Agenda

November 17, 2020
3261 Lancaster Hwy Richburg, SC 29729
2:00 PM

I. Call Meeting to Order

II. Emergency Resolution

III. Invocation

IV. Pledge of Allegiance

V. Approval of Last Meeting Minutes

VI. Old Business

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

VII. New Business

- a. Draft Audit Presentation - Love, Bailey & Associates
- b. Public Comment

VIII. Reports

- a. Financial Statement - Mr. Joel Manning

IX. Adjourn

A RESOLUTION

PERMITTING THE CHESTER SEWER DISTRICT (D/B/A CHESTER COUNTY WASTEWATER RECOVERY) TO CONDUCT ELECTRONIC MEETINGS; AND OTHER MATTERS RELATED THERETO.

WHEREAS, on March 13, 2020, Governor Henry McMaster issued Executive Order No. 2020-08 related to 2019 Novel Coronavirus ("***COVID-19***") and declared that a State of Emergency exists in South Carolina; and

WHEREAS, on March 17, 2020, Governor Henry McMaster issued Executive Order No. 2020-10 directing local governing bodies to "utilize any available technology or other reasonable procedures to conduct such meeting and accommodate public participation via virtual or other remote or alternate means"; and

WHEREAS, on March 23, 2020, Governor Henry McMaster issued Executive Order No. 2020-13 restricting gatherings of people in groups of three or more outside of private homes if, in the discretion of law enforcement, such gatherings pose, or could pose, a threat to public health: and

WHEREAS, on March 31, 2020, Governor Henry McMaster issued Executive Order No. 2020-17 directing that certain "non-essential" businesses, venues, facilities, services, and activities be closed to the public, including recreational and athletic facilities and activities; and

WHEREAS, on April 6, 2020, Governor Henry McMaster issued Executive Order No. 2020-21 directing citizens to not leave their residences unless they are engaging in essential activities or essential businesses; and

WHEREAS, on April 12, 2020, Governor Henry McMaster issued Executive Order No. 2020-23 declaring a new, separate, and distinct State of Emergency based on a determination that COVID-19 poses an actual, ongoing and evolving public health threat that requires additional proactive steps by the State and the continuation of measures to slow the spread of COVID-19 ; and

WHEREAS, pursuant to Section 25-1-440(a)(1) of the Code of Laws of South Carolina 1976, as amended, when an emergency has been declared, proclamations and regulations issued by the Governor possess the force and effect of law as long as the emergency exists; and

WHEREAS, while it is imperative for local government to continue to operate during States of Emergency, it is equally imperative for local governments to take steps to minimize the need for large gatherings in order to protect public health and safety and the health and safety of local government officials and staff; and

WHEREAS, the South Carolina Freedom of Information Act, which is codified at Title 30, Chapter 4 of the Code of Laws of South Carolina 1976, as amended, (the "***Act***") defines a "Meeting" as "the convening of a quorum of the constituent membership of a public body, whether corporal *or by means of electronic equipment*, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power" (emphasis added); and

WHEREAS, pursuant to the above-mentioned Executive Orders, as well as, the State of Emergency related to COVID-19, it is advisable to make provisions for the holding of electronic public meetings, while ensuring any electronic meeting fully complies with the open meeting requirements of the Act; and

WHEREAS, it is hereby determined that a public emergency affecting life, health, and safety does exist, and therefore, it is appropriate and necessary to adopt this Emergency Resolution.

NOW THEREFORE, it is hereby resolved in this regular meeting of the Chester Sewer District Commission (the "***Governing Body***"), the governing body of the Chester Sewer District, South Carolina (the "***District***"), as follows:

Section 1. Standards for Electronic Meetings. The Governing Body is hereby authorized to conduct public meetings exclusively in electronic form, provided the medium for such meeting, whether telephonic, broadcast video, computer-based, or other electronic media, or any combination of these, and the conduct of the electronic meeting, allows for the following standards and practices to be met:

(a) At the beginning of any electronic meeting, the presiding officer shall poll the members of the Governing Body to confirm attendance, and any member of the Governing Body attending by way of electronic media shall be considered present for the purposes of constituting a quorum.

(b) Throughout the duration of the electronic meeting, all members of the Governing Body, as well as any officials or staff required to speak at such meeting, must have the capability to be heard at all times by any other member of the governing body and by the general public.

(c) Any vote of the Governing Body must be conducted by individual voice vote of the members of the Governing Body, who shall verbally indicate their vote on any matter by stating "yay" or "nay" or some similar verbal cue to indicate an affirmative or negative position on the matter before the Governing Body. All individual votes shall be recorded by the clerk, secretary, or presiding officers, as appropriate.

(d) Meetings shall be recorded or minutes kept in the same manner as an in-person meeting as required by the Act.

(e) All members of the governing body, officials, staff, and presenters should identify themselves and be recognized prior to speaking. Members of the Governing Body shall comply with the rules of the Governing Body as they relate to procedural matters in order to preserve order and allow for the effectiveness of electronic meetings. However, any physical presence requirements or similar provisions in the procedural rules are hereby suspended.

