Proposed Agenda

December 17, 2021

2715 Gaston Farm Road, Chester, SC 29706

10:30 AM

I. Call Meeting to Order

II. Invocation

III. Emergency Resolution

IV. Approval of Last Meeting Minutes

V. Old Business

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

VI. New Business

a. Audit Approval	**- Mr. Phillip A. Thompson-King & Love, Bailey & Associates**
b. Dawson Drive Acquisition Resolution Information	**- Grazier Rhea, Catawba COG**
c. Asset and Maintenance Management	**- Bart Kreps & Doug Spiers, Raftelis**
d. Public Comment	

VII. Reports

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

VIII. Executive Session

a. Under S.C. Code Section 30-4-70(a)(2) to receive legal advice covered by the attorney-client privilege related to system acquisitions

IX. Actions, if any, on Matters Discussed in Executive Session

X. Adjourn

COPY

TEMPORARY RESOLUTION TO PERMIT AND ALLOW FOR ELECTRONIC MEETINGS; AND OTHER MATTERS RELATED THERETO

WHEREAS, due to the ongoing pandemic with respect to the 2019 Novel Coronavirus ("***COVID-19***"), the Chester Sewer District Commission (the "***Commission***") has previously adopted resolutions authorizing electronic meetings in order to protect the health, safety, welfare, and wellbeing of the Commission's staff, and customers, while allowing the Commission to continue providing its essential services; and

WHEREAS, likely due to the Omicron variant of COVID-19, the seven-day average for new cases of COVID-19 recorded within the State of South Carolina (the "***State***") has increased by 87% during the month of December, which the Commission has determined represents a public emergency affecting the life, health, and safety of the Commission's staff and customers; 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, due to the precipitous increase in cases of COVID-19 within the State in recent weeks, it is advisable to grant temporary authorization for the holding of electronic public meetings or electronic attendance by certain members of the governing body, while otherwise ensuring each 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 Resolution.

NOW THEREFORE, be it hereby resolved in this meeting of the Chester Sewer District Commission (the "***Commission***"), as follows:

Section 1. Standards for Electronic Meetings. The Commission is hereby authorized to conduct public meetings via electronic means or in hybrid-form wherein some members of the Commission attend electronically while others attend in-person, 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 meeting, the Chairman shall poll the members of the Commission to confirm attendance, and any member of the Commission attending by way of electronic media shall be considered present for the purposes of constituting a quorum.

(b) Throughout the duration of the meeting, all members of the Commission, 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 Commission and by the general public.

(c) Any vote of the Commission must be conducted by individual voice vote of the members of the Commission, who shall verbally indicate their vote on any matter by stating "yay" or "nay" or any similar determination. All individual votes shall be recorded by the Secretary of the Commission, or other designated staff member, as appropriate. Where appropriate, roll-call voting may be utilized.

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

(e) To the extent they are participating in the meeting electronically, each member of the Commission as well as other officials, staff, and presenters should identify themselves and be recognized prior to speaking. Excepting the items expressly affected by this Resolution, members of the Commission shall strictly comply with the rules of the Commission as they relate to procedural matters in order to preserve order and allow for the effectiveness of electronic meetings.

(f) Executive sessions shall be permitted in accordance with the provisions of the Act and the Commission 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 executive session, meeting minutes need not be kept and the 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 Commission must have the capability to be heard at all times.

(g) With respect to any meeting, any public comment periods provided for by local resolution, policy, or bylaws are hereby suspended. However, members of the public may either (i) submit written public comments which shall be distributed to the members of the Commission prior to the meeting and to be read aloud during the meeting, or (ii) make a written request to the moderator (as provided in the agenda materials) of the meeting (at any time after the agenda for such meeting is posted until one hour in advance of the start of such meeting) to make a presentation during a public comment period or public hearing.

