Proposed Agenda

March 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.	EDA Resolution	- Pope Flynn, LLC
b.	Capital Recovery Fees Presentation	- Mr. Bart Kreps, Raftelis Financial Consultants
c.	Auditor Engagement letter	- Mr. Joel Manning
d.	Public Comment	

VII. Reports

a.	Financial Statement	- Mr. Joel Manning

VIII. Executive Session

- Legal Advice
- Personnel Matter

IX. Adjourn

Chester County Wastewater Recovery

Commission Meeting
March 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; Patrick Timms, Rocky Creek/Lando-Manetta WWTP Superintendent; Farrah Wright, CSD Executive Assistant; Arthur Gaston, Attorney; Everett Stubbs, Attorney; Lawrence Flynn, Pope Flynn, LLC; Bart Kreps, Raftelis Financial Consultants and Porter Rivers, AECOM. 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 February 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, **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:

EDA Resolution:

Lawrence Flynn with Pope Flynn, LLC, presented the EDA Resolution to the Board. Lawrence explained the entire Resolution to the Board and answered all questions asked. The resolution was amended to change some wording. Chester County Wastewater Recovery asked for a motion to approve signing the Resolution.

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

Capital Recovery Fees Presentation:

Bart Kreps with Raftelis Financial Consultants presented the Capital Recovery Fees Presentation to the Board. He explained in detail what is involved in this process and how to move forward.

No motion was made here.

Mr. Phillip Thompson-King asked for a motion to amend the agenda by adding in ***Engineering Agreement*** before moving on to the next new business.

A motion was made to amend the agenda by adding Engineering Agreement before Auditor Engagement Letter.

Engineering Agreement:

Mr. Phillip Thompson-King presented the Board with the Engineering Agreement with URS/AECOM. He explained the document and answered questions that were asked.

A motion was made to approve moving forward with the Engineering Agreement with URS/AECOM by Mrs. Gloria Crank, second by Mrs. Edena Sanders, and unanimously agreed.

Auditor Engagement Letter:

Mr. Joel Manning presented the Auditor Engagement Letter to the Board. He expressed that this letter needs approval and to be signed by next month.

No motion was made here

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 Personnel Matter and ask for Legal Advice.

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 WWTP

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

Maintenance Highlights:

- Sludge- Wasted 59,000 gallons
- Dewatered -5,500 gallons
- Installed new chlorine injectors

Administrative

- 1.2 MGD Upgrade is complete. Met with Keith Cannon, P.E. (AECOM) & Cody Smith (SCDHEC) for the final walk thru and received a verbal permit to operate from SCDHEC on March 15, 2018

Rocky Creek WWTP

Overall the plant has been operating well and is currently meeting all NPDES requirements. The latest toxicity sampling event was a pass. The sampling event for March is currently taking place and we are splitting samples with Pace Analytical and Water Systems Inc. laboratories.

Maintenance Highlights:

- Wasted- 48,000 gallons
- Routine wash down of clarifiers and cascade
- Repaired broken water line at EQ basin screens

Administrative

- Submitted draft budget items for the plants
- Staff attended sexual harassment and customer service training
- Assisted with completing the SARA Title III reporting for Chorine and Sulfur dioxide for each treatment facility
- Participated in a progress call in reference to toxicity sampling at Rocky Creek
- New credit card/purchasing program was implemented and all staff received training
- Met with EQI our new contract laboratory and established the 2018 sampling schedule
- Attended a lunch and learn with EQI and industries at the Front porch, coordinated by Devon and Farrah
- Attended Hwy. 9 sewer line progress meeting
- Attended CWR staff meeting
- Attended the 2018 S.C. Environmental Conference in Myrtle Beach
- Met with Nixon Power for a price proposal on performing maintenance on generators. Visited all three treatment plants and pump stations with generators (10) units total

March 20, 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 February 2018:

- Performed daily and weekly sampling
- Wasted 106,620 gallons
- Dewatered 85,296 gallons
- Plant personnel had confined space and purchase card training
- Performed maintenance
- Changed battery back up on transfer switch
- Repaired water leak
- Repaired vacuum pump in lab

Board of Commissioners
March 2018 Update:
Industrial Pretreatment

Economic Development and Prospective Customers:

Assisted in responding to 1 prospective customer (commercial)

Assisted in responding to 1 sewer locate requests (residential)

Assisted in responding to 1 sewer locate requests (industrial)

