Proposed Agenda
February 1, 2022
2715 Gaston Farm Road, Chester, SC 29706
2:30 PM

I. Call Meeting to Order

II. Invocation

III. Approval of Last Meeting Minutes

IV. Old Business

a. WWTP Update	**- Mr. Tony Young**
b. Pretreatment Update	**- Ms. Devon Beaty-Bagley**
c. Maintenance Work Report	**- Mr. Michael Hunter**
d. Director's Update	**- Mr. Phillip A. Thompson-King**

V. New Business

a. Bylaws	**- Pope Flynn**
b. Flow Capacity Reserves	**- Mr. Phillip A. Thompson-King**
c. Mutual Aid Agreement	**- Mr. Phillip A. Thompson-King**
d. 2022 Observed Holidays	**- Mr. Phillip A. Thompson-King**
e. Public Comment	

VI. Reports

a. Financial Statement	**- Mr. Joel Manning**

VII. a. CWR Staffing Optimization Presentation

- **Mr. Bill Tomes, Public Management & Public Leadership Development Service**
- **Ms. Rebecca West, AECOM**

VIII. Adjourn

Chester County Wastewater Recovery

Commission Meeting
February 1, 2022

The Chester Sewer District held its monthly Board of Commissioners Meeting on Tuesday, February 1, 2022 and was called to order at 2:38 pm at the Chester County Wastewater Recovery Maintenance Building located at 2715 Gaston Farm Road, Chester, SC. Commissioners in attendance were Tony Pope, Chairman; 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; Yashica Evans, CSD Executive Assistant; Beth Taylerson, Human Resources Manager; Bill Tomes, Public Management and Leadership Development Services, LLC; Rebecca West, AECOM; Lawrence Flynn, Attorney and Everett Stubbs, Attorney. Notification of this meeting was given on the CWR website, and on the bulletin board at the Administrative Office.

Invocation – Chairman Tony Pope

The Minutes from the December 17, 2021 meeting were approved.

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

Chairman Tony Pope called for Old Business:

WWTP Report -	The WWTP report for December 2021 was accepted as information. A copy of the report is attached to the minutes.
Pre-Treatment -	The Industrial Pretreatment report for December 2021 was accepted as information. A copy of the report is attached to the minutes.
Maintenance Report -	The Maintenance report for December 2021 was accepted as information. A copy of the report is attached to the minutes.
Project Updates-	Mr. Thompson-King presented the report for December 2021. A copy of the report is attached to the minutes.

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

Chairman Tony Pope called for New Business:

Bylaws:

Attorney Lawrence Flynn & Mr. Phillip Thompson-King presented information on, as well as a draft of Bylaws for Chester Sewer District; these items were accepted as information.

Flow Capacity Reserves:

Mr. Phillip Thompson-King presented information on flow capacity reserves.

A motion to authorize the Executive Director to begin discussions with industries in an effort to reduce their permitted maximum MGD to no more than 120 % of their 2-year average was made by Hal Stone, second by Bill Bundy, and unanimously agreed.

Mutual Aid Agreement:

Mr. Phillip Thompson-King presented information on the Mutual Aid Agreement.

A motion to adopt the Mutual Aid Agreement with the understanding there will be an amendment that clarifies CWR will round up to the next hour for billing purposes was made by Gloria Crank, second by Edena Sanders, and unanimously agreed.

2022 Observed Holidays:

Mr. Phillip Thompson-King recommended that Juneteenth be added to Chester County Wastewater Recovery's Holiday schedule as it now recognized as a Federal Holiday.

A motion to adopt the 2022 Observed Holiday Schedule with the addition of Juneteenth being added to the Holiday schedule was made by Hal Stone, second by Gloria Crank, and unanimously agreed.

Chairman Tony Pope called for the Reports:

Financial Statement- Joel Manning presented the report for December 2021. A copy of the report is attached to the minutes.

Please note that a brief recess was taken after the financial report before proceeding with the CWR Staffing Optimization Presentation.

CWR Staffing Optimization Presentation:

Mr. Bill Tomes of Public Management & Public Leadership Development Service and Ms. Rebecca West of AECOM presented the CWR Staff Optimization Study Results in addition to a Staff Optimization Plan.