(h) With respect to any public hearing that is required by law to be held in connection with any proposed action of the Commission, electronic public hearings shall be permitted. Individuals wishing to provide written comments for any such public hearing may email comments to the Secretary of the Commission or other designed staff member no later than one hour prior to the scheduled time for such public hearing, and the comments shall be read aloud during the public hearing. Individuals wishing to speak at the public hearing shall sign up with the Secretary of the Commission or other designed staff member no later than one hour prior to the scheduled time for the public hearing. The Secretary of the Commission or other designed staff member shall contact those who wish

to speak at the public hearing by phone, in the order the requests were received, to admit them to the public hearing. Public hearings shall otherwise be conducted in accordance with all other rules and procedures of the Commission. Notices of public hearings shall include detailed instructions regarding the manner in which the public hearing shall be held.

(i) Additionally, the Commission, 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 Commission such that the spirit and purpose of the public hearing is fulfilled.

Section 2. Suspension of Local Provisions. During the period of effectiveness of this Resolution, any resolution, policy, or bylaw of the Commission conflicts with the provisions hereof is suspended and shall be superseded hereby. This suspension of local provisions section is express applicable to any procedural rules required by the Bylaws of the Chester Sewer District, South Carolina.

Section 3. Ratification. All prior actions of the Commission and officers consistent with the purposes of this Resolution.

Section 4. Effective Date; Expiration. The provisions hereof shall be effective upon a single hearing and shall expire on June 30, 2022.

DONE AND RESOLVED, this 17th day of December 2021.

CHESTER SEWER DISTRICT, SOUTH CAROLINA

Chairman

[SEAL]

ATTEST:

Secretary

Chester County Wastewater Recovery

Commission Meeting
December 17, 2021

The Chester Sewer District held its monthly Board of Commissioners Meeting on Friday, December 17, 2021, at 10:36 am 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; Bill Bundy, Board Member; Phillip A. Thompson-King, Executive Director; Joel Manning, Finance Analyst; Yashica Evans, CSD Executive Assistant; Grazier Rhea, Catawba COG; Bart Kreps, Raftelis; Doug Spiers, Raftelis; C.D. Rhodes, 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

Pledge of Allegiance

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

The Minutes from the November 16, 2021 meeting were approved.

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

Chairman Tony Pope called for Old Business:

WWTP Report -	The WWTP report for November 2021 was accepted as information. A copy of the report is attached to the minutes
Pre-Treatment -	The Pre-Treatment report for November 2021 was accepted as information. A copy of the report is attached to the minutes.
Maintenance Report -	The Maintenance report for November 2021 was accepted as information. A copy of the report is attached to the minutes.
Project Updates-	The Projects and Director's Update for November 2021 was presented by Mr. Phillip Thompson-King. 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:

Audit Approval

Chairman Tony Pope asked the Board for a motion to approve the Audit for the last fiscal year.

A motion to approve the Audit was made by Bill Bundy, second by Edena Sanders, and unanimously agreed.

Dawson Drive Acquisition Resolution Information

Grazier Rhea of the Catawba COG presented information on the Dawson Drive Acquisition Resolution during the Projects and Director's Update. Also note that Mr. Phillip Thompson-King presented information on the Establishment of Just Compensation.

A motion to authorize Mr. Thompson-King to negotiate a just compensation on parcel number 069-00-00-016-000 and parcel number 201-01-06-005-000 in an amount not to exceed $7,500.00 was made by Gloria Crank, second by Edena Sanders, and unanimously approved.

Asset & Maintenance Management

Bart Kreps and Doug Spiers both of Raftelis presented information on the development of an asset and maintenance management plan and provided a scope of services for the project.

A motion to proceed with the recommendations provided and to engage in service with Raftelis was made by Bill Bundy, second by Gloria Crank, and unanimously approved.

Chairman Tony Pope called for the Reports:

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

Executive Session

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

A motion to leave out of Executive Session was made by Bill Bundy, second by Gloria Crank, and unanimously agreed.

Please note that no action was taken in Executive Session.

Adjourn

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

Approved:

Date: February 1, 2022

Respectfully Submitted:

By: **Yashica Evans**

December 14, 2021

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 November:

- Performed daily and weekly sampling
- Performed routine maintenance
- Repaired vent fan on side of chemical feed building
- Wasted 86,585 gallons sludge
- Dewatered 330,522 gallons
- Attended a WEASC workshop

Rocky Creek plant overall is operating well.

