Proposed Agenda- Revised

February 20, 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.	BAN Resolution	- Pope Flynn, LLC
b.	Laboratory Services Recommendation	- Ms. Devon Beaty
c.	Employee Handbook Revision	- Mr. Phillip Thompson-King
d.	Procurement Cards Policy Recommendation	- Mr. Phillip Thompson-King
e.	Gear Resolution	- Mr. Joel Manning
f.	Audit Service Recommendation	- Mr. Joel Manning

VII. Reports

a.	Financial Statement	- Mr. Joel Manning

VIII. Executive Session

Legal Advice

IX. Adjourn

Chester County Wastewater Recovery

Commission Meeting
February 20, 2018

The Chester Sewer District held its monthly Board of Commissioners Meeting on Tuesday, February 20, 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; Farrah Wright, CSD Executive Assistant; Arthur Gaston, Attorney and Everett Stubbs, Attorney. 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 January 8, 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, **Rocky Creek**, **Sandy River**, **Pre-Treatment** and **Project Updates** Reports were taken as information by Unanimous Consent. A copy of each aforementioned report is attached to the minutes.

Chairman Tony Pope called for New Business:

BAN Resolution:

Ban Resolution was presented to the Board by Pope Flynn, LLC. Each Commissioner was given a copy of the resolution to review. The Board was informed that First Citizens was the bank chosen for this Resolution. Mr. Phillip Thompson-King asked for a motion to approve signing the resolution.

A motion was made to approve signing of the Resolution by Mrs. Gloria Crank, second by Mrs. Edena Sanders, second by Mrs. Gloria Crank, and unanimously agreed.

Laboratory Services Recommendation:

Ms. Devon Beaty presented her Lab Services Recommendation Proposal to the Board. She explained the RFP evaluation process. She asked for a motion to move forward with Shealy Environmental for Lab Services.

A motion was made to approve moving forward with Shealy Environmental for Lab services by Mrs. Gloria Crank, second by Mrs. Edena Sanders, and unanimously agreed. The contract services agreement was signed by Phillip Thompson King and witnessed by Farrah Wright.

Employee Handbook Revision:

Mr. Phillip Thompson-King presented the Employee Handbook update. He informed the Board that there was a mistake in the employee handbook that needed updating. He asked for a motion to approve the revision.

A motion was made to approve the revision of the employee handbook by Mrs. Gloria Crank, second by Mrs. Edena Sanders, and unanimously agreed.

Procurement Cards Policy Recommendation:

Mr. Phillip Thompson-King presented the Procurement Card Policy again to the Board for final review. He asked for a motion to approve signing the policy and moving forward with presenting the cards to the Chester County Wastewater Recovery team.

A motion was made to approve the final draft of the Procurement Card and the moving forward with presenting them to the team by Mrs. Gloria Crank, second by Mrs. Edena Sanders, and unanimously agreed.

GEAR Resolution:

Mr. Joel Manning presented the GEAR resolution to the Board. He explained what the GEAR Resolution was and the Board was given a copy of the resolution to review. Mr. Joel Manning asked for a motion to approve signing the Resolution.

A motion was made to approve the final draft of the Resolution and the signing of the Resolution by Mrs. Edena Sanders, second by Mrs. Gloria Crank, and unanimously agreed.

Audit Service Recommendation:

Mr. Joel Manning presented to the Board the Audit Service Recommendations and spoke about the different Auditing Companies that were interview for the position. He explained that Love- Bailey Certified Public Accountants was the best choice in the opinion of Chester County Wastewater Recovery. Mr. Joel Manning asked for a motion to approve moving forward with using Love-Bailey Audit Services.

A motion was made to approve moving forward with using Love-Bailey Audit Services by Mrs. Gloria Crank, second by Mr. Edena Sanders, and unanimously agreed.

Chairman Tony Pope called for the Reports:

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

Executive Session

Mr. Phillip Thompson-King asked to go into Executive Session to discuss a legal matter.

The motion was made to go into Executive Session by Edena Sanders, second by Gloria Crank, and unanimously agreed.

A motion was made to come out of Executive Session by Edena Sanders, second by Gloria Crank, and unanimously agreed.

Please note that during the Executive Session, there was no action taken

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 facility

Overall the plant is operating well and currently meeting all NPDES requirements.