Please note that Chairman Tony Pope asked for a motion to amend the agenda to add Executive Session to discuss capacity which is an item of subject matter.

A motion to amend the agenda was made by Hal Stone, second by Bill Bundy, and unanimously agreed.

Executive Session

A motion to enter into Executive Session was made by Bill Bundy, second by Gloria Crank, and unanimously agreed.

A motion to come out of Executive Session was made by Bill Bundy, second by Hal Stone and unanimously agreed.

Please note that no action was taken in Executive Session.

Adjourn

Motion to adjourn was made by Gloria Crank, second by Edena Sanders, and unanimously agreed.

Approved:

Date: **March 15, 2022**

Respectfully Submitted:

By: **Yashica Evans**

January 13, 2022

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 December:

- Performed daily and weekly sampling
- Performed routine maintenance
- Wasted 188,362 gallons sludge
- Dewatered 188,362 gallons

Rocky Creek plant overall is operating well.

The following is a listing of completed tasks for December:

- Performed daily and weekly sampling
- Performed routine maintenance
- Wasted 42,000 gallons
- Dewatered 50,000 gallons

Lando/Manetta plant overall is operating well.

The following is a listing of completed tasks for December:

- Performed daily and weekly sampling
- Performed routine maintenance
- Wasted 39,122 gallons
- Dewatered 18,365 gallons
- Hauled 40,200 gallons

Board of Commissioners

February 1, 2022 Update

Industrial Pretreatment

Economic Development:

n/a

Training:

Pretreatment Management Workshop

Compliance:

Sunfiber Annual Inspection
Jones- Hamilton Annual Inspection
Rocky Creek Annual Report for Mercury
Mercury survey issued to all industrial customers
Semi-Annual Pretreatment Report
December DMR Review
Re-visit of Footprints to check progress on punch list items