The following is a listing of completed tasks for November:

- Performed daily and weekly sampling
- Performed routine maintenance
- Wasted 42,648 gallons
- Dewatered 50,000 gallons

Lando/Manetta plant overall is operating well.

The following is a listing of completed tasks for November:

- Performed daily and weekly sampling
- Performed routine maintenance
- Wasted 44,673 gallons
- Dewatered 17,425 gallons
- Hauled 26,800 gallons
- Replaced chlorine supply line
- We were informed by the laboratory of an acute toxicity issue and are currently working on it with AECOM and our contract Laboratory

Industrial Pretreatment

Economic Development:
Several calls and meetings with developers

Training:
Pretreatment Management Workshop

Compliance:
DHEC response letter
Omnova Annual Pretreatment Inspection and Permit Re-issuance
Working to get Boral's meter working again
Pretreatment Discussion (TDS) with AECOM
Meeting with Aqualaw regarding Jones-Hamilton
Meeting Regarding Lando Toxicity with AECOM
ATI Annual Pretreatment Inspection
Boise Cascade Annual Pretreatment Inspection
Coatex Annual Pretreatment Inspection
Nippon Annual Pretreatment Inspection
Guardian Annual Pretreatment Inspection
Roseburg Annual Pretreatment Inspection
Specialty Polymers Annual Pretreatment Inspection
Footprint Annual Pretreatment Inspection

FOG (Fats, Oils, Greases) and Pollution Prevention:
n/a

Other
n/a

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2020-2021

Month of November 2021

Line Maintenance		JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2020	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	32.0	67.0	84.0	108.0	93.0	*48.0*	50.0	809.0	67.4
	TIMES	7.0	7.0	8.0	10.0	7.0	5.0	9.0	9.0	12.0	10.0	*9.0*	6.0	99.0	8.3
Check Service	HOURS	9.0	6.0	8.0	20.0	16.0	11.0	2.0	14.0	9.0	0.0	*27.0*	5.0	127.0	10.6
	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	70.0	84.0	120.0	79.0	87.0	*39.0*	10.0	684.0	57.0
	TIMES	8.0	4.0	4.0	6.0	10.0	13.0	13.0	19.0	8.0	9.0	*6.0*	1.0	101.0	8.4
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	55.0	26.0	124.0	12.0	36.0	*22.0*	31.0	422.0	35.2
	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	0.0	0.0	0.0	98.0	36.0	*48.0*	0.0	212.0	17.7
	TIMES	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	1.0	*2.0*	0.0	7.0	0.6
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	32.0	0.0	0.0	0.0	48.0	*0.0*	0.0	127.0	10.6
	TIMES	1.0	2.0	0.0	1.0	2.0	4.0	0.0	0.0	0.0	4.0	*0.0*	0.0	14.0	1.2
Rod Main	HOURS	18.0	0.0	0.0	12.0	25.0	34.0	47.0	30.0	48.0	40.0	*56.0*	18.0	328.0	27.3
	TIMES	1.0	0.0	0.0	1.0	3.0	5.0	5.0	2.0	5.0	3.0	*5.0*	2.0	32.0	2.7
Repair Main	HOURS	0.0	28.0	0.0	42.0	0.0	41.0	12.0	0.0	0.0	50.0	*0.0*	0.0	173.0	14.4
	TIMES	0.0	2.0	0.0	2.0	0.0	2.0	1.0	0.0	0.0	3.0	*0.0*	0.0	10.0	0.8
Manhole Work	HOURS	16.0	18.0	37.0	42.0	55.0	18.0	29.0	0.0	10.0	36.0	*14.0*	12.0	287.0	23.9
	TIMES	2.0	2.0	3.0	3.0	5.0	2.0	3.0	0.0	1.0	3.0	*2.0*	1.0	27.0	2.3
Road Work	HOURS	41.0	46.0	56.0	10.0	24.0	10.0	5.0	20.0	11.0	0.0	*12.0*	12.0	247.0	20.6
	TIMES	4.0	5.0	3.0	1.0	3.0	2.0	1.0	1.0	2.0	0.0	*1.0*	1.0	24.0	2.0
Landscape Work Area	HOURS	0.0	0.0	0.0	0.0	6.0	5.0	10.0	0.0	28.0	26.0	*22.0*	4.0	101.0	8.4
	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	4.0	4.0	13.0	0.0	21.0	*12.0*	5.0	223.0	18.6
	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**	**312.0**	**307.0**	**504.0**	**408.0**	**485.0**	***324.0***	**147.0**	**4100.0**	**341.7**
Total Times		**32.0**	**40.0**	**33.0**	**33.0**	**39.0**	**41.0**	**39.0**	**48.0**	**40.0**	**41.0**	***41.0***	**19.0**	**446.0**	**37.2**