Maintenance Highlights:

- Sludge- hauled 7 loads to the Rocky Creek facilities drying bed= 46,900 gallons

Administrative

- Upgrade is basically complete; we are currently awaiting the start-up of the new generator and final punch list completion and we are awaiting a walk thru with SCDHEC for the permit to operate

Rocky Creek facility

Overall the plant has been operating well and is currently meeting all NPDES requirements with the exception of the on-going issue of toxicity. Note: The test for January passed.

Maintenance Highlights:

- Wasted- 88,000 gallons
- Pulled 1 bed of sludge of 55,000
- Cleaned sandfilter units
- Repaired SO2 injectors
- Repaired several broken water lines
- Lubed influent raw water pumps and aeration blower motors

Administrative

- On-going discussions with contract labs and AECOM's Erica King in regards to toxicity results and path going forward

February 12, 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 January 2018:

- Performed daily and weekly sampling
- Wasted 232,787 gallons
- Dewatered 163,485 gallons
- Still feeding caustic to maintain pH balance
- Drained contact chambers for cleaning
- Started lab sampling for permit renewal
- Plant personnel had hazwoper training and Chlorine safety with city of Rock Hill.
- Laboratory Instrument Services performed yearly calibrations on Lab equipment.
- Performed maintenance and adjusted chain and buckets on grit structure.

Board of Commissioners
February 2018 Update:
Industrial Pretreatment

Economic Development and Prospective Customers:

Assisted in responding to 1 prospective customer (industrial)

Assisted in responding to 17 sewer locate requests (residential)

Assisted in responding to Allvac expansion questions

Meeting with Chester County, CMD, and Developer

Training:

Leadership Institute Session #4- Planning and Economic Development/ Public Safety and Crisis Management

Pretreatment Consortium

SRF Funding Training

Compliance:

Responded to Roseburg questions and received their Non Domestic Waste Survey

Semi Annual Report to SC DHEC

Worked with Sunfiber to develop digital DMR using correct flow numbers

Conducted Sunfiber inspection with SC DHEC as they requested

Two (2) Lower Catawba TMDL conference calls

Assisted with SSO report

Toxicity Conference Calls

Updated Boise Cascade permit

Conference Call with Carolina Poly

Submitted suggested revisions to SSO SOP

FOG (Fats, Oils, Greases)