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

n/a

Other

n/a

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2020-2021

Month of December 2021

Line Maintenance		JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2021	FEB 2021	MAR 2021	APR 2021	*MAY 2021*	JUN 2021	*Total to Date*	*Average*
Check for Problem	HOURS	68.0	46.0	47.0	104.0	62.0	71.0	67.0	84.0	108.0	93.0	*48.0*	50.0	**848.0**	**70.7**
	TIMES	7.0	7.0	8.0	10.0	7.0	14.0	9.0	9.0	12.0	10.0	*9.0*	6.0	**108.0**	**9.0**
Check Service	HOURS	9.0	6.0	8.0	20.0	16.0	17.0	2.0	14.0	9.0	0.0	*27.0*	5.0	**133.0**	**11.1**
	TIMES	3.0	3.0	4.0	2.0	3.0	3.0	1.0	7.0	4.0	0.0	*5.0*	3.0	**38.0**	**3.2**
Rod Service	HOURS	48.0	12.0	16.0	58.0	61.0	77.0	84.0	120.0	79.0	87.0	*39.0*	10.0	**691.0**	**57.6**
	TIMES	8.0	4.0	4.0	6.0	10.0	19.0	13.0	19.0	8.0	9.0	*6.0*	1.0	**107.0**	**8.9**
Replace Service	HOURS	0.0	48.0	30.0	0.0	0.0	0.0	16.0	95.0	0.0	0.0	*0.0*	0.0	**189.0**	**15.8**
	TIMES	0.0	1.0	1.0	0.0	0.0	0.0	1.0	2.0	0.0	0.0	*0.0*	0.0	**5.0**	**0.4**
Repair Service	HOURS	10.0	43.0	15.0	38.0	10.0	36.0	26.0	124.0	12.0	36.0	*22.0*	31.0	**403.0**	**33.6**
	TIMES	1.0	5.0	1.0	3.0	1.0	3.0	2.0	4.0	1.0	1.0	*2.0*	3.0	**27.0**	**2.3**
Install Clean-Out	HOURS	0.0	30.0	0.0	0.0	0.0	30.0	0.0	0.0	98.0	36.0	*48.0*	0.0	**242.0**	**20.2**
	TIMES	0.0	1.0	0.0	0.0	0.0	1.0	0.0	0.0	3.0	1.0	*2.0*	0.0	**8.0**	**0.7**
Locate Service	HOURS	12.0	0.0	6.0	12.0	6.0	0.0	5.0	4.0	5.0	0.0	*24.0*	0.0	**74.0**	**6.2**
	TIMES	1.0	0.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	0.0	*2.0*	0.0	**9.0**	**0.8**
Check Main	HOURS	18.0	11.0	0.0	2.0	16.0	0.0	0.0	0.0	0.0	48.0	*0.0*	0.0	**95.0**	**7.9**
	TIMES	1.0	2.0	0.0	1.0	2.0	0.0	0.0	0.0	0.0	4.0	*0.0*	0.0	**10.0**	**0.8**
Rod Main	HOURS	18.0	0.0	0.0	12.0	25.0	0.0	47.0	30.0	48.0	40.0	*56.0*	18.0	**294.0**	**24.5**
	TIMES	1.0	0.0	0.0	1.0	3.0	0.0	5.0	2.0	5.0	3.0	*5.0*	2.0	**27.0**	**2.3**
Repair Main	HOURS	0.0	28.0	0.0	42.0	0.0	0.0	12.0	0.0	0.0	50.0	*0.0*	0.0	**132.0**	**11.0**
	TIMES	0.0	2.0	0.0	2.0	0.0	0.0	1.0	0.0	0.0	3.0	*0.0*	0.0	**8.0**	**0.7**
Manhole Work	HOURS	16.0	18.0	37.0	42.0	55.0	44.0	29.0	0.0	10.0	36.0	*14.0*	12.0	**313.0**	**26.1**
	TIMES	2.0	2.0	3.0	3.0	5.0	3.0	3.0	0.0	1.0	3.0	*2.0*	1.0	**28.0**	**2.3**
Road Work	HOURS	41.0	46.0	56.0	10.0	24.0	29.0	5.0	20.0	11.0	0.0	*12.0*	12.0	**266.0**	**22.2**
	TIMES	4.0	5.0	3.0	1.0	3.0	4.0	1.0	1.0	2.0	0.0	*1.0*	1.0	**26.0**	**2.2**
Landscape Work Area	HOURS	0.0	0.0	0.0	0.0	6.0	10.0	10.0	0.0	28.0	26.0	*22.0*	4.0	**106.0**	**8.8**
	TIMES	0.0	0.0	0.0	0.0	1.0	1.0	1.0	0.0	3.0	3.0	*4.0*	1.0	**14.0**	**1.2**
Cut Right-of-Way	HOURS	35.0	8.0	42.0	0.0	0.0	0.0	0.0	0.0	0.0	12.0	*0.0*	0.0	**97.0**	**8.1**
	TIMES	2.0	1.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	*0.0*	0.0	**6.0**	**0.5**
Other	HOURS	26.0	46.0	46.0	30.0	16.0	10.0	4.0	13.0	0.0	21.0	*12.0*	5.0	**229.0**	**19.1**
	TIMES	2.0	7.0	6.0	3.0	3.0	1.0	1.0	3.0	0.0	3.0	*3.0*	1.0	**33.0**	**2.8**
Total Hours		**301.0**	**342.0**	**303.0**	**370.0**	**297.0**	**324.0**	**307.0**	**504.0**	**408.0**	**485.0**	***324.0***	**147.0**	**4112.0**	**342.7**
Total Times		**32.0**	**40.0**	**33.0**	**33.0**	**39.0**	**49.0**	**39.0**	**48.0**	**40.0**	**41.0**	***41.0***	**19.0**	**454.0**	**37.8**