(f) Electronic executive sessions shall be permitted in accordance with the provisions of the Act and the Governing Body shall properly announce its reason for going into any executive session in conformance with Section 30-4-70 of the Act. Upon the entry into any electronic executive session, meeting minutes need not be kept and the electronic meeting utilized for such executive session may be held by (i) a separate telephonic, broadcast video, computer-based, or other electronic media, or any combination of these wherein the public shall not be permitted to participate, or (ii) on the initial telephonic, broadcast video, computer-based, or other electronic media, or any combination of these, with the implementation of

necessary participation or listening restrictions, provided that in either instance all members of the Governing Body must have the capability to be heard at all times.

(g) With respect to any electronic meeting, any public comment periods provided for by local resolution, policy, or bylaws are hereby suspended. Members of the public may submit written public comments which shall be distributed to the members of the Governing Body.

(h) Additionally, the Governing Body, acting through staff, may establish separate rules and procedures for public hearings, if any, so long as the public is able to effectively participate in the public hearing with the Governing Body such that the spirit and purpose of the public hearing is fulfilled.

Section 2. Procedures for Committees. The normal operating procedures all committees of the District are temporarily suspended in order to allow the meetings thereof to be conducted using electronic means; provided that such electronic means conforms to the standards set forth in Section 1, as they may be amended by the Governing Body.

Section 3. Suspension of Local Provisions. During the period of effectiveness of this Resolution, any resolution, policy, or bylaw of the Governing Body or the District that conflicts with the provisions hereof is suspended and shall be superseded hereby.

Section 4. Effective Date; Expiration. The provisions hereof shall be effective upon the adoption of this Resolution and shall expire on the one hundred twentieth day following the effective date hereof.

DONE, RATIFIED AND ADOPTED BY THE COMMISSION AT ITS MEETING, this 17th day of November, 2020.

CHESTER SEWER DISTRICT, SOUTH CAROLINA

(SEAL)

_____

Chairman
Chester Sewer District Commission

ATTEST:

_____

Secretary
Chester Sewer District Commission

Chester County Wastewater Recovery

Commission Meeting
November 17, 2020

The Chester Sewer District held its monthly Board of Commissioners Meeting on Tuesday, November 17, 2020 at 2:00 pm via conference call. Commissioners in attendance were Edena Sanders, Secretary; Gloria Crank, Board Member; Hal Stone, Board Member; Bill Bundy, Board Member; Phillip A. Thompson-King, Executive Director; Joel Manning, Finance Analyst; Devon Beaty-Bagley, Pretreatment Coordinator; Tony Young, WWTP Operations Superintendent (Lando-Manetta, Rocky Creek, and Sandy River); Yashica Evans, CSD Executive Assistant; Gary Bailey, CPA and Arthur Gaston, Attorney. Notification of this meeting was given on the CWR website, and on the bulletin board at the Administrative Office.

Secretary Edena Sanders called the meeting to order and turned the meeting over to Chairman Pro-tem, Bill Bundy, in the absence of Chairman Tony Pope.

A motion to accept the Emergency Resolution in order to meet via electronic means was made by Hal Stone, second by Gloria Crank, and unanimously approved.

Invocation – Chairman Pro-tem Bill Bundy

The Minutes from the October 20, 2020 meeting were approved.

A motion to approve the minutes was made by Hal Stone, second by Edena Sanders and unanimously approved.

Chairman Tony Pope called for Old Business:

WWTP Report - The WWTP report for October/November2020 was accepted as information. A copy of the report is attached to the minutes.

Pre-Treatment - Mrs. Devon Beaty-Bagley presented the report for October 2020. A copy of the report is attached to the minutes.

Maintenance Report - The Maintenance Report for October 2020 was accepted as information. A copy of the report is attached to the minutes.

Project Updates- Mr. Thompson-King presented the report for October 2020. A copy of the report is attached to the minutes.

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

Chairman Pro-tem Bill Bundy called for New Business:

Draft Audit Presentation:

The Draft Audit was presented by CPA Gary Bailey of Love, Bailey & Associates and was accepted as information.

Chairman Pro-tem Bill Bundy called for the Reports:

Financial Statement- Joel Manning presented the report for October 2020. A copy of the report is attached to the minutes.

Adjourn

Motion to adjourn was made by Hal Stone, second by Gloria Crank, and unanimously agreed.

Approved:

Date: December 15, 2020

Respectfully Submitted:

By: **Yashica Evans**

November 13, 2020

Memorandum

To: Phillip A. Thompson-King

From: Tony Young

Subject: Monthly Report for Plant Operations

Sandy River plant overall is operating well.

The following is a listing of completed tasks for October/November:

- Performed daily and weekly sampling
- Performed routine maintenance
- Wasted 51,533 gallons of sludge
- Dewatered 79,965 gallons
- Project is moving along, received most of structure for clarifier
- Bobby Lee is finishing the cleaning of the drying beds
- Generator Services, LLC performed the annual maintenance on the generator
- Plants had Hazardous Waste Operations and Emergency Response Training
- Sent blower motor off for bearing repair

Rocky Creek plant overall is operating well.