QuikTrip Grease Trap Inspection

Made revisions to Grease Trap spec and Sizing worksheet

Other

Oversaw revision of general Services Agreement for Lab RFP process

Meeting with CDBG

Three (3) meetings concerning Hwy 9 Project

One rate study meeting with Raftelis

Submitted suggested revisions to cost allocations

Chester Sewer District
MAINTENANCE WORK REPORT
FY 2017-2018

Month of January 2018

Line Maintenance		JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2016	Total to Date	Average
Check for Problem	HOURS	9.0	65.0	12.0	24.0	7.0	12.0	85.0	15.0	28.0	12.0	14.0	27.0	310.0	25.8
	TIMES	3.0	32.0	2.0	3.0	2.0	4.0	24.0	3.0	7.0	2.0	7.0	6.0	95.0	7.9
Check Service	HOURS	0.0	48.0	14.0	15.0	12.0	24.0	17.0	13.0	7.0	20.0	6.0	0.0	176.0	14.7
	TIMES	0.0	12.0	2.0	2.0	3.0	5.0	4.0	4.0	3.0	2.0	1.0	0.0	38.0	3.2
Rod Service	HOURS	81.0	48.0	160.0	18.0	129.0	55.0	96.0	100.0	105.0	43.0	67.0	88.0	990.0	82.5
	TIMES	14.0	8.0	4.0	3.0	22.0	12.0	16.0	15.0	19.0	6.0	8.0	12.0	139.0	11.6
Replace Service	HOURS	0.0	0.0	0.0	10.0	0.0	8.0	8.0	128.0	0.0	0.0	0.0	8.0	162.0	13.5
	TIMES	0.0	0.0	0.0	1.0	0.0	2.0	2.0	3.0	0.0	0.0	0.0	2.0	10.0	0.8
Repair Service	HOURS	31.0	45.0	24.0	15.0	71.0	55.0	28.0	0.0	47.0	0.0	20.0	38.0	374.0	31.2
	TIMES	3.0	6.0	3.0	5.0	3.0	4.0	6.0	0.0	4.0	0.0	1.0	4.0	39.0	3.3
Install Clean-Out	HOURS	25.0	0.0	6.0	18.0	0.0	12.0	25.0	20.0	56.0	0.0	0.0	0.0	162.0	13.5
	TIMES	1.0	0.0	14.0	3.0	0.0	4.0	4.0	1.0	2.0	0.0	0.0	0.0	29.0	2.4
Locate Service	HOURS	0.0	40.0	12.0	18.0	0.0	40.0	40.0	0.0	4.0	2.0	0.0	36.0	192.0	16.0
	TIMES	0.0	24.0	4.0	12.0	0.0	12.0	28.0	0.0	1.0	1.0	0.0	2.0	84.0	7.0
Check Main	HOURS	0.0	0.0	12.0	24.0	6.0	8.0	60.0	0.0	5.0	10.0	100.0	4.0	229.0	19.1
	TIMES	0.0	0.0	12.0	4.0	1.0	12.0	20.0	0.0	1.0	1.0	1.0	1.0	53.0	4.4
Rod Main	HOURS	37.0	147.0	6.0	18.0	27.0	60.0	78.0	67.0	66.0	92.0	75.0	57.0	730.0	60.8
	TIMES	3.0	9.0	5.0	2.0	3.0	20.0	8.0	6.0	6.0	6.0	5.0	6.0	79.0	6.6
Repair Main	HOURS	0.0	118.0	44.0	60.0	15.0	40.0	40.0	18.0	52.0	0.0	32.0	0.0	419.0	34.9
	TIMES	0.0	3.0	3.0	8.0	1.0	8.0	6.0	1.0	2.0	0.0	2.0	0.0	34.0	2.8
Manhole Work	HOURS	51.0	28.0	10.0	40.0	50.0	6.0	40.0	37.0	31.0	23.0	0.0	127.0	443.0	36.9
	TIMES	2.0	2.0	3.0	5.0	5.0	2.0	3.0	3.0	4.0	2.0	0.0	12.0	43.0	3.6
Road Work	HOURS	96.0	51.0	94.0	8.0	4.0	8.0	4.0	40.0	47.0	5.0	0.0	151.0	508.0	42.3
	TIMES	6.0	10.0	6.0	1.0	1.0	1.0	16.0	1.0	3.0	1.0	0.0	12.0	58.0	4.8
Landscape Work Area	HOURS	0.0	0.0	0.0	8.0	0.0	2.0	16.0	0.0	3.0	8.0	0.0	6.0	43.0	3.6
	TIMES	0.0	0.0	0.0	3.0	0.0	2.0	3.0	0.0	1.0	1.0	0.0	1.0	11.0	0.9
Cut Right-of-Way	HOURS	24.0	0.0	139.5	96.0	123.0	40.0	10.0	0.0	0.0	0.0	54.0	0.0	486.5	40.5
	TIMES	1.0	0.0	5.0	12.0	4.0	6.0	1.0	0.0	0.0	0.0	2.0	1.0	32.0	2.7
Other	HOURS	15.0	24.0	0.0	4.0	10.0	10.0	36.0	92.0	101.0	81.0	100.0	64.0	537.0	44.8
	TIMES	1.0	1.0	0.0	2.0	1.0	1.0	4.0	5.0	5.0	4.0	10.0	6.0	40.0	3.3
Total Hours		369.0	614.0	533.5	376.0	454.0	380.0	583.0	530.0	552.0	296.0	468.0	606.0	5761.5	480.1
Total Times		34.0	107.0	63.0	66.0	46.0	95.0	145.0	42.0	58.0	26.0	37.0	65.0	784.0	65.3