Assisted in compiling information about Roundtree pump station for CDBG

Training:

Customer Service and Sexual Harassment Training

Purchasing Card Training

Water Quality Association meeting

Attended Chamber meeting with Delegation

Vulnerability Assessment

Compliance:

Assisted Plant Superintendents with Tier II reporting

Toxicity Conference Call

Issued ATI NOV for Chromium violations for January 2018

Correspondence with Carolina Poly team on potential permit modification

Issued Carolina Poly NOV for BOD permit exceedance

Specialty Polymer NOV for late DMR

FOG (Fats, Oils, Greases)

QuikTrip Grease Trap Inspection

Made revisions to Grease Trap spec and Sizing worksheet

Other

Organized Lunch and Learn for Industrial Customers

Constructed draft budget for Pretreatment

Meeting with Weston and Sampson

Work on organizing WEASC science fair award

Chester Sewer District
MAINTENANCE WORK REPORT
FY 2017-2018

Month of february 2018

Line Maintenance		JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	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	17.0	28.0	12.0	14.0	27.0	312.0	26.0
	TIMES	3.0	32.0	2.0	3.0	2.0	4.0	24.0	5.0	7.0	2.0	7.0	6.0	97.0	8.1
Check Service	HOURS	0.0	48.0	14.0	15.0	12.0	24.0	17.0	19.0	7.0	20.0	6.0	0.0	182.0	15.2
	TIMES	0.0	12.0	2.0	2.0	3.0	5.0	4.0	12.0	3.0	2.0	1.0	0.0	46.0	3.8
Rod Service	HOURS	81.0	48.0	160.0	18.0	129.0	55.0	96.0	17.0	105.0	43.0	67.0	88.0	907.0	75.6
	TIMES	14.0	8.0	4.0	3.0	22.0	12.0	16.0	10.0	19.0	6.0	8.0	12.0	134.0	11.2
Replace Service	HOURS	0.0	0.0	0.0	10.0	0.0	8.0	8.0	130.0	0.0	0.0	0.0	8.0	164.0	13.7
	TIMES	0.0	0.0	0.0	1.0	0.0	2.0	2.0	10.0	0.0	0.0	0.0	2.0	17.0	1.4
Repair Service	HOURS	31.0	45.0	24.0	15.0	71.0	55.0	28.0	22.0	47.0	0.0	20.0	38.0	396.0	33.0
	TIMES	3.0	6.0	3.0	5.0	3.0	4.0	6.0	16.0	4.0	0.0	1.0	4.0	55.0	4.6
Install Clean-Out	HOURS	25.0	0.0	6.0	18.0	0.0	12.0	25.0	22.0	56.0	0.0	0.0	0.0	164.0	13.7
	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	23.0	4.0	2.0	0.0	36.0	215.0	17.9
	TIMES	0.0	24.0	4.0	12.0	0.0	12.0	28.0	7.0	1.0	1.0	0.0	2.0	91.0	7.6
Check Main	HOURS	0.0	0.0	12.0	24.0	6.0	8.0	60.0	54.0	5.0	10.0	100.0	4.0	283.0	23.6
	TIMES	0.0	0.0	12.0	4.0	1.0	12.0	20.0	12.0	1.0	1.0	1.0	1.0	65.0	5.4
Rod Main	HOURS	37.0	147.0	6.0	18.0	27.0	60.0	78.0	48.0	66.0	92.0	75.0	57.0	711.0	59.3
	TIMES	3.0	9.0	5.0	2.0	3.0	20.0	8.0	7.0	6.0	6.0	5.0	6.0	80.0	6.7
Repair Main	HOURS	0.0	118.0	44.0	60.0	15.0	40.0	40.0	58.0	52.0	0.0	32.0	0.0	459.0	38.3
	TIMES	0.0	3.0	3.0	8.0	1.0	8.0	6.0	8.0	2.0	0.0	2.0	0.0	41.0	3.4
Manhole Work	HOURS	51.0	28.0	10.0	40.0	50.0	6.0	40.0	15.0	31.0	23.0	0.0	127.0	421.0	35.1
	TIMES	2.0	2.0	3.0	5.0	5.0	2.0	3.0	8.0	4.0	2.0	0.0	12.0	48.0	4.0
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	4.0	3.0	8.0	0.0	6.0	47.0	3.9
	TIMES	0.0	0.0	0.0	3.0	0.0	2.0	3.0	1.0	1.0	1.0	0.0	1.0	12.0	1.0
Cut Right-of-Way	HOURS	24.0	0.0	139.5	96.0	123.0	40.0	10.0	1.0	0.0	0.0	54.0	0.0	487.5	40.6
	TIMES	1.0	0.0	5.0	12.0	4.0	6.0	1.0	8.0	0.0	0.0	2.0	1.0	40.0	3.3
Other	HOURS	15.0	24.0	0.0	4.0	10.0	10.0	36.0	24.0	101.0	81.0	100.0	64.0	469.0	39.1
	TIMES	1.0	1.0	0.0	2.0	1.0	1.0	4.0	6.0	5.0	4.0	10.0	6.0	41.0	3.4
Total Hours		369.0	614.0	533.5	376.0	454.0	380.0	583.0	494.0	552.0	296.0	468.0	606.0	5725.5	477.1
Total Times		34.0	107.0	63.0	66.0	46.0	95.0	145.0	112.0	58.0	26.0	37.0	65.0	854.0	71.2