MAINTENANCE WORK REPORT
FY 2020-2021

Month of November 2021

Pump Station Maintenance		JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2020	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	35.0	40.0	28.0	30.0	54.0	*42.0*	40.0	446.0	37.2
	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	30.0	36.0	20.0	33.0	51.0	*51.0*	50.0	455.0	37.9
	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	12.0	0.0	15.0	0.0	12.0	*12.0*	10.0	106.0	8.8
	TIMES	3.0	6.0	2.0	0.0	0.0	1.0	0.0	1.0	0.0	1.0	*4.0*	3.0	21.0	1.8
Other	HOURS	71.0	17.0	76.0	20.0	52.0	13.0	16.0	1.0	12.0	91.0	*104.0*	85.0	558.0	46.5
	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**	**90.0**	**97.0**	**103.0**	**75.0**	**208.0**	***245.0***	**185.0**	1657.0	138.1
Total Times		**17.0**	**18.0**	**16.0**	**7.0**	**9.0**	**10.0**	**11.0**	**9.0**	**7.0**	**17.0**	***20.0***	**17.0**	158.0	13.2
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	18.0	55.0	12.0	136.0	77.0	*64.0*	147.0	873.0	72.8
	TIMES	2.0	7.0	2.0	7.0	5.0	1.0	2.0	1.0	6.0	5.0	*3.0*	7.0	48.0	4.0
Check Right-of-Way	HOURS	20.0	5.0	0.0	0.0	0.0	9.0	4.0	0.0	0.0	0.0	*1.0*	0.0	39.0	3.3
	TIMES	1.0	1.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	*1.0*	0.0	5.0	0.4
TV Lines	HOURS	68.0	65.0	81.0	33.0	20.0	46.0	43.0	12.0	22.0	51.0	*26.0*	15.0	482.0	40.2
	TIMES	5.0	6.0	8.0	5.0	2.0	6.0	6.0	1.0	2.0	5.0	*2.0*	1.0	49.0	4.1
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**	**73.0**	**142.0**	**24.0**	**158.0**	**128.0**	***122.0***	**214.0**	1555.0	129.6
Total Times		**9.0**	**14.0**	**11.0**	**15.0**	**7.0**	**8.0**	**11.0**	**2.0**	**8.0**	**10.0**	***11.0***	**16.0**	122.0	10.2
New Taps															
Residential	HOURS	0.0	38.0	0.0	114.0	0.0	0.0	0.0	30.0	78.0	0.0	*0.0*	0.0	260.0	21.7
	TIMES	0.0	2.0	0.0	3.0	0.0	0.0	0.0	1.0	2.0	0.0	*0.0*	0.0	8.0	0.7
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**	**0.0**	**0.0**	**30.0**	**78.0**	**0.0**	***0.0***	**0.0**	260.0	21.7
Total Times		**0.0**	**2.0**	**0.0**	**3.0**	**0.0**	**0.0**	**0.0**	**1.0**	**2.0**	**0.0**	***0.0***	**0.0**	8.0	0.7