The following is a listing of completed tasks for October/November:

- Performed daily and weekly sampling
- Performed routine maintenance
- Wasted 286,000 gallons of sludge
- Dewatered 53,560 gallons
- We had a conference call to discuss the drafting of the Rocky Creek Mercury Minimization Plan

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Lando/Manetta plant overall is operating well.

The following is a listing of completed tasks for October/November:

- Performed daily and weekly sampling
- Performed routine maintenance
- Hauled 53,600 gallons of sludge
- Wasted 89,000 gallons of sludge
- Dewatered 13,070 gallons
- Pulled # 2 floating aerator
- Met with painting contractor to receive a quote for painting clarifier structure

Economic Development:

Chester County Service Meeting

Assisted one (1) potential Industrial client

Training:

Denitrification Training

Consortium Meeting

Compliance:

Mercury Plan Conference Call

Specialty Polymers Annual Inspection

Nippon Annual Inspection

Jones Hamilton Annual Inspection

Sunfiber Compliance Meeting

Coatex Annual Inspection

Roseburg Annual Inspection

FOG (Fats, Oils, Greases) and Pollution Prevention:

n/a

Other

Dawson Drive Project Conference Call

Strategic Plan Team meeting

Worked on pH meter to be placed at Pump Station #2 in Richburg

PFAS Study Meeting

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2019-2020

Month of October 2020

Line Maintenance		JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	Total to Date	Average
Check for Problem	HOURS	32.0	76.0	47.0	50.0	49.0	52.0	36.0	35.0	62.0	66.0	47.0	29.0	581.0	48.4
	TIMES	4.0	10.0	7.0	7.0	8.0	9.0	5.0	6.0	10.0	15.0	12.0	5.0	98.0	8.2
Check Service	HOURS	12.0	18.0	43.0	29.0	6.0	24.0	5.0	11.0	4.0	15.0	20.0	6.0	193.0	16.1
	TIMES	1.0	3.0	8.0	5.0	1.0	7.0	2.0	3.0	2.0	3.0	5.0	1.0	41.0	3.4
Rod Service	HOURS	79.0	82.0	73.0	57.0	56.0	71.0	49.0	42.0	57.0	51.0	22.0	36.0	675.0	56.3
	TIMES	10.0	12.0	14.0	9.0	10.0	14.0	12.0	9.0	9.0	12.0	5.0	8.0	124.0	10.3
Replace Service	HOURS	40.0	0.0	78.0	36.0	60.0	0.0	24.0	24.0	24.0	0.0	0.0	40.0	326.0	27.2
	TIMES	1.0	0.0	3.0	1.0	1.0	0.0	1.0	1.0	1.0	0.0	0.0	1.0	10.0	0.8
Repair Service	HOURS	38.0	20.0	50.0	75.0	0.0	6.0	25.0	12.0	132.0	25.0	14.0	66.0	463.0	38.6
	TIMES	2.0	2.0	5.0	6.0	0.0	1.0	3.0	2.0	8.0	4.0	2.0	5.0	40.0	3.3
Install Clean-Out	HOURS	32.0	40.0	18.0	0.0	0.0	55.0	8.0	9.0	33.0	0.0	0.0	0.0	195.0	16.3
	TIMES	1.0	1.0	1.0	0.0	0.0	2.0	1.0	1.0	2.0	0.0	0.0	0.0	9.0	0.8
Locate Service	HOURS	0.0	15.0	0.0	28.0	27.0	11.0	8.0	6.0	30.0	0.0	0.0	3.0	128.0	10.7
	TIMES	0.0	2.0	0.0	3.0	2.0	4.0	2.0	1.0	5.0	0.0	0.0	1.0	20.0	1.7
Check Main	HOURS	0.0	0.0	0.0	9.0	0.0	6.0	4.0	2.0	0.0	0.0	0.0	0.0	21.0	1.8
	TIMES	0.0	0.0	0.0	2.0	0.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	5.0	0.4
Rod Main	HOURS	18.0	9.0	28.0	41.0	71.0	43.0	162.0	6.0	69.0	25.0	32.0	16.0	520.0	43.3
	TIMES	2.0	2.0	4.0	6.0	6.0	6.0	11.0	1.0	10.0	5.0	5.0	3.0	61.0	5.1
Repair Main	HOURS	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	55.0	4.6
	TIMES	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	2.0	0.2
Manhole Work	HOURS	10.0	43.0	35.0	59.0	30.0	52.0	8.0	22.0	12.0	24.0	12.0	18.0	325.0	27.1
	TIMES	1.0	4.0	3.0	8.0	4.0	4.0	2.0	4.0	2.0	4.0	2.0	2.0	40.0	3.3
Road Work	HOURS	30.0	55.0	15.0	20.0	94.0	28.0	27.0	0.0	0.0	15.0	9.0	16.0	309.0	25.8
	TIMES	2.0	4.0	1.0	1.0	5.0	5.0	2.0	0.0	0.0	3.0	2.0	3.0	28.0	2.3
Landscape Work Area	HOURS	10.0	6.0	0.0	6.0	18.0	6.0	18.0	10.0	21.0	12.0	0.0	8.0	115.0	9.6
	TIMES	1.0	1.0	0.0	1.0	1.0	1.0	4.0	1.0	4.0	2.0	0.0	1.0	17.0	1.4
Cut Right-of-Way	HOURS	0.0	0.0	15.0	9.0	0.0	140.0	18.0	0.0	0.0	0.0	6.0	18.0	206.0	17.2
	TIMES	0.0	0.0	1.0	1.0	0.0	7.0	2.0	0.0	0.0	0.0	1.0	2.0	14.0	1.2
Other	HOURS	20.0	34.0	12.0	16.0	63.0	39.0	67.0	5.0	20.0	16.0	0.0	18.0	310.0	25.8
	TIMES	2.0	4.0	2.0	4.0	2.0	5.0	9.0	1.0	4.0	2.0	0.0	3.0	38.0	3.2
Total Hours		336.0	398.0	414.0	435.0	474.0	533.0	459.0	184.0	464.0	249.0	162.0	314.0	4422.0	368.5
Total Times		28.0	45.0	49.0	54.0	40.0	66.0	57.0	31.0	57.0	50.0	34.0	36.0	547.0	45.6