Chester Sewer District
MAINTENANCE WORK REPORT
FY 2017-2018

Month of January 2018

Pump Station Maintenance		JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2016	DEC 2016	JAN 2018	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2016	Total to Date	Average
Check Chester Station	HOURS	44.0	36.0	36.0	36.0	36.0	60.0	50.0	30.0	42.0	32.0	40.0	64.0	506.0	42.2
	TIMES	4.0	3.0	3.0	4.0	4.0	4.0	4.0	3.0	3.0	2.0	4.0	5.0	43.0	3.6
Check Richburg Station	HOURS	24.0	72.0	36.0	37.0	8.0	64.0	40.0	27.0	34.0	22.0	48.0	42.0	454.0	37.8
	TIMES	3.0	6.0	3.0	4.0	1.0	5.0	4.0	2.0	3.0	2.0	4.0	5.0	42.0	3.5
Service Pumps	HOURS	13.0	12.0	0.0	3.0	0.0	0.0	42.0	0.0	0.0	0.0	177.0	40.0	287.0	23.9
	TIMES	1.0	1.0	0.0	1.0	0.0	0.0	4.0	0.0	0.0	0.0	6.0	4.0	17.0	1.4
Service Controls	HOURS	13.0	0.0	0.0	0.0	0.0	11.0	14.0	0.0	0.0	0.0	6.0	24.0	68.0	5.7
	TIMES	2.0	0.0	0.0	0.0	0.0	3.0	3.0	0.0	0.0	0.0	1.0	3.0	12.0	1.0
Other	HOURS	10.0	112.0	57.0	72.0	47.0	14.0	44.0	55.0	43.0	10.0	49.0	85.0	598.0	49.8
	TIMES	1.0	8.0	5.0	8.0	4.0	4.0	5.0	3.0	7.0	1.0	5.0	5.0	56.0	4.7
Total Hours		104.0	232.0	129.0	148.0	91.0	149.0	190.0	112.0	119.0	64.0	320.0	255.0	1913.0	159.4
Total Times		11.0	18.0	11.0	17.0	9.0	16.0	20.0	8.0	13.0	5.0	20.0	22.0	170.0	14.2
Preventive Maintenance															
Smoke Test	HOURS	10.0	11.0	16.0	2.0	0.0	0.0	25.0	17.0	0.0	15.0	0.0	6.0	102.0	8.5
	TIMES	2.0	2.0	2.0	1.0	0.0	0.0	3.0	3.0	0.0	2.0	0.0	1.0	16.0	1.3
Inspect Manholes	HOURS	12.0	46.0	52.0	75.0	16.0	12.0	54.0	0.0	0.0	0.0	9.5	0.0	276.5	23.0
	TIMES	3.0	7.0	3.0	10.0	2.0	4.0	12.0	0.0	0.0	0.0	1.0	0.0	42.0	3.5
Clean Manholes	HOURS	10.0	8.0	0.0	8.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	30.0	2.5
	TIMES	3.0	1.0	0.0	1.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	7.0	0.6
Clean Mains	HOURS	172.0	76.0	22.0	40.0	41.0	37.0	80.0	10.0	86.0	15.0	77.0	24.0	680.0	56.7
	TIMES	6.0	4.0	2.0	8.0	3.0	4.0	8.0	2.0	2.0	1.0	4.0	2.0	46.0	3.8
Check Right-of-Way	HOURS	20.0	40.0	0.0	40.0	0.0	0.0	8.0	0.0	0.0	0.0	25.5	0.0	133.5	11.1
	TIMES	5.0	5.0	0.0	10.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	24.0	2.0
TV Lines	HOURS	10.0	34.0	6.0	16.0	53.0	65.0	30.0	12.0	17.0	20.0	23.0	0.0	286.0	23.8
	TIMES	2.0	8.0	1.0	2.0	5.0	7.0	6.0	1.0	2.0	2.0	2.0	0.0	38.0	3.2
Other	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
Total Hours		234.0	215.0	96.0	181.0	110.0	114.0	201.0	39.0	103.0	50.0	135.0	30.0	1508.0	125.7
Total Times		21.0	27.0	8.0	32.0	10.0	15.0	33.0	6.0	4.0	5.0	9.0	3.0	173.0	14.4
New Taps															
Residential	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	15.0	0.0	0.0	36.0	0.0	0.0	51.0	4.3
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	1.0	0.0	0.0	3.0	0.3
Commercial	HOURS	0.0	42.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	4.2
	TIMES	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.2
Other	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
Total Hours		0.0	42.0	8.0	0.0	0.0	0.0	15.0	0.0	0.0	36.0	0.0	0.0	101.0	8.4
Total Times		0.0	1.0	1.0	0.0	0.0	0.0	2.0	0.0	0.0	1.0	0.0	0.0	5.0	0.4

