Proposed Agenda

May 15, 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.	Work Authorization Renewal	- Mr. Phillip A. Thompson-King
b.	Work Authorization Grant Application Assistance	- Mr. Phillip A. Thompson-King
c.	Budget	- Mr. Joel Manning
d.	Lock Box	- Mr. Joel Manning
e.	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
May 15, 2018

The Chester Sewer District held its monthly Board of Commissioners Meeting on Tuesday, May 15, 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 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 April 23, 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:

Work Authorization Renewal:

Mr. Phillip Thompson-King presented to the Board the "Time and Materials Work Authorization" document from URS. He explained the relationship with URS and the terms of this document. Mr. Phillip Thompson-King asked for a motion to approve him signing the document and moving forward with services from URS.

A *Motion was made to approve Mr. Phillip Thompson-King signing the document to continue services with URS by Edena Sanders, second by Gloria Crank, and unanimously agreed.*

Work Authorization Grant Application Assistance:

Mr. Phillip Thompson-King presented to the Board the "Work Authorization EDA Grant Funding Assistance" document to the Board and explained the direction he would like to move forward. He asked for a motion for him to sign the document to move forward with the EDA Grant Funding Assistance.

A *Motion was made to approve Mr. Phillip Thompson-King signing the document to move forward with URS in the EDA Grant Funding Assistance by Gloria Crank, second by Edena Sanders, and unanimously agreed.*

Budget:

Mr. Joel Manning presented the draft Chester County Wastewater Recovery 2018-2019 Budget to the Board.

He asked for a motion to approve CWR to hold a Public Budget Hearing on June 12th.

Motion was made to approve CWR with moving forward to have the Public Budget Hearing on June 12th by Gloria Crank, second by Edena Sanders, and unanimously agreed.

Lock Box:

Mr. Joel Manning presented to the Board the idea of using the Wholesale Lockbox Services for Chester County Wastewater Recovery with First Citizens Bank. He explained the benefits and pros for using this service. He asked for a motion to approve CWR moving forward with the Lockbox. (Mr. Arthur Gaston presented the motion. Due to Mr. Tony Pope's relationship with First Citizens he recused himself)

Motion was made to approve CWR with moving forward with the First Citizens Lockbox 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 April 2018.
A copy of the report is attached to the minutes.

Executive Session
(Went into Executive Session after "Work Authorization Grant Application Assistance)

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

The session was returned to Regular Session and the following motions were made;

A motion was made to allow Mr. Phillip Thompson-King to move forward with negotiating terms with The City of Fort Lawn by Gloria Crank, second by Edena Sanders, and unanimously agreed.

A motion was made to all Mr. Phillip Thompson-King to move forward with DHEC by Edena Sanders, second by Gloria Crank, and unanimously agreed.

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.

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 monthly toxicity sampling event for April took place with the results from Water Systems Inc. being 0% effect, which is a good solid pass.

Maintenance Highlights:

- Catoe/Nalley Fabricators completed the rebuild of the barscreen and unit is in service

Administrative

- SCDHEC issued the new NPDES permit to operate at the 1.2 MGD limits with an effective date of May 8, 2018

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 with results of 24% and 44%, averaged is a 34% test, which required a an additional test and resampling. The additional test was sent to Pace Analytical and yielded 0% inhibition which brought the average for the month to 17% which is a pass for the month.

Maintenance Highlights:

- Routine wash down of clarifiers and cascade

Administrative

- Attended Hwy. 9 sewer line progress meeting
- Attended CWR staff meeting
- Managers met w/Bill Thomes in reference to strategic planning and summary of employee interviews

May 15, 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 April 2018:

- Performed daily and weekly sampling
- Disconnected number 1 blower to be sent for repair
- Maintenance Department repaired section of road.
- Replaced bearings in number 2 blower
- Performed routine maintenance
- Wasted 122,613 gallons sludge
- Dewatered 126,167 gallons dewatered

Board of Commissioners
May 2018 Update:
Industrial Pretreatment

Economic Development and Prospective Customers:

Assisted Maintenance Superintendent with response to three Prospective Residential Customers

Assisted Executive Director with Response to three Prospective Industrial Customers

Training:

Leadership Training

Compliance:

Meeting with Footprints

Meeting with Jones Hamilton

Guardian Glass Inspection

Omnova Pretreatment Inspection

Lower Catawba TMDL Conference Call

Nippon Glass Pretreatment Inspection

Jones Hamilton Pretreatment Inspection

FOG (Fats, Oils, Greases)

Roses Grease Trap Inspection

Other

Meeting with Frazier Engineering

Staff Meeting

Meeting Concerning Deposition

Met with Prospective Administrative Intern

Meeting with Prospective IT team

Strategic Planning Meeting

Rocky Creek Line Project Update Meeting

CWR

CHESTER COUNTY WASTEWATER RECOVERY

Board of Commissioners'

May 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 on time;
- A second pipe laying crew started work on April 30, 2018; and
- A third crew to begin working on the pump station. We anticipate the third crew beginning work the first week of July when the pump equipment arrives on site.

Tie-in at Rocky Creek WWTP –

- Revised Construction Sheet 2 for Division I was distributed showing the 36" gravity sewer to be installed in the same foot print as the existing 30" which will be removed;
- Todd Price (Dellinger) discussed the by-passing plan to be implemented during this installation process. The by-pass sub-contractor is on site fusing pipe; and
- Todd Price agreed to work with Patrick Timms to have a backup plan ready before by-passing begins.

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;
- EDA and RIA will have to approve the change order before the work can be done; 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.

Miscellaneous

- CWR) asked about the feasibility of using the dewatering well Dellinger has set up at the pump station as a non-potable water service for the pump station in lieu of making a water tap on the CMD water line in Hwy 9. Ed Hart agreed that it should be feasible and that DHEC regulations do not apply to the well as long as it is marked non-potable.

- We will get a local well driller to contact Dellinger to provide a proposal as a sub-contractor to Dellinger for installing a well pump, bladder tank, and piping for a non-potable wash water system at the pump station.

City of Chester

No activity to report during the month of April.

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 are scheduled to conduct a final project close-out inspection on Friday, May 18th, 2018.

Lower Catawba River Basin (LOWCARB) Dischargers Stakeholder Group

We participated in a conference call.

Community Development Block Grant (CDBG)

As reported in April, 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 the developments of this endeavor.

Miscellaneous Notes

- We replied to three (3) requests for information request for information (RFI) for industrial prospects; and
- We have met with two (2) industrial prospects.

CWR
CHESTER COUNTY WASTEWATER RECOVERY

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

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
REVENUE					
Wastewater treatement revenues	$ 3,853,295	3,211,079	304,833	3,109,346	$ (101,733)
Residual Management Fees	$ 355,300	296,083	39,737	371,673	$ 75,590
Pretreatment fees	43,500	36,250	14,579	154,917	118,667
Chester Penalities	16,500	13,750	-	-	(13,750)
Local option sales tax	-	-	-	91,471	91,471
Other Income	-	-	(1,327)	66,235	66,235
Interest Income	-	-	771	6,379	6,379
Capital Projects	147,213	122,678	11,720	116,024	(6,654)
Grant Revenue	-	-	54,644	293,906	293,906
Total Revenue	$ 4,415,808	3,679,840	370,313	4,209,951	$ 530,111
EXPENSE					
Administration	$ 908,500	757,083	65,015	787,456	$ 30,373
Maintenance	820,875	684,063	81,379	787,482	103,420
Lando Plant	277,500	231,250	17,774	219,069	(12,181)
Sandy River	561,480	467,900	33,599	419,388	(48,512)
Rocky Creek	703,835	586,529	38,461	465,765	(120,764)
Pretreatment	172,750	143,958	8,039	123,462	(20,496)
Sludge	-	-	-	-	-
Depreciation	295,868	246,557	24,656	246,557	0
Debt Service	359,300	299,417	79,296	377,553	78,136
(Gain)Loss on Assets		-	(3,373)	(30,425)	(30,425)
Capital Expense	315,700	263,083	227,097	859,092	596,009
Total Expense	$ 4,415,808	3,679,840	571,943	4,255,399	$ 575,559
Increase / (Decrease) of Revenue over Expenses			(201,630)	(45,448)	