MAINTENANCE WORK REPORT
FY 2019-2020

Month of October 2020

Pump Station Maintenance		JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	*MAY 2020*	JUN 2020	*Total to Date*	*Average*
Check Chester Station	HOURS	36.0	40.0	40.0	34.0	51.0	29.0	55.0	52.0	40.0	44.0	*57.0*	32.0	510.0	42.5
	TIMES	4.0	4.0	4.0	4.0	5.0	3.0	5.0	4.0	4.0	4.0	*7.0*	3.0	51.0	4.3
Check Richburg Station	HOURS	44.0	40.0	48.0	46.0	48.0	30.0	41.0	50.0	36.0	48.0	*59.0*	32.0	522.0	43.5
	TIMES	4.0	4.0	4.0	5.0	5.0	3.0	4.0	4.0	4.0	4.0	*7.0*	3.0	51.0	4.3
Service Pumps	HOURS	0.0	9.0	9.0	12.0	0.0	0.0	33.0	33.0	6.0	0.0	*26.0*	6.0	134.0	11.2
	TIMES	0.0	1.0	1.0	1.0	0.0	0.0	2.0	2.0	1.0	0.0	*2.0*	1.0	11.0	0.9
Service Controls	HOURS	14.0	37.0	6.0	17.0	18.0	18.0	57.0	60.5	0.0	21.0	*33.0*	14.0	295.5	24.6
	TIMES	3.0	5.0	2.0	2.0	2.0	2.0	4.0	7.0	0.0	4.0	*6.0*	3.0	40.0	3.3
Other	HOURS	102.0	120.0	134.0	116.0	82.0	64.0	130.0	72.0	88.0	39.0	*21.0*	150.0	1118.0	93.2
	TIMES	8.0	9.0	10.0	9.0	8.0	6.0	11.0	8.0	11.0	5.0	*4.0*	13.0	102.0	8.5
Total Hours		**196.0**	**246.0**	**237.0**	**225.0**	**199.0**	**141.0**	**316.0**	**267.5**	**170.0**	**152.0**	***196.0***	**234.0**	2579.5	215.0
Total Times		**19.0**	**23.0**	**21.0**	**21.0**	**20.0**	**14.0**	**26.0**	**25.0**	**20.0**	**17.0**	***26.0***	**23.0**	255.0	21.3
Preventive Maintenance															
Smoke Test	HOURS	4.0	0.0	13.0	12.0	9.0	0.0	26.0	0.0	8.0	0.0	*0.0*	4.0	76.0	6.3
	TIMES	1.0	0.0	2.0	1.0	1.0	0.0	2.0	0.0	1.0	0.0	*0.0*	1.0	9.0	0.8
Inspect Manholes	HOURS	0.0	0.0	0.0	17.0	0.0	0.0	4.0	3.0	52.0	0.0	*0.0*	0.0	76.0	6.3
	TIMES	0.0	0.0	0.0	3.0	0.0	0.0	1.0	1.0	10.0	0.0	*0.0*	0.0	15.0	1.3
Clean Manholes	HOURS	8.0	0.0	0.0	5.0	8.0	0.0	0.0	3.0	0.0	0.0	*0.0*	0.0	24.0	2.0
	TIMES	1.0	0.0	0.0	1.0	1.0	0.0	0.0	1.0	0.0	0.0	*0.0*	0.0	4.0	0.3
Clean Mains	HOURS	66.0	99.0	39.0	66.0	0.0	0.0	14.0	42.0	111.0	42.0	*29.0*	43.0	551.0	45.9
	TIMES	4.0	7.0	3.0	6.0	0.0	0.0	2.0	4.0	11.0	3.0	*3.0*	2.0	45.0	3.8
Check Right-of-Way	HOURS	0.0	3.0	0.0	0.0	12.0	9.0	0.0	0.0	12.0	0.0	*0.0*	9.0	45.0	3.8
	TIMES	0.0	1.0	0.0	0.0	1.0	1.0	0.0	0.0	1.0	0.0	*0.0*	1.0	5.0	0.4
TV Lines	HOURS	52.0	0.0	16.0	14.0	0.0	10.0	22.0	34.0	33.0	0.0	*12.0*	24.0	217.0	18.1
	TIMES	5.0	0.0	2.0	2.0	0.0	3.0	3.0	6.0	5.0	0.0	*2.0*	4.0	32.0	2.7
Other	HOURS	0.0	0.0	0.0	9.0	0.0	0.0	3.0	0.0	0.0	0.0	*0.0*	0.0	12.0	1.0
	TIMES	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	*0.0*	0.0	2.0	0.2
Total Hours		**130.0**	**102.0**	**68.0**	**123.0**	**29.0**	**19.0**	**69.0**	**82.0**	**216.0**	**42.0**	***41.0***	**80.0**	1001.0	83.4
Total Times		**11.0**	**8.0**	**7.0**	**14.0**	**3.0**	**4.0**	**9.0**	**12.0**	**28.0**	**3.0**	***5.0***	**8.0**	112.0	9.3
New Taps															
Residential	HOURS	90.0	40.0	30.0	0.0	0.0	0.0	115.0	40.0	0.0	65.0	*0.0*	0.0	380.0	31.7
	TIMES	3.0	1.0	1.0	0.0	0.0	0.0	3.0	1.0	0.0	2.0	*0.0*	0.0	11.0	0.9
Commercial	HOURS	0.0	0.0	0.0	18.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	18.0	1.5
	TIMES	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	1.0	0.1
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		**90.0**	**40.0**	**30.0**	**18.0**	**0.0**	**0.0**	**115.0**	**40.0**	**0.0**	**65.0**	***0.0***	**0.0**	398.0	33.2
Total Times		**3.0**	**1.0**	**1.0**	**1.0**	**0.0**	**0.0**	**3.0**	**1.0**	**0.0**	**2.0**	***0.0***	**0.0**	12.0	1.0