Chester Sewer District
MAINTENANCE WORK REPORT
FY 2017-2018

Month of January 2018

Shop Maintenance		JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2016	Total to Date	Average
Clean Trucks	HOURS	1.0	16.0	0.0	8.0	16.0	16.0	8.0	8.0	4.0	18.0	0.0	0.0	95.0	7.9
	TIMES	1.0	5.0	0.0	1.0	3.0	5.0	3.0	3.0	2.0	4.0	0.0	0.0	27.0	2.3
Check Equipment	HOURS	0.0	0.0	4.0	24.0	10.0	15.0	6.0	12.0	2.0	12.0	0.0	1.0	86.0	7.2
	TIMES	0.0	0.0	1.0	4.0	1.0	3.0	2.0	2.0	1.0	2.0	0.0	1.0	17.0	1.4
Service Equipment	HOURS	30.0	24.0	29.0	20.0	21.0	41.0	16.0	57.0	56.0	76.0	15.0	41.0	426.0	35.5
	TIMES	4.0	2.0	4.0	3.0	4.0	7.0	3.0	4.0	6.0	5.0	4.0	3.0	49.0	4.1
Grounds Maintenance	HOURS	19.0	40.0	134.0	8.0	10.0	21.0	4.0	0.0	2.0	0.0	36.0	8.0	282.0	23.5
	TIMES	2.0	2.0	5.0	1.0	3.0	4.0	1.0	0.0	1.0	0.0	3.0	2.0	24.0	2.0
Stock Supplies	HOURS	0.0	4.0	4.0	2.0	10.0	0.0	10.0	10.0	0.0	5.0	0.0	0.0	45.0	3.8
	TIMES	0.0	1.0	1.0	1.0	2.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	8.0	0.7
Re-Stock Trucks	HOURS	3.0	8.0	0.0	4.0	18.0	8.0	9.0	12.0	3.0	11.0	9.0	0.0	85.0	7.1
	TIMES	1.0	2.0	0.0	4.0	4.0	4.0	3.0	4.0	1.0	4.0	2.0	0.0	29.0	2.4
Haul Spoil Dirt	HOURS	0.0	28.0	0.0	1.0	0.0	0.0	0.0	0.0	20.0	40.0	0.0	0.0	89.0	7.4
	TIMES	0.0	2.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	5.0	0.4
Check Alarm	HOURS	0.0	4.0	0.0	4.0	0.0	2.0	6.0	2.0	4.0	0.0	0.0	0.0	22.0	1.8
	TIMES	0.0	2.0	0.0	2.0	0.0	1.0	3.0	1.0	2.0	0.0	0.0	0.0	11.0	0.9
Other	HOURS	0.0	18.0	20.0	3.0	16.0	13.0	32.0	5.0	2.0	52.0	0.0	0.0	161.0	13.4
	TIMES	0.0	2.0	3.0	6.0	1.0	5.0	2.0	1.0	1.0	5.0	0.0	0.0	26.0	2.2
Total Hours		53.0	142.0	191.0	74.0	101.0	116.0	91.0	106.0	93.0	214.0	60.0	50.0	1291.0	107.6
Total Times		8.0	18.0	14.0	23.0	18.0	29.0	18.0	16.0	15.0	22.0	9.0	6.0	196.0	16.3
Inspections															
New Services	HOURS	0.0	0.0	0.0	0.0	0.0	4.0	30.0	0.0	0.0	0.0	5.0	0.0	39.0	3.3
	TIMES	0.0	0.0	0.0	0.0	0.0	1.0	6.0	0.0	0.0	0.0	1.0	0.0	8.0	0.7
Repair Existing Service	HOURS	0.0	0.0	0.0	40.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	44.0	3.7
	TIMES	0.0	0.0	0.0	5.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	6.0	0.5
New Construction	HOURS	0.0	0.0	12.0	0.0	55.0	0.0	10.0	21.0	46.0	22.0	22.0	0.0	188.0	15.7
	TIMES	0.0	0.0	1.0	0.0	7.0	0.0	2.0	5.0	9.0	6.0	2.0	0.0	32.0	2.7
Rehab Existing	HOURS	0.0	0.0	0.0	60.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	60.0	5.0
	TIMES	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.8
Other-Grease traps	HOURS	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	0.3
	TIMES	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.1
Total Hours		0.0	4.0	12.0	100.0	55.0	4.0	44.0	21.0	46.0	22.0	27.0	0.0	335.0	27.9
Total Times		0.0	1.0	1.0	15.0	7.0	1.0	9.0	5.0	9.0	6.0	3.0	0.0	57.0	4.8