MAINTENANCE WORK REPORT
FY 2020-2021

Month of December 2021

Pump Station Maintenance		JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	Total to Date	Average
Check Chester Station	HOURS	36.0	27.0	46.0	28.0	40.0	25.0	40.0	28.0	30.0	54.0	42.0	40.0	436.0	36.3
	TIMES	4.0	4.0	5.0	3.0	3.0	3.0	4.0	3.0	3.0	5.0	4.0	4.0	45.0	3.8
Check Richburg Station	HOURS	36.0	31.0	49.0	32.0	36.0	22.0	36.0	20.0	33.0	51.0	51.0	50.0	447.0	37.3
	TIMES	4.0	4.0	5.0	3.0	3.0	3.0	4.0	2.0	3.0	5.0	4.0	4.0	44.0	3.7
Service Pumps	HOURS	0.0	12.0	0.0	0.0	0.0	0.0	5.0	39.0	0.0	0.0	36.0	0.0	92.0	7.7
	TIMES	0.0	2.0	0.0	0.0	0.0	0.0	1.0	2.0	0.0	0.0	3.0	0.0	8.0	0.7
Service Controls	HOURS	10.0	21.0	14.0	0.0	0.0	0.0	0.0	15.0	0.0	12.0	12.0	10.0	94.0	7.8
	TIMES	3.0	6.0	2.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	4.0	3.0	20.0	1.7
Other	HOURS	71.0	17.0	76.0	20.0	52.0	40.0	16.0	1.0	12.0	91.0	104.0	85.0	585.0	48.8
	TIMES	6.0	2.0	4.0	1.0	3.0	3.0	2.0	1.0	1.0	6.0	5.0	6.0	40.0	3.3
Total Hours		**153.0**	**108.0**	**185.0**	**80.0**	**128.0**	**87.0**	**97.0**	**103.0**	**75.0**	**208.0**	**245.0**	**185.0**	1654.0	137.8
Total Times		**17.0**	**18.0**	**16.0**	**7.0**	**9.0**	**9.0**	**11.0**	**9.0**	**7.0**	**17.0**	**20.0**	**17.0**	157.0	13.1
Preventive Maintenance															
Smoke Test	HOURS	10.0	0.0	2.0	20.0	0.0	0.0	24.0	0.0	0.0	0.0	0.0	8.0	64.0	5.3
	TIMES	1.0	0.0	1.0	2.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0	6.0	0.5
Inspect Manholes	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.0	44.0	72.0	6.0
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	7.0	11.0	0.9
Clean Manholes	HOURS	0.0	0.0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	9.0	0.8
	TIMES	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	2.0	0.2
Clean Mains	HOURS	27.0	111.0	60.0	61.0	105.0	55.0	55.0	12.0	136.0	77.0	64.0	147.0	910.0	75.8
	TIMES	2.0	7.0	2.0	7.0	5.0	4.0	2.0	1.0	6.0	5.0	3.0	7.0	51.0	4.3
Check Right-of-Way	HOURS	20.0	5.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	1.0	0.0	30.0	2.5
	TIMES	1.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	4.0	0.3
TV Lines	HOURS	68.0	65.0	81.0	33.0	20.0	16.0	43.0	12.0	22.0	51.0	26.0	15.0	452.0	37.7
	TIMES	5.0	6.0	8.0	5.0	2.0	2.0	6.0	1.0	2.0	5.0	2.0	1.0	45.0	3.8
Other	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	16.0	1.3
	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
Total Hours		**125.0**	**181.0**	**143.0**	**120.0**	**125.0**	**71.0**	**142.0**	**24.0**	**158.0**	**128.0**	**122.0**	**214.0**	1553.0	129.4
Total Times		**9.0**	**14.0**	**11.0**	**15.0**	**7.0**	**6.0**	**11.0**	**2.0**	**8.0**	**10.0**	**11.0**	**16.0**	120.0	10.0
New Taps															
Residential	HOURS	0.0	38.0	0.0	114.0	0.0	100.0	0.0	30.0	78.0	0.0	0.0	0.0	360.0	30.0
	TIMES	0.0	2.0	0.0	3.0	0.0	4.0	0.0	1.0	2.0	0.0	0.0	0.0	12.0	1.0
Commercial	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	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**	**38.0**	**0.0**	**114.0**	**0.0**	**100.0**	**0.0**	**30.0**	**78.0**	**0.0**	**0.0**	**0.0**	360.0	30.0
Total Times		**0.0**	**2.0**	**0.0**	**3.0**	**0.0**	**4.0**	**0.0**	**1.0**	**2.0**	**0.0**	**0.0**	**0.0**	12.0	1.0

