Proposed Agenda

June 19, 2018
3261 Lancaster Hwy
Richburg, SC 29729
6:00 PM

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.	Project Updates	- Mr. Phillip A. Thompson-King

VI. New Business

a.	Update to the Pay Ranges	- Mr. Phillip A. Thompson-King
b.	Overtime Policy	- Mr. Phillip A. Thompson-King
c.	Rate Structure	- Mr. Phillip A. Thompson-King
d.	Budget	- Mr. Joel Manning
e.	Local Government Investment Pool	- Mr. Joel Manning
f.	Public Comment	

VII. Reports

a.	Financial Statement	- Mr. Joel Manning

VIII. Executive Session

Section 30-4-70 (a) (1) to discuss personnel concern

IX. Adjourn

Chester County Wastewater Recovery

Commission Meeting
June 19, 2018

The Chester Sewer District held its monthly Board of Commissioners Meeting on Tuesday, June 19, 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 A. Thompson-King, Executive Director; Joel Manning, Finance Analyst; Patrick Timms, Rocky Creek/Lando-Manetta WWTP Superintendent; Beth Taylerson, CMD Human Resources Manager; Farrah W. Hall, CSD Executive Assistant and Arthur Gaston, 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 May 15, 2018 meeting were approved. *Motion to approve the minutes was made by Gloria Crank, Second by Edena Sanders, and unanimously approved.*

*****Mr. Phillip A. Thompson-King asked for a motion to amend the agenda and add "Public Hearing"*****

Motion was made to add Public Hearing to the agenda by Edena Sanders, second by Gloria Crank and unanimously agreed.

Public Hearing:

Mr. Phillip A. Thompson-King asked the Board for a motion to approve having a Public Hearing concerning the proposed Capital Recovery Fee.

A motion was made to approve Public Hearing Capital Recovery Fee at the Richburg Fire Department on July 10th at 6:00pm by Edena Sanders, second by Gloria Crank and unanimously agreed.

Chairman Tony Pope called for Old Business:

Sandy River, **Pre-Treatment** Reports were taken as information by Unanimous Consent. A copy of each aforementioned report is attached to the minutes.

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

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

Chairman Tony Pope called for New Business:

Update to Pay Ranges:

Mrs. Beth Taylerson provided the recommended adjustment to pay ranges as adopted by the Board in the 2015 MGT Study. The MGT Study recommends an annual adjustment based on the Consumer Price Index (CPI). She explained the adjustment will not change anyone's current pay. A copy of the presented recommendation is attached to the minutes.

A *Motion was made to approve to comply to adjust the pay ranges for CWR by Edena Sanders, second by Gloria Crank, and unanimously agreed.*

Overtime Policy:

Mrs. Beth Taylerson presented the proposed new overtime policy that CWR is asking for the Board to approve moving forward with allowing holidays, jury duty and military leave to count as hours worked for overtime calculations when they are a part of the 40 hour work week. After the 40 hours are worked, non-exempt employees will be compensated at time and one-half.

A *Motion was made to approve CWR with moving forward with the new overtime policy by Gloria Crank, second by Edena Sanders, and unanimously agreed.*

Rate Structure:

Mr. Phillip A. Thompson-King presented the proposed new CWR rate structure. The board was given all the proper supporting documents. Also, a presentation a given about the proposed new rate structure at the April 23rd 2018 meeting by Bart Kreps of Raftelis Financial Consultants. Mr. Phillip Thompson-King asked for a motion to move forward with a Public Hearing concerning the new rate structure.

Motion was made to approve CWR with moving forward with Public Hearing concerning the proposed new rate structure by Edena Sanders, second by Gloria Crank, and unanimously agreed.

Budget:

Mr. Joel Manning presented to the CWR Budget and asked for a motion to adopt and move forward with this budget. The Board was presented with the proper documents for the Budget and was able to ask any questions they needed answered in regards to this Budget.

A *Motion was made to approve CWR with moving forward with the Budget by Gloria Crank, second by Edena Sanders, and unanimously agreed.*

Local Government Investment Pool:

Mr. Joel Manning presented to the Board the Local Government Investment Pool Idea. He asked for a motion to open a new account with the Local Government Investment pool.