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2019-2020

Month of October 2020

Shop Maintenance		JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	*MAY 2020*	JUN 2020	*Total to Date*	*Average*
Clean Trucks	HOURS	7.0	8.0	**8.0**	14.0	6.0	14.0	12.0	45.0	25.0	11.0	*13.0*	12.0	**175.0**	**14.6**
	TIMES	6.0	4.0	**6.0**	7.0	6.0	5.0	4.0	6.0	8.0	4.0	*2.0*	3.0	**61.0**	**5.1**
Check Equipment	HOURS	0.0	0.0	**0.0**	0.0	10.0	24.0	6.0	6.0	0.0	0.0	*0.0*	0.0	**46.0**	**3.8**
	TIMES	0.0	0.0	**0.0**	0.0	1.0	1.0	1.0	1.0	0.0	0.0	*0.0*	0.0	**4.0**	**0.3**
Service Equipment	HOURS	19.0	10.0	**15.0**	20.0	6.0	19.0	8.0	31.0	14.0	15.0	*11.0*	5.0	**173.0**	**14.4**
	TIMES	3.0	4.0	**4.0**	4.0	5.0	6.0	2.0	4.0	4.0	3.0	*3.0*	2.0	**44.0**	**3.7**
Grounds Maintenance	HOURS	23.0	4.0	**37.0**	34.0	73.0	8.0	11.0	40.0	42.0	8.0	*19.0*	17.0	**316.0**	**26.3**
	TIMES	5.0	2.0	**2.0**	3.0	3.0	3.0	4.0	6.0	7.0	3.0	*3.0*	5.0	**46.0**	**3.8**
Stock Supplies	HOURS	11.0	1.0	**5.0**	6.0	0.0	17.0	0.0	17.0	3.0	6.0	*1.0*	5.0	**72.0**	**6.0**
	TIMES	2.0	1.0	**2.0**	1.0	0.0	3.0	0.0	4.0	1.0	1.0	*1.0*	2.0	**18.0**	**1.5**
Re-Stock Trucks	HOURS	7.0	11.0	**8.0**	9.0	0.0	6.0	5.0	10.0	8.0	3.0	*10.0*	12.0	**89.0**	**7.4**
	TIMES	7.0	5.0	**6.0**	9.0	0.0	6.0	5.0	5.0	7.0	3.0	*5.0*	7.0	**65.0**	**5.4**
Haul Spoil Dirt	HOURS	14.0	0.0	**0.0**	0.0	10.0	0.0	6.0	0.0	6.0	0.0	*0.0*	3.0	**39.0**	**3.3**
	TIMES	2.0	0.0	**0.0**	0.0	1.0	0.0	1.0	0.0	1.0	0.0	*0.0*	1.0	**6.0**	**0.5**
Check Alarm	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	13.0	10.0	**7.0**	11.0	18.0	19.0	10.0	14.0	35.0	21.0	*18.0*	11.0	**187.0**	**15.6**
	TIMES	4.0	2.0	**2.0**	4.0	2.0	4.0	5.0	4.0	5.0	6.0	*3.0*	3.0	**44.0**	**3.7**
Total Hours		**94.0**	**44.0**	**80.0**	**94.0**	**123.0**	**107.0**	**58.0**	**163.0**	**133.0**	**64.0**	***72.0***	**65.0**	**1097.0**	**91.4**
Total Times		**29.0**	**18.0**	**22.0**	**28.0**	**18.0**	**28.0**	**22.0**	**30.0**	**33.0**	**20.0**	***17.0***	**23.0**	**288.0**	**24.0**
Inspections															
New Services	HOURS	0.0	0.0	**10.0**	2.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	**12.0**	**1.0**
	TIMES	0.0	0.0	**1.0**	1.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	**2.0**	**0.2**
Repair Existing Service	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**
New Construction	HOURS	0.0	3.0	**0.0**	0.0	15.0	0.0	0.0	0.0	6.0	0.0	*0.0*	0.0	**24.0**	**2.0**
	TIMES	0.0	1.0	**0.0**	0.0	8.0	0.0	0.0	0.0	1.0	0.0	*0.0*	0.0	**10.0**	**0.8**
Rehab Existing	HOURS	6.0	8.0	**6.0**	0.0	0.0	0.0	0.0	10.0	11.0	0.0	*0.0*	0.0	**41.0**	**3.4**
	TIMES	1.0	3.0	**1.0**	0.0	0.0	0.0	0.0	1.0	3.0	0.0	*0.0*	0.0	**9.0**	**0.8**
Other-Grease traps	HOURS	0.0	0.0	**0.0**	0.0	0.0	0.0	18.0	4.0	0.0	0.0	*0.0*	0.0	**22.0**	**1.8**
	TIMES	0.0	0.0	**0.0**	0.0	0.0	0.0	1.0	1.0	0.0	0.0	*0.0*	0.0	**2.0**	**0.2**
Total Hours		**6.0**	**11.0**	**16.0**	**2.0**	**15.0**	**0.0**	**18.0**	**14.0**	**17.0**	**0.0**	***0.0***	**0.0**	**99.0**	**8.3**
Total Times		**1.0**	**4.0**	**2.0**	**1.0**	**8.0**	**0.0**	**1.0**	**2.0**	**4.0**	**0.0**	***0.0***	**0.0**	**23.0**	**1.9**