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2020-2021

Month of December 2021

Shop Maintenance		JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2021	FEB 2021	MAR 2021	APR 2021	*MAY 2021*	JUN 2021	*Total to Date*	*Average*
Clean Trucks	HOURS	3.0	11.0	21.0	7.0	11.0	6.0	5.0	29.0	17.0	6.0	*8.0*	17.0	**141.0**	**11.8**
	TIMES	3.0	6.0	7.0	6.0	4.0	4.0	5.0	8.0	6.0	6.0	*3.0*	6.0	**64.0**	**5.3**
Check Equipment	HOURS	0.0	0.0	12.0	11.0	8.0	3.0	0.0	0.0	30.0	0.0	*0.0*	0.0	**64.0**	**5.3**
	TIMES	0.0	0.0	2.0	2.0	1.0	1.0	0.0	0.0	3.0	0.0	*0.0*	0.0	**9.0**	**0.8**
Service Equipment	HOURS	28.0	1.0	10.0	32.0	16.0	12.0	10.0	2.0	47.0	24.0	*24.0*	18.0	**224.0**	**18.7**
	TIMES	4.0	1.0	1.0	4.0	1.0	3.0	1.0	2.0	5.0	2.0	*3.0*	4.0	**31.0**	**2.6**
Grounds Maintenance	HOURS	5.0	17.0	3.0	11.0	23.0	1.0	27.0	22.0	60.0	18.0	*43.0*	80.0	**310.0**	**25.8**
	TIMES	5.0	4.0	3.0	2.0	5.0	1.0	5.0	3.0	5.0	1.0	*5.0*	8.0	**47.0**	**3.9**
Stock Supplies	HOURS	2.0	11.0	7.0	1.0	0.0	17.0	4.0	0.0	30.0	0.0	*4.0*	0.0	**76.0**	**6.3**
	TIMES	2.0	2.0	2.0	1.0	0.0	2.0	1.0	0.0	1.0	0.0	*1.0*	0.0	**12.0**	**1.0**
Re-Stock Trucks	HOURS	16.0	4.0	21.0	15.0	17.0	9.0	19.0	14.0	13.0	7.0	*19.0*	18.0	**172.0**	**14.3**
	TIMES	8.0	4.0	9.0	5.0	10.0	9.0	8.0	6.0	7.0	7.0	*3.0*	7.0	**83.0**	**6.9**
Haul Spoil Dirt	HOURS	18.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	**20.0**	**1.7**
	TIMES	2.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	**3.0**	**0.3**
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	6.0	4.0	6.0	12.0	2.0	15.0	0.0	1.0	9.0	3.0	*1.0*	1.0	**60.0**	**5.0**
	TIMES	2.0	1.0	6.0	2.0	2.0	3.0	0.0	1.0	2.0	3.0	*1.0*	1.0	**24.0**	**2.0**
Total Hours		**78.0**	**50.0**	**80.0**	**89.0**	**77.0**	**63.0**	**65.0**	**68.0**	**206.0**	**58.0**	***99.0***	**134.0**	**1067.0**	**88.9**
Total Times		**26.0**	**19.0**	**30.0**	**22.0**	**23.0**	**23.0**	**20.0**	**20.0**	**29.0**	**19.0**	***16.0***	**26.0**	**273.0**	**22.8**
Inspections															
New Services	HOURS	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	**8.0**	**0.7**
	TIMES	0.0	0.0	2.0	0.0	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	0.0	0.0	0.0	0.0	24.0	0.0	0.0	0.0	0.0	*0.0*	28.0	**52.0**	**4.3**
	TIMES	0.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	*0.0*	10.0	**14.0**	**1.2**
Rehab Existing	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-Grease traps	HOURS	0.0	0.0	64.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	**70.0**	**5.8**
	TIMES	0.0	0.0	3.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	0.0	**4.0**	**0.3**
Total Hours		**0.0**	**0.0**	**72.0**	**6.0**	**0.0**	**24.0**	**0.0**	**0.0**	**0.0**	**0.0**	***0.0***	**28.0**	**130.0**	**10.8**
Total Times		**0.0**	**0.0**	**5.0**	**1.0**	**0.0**	**4.0**	**0.0**	**0.0**	**0.0**	**0.0**	***0.0***	**10.0**	**20.0**	**1.7**