A motion was made to approve opening a new account with the Local Government Investment Pool by Gloria Crank, second by Edena Sanders, and unanimously agreed.

Chairman Tony Pope called for the Reports:

Financial Statement- Joel Manning presented the report for May 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 personnel concern.

The motion was made to go into Executive Session by Gloria Crank, second by Edena Sanders, 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: **Respectfully Submitted:**

Date: _____ By: _____

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 monthly toxicity sampling event for June took place with passing results for both acute and chronic tests

Maintenance Highlights:

- All units are operating well
- Routine wash downs of clarifiers and tanks

Administrative

- Met with FEMA to closeout grant for the emergency power generators for Lando plant and Gaston Farm lift station and completed site visits

Rocky Creek WWTP

Overall the plant has been operating well and is currently meeting all NPDES requirements. Toxicity sampling for the month of June is a 0% inhibition which is no toxicity present.

Operations & Maintenance Highlights:

- Routine wash down of clarifiers and cascade
- The new 36" influent line tie in is complete and in service
- The new transition manhole which connects the 36",27" and the new 21" is installed also, Dellinger has installed approx. 600 ft. of the new 21" line on the "A" line and is within approx. 30ft. of the 8" tie in manhole which serves Boral and Coatex
- Several other small maintenance projects that are on-going within the plant

Administrative:

- Attended Hwy. 9 sewer line progress meeting
- Attended CWR staff meeting
- Attended Leadership training on May 15
- Heyward Inc. Dave Johnson presented 360Water online training that is available for purchase
- Participated in a round table meeting with Emergency response personnel in Chester in regards to CWR needs
- Responded to a line stoppage on Old Richburg road with maintenance dept.
- Met with SC Dept. of Commerce in regards to the outreach with high school teachers summer internship
- Attended WEASC Catawba District meeting at LCWSD for a lunch and learn presentation

June 19, 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 May2018:

- Performed daily and weekly sampling
- Repaired fittings on plant well
- Maintenance Department repaired bad water lines in plant
- Attended catawaba district meeting
- Sent off 3rd set of 2A permit renewal samples
- Performed routine maintenance
- Wasted 97,735 gallons sludge
- Dewatered 88,850 gallons dewatered

Board of Commissioners
June 2018 Update:
Industrial Pretreatment

Training:

SPD training

Pretreatment Training by EPA , June 14-15

Compliance:

Battery Checks and replacements on several Industrial Meters with Maintenance team

Assisted getting new lab in the door with GAF

Looked with maintenance team members at pump station and Footprints manhole/ future sampling point

Checked and responded to potential plastics issue at Carolina Poly

Worked on draft permit for Footprints, LLC

Scheduled call with Dick Sedgely concerning a potential NOV

Issued one NOV

FOG (Fats, Oils, Greases)

Outreach material for Wipes placed in CMD/CSD newsletter

Other

Right of Way Sharing Meeting with CCNG with Phillip Thompson-King

A look at using Outlook tasks and presentation to CWR manager with Farrah Wright

Financial and CIP meeting at AECOM with Joel Manning and Phillip Thompson-King

Staff Meeting

Hosted a job shadowing student; Ms. Emma Sutton

Researched and met concerning magnetic lock with buzzer for office with Tony Young

Board of Commissioners'

June 2018 Projects & Director's Update

Project Update Notes

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

- Dellinger's Todd Price provided an updated schedule indicating the project will be completed in early October;
- A second pipe laying crew started work on April 30, 2018; and
- A third crew to begin working on the pump station. We still anticipate the third crew beginning work the first week of July when the pump equipment arrives on site.

Tie-in at Rocky Creek WWTP

- For Division I, the 36" gravity wastewater line was installed in the same foot print as the existing line which was removed; and
- The by-passing plan was implemented during the 36" gravity wastewater line installation. The by-pass process worked without any major disruptions to the plant operations.

Division I – Hwy 9 Bore Location & Nippon Connection

- Todd Price (Dellinger) will get a final price for boring the Nippon driveway and for shoring the bore pit at the revised Hwy 9 crossing at Nippon;
- These items will need to be approved by Change Order prior to doing the work;
- RIA approved the change order and it was forwarded to EDA. Agency approval had to be obtained before the work can be performed; and
- AECOM will also submit a revised plan to DOT showing the revised bore location planned under Hwy 9 at the Nippon Facility.