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2019-2020

Month of October 2020

Plant Maintenance		JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	Total to Date	Average
Clean Drying Beds	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
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	0.0	10.0	30.0	18.0	0.0	33.0	6.0	0.0	6.0	24.0	6.0	57.0	190.0	15.8
	TIMES	0.0	1.0	2.0	2.0	0.0	3.0	1.0	0.0	1.0	3.0	1.0	6.0	20.0	1.7
Total Hours		**0.0**	**10.0**	**30.0**	**18.0**	**0.0**	**33.0**	**6.0**	**0.0**	**6.0**	**24.0**	**6.0**	**57.0**	190.0	15.8
Total Times		**0.0**	**1.0**	**2.0**	**2.0**	**0.0**	**3.0**	**1.0**	**0.0**	**1.0**	**3.0**	**1.0**	**6.0**	20.0	1.7
Line Locations															
Locate for Utilities	HOURS	0.0	0.0	0.0	0.0	1.0	0.0	0.0	3.0	6.0	0.0	0.0	0.0	10.0	0.8
	TIMES	0.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	3.0	0.3
Locate for Contractors	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	1.0	0.0	0.0	0.0	0.0	1.0	0.1
Other	HOURS	53.0	36.0	61.0	46.0	73.0	72.0	72.0	41.0	40.0	44.0	44.0	70.0	652.0	54.3
	TIMES	11.0	8.0	12.0	8.0	20.0	22.0	14.0	8.0	8.0	9.0	8.0	14.0	142.0	11.8
Total Hours		**53.0**	**36.0**	**61.0**	**46.0**	**73.0**	**72.0**	**72.0**	**47.0**	**46.0**	**44.0**	**44.0**	**70.0**	664.0	55.3
Total Times		**11.0**	**8.0**	**12.0**	**8.0**	**20.0**	**22.0**	**14.0**	**10.0**	**9.0**	**9.0**	**8.0**	**14.0**	145.0	12.1
Non-Category-Training	HOURS	**12.0**	**30.0**	**18.0**	**6.0**	**24.0**	**27.0**	**37.0**	**44.0**	**11.0**	**3.0**	**4.0**	**34.0**	250.0	20.8
	TIMES	**2.0**	**7.0**	**3.0**	**1.0**	**4.0**	**3.0**	**5.0**	**8.0**	**3.0**	**1.0**	**1.0**	**4.0**	42.0	3.5
Lost Time															
Sick Days	HOURS	58.0	36.0	37.5	48.0	8.0	33.0	47.0	28.0	20.0	8.0	16.0	30.0	369.5	30.8
	TIMES	8.0	5.0	6.0	6.0	1.0	4.0	7.0	4.0	3.0	1.0	2.0	5.0	52.0	4.3
Vacations	HOURS	144.0	112.0	128.0	80.0	32.0	88.0	16.0	40.0	72.0	16.0	0.0	176.0	904.0	75.3
	TIMES	18.0	14.0	16.0	10.0	4.0	11.0	2.0	5.0	9.0	2.0	0.0	22.0	113.0	9.4
Holidays	HOURS	56.0	0.0	56.0	0.0	168.0	168.0	112.0	56.0	0.0	56.0	56.0	0.0	728.0	60.7
	TIMES	7.0	0.0	7.0	0.0	21.0	21.0	14.0	7.0	0.0	7.0	7.0	0.0	91.0	7.6
Time Off	HOURS	40.0	0.0	0.0	0.0	16.0	0.0	0.0	0.0	0.0	432.0	480.0	0.0	968.0	80.7
	TIMES	5.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	54.0	60.0	0.0	121.0	10.1
On-Job Accidents	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		**298.0**	**148.0**	**221.5**	**128.0**	**224.0**	**289.0**	**175.0**	**124.0**	**92.0**	**512.0**	**552.0**	**206.0**	1273.5	106.1
Total Times		**38.0**	**19.0**	**29.0**	**16.0**	**28.0**	**36.0**	**23.0**	**16.0**	**12.0**	**64.0**	**69.0**	**27.0**	165.0	13.8
	HOURS	**42.0**	**58.0**	**50.0**	**42.0**	**110.5**	**51.0**	**66.0**	**60.5**	**42.0**	**65.0**	**58.0**	**36.0**	369.0	30.8