Chester Sewer District
MAINTENANCE WORK REPORT
FY 2017-2018

Month of February 2018

Pump Station Maintenance		JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2016	DEC 2016	JAN 2018	FEB 2018	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	40.0	42.0	32.0	*40.0*	64.0	516.0	43.0
	TIMES	4.0	3.0	3.0	4.0	4.0	4.0	4.0	5.0	3.0	2.0	*4.0*	5.0	45.0	3.8
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	5.0	3.0	2.0	*4.0*	5.0	45.0	3.8
Service Pumps	HOURS	13.0	12.0	0.0	3.0	0.0	0.0	42.0	110.0	0.0	0.0	*177.0*	40.0	397.0	33.1
	TIMES	1.0	1.0	0.0	1.0	0.0	0.0	4.0	8.0	0.0	0.0	*6.0*	4.0	25.0	2.1
Service Controls	HOURS	13.0	0.0	0.0	0.0	0.0	11.0	14.0	12.0	0.0	0.0	*6.0*	24.0	80.0	6.7
	TIMES	2.0	0.0	0.0	0.0	0.0	3.0	3.0	4.0	0.0	0.0	*1.0*	3.0	16.0	1.3
Other	HOURS	10.0	112.0	57.0	72.0	47.0	14.0	44.0	15.0	43.0	10.0	*49.0*	85.0	558.0	46.5
	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	204.0	119.0	64.0	*320.0*	255.0	2005.0	167.1
Total Times		11.0	18.0	11.0	17.0	9.0	16.0	20.0	25.0	13.0	5.0	*20.0*	22.0	187.0	15.6
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	50.0	86.0	15.0	*77.0*	24.0	720.0	60.0
	TIMES	6.0	4.0	2.0	8.0	3.0	4.0	8.0	5.0	2.0	1.0	*4.0*	2.0	49.0	4.1
Check Right-of-Way	HOURS	20.0	40.0	0.0	40.0	0.0	0.0	8.0	12.0	0.0	0.0	*25.5*	0.0	145.5	12.1
	TIMES	5.0	5.0	0.0	10.0	0.0	0.0	2.0	2.0	0.0	0.0	*2.0*	0.0	26.0	2.2
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	24.0	2.0	2.0	*2.0*	0.0	61.0	5.1
Other	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	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	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	94.0	103.0	50.0	*135.0*	30.0	1563.0	130.3
Total Times		21.0	27.0	8.0	32.0	10.0	15.0	33.0	34.0	4.0	5.0	*9.0*	3.0	201.0	16.8
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 February 2018