Chester Sewer District
MAINTENANCE WORK REPORT
FY 2017-2018

Month of January 2018

Plant Maintenance		JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2016	Total to Date	Average
Clean Drying Beds	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	0.1
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	0.1
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	72.0	26.0	34.0	12.0	19.0	10.0	5.0	54.0	83.0	56.0	41.0	4.0	416.0	34.7
	TIMES	3.0	2.0	2.0	3.0	2.0	2.0	2.0	2.0	4.0	2.0	4.0	1.0	29.0	2.4
Total Hours		72.0	26.0	34.0	32.0	19.0	10.0	6.0	54.0	83.0	56.0	41.0	4.0	437.0	36.4
Total Times		3.0	2.0	2.0	4.0	2.0	2.0	3.0	2.0	4.0	2.0	4.0	1.0	31.0	2.6
Line Locations															
Locate for Utilities	HOURS	10.0	11.0	31.0	12.0	19.0	45.0	0.0	0.0	0.0	0.0	1.0	11.0	140.0	11.7
	TIMES	1.0	2.0	5.0	3.0	5.0	25.0	0.0	0.0	0.0	0.0	1.0	2.0	44.0	3.7
Locate for Contractors	HOURS	0.0	0.0	0.0	45.0	30.0	23.0	0.0	0.0	0.0	0.0	0.0	0.0	98.0	8.2
	TIMES	0.0	0.0	0.0	12.0	5.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	24.0	2.0
Other	HOURS	0.0	0.0	0.0	0.0	0.0	5.0	30.0	27.0	72.0	38.0	17.0	0.0	189.0	15.8
	TIMES	0.0	0.0	0.0	0.0	0.0	10.0	6.0	7.0	16.0	7.0	4.0	0.0	50.0	4.2
Total Hours		10.0	11.0	31.0	57.0	49.0	73.0	30.0	27.0	72.0	38.0	18.0	11.0	427.0	35.6
Total Times		1.0	2.0	5.0	15.0	10.0	42.0	6.0	7.0	16.0	7.0	5.0	2.0	118.0	9.8
Non-Category-training	HOURS	0.0	0.0	23.5	115.0	109.0	17.0	4.0	10.0	29.0	60.0	30.0	0.0	397.5	33.1
	TIMES	0.0	0.0	4.0	11.0	12.0	4.0	1.0	6.0	4.0	4.0	3.0	0.0	49.0	4.1
Lost Time															
Sick Days	HOURS	24.0	56.0	12.0	24.0	16.0	16.0	24.0	52.0	48.0	32.0	16.0	60.0	380.0	31.7
	TIMES	4.0	8.0	2.0	3.0	3.0	2.0	3.0	7.0	7.0	5.0	2.0	8.0	54.0	4.5
Vacations	HOURS	168.0	160.0	56.0	72.0	48.0	168.0	32.0	40.0	72.0	80.0	104.0	64.0	1064.0	88.7
	TIMES	21.0	20.0	7.0	9.0	6.0	21.0	4.0	5.0	9.0	10.0	13.0	8.0	133.0	11.1
Holidays	HOURS	8.0	0.0	48.0	0.0	144.0	144.0	96.0	48.0	0.0	48.0	48.0	0.0	584.0	48.7
	TIMES	1.0	0.0	6.0	0.0	18.0	18.0	12.0	6.0	0.0	6.0	6.0	0.0	73.0	6.1
Time Off	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	8.0	0.7
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.1
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	0.0	16.0	1.3
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.2
Total Hours		200.0	216.0	116.0	96.0	208.0	328.0	152.0	140.0	136.0	168.0	168.0	124.0	1460.0	121.7
Total Times		26.0	28.0	15.0	12.0	27.0	41.0	19.0	18.0	18.0	22.0	21.0	16.0	189.0	15.8
Overtime Worked	HOURS	72.0	127.0	95.0	44.0	99.0	90.0	110.0	128.0	96.0	100.0	147.0	84.0	395.0	32.9
	TIMES	55.0	94.0	77.0	39.0	56.0	54.0	64.0	69.0	70.0	58.0	72.0	66.0	592.0	49.3