Overtime Worked	TIMES	**31.0**	**32.0**	**29.0**	**29.0**	**49.0**	**30.0**	**41.0**	**39.0**	**29.0**	**45.0**	**30.0**	**28.0**	1696.0	141.3

November 2020

Board of Commissioners'

Projects & Director's Update

Project Update Notes

Community Development Block Grant (CDBG) Roundtree

- The pump station has been placed into operation;
- The contractor, SM Grading (SMG), has completed demo of the existing station and the punch list;
- The generator vendor, Cummins, still needs to replace the alternator;
- All parts are in; however, we are still waiting on the replacement schedule from Cummins; and
- We (CWR and AECOM) will coordinate the final Change Order (CO) for contract extension with the COG once we know the final schedule for Cummins.

Sandy River

- The contractor, Turner Murphy Company (TMC), completed under slab piping and electrical rough-in for the grit chamber and completed the remainder of yard piping;
- The clarifier equipment has been delivered; and
- TMC will begin installing the first clarifier this month.

Haddon House

- The contractor, Tri-County Utilities (TCU), is continuing the piping installation and electrical work;
- The control panel should be delivered this week so they can complete electrical work; and
- The contract expires November 28th; therefore, an extension will be required.

FEMA Grant Award Joe Caldwell

- Generator start-up was completed on 11/9;
- The transfer switch is scheduled to be delivered later this month; and
- The contract expired on November 8th, so, an extension was required due to the delayed delivery of the transfer switch.

Hwy 9 Sewer Easements

- The easement exhibits for Lizzie Melton/Rodman Roadside are still in progress.

Magnolia FM

- Easement exhibits for Magnolia FM have been completed; and
- Design drawings are approximately 25% complete.

Chester Sewer District
2020 Audit Meeting Presentation

Opinion
The draft has an unmodified opinion. What does that mean:

Districts Responsibility:

1. Maintain effective internal controls and regularly assess risk.
    a. i.e. proper approvals and signoffs on payables/payroll | proper use of CCs | proper use of federal funds.
    b. No findings.
2. Financial Statements – we prepare but the books we audit must be complete and accurate.
    a. We had zero AJEs
3. Greene Finney – Great firm; provides both expertise and control

Love Bailey Responsibility:

1. Issue an opinion – reasonable assurance that the financial statements are materially correct.
    a. We audit the numbers on the trial balance for reasonableness.
2. We review the internal controls but the audit is not to detect fraud (if it existed) however we design procedures to try to pick up on any possible fraud of which we had no discoveries.
3. Our audit does not address the financial condition or provide suggestions as to what direction the District should take....we are not engineers