Shop Maintenance		JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	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	4.0	4.0	18.0	0.0	0.0	91.0	7.6
	TIMES	1.0	5.0	0.0	1.0	3.0	5.0	3.0	5.0	2.0	4.0	0.0	0.0	29.0	2.4
Check Equipment	HOURS	0.0	0.0	4.0	24.0	10.0	15.0	6.0	13.0	2.0	12.0	0.0	1.0	87.0	7.3
	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	5.0	56.0	76.0	15.0	41.0	374.0	31.2
	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	3.0	2.0	0.0	36.0	8.0	285.0	23.8
	TIMES	2.0	2.0	5.0	1.0	3.0	4.0	1.0	1.0	1.0	0.0	3.0	2.0	25.0	2.1
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	6.0	3.0	11.0	9.0	0.0	79.0	6.6
	TIMES	1.0	2.0	0.0	4.0	4.0	4.0	3.0	3.0	1.0	4.0	2.0	0.0	28.0	2.3
Haul Spoil Dirt	HOURS	0.0	28.0	0.0	1.0	0.0	0.0	0.0	1.0	20.0	40.0	0.0	0.0	90.0	7.5
	TIMES	0.0	2.0	0.0	1.0	0.0	0.0	0.0	8.0	1.0	1.0	0.0	0.0	13.0	1.1
Check Alarm	HOURS	0.0	4.0	0.0	4.0	0.0	2.0	6.0	3.0	4.0	0.0	0.0	0.0	23.0	1.9
	TIMES	0.0	2.0	0.0	2.0	0.0	1.0	3.0	5.0	2.0	0.0	0.0	0.0	15.0	1.3
Other	HOURS	0.0	18.0	20.0	3.0	16.0	13.0	32.0	8.0	2.0	52.0	0.0	0.0	164.0	13.7
	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	53.0	93.0	214.0	60.0	50.0	1238.0	103.2
Total Times		8.0	18.0	14.0	23.0	18.0	29.0	18.0	30.0	15.0	22.0	9.0	6.0	210.0	17.5
Inspections															
New Services	HOURS	0.0	0.0	0.0	0.0	0.0	4.0	0.0	20.0	0.0	0.0	5.0	0.0	29.0	2.4
	TIMES	0.0	0.0	0.0	0.0	0.0	1.0	0.0	2.0	0.0	0.0	1.0	0.0	4.0	0.3
Repair Existing Service	HOURS	0.0	0.0	0.0	40.0	0.0	0.0	4.0	70.0	0.0	0.0	0.0	0.0	114.0	9.5
	TIMES	0.0	0.0	0.0	5.0	0.0	0.0	1.0	14.0	0.0	0.0	0.0	0.0	20.0	1.7
New Construction	HOURS	0.0	0.0	12.0	0.0	55.0	0.0	10.0	10.0	46.0	22.0	22.0	0.0	177.0	14.8
	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	70.0	0.0	0.0	0.0	0.0	130.0	10.8
	TIMES	0.0	0.0	0.0	10.0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	20.0	1.7
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	14.0	170.0	46.0	22.0	27.0	0.0	454.0	37.8
Total Times		0.0	1.0	1.0	15.0	7.0	1.0	3.0	31.0	9.0	6.0	3.0	0.0	77.0	6.4

Chester Sewer District
MAINTENANCE WORK REPORT
FY 2017-2018

Month of February 2018

Plant Maintenance		JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	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	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	72.0	26.0	34.0	12.0	19.0	10.0	5.0	20.0	83.0	56.0	41.0	4.0	382.0	31.8
	TIMES	3.0	2.0	2.0	3.0	2.0	2.0	2.0	3.0	4.0	2.0	4.0	1.0	30.0	2.5
Total Hours		72.0	26.0	34.0	32.0	19.0	10.0	6.0	22.0	83.0	56.0	41.0	4.0	405.0	33.8
Total Times		3.0	2.0	2.0	4.0	2.0	2.0	3.0	7.0	4.0	2.0	4.0	1.0	36.0	3.0
Line Locations															
Locate for Utilities	HOURS	10.0	11.0	31.0	12.0	19.0	45.0	0.0	1.0	0.0	0.0	1.0	11.0	141.0	11.8
	TIMES	1.0	2.0	5.0	3.0	5.0	25.0	0.0	1.0	0.0	0.0	1.0	2.0	45.0	3.8
Locate for Contractors	HOURS	0.0	0.0	0.0	45.0	30.0	23.0	0.0	5.0	0.0	0.0	0.0	0.0	103.0	8.6
	TIMES	0.0	0.0	0.0	12.0	5.0	7.0	0.0	2.0	0.0	0.0	0.0	0.0	26.0	2.2
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	33.0	72.0	38.0	18.0	11.0	433.0	36.1
Total Times		1.0	2.0	5.0	15.0	10.0	42.0	6.0	10.0	16.0	7.0	5.0	2.0	121.0	10.1
Non-Category-training	HOURS	0.0	0.0	23.5	115.0	109.0	17.0	4.0	4.0	29.0	60.0	30.0	0.0	391.5	32.6
	TIMES	0.0	0.0	4.0	11.0	12.0	4.0	1.0	2.0	4.0	4.0	3.0	0.0	45.0	3.8
Lost Time															
Sick Days	HOURS	24.0	56.0	12.0	24.0	16.0	16.0	24.0	24.0	48.0	32.0	16.0	60.0	352.0	29.3
	TIMES	4.0	8.0	2.0	3.0	3.0	2.0	3.0	3.0	7.0	5.0	2.0	8.0	50.0	4.2
Vacations	HOURS	168.0	160.0	56.0	72.0	48.0	168.0	32.0	24.0	72.0	80.0	104.0	64.0	1048.0	87.3
	TIMES	21.0	20.0	7.0	9.0	6.0	21.0	4.0	3.0	9.0	10.0	13.0	8.0	131.0	10.9
Holidays	HOURS	8.0	0.0	48.0	0.0	144.0	144.0	96.0	0.0	0.0	48.0	48.0	0.0	536.0	44.7
	TIMES	1.0	0.0	6.0	0.0	18.0	18.0	12.0	0.0	0.0	6.0	6.0	0.0	67.0	5.6
Time Off	HOURS	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	48.0	136.0	168.0	168.0	124.0	1416.0	118.0
Total Times		26.0	28.0	15.0	12.0	27.0	41.0	19.0	6.0	18.0	22.0	21.0	16.0	183.0	15.3
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	381.0	31.8
	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	544.0	45.3

