As of December 13, 2018, by linear footage (lf) in the ground, 22,389 lf / 26,954 lf Total = 83% complete (no change from November 27th);
- By Pay Request Dollars - $4,603,908.74 complete / $5,599,403 Total = 82% complete;
- By days of contract – Blasting Permit delays, rain days, and rock coring have set back completion dates, but we have approximately 90% through in time

depending on how much more rock has to be cored. That said, the new anticipated completion date is February 2, 2019;

- We obtained from SCDHEC a partial Permit to Operate (PTO) on the gravity line.

Town of Fort Lawn

In accordance with the MOU, concerning the potential acquisition of the Fort Lawn Wastewater System. We received a copy of the Town's Audit and Wastewater Schedule. We are going to reciprocate the effort and provide the same information to the Town. The Town also received a quote to perform stress/pressure test of the existing waterline on the rail road trestle and its viability. The following items will be addressed in the upcoming weeks:

- The logistics associated with the potential acquisition;
- A meeting with LCWSD legal counsel; and
- We scheduled a follow-up meeting for January 17th, 2019.

City of Chester

No activity to report.

Lower Catawba River Basin (LOWCARB) Dischargers Stakeholder Group

No activity to report.

Community Development Block Grant (CDBG) Roundtree Pump Station

We received a draft copy of the bid documents for review and comments. We will endeavor to hold a coordination meeting to complete the plan review with AECOM in mid to late January and attempt to get the project bid by second quarter 2018.

Sandy River WWTP Grit Chamber Project

- We had a kick-off meeting concerning the recently awarded RIA grant in the amount of $500,000.00 for the Sandy River WWTP Grit Chamber project; and
- We traveled to Camden to see a grit collector design and installation that we are considering.

Miscellaneous Notes

- We received the final Right-of-Way and Easement Agreement documents concerning right-of-way sharing with Chester County Gas Authority; and
- We replied to various economic development inquires.

CWR
CHESTER COUNTY WASTEWATER RECOVERY

Chester Sewer District
Year-to-Date Budget to Actual Comparison
Month Ended November 30, 2018

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
REVENUE					
Wastewater treatement Services	$ 4,841,968	2,017,487	415,298	2,025,298	$ 7,811
Pretreatment Charges	31,039	12,933	1,739	17,824	4,891
Other Income	-	-	4,578	4,578	4,578
Interest Income	-	-	3,856	7,739	7,739
Capital Projects	143,478	59,783	1,440	38,150	(21,633)
Total Revenue	$ 5,016,485	2,090,202	426,911	2,093,589	$ 3,387
EXPENSE					
Administration	$ 1,062,700	442,792	120,338	399,678	$ (43,114)
Maintenance	1,022,000	425,833	70,368	361,470	(64,363)
Lando Plant	289,700	120,708	18,125	85,628	(35,080)
Sandy River	602,900	251,208	46,167	216,062	(35,146)
Rocky Creek	732,500	305,208	37,432	223,677	(81,531)
Pretreatment	185,600	77,333	10,101	53,519	(23,814)
Debt Service	606,100	252,542	18,128	90,640	(161,902)
Capital Expenditures	395,000	164,583	-	123,412	(41,171)
Depreciation Fund	119,985	49,994	9,999	49,994	0
Total Expense	$ 5,016,485	2,090,202	330,658	1,604,080	$ (486,122)
Increase / (Decrease) of Revenue over Expenses			96,253	489,509	
Grant Revenue - RIA			104,312	261,083	
Grant Revenue - EDA			1,065,349	1,830,796	
Grant Expense - Highway #9 Extension			649,850	2,715,950	
Grant Expense - Roundtree pumpstation				-	
Total Surplus(deficit)			**616,064**	**(134,562)**	