Stmt of Net Position

- Total cash accounts increased from $7.022m to $11.610m - $4.418m is unrestricted. The District's FY20 operating expenditures were $3.559m (no depreciation) so unrestricted cash represents over 100% of operating expenditures. The GFOA suggests that number be 2months or 16.67%. We like that number to be a minimum of 3months (25%) due to timing of customer receipts, reimbursements for capital projects can lag 2-3months or longer, debt payments and other capital improvement projects that are not financed. So, the District has a solid reserve and $7m reserved for capital projects.
- Prior year federal grant receivable is $585k at yearend which is reimbursed funds from the EDA for the Carolina Poly Project....so nothing for FY20
- Overall Current Assets are consistent with prior year.
- Accounts payable is way down due to timing of capital projects in the prior year; PY has $1.114m is due to outstanding Dillinger Invoices for capital projects.
- Debt increased due to the bond issuance of $11.4m however $2.1m was paid down or off so new debt increase was $9.5m.
- Net pension liability saw a decrease of $211k to $2.328m. Every 1% in the ER rate cost the District approx. $11k.
- Net OPEB pension increased from $3.004 to $3.658m....the increase is due to the reduction in the discount rate from 3.87% to 3.5% and expected retirement healthcare costs.
- Total Net Position shows $16.204m which increased $597k; unrestricted has a negative balance due to GASB68 and GASB75....if these two items are added back then the unrestricted balance is ($2.334)m which is an decrease from prior year due to change in the restricted accounts.

Town of Fort Lawn

- There is no activity to report.

Maintenance Building Construction Project

- This Period (to date)
  - The Pre-Engineered Metal Building was ordered in August;
  - In early October, McCrory and the site contractor mobilized to the site;
  - Grading and building pad prep was completed;
  - The under slab plumbing has been installed;
  - Layout, forming, and rebar prep for the foundations/slab were completed in October; The building foundations/slab were subsequently poured on 11/4/2020;
  - The water and sewer services have been brought to the plumbing connections outside the building;
  - The building material was delivered on 11/13/2020; and
  - The building assembly started 11/16/2020.

CWR Standards Manual

- Standards, specifications, and details have been reviewed and revised; and
- CWR to review revised documents and advise of changes desired.

Miscellaneous Notes

- CWR Team members held meetings and conference calls with various potential developers;
- CWR participated in the Palmetto Site Certification program evaluation of the HWC site; and
- We provided RFI - information for an industrial prospect.

Stmt of Activities

- Total revenue was up 7% to $5.451m
    - Increase industrial flow
    - Rate changes and increases
- Operating expenses increased 3.1% to $4.545m
    - EE pay increase of 2% plus 1% increase in the State required ER retirement match.
    - All operating expenses are consistent with prior year
- Operating income was $906k increase which is continuing to increase (FY19 $690k) (FY18 loss of $206k)
- Total change in Net Position was $597k vs $3.209m – federal grant dollars in FY19 was $2.302m and FY20 had bond issuance costs of $372k.

Stmt of Cash Flows

- Operating activities: a true sign of cash from operations: FY20 $987k FY19 $1.312m FY18 $966k
    - Helps pay for debt payments, capital assets and future cash reserves
- The debt pmts and capital asset additions (net) plus debt proceeds added $3.387m resulting in cash balances increasing for the year by $4.587m

Chester Sewer District
Year-to-Date Budget to Actual Comparison
Month Ended October 31, 2020

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
Operating					
REVENUE					
Wastewater treatment Services	$ 4,803,700	1,601,233	438,152	1,776,750	$ 175,517
Compliance Sampling	40,000	13,333	7,811	15,436	2,103
Interest Income	-	-	1,775	11,043	11,043
Other Income	-	-	(2,289)	18,014	18,014
Operating Revenue	$ 4,843,700	$ 1,614,567	$ 445,449	$ 1,821,243	$ 206,676
EXPENSE					
Administration	$ 1,256,100	418,700	129,241	335,326	$ (83,374)
Maintenance	960,000	320,000	60,457	238,693	(81,307)
Lando Plant	264,000	88,000	19,332	83,684	(4,316)
Rocky Creek	706,000	235,333	27,522	138,804	(96,529)
Sandy River	685,900	228,633	39,135	154,834	(73,799)
Pretreatment	156,700	52,233	15,726	46,570	(5,663)
Total Expense	$ 4,028,700	1,342,900	291,413	997,911	$ (344,989)
Operating Surplus(Deficit)	$ 815,000	$ 271,667	$154,036	$823,332	
Capital					
REVENUE					
Fund Balance	2,189,987	729,996	-	-	(729,996)
Grant Revenue	1,410,613	470,204	394,704	872,027	401,823
Construction Revenue	$3,600,600	$1,200,200	$394,704	$872,027	-$328,173
EXPENSE					
Debt Service	585,000	195,000	48,750	195,000	-
Capital Expenditures	3,830,600	1,276,867	583,710	1,074,541	(202,326)
Construction Expense	4,415,600	1,471,867	632,460	1,269,541	(202,326)
Construction Surplus (Deficit)	-$815,000	-$271,667	-$237,756	-$397,514	
Total Surplus (Deficit)	$0.00	$0.00	-$83,720	$425,818	