Board of Commissioners'

March 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.
- Construction has begun with clearing of the right-of-way, surveying and layout of the work has progressed;
- Erosion control devices have been installed;
- Approximately 500 linear feet of gravity sewer has been installed;
- CWR has made one (1) payment in the amount of $80,910.00; and
- The Contractor's schedule indicates an on schedule completion in October 2018.

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:

No activity to report.

FEMA/ Lando-Manetta Expansion/Gaston Farm Pump Station

The expansion project is fundamentally finished. The following items were completed during the past month:

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

The remaining items are as follows:

- We are awaiting South Carolina Department of Health and Environmental Control (SCDHEC) to issue the permit to operate at the new capacity. We anticipate receiving SCDHEC's permit to operate at the new capacity by mid-April 2018.

Lower Catawba River Basin (LOWCARB) Dischargers Stakeholder Group

No activity to report.

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 closed on the 2018 BAN in the amount of Six Million ($6.0M) on March 6, 2018;
- We replied to three (3) requests for information request for information (RFI) for industrial prospects;
- We provided capacity information to the County concerning potential housing developers/developments; and
- We have met with three potential developers.

Chester Sewer District
Year-to-Date Budget to Actual Comparison
Month Ended February 28, 2018

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
REVENUE					
Wastewater treatement revenues	$ 3,853,295	2,568,863	292,261	2,503,158	$ (65,705)
Residual Management Fees	$ 355,300	236,867	32,278	302,539	$ 65,672
Pretreatment fees	43,500	29,000	9,710	125,765	96,765
Chester Penalities	16,500	11,000	-	-	(11,000)
Local option sales tax	-	-	-	91,471	91,471
Other Income	-	-	-	61,808	61,808
Interest Income	-	-	709	4,932	4,932
Capital Projects	147,213	98,142	11,671	92,575	(5,567)
Grant Revenue	-	-	-	105,459	105,459
Total Revenue	$ 4,415,808	2,943,872	346,629	3,287,707	$ 343,835
EXPENSE					
Administration	$ 908,500	605,667	79,446	608,049	$ 2,382
Maintenance	820,875	547,250	78,768	619,186	71,936
Lando Plant	277,500	185,000	14,182	171,288	(13,712)
Sandy River	561,480	374,320	67,598	325,990	(48,330)
Rocky Creek	703,835	469,223	44,010	385,744	(83,479)
Pretreatment	172,750	115,167	(34,639)	102,138	(13,029)
Sludge	-	-	-	-	-
Depreciation	295,868	197,245	24,655	197,245	(0)
Debt Service	359,300	239,533	8,164	80,449	(159,084)
(Gain)Loss on Assets		-	-	(27,052)	(27,052)
Capital Expense	315,700	210,467	75,771	397,988	187,521
Total Expense	$ 4,415,808	2,943,872	357,955	2,861,025	$ (82,847)
Increase / (Decrease) of Revenue over Expenses			(11,326)	426,682	