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2020-2021

Month of December 2021

Plant Maintenance		JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	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	20.0	0.0	0.0	0.0	20.0	1.7
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	0.1
Other	HOURS	69.0	47.0	12.0	28.0	32.0	8.0	30.0	32.0	22.0	42.0	30.0	88.0	440.0	36.7
	TIMES	5.0	6.0	2.0	3.0	2.0	1.0	1.0	2.0	2.0	4.0	1.0	3.0	32.0	2.7
Total Hours		**69.0**	**47.0**	**12.0**	**28.0**	**32.0**	**8.0**	**30.0**	**32.0**	**42.0**	**42.0**	**30.0**	**88.0**	**460.0**	**38.3**
Total Times		**5.0**	**6.0**	**2.0**	**3.0**	**2.0**	**1.0**	**1.0**	**2.0**	**3.0**	**4.0**	**1.0**	**3.0**	**33.0**	**2.8**
Line Locations															
Locate for Utilities	HOURS	0.0	7.0	3.0	1.0	0.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	15.0	1.3
	TIMES	0.0	2.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	7.0	0.6
Locate for Contractors	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	55.0	45.0	65.0	46.0	57.0	56.0	59.0	32.0	41.0	46.0	49.0	78.0	629.0	52.4
	TIMES	10.0	10.0	15.0	8.0	10.0	15.0	13.0	8.0	7.0	9.0	11.0	16.0	132.0	11.0
Total Hours		**55.0**	**52.0**	**68.0**	**47.0**	**57.0**	**56.0**	**59.0**	**32.0**	**41.0**	**50.0**	**49.0**	**78.0**	**644.0**	**53.7**
Total Times		**10.0**	**12.0**	**17.0**	**9.0**	**10.0**	**15.0**	**13.0**	**8.0**	**7.0**	**11.0**	**11.0**	**16.0**	**139.0**	**11.6**
Non-Category-Training	**HOURS**	**4.0**	**85.0**	**54.0**	**22.0**	**5.0**	**32.0**	**0.0**	**0.0**	**0.0**	**6.0**	**28.0**	**43.0**	**279.0**	**23.3**
	TIMES	**1.0**	**9.0**	**3.0**	**2.0**	**1.0**	**4.0**	**0.0**	**0.0**	**0.0**	**2.0**	**3.0**	**4.0**	**29.0**	**2.4**
Lost Time															
Sick Days	HOURS	8.0	8.0	32.0	8.0	24.0	8.0	24.0	16.0	32.0	8.0	24.0	19.0	211.0	17.6
	TIMES	1.0	1.0	4.0	1.0	3.0	1.0	3.0	2.0	4.0	1.0	3.0	4.0	28.0	2.3
Vacations	HOURS	140.0	112.0	80.0	112.0	88.0	112.0	32.0	24.0	72.0	102.0	88.0	120.0	1082.0	90.2
	TIMES	18.0	14.0	11.0	15.0	11.0	14.0	4.0	3.0	9.0	14.0	11.0	15.0	139.0	11.6
Holidays	HOURS	56.0	0.0	56.0	0.0	144.0	192.0	96.0	48.0	0.0	56.0	56.0	0.0	704.0	58.7
	TIMES	7.0	0.0	7.0	0.0	18.0	24.0	12.0	6.0	0.0	7.0	7.0	0.0	88.0	7.3
Time Off	HOURS	0.0	0.0	0.0	0.0	0.0	0.0	40.0	64.0	24.0	0.0	0.0	64.0	192.0	16.0
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	5.0	8.0	3.0	0.0	0.0	8.0	24.0	2.0
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		**204.0**	**120.0**	**168.0**	**120.0**	**256.0**	**312.0**	**192.0**	**152.0**	**128.0**	**166.0**	**168.0**	**203.0**	**1293.0**	**107.8**
Total Times		**26.0**	**15.0**	**22.0**	**16.0**	**32.0**	**39.0**	**24.0**	**19.0**	**16.0**	**22.0**	**21.0**	**27.0**	**167.0**	**13.9**
	HOURS	**39.0**	**77.0**	**39.0**	**33.0**	**53.0**	**76.0**	**36.0**	**78.0**	**53.0**	**52.0**	**62.0**	**34.0**	**394.0**	**32.8**
Overtime Worked	**TIMES**	**30.0**	**45.0**	**31.0**	**25.0**	**30.0**	**42.0**	**26.0**	**45.0**	**36.0**	**34.0**	**36.0**	**29.0**	**896.0**	**74.7**