Board of Commissioners'

February 2018 Projects & Director's Update

Project Update Notes

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

- The Notice of Award (NOA) letter for the Sewer System Improvements of Lancaster Highway/ Rocky Creek Wastewater Collection System Project was approved and signed on January 8th, 2018. The NOA awarded the contract to the lowest qualified bidder, Dellinger, Inc., for $5,506,006.00.

- Pre-Construction Meeting was held on January 11th, 2018.

- Finally, since we started the project construction prior to January 30, 2018, we complained with EDA Grant start-date provisions.

City of Chester

No activity to report.

One Cent ($0.01) Local Option Sales Tax

Year to date, we have submitted invoices and received $1,611,104.03.

CSD/City of Rock Hill Partnering Exploration:

No activity to report.

CSD/City of Lancaster Partnering Exploration:

We held a wastewater partnering opportunities meeting with the City of Lancaster on December 11th, 2017. I have held additional *informal* conversations with their City Manager since then.

FEMA/ Lando-Manetta Expansion/Gaston Farm Pump Station

The expansion project is fundamentally finished. The remaining items are as follows:

- The new generator start-up;
- Punch list completion; and
- SCDHEC walk through inspection and issuance of the permit to operate.

Also, we agreed that AECOM will withhold billing $1,431.00 from their contract with CWR to offset costs incurred by CWR due to change order #3.

Lower Catawba River Basin (LOWCARB) Dischargers Stakeholder Group

One (1) conference call and a meeting with SCDHEC was held where the following items were discussed:

1. Extend the sampling period through 2018;
2. Pause the TMDL while the additional sampling, analysis, and modeling is conducted;
3. Consider an evaluation of site specific criteria based on advancements made by other EPA Region 4 state regulatory agencies;
4. Develop an appropriate modeling platform on a timeline parallel with the monitoring and data collection schedule;
5. Proposal of a Path Forward

Miscellaneous Notes

- We have met with Raftelis Financial Consultants, Inc, to work on the Budget and various Forecast Scenarios;
- Compass Municipal Advisors and Pope Flynn concerning the Bond Anticipation Note (BAN);
- We replied to four (4) requests for information request for information (RFI) for industrial prospects;
- I met with an industrial prospect, 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 January 31, 2018

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
REVENUE					
Wastewater treatement revenues	$ 3,853,295	2,247,755	316,201	2,210,897	$ (36,858)
Residual Management Fees	$ 355,300	207,258	35,155	270,261	$ 63,003
Pretreatment fees	43,500	25,375	11,930	116,055	90,680
Chester Penalities	16,500	9,625	-	-	(9,625)
Local option sales tax	-	-	-	91,471	91,471
Other Income	-	-	2,459	61,808	61,808
Interest Income	-	-	(1,547)	4,223	4,223
Capital Projects	147,213	85,874	11,678	80,904	(4,970)
Grant Revenue	-	-	-	105,459	105,459
Total Revenue	$ 4,415,808	2,575,888	375,876	2,941,078	$ 365,190
EXPENSE					
Administration	$ 908,500	529,958	98,277	528,603	$ (1,355)
Maintenance	820,875	478,844	92,455	540,418	61,574
Lando Plant	277,500	161,875	27,511	157,106	(4,769)
Sandy River	561,480	327,530	33,216	258,392	(69,138)
Rocky Creek	703,835	410,570	49,068	341,734	(68,836)
Pretreatment	172,750	100,771	44,862	136,777	36,006
Sludge	-	-	-	-	-
Depreciation	295,868	172,590	24,656	172,590	0
Debt Service	359,300	209,592	8,164	72,285	(137,307)
(Gain)Loss on Assets		-	-	(27,052)	(27,052)
Capital Expense	315,700	184,158	292,187	322,217	138,059
Total Expense	$ 4,415,808	2,575,888	670,396	2,503,070	$ (72,818)
Increase / (Decrease) of Revenue over Expenses			(294,520)	438,008	