Pay Request

- Pay Request No. 3 – was submitted and approved in the amount of $490,048.48.

Change Order

- On May 22, 2018, we received a request for Change Order #1 associated with the revised bore planned under Hwy 9 at the Nippon Facility. The cost of Change Order #1 is $91, 157 taking the new total to $5,597,163.

Miscellaneous

- We are still waiting on a local well driller to contact Dellinger to provide a proposal as a sub-contractor for installing a well pump, bladder tank, and piping for a non-potable wash water system at the pump station in lieu of making a water tap on the CMD water line in Hwy 9.

City of Chester

We presented a Term Sheet to the City concerning the acquisition of its Wastewater System. To date, we have not received a reply.

One Cent ($0.01) Local Option Sales Tax

No activity to report.

FEMA/ Lando-Manetta Expansion/Gaston Farm Pump Station

The expansion project is complete. 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. FEMA officials conducted a final project close-out inspection on Friday, May 18th, 2018. FEMA has requested additional information concerning Flood-Plain Management.

Lower Catawba River Basin (LOWCARB) Dischargers Stakeholder Group

We participated in a conference call.

Community Development Block Grant (CDBG)

As reported at last month's meeting, we partnered with Chester County in pursuit of a CDBG to replace the undersized Roundtree Pump Station. We anticipate having a decision from CDBG by mid-July. I will apprise the Board on any developments concerning this endeavor.

Miscellaneous Notes

- We held a Financial Planning and Capital Improvement (CIP) meeting in Columbia with our financial team (Pope-Flynn, Compass, Raftelis, and AECOM).
- We replied to two (2) requests for information request for information (RFI) for industrial prospects; and
- We met with Chester County Gas Authority to discuss and explore right-of-way sharing.

CWR
CHESTER COUNTY WASTEWATER RECOVERY

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

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
REVENUE					
Revenue Sewer Services	$ 3,882,395	3,558,862	223,674	2,610,233	$ (948,629)
Lando Sewer Service Revenue	-	-	79,403	802,191	802,191
Sewer Surcharge	-	-	14,736	169,653	169,653
Chester Residual Management Fees	345,700	316,892	25,479	290,373	(26,519)
Lando/Richburg Residual Mgt. Fees	24,000	22,000	12,175	118,954	96,954
Chester Penalities	16,500	15,125	-	-	(15,125)
Lando/Richburg Penalities	-	-	-	-	-
Other Income	-	-	3,353	69,588	69,588
Interest Income	-	-	812	7,191	7,191
Capital Projects	147,213	134,945	11,686	127,710	(7,235)
Local option sales tax	-	-	-		-
Grant Revenue	-	-	-		-
Total Operating Revenue	$ 4,415,808	4,047,824	371,318	4,195,892	$ 148,068
EXPENSE					
Administration	$ 908,500	832,792	100,936	888,392	$ 55,601
Maintenance	820,875	752,469	117,534	905,016	152,547
Lando Plant	277,500	254,375	24,747	243,816	(10,559)
Sandy River	561,480	514,690	45,008	464,396	(50,294)
Rocky Creek	703,835	645,182	53,441	518,716	(126,466)
Pretreatment	172,750	158,354	20,870	144,332	(14,022)
Sludge	-	-	6,364	6,854	6,854
Depreciation	295,868	271,212	24,656	271,212	0
Interest Expense	359,300	329,358	18,864	396,417	67,059
(Gain) Loss on Assets	-	-	-		-
Capital Expense	315,700	289,392		189,612	(99,780)
Total Operating Expense	$ 4,415,808	4,047,824	412,420	4,028,764	$ (19,060)
Operating Surplus (Deficit)			(41,102)	167,128	
Revenue					
Grant Revenue				293,906	
Local option sales tax				91,471	
Asset Disposal				30,425	
Other sources				737,654	
Non-operating Revenue				**1,153,456**	
Expense					
Asset Disposal				16,886	
Project Expenses	-	-	467,090	1,136,570	
Non-Operating Expense				**1,153,456**	
Surplus (deficit)				-	