Board of Commissioners'

Projects & Director's Update
February 2022

Update Notes

Community Development Block Grant (CDBG) - Dawson Drive-Line Replacement

- We have continued to hold virtual meetings with the COG, Frazier Engineering, and Legal Counsel;
- We are still working with the identified property owners who we need for the new and/or expanded temporary easements;
- We have received survey plats/maps for the impacted properties; and
- We have reached verbal agreements with Mr. Polk for the easement on his property as well as a verbal agreement in principle with the Officers of the Church of God of Prophecy.

Miscellaneous Notes

- CWR held virtual meetings with members of SC Rural Infrastructure Authority (RIA) to discuss funding prospects, requirements, and grant submittal deadlines;
- CWR held a conference call with Live Oak Bank to discuss Federally guaranteed funding and the type of projects that qualifies. To this end, I have requested a scope of services from AECOM to prepare a rudimentary preliminary engineering report required by the lender;
- CWR participated in the South Carolina Association of Special Purpose Districts (SCSPD) Legislative Breakfast where we were provided an opportunity to meet directly with members of the SC General Assembly and Senate;
- CWR Team members held meetings and conference calls with various potential developers; and
- CWR has continued to meet with neighboring entities, engineers, and attorneys concerning potential partnerships for wastewater capacity and treatment.

Chester Sewer District
Year-to-Date Budget to Actual Comparison
Month Ended December 31, 2021

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
Operating					
REVENUE					
Wastewater treatment Services	$ 5,206,400	2,603,200	454,985	2,749,253	$ 146,053
Compliance Sampling	42,000	21,000	856	16,844	(4,156)
Interest Income	-	-	1,199	5,607	5,607
Other Income	-	-	-	45,802	45,802
Operating Revenue	$ 5,248,400	$ 2,624,200	$ 457,040	$ 2,817,506	$ 193,306
EXPENSE					
Administration	$ 1,473,905	736,953	101,161	572,768	$ (164,185)
Maintenance	1,079,940	539,970	62,258	447,087	(92,883)
Lando Plant	255,806	127,903	18,006	114,623	(13,280)
Rocky Creek	751,523	375,762	31,513	244,179	(131,583)
Sandy River	715,091	357,546	36,244	277,350	(80,196)
Pretreatment	258,600	129,300	14,954	73,650	(55,650)
Total Expense	$ 4,534,865	2,267,433	264,136	1,729,657	$ (537,776)
Operating Surplus(Deficit)	$ 713,535	$ 356,768	$192,904	$1,087,849	
Capital					
REVENUE					
Capital Recovery Fees	$ -	-	555,270	$ 1,154,310	1,154,310
Fund Balance	1,867,650	933,825	-	-	(933,825)
Grant Revenue	682,750	341,375	-	118,568	(222,807)
Construction Revenue	$2,550,400	$1,275,200	$555,270	$1,272,878	-$2,322
EXPENSE					
Cushion Fund	56,435	28,218	4,703	28,218	1
Debt Service	588,600	294,300	49,050	294,300	-
Capital Expenditures	2,618,900	1,309,450	-	5,361	(1,304,089)
Construction Expense	3,263,935	1,631,968	53,753	327,879	(1,304,089)
Construction Surplus (Deficit)	-$713,535	-$356,768	$501,517	$944,999	
Total Surplus (Deficit)	$0.00	$0.00	$694,421	$2,032,848	