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2020-2021

Month of November 2021

Shop Maintenance		JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2020	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	23.0	5.0	29.0	17.0	6.0	*8.0*	17.0	**158.0**	**13.2**
	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	0.0	0.0	0.0	30.0	0.0	*0.0*	0.0	**61.0**	**5.1**
	TIMES	0.0	0.0	2.0	2.0	1.0	0.0	0.0	0.0	3.0	0.0	*0.0*	0.0	**8.0**	**0.7**
Service Equipment	HOURS	28.0	1.0	10.0	32.0	16.0	6.0	10.0	2.0	47.0	24.0	*24.0*	18.0	**218.0**	**18.2**
	TIMES	4.0	1.0	1.0	4.0	1.0	6.0	1.0	2.0	5.0	2.0	*3.0*	4.0	**34.0**	**2.8**
Grounds Maintenance	HOURS	5.0	17.0	3.0	11.0	23.0	13.0	27.0	22.0	60.0	18.0	*43.0*	80.0	**322.0**	**26.8**
	TIMES	5.0	4.0	3.0	2.0	5.0	2.0	5.0	3.0	5.0	1.0	*5.0*	8.0	**48.0**	**4.0**
Stock Supplies	HOURS	2.0	11.0	7.0	1.0	0.0	7.0	4.0	0.0	30.0	0.0	*4.0*	0.0	**66.0**	**5.5**
	TIMES	2.0	2.0	2.0	1.0	0.0	3.0	1.0	0.0	1.0	0.0	*1.0*	0.0	**13.0**	**1.1**
Re-Stock Trucks	HOURS	16.0	4.0	21.0	15.0	17.0	11.0	19.0	14.0	13.0	7.0	*19.0*	18.0	**174.0**	**14.5**
	TIMES	8.0	4.0	9.0	5.0	10.0	5.0	8.0	6.0	7.0	7.0	*3.0*	7.0	**79.0**	**6.6**
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	8.0	0.0	1.0	9.0	3.0	*1.0*	1.0	**53.0**	**4.4**
	TIMES	2.0	1.0	6.0	2.0	2.0	1.0	0.0	1.0	2.0	3.0	*1.0*	1.0	**22.0**	**1.8**
Total Hours		**78.0**	**50.0**	**80.0**	**89.0**	**77.0**	**68.0**	**65.0**	**68.0**	**206.0**	**58.0**	***99.0***	**134.0**	**1072.0**	**89.3**
Total Times		**26.0**	**19.0**	**30.0**	**22.0**	**23.0**	**21.0**	**20.0**	**20.0**	**29.0**	**19.0**	***16.0***	**26.0**	**271.0**	**22.6**
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	0.0	0.0	0.0	0.0	0.0	*0.0*	28.0	**28.0**	**2.3**
	TIMES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	*0.0*	10.0	**10.0**	**0.8**
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**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	***0.0***	**28.0**	**106.0**	**8.8**
Total Times		**0.0**	**0.0**	**5.0**	**1.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	***0.0***	**10.0**	**16.0**	**1.3**

CHESTER COUNTY WASTEWATER RECOVERY
MAINTENANCE WORK REPORT
FY 2020-2021

Month of November 2021

Plant Maintenance		JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2020	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	28.0	30.0	32.0	22.0	42.0	30.0	88.0	460.0	38.3
	TIMES	5.0	6.0	2.0	3.0	2.0	2.0	1.0	2.0	2.0	4.0	1.0	3.0	33.0	2.8
Total Hours		**69.0**	**47.0**	**12.0**	**28.0**	**32.0**	**28.0**	**30.0**	**32.0**	**42.0**	**42.0**	**30.0**	**88.0**	**480.0**	**40.0**
Total Times		**5.0**	**6.0**	**2.0**	**3.0**	**2.0**	**2.0**	**1.0**	**2.0**	**3.0**	**4.0**	**1.0**	**3.0**	**34.0**	**2.8**
Line Locations															
Locate for Utilities	HOURS	0.0	7.0	3.0	1.0	0.0	2.0	0.0	0.0	0.0	4.0	0.0	0.0	17.0	1.4
	TIMES	0.0	2.0	2.0	1.0	0.0	1.0	0.0	0.0	0.0	2.0	0.0	0.0	8.0	0.7
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	52.0	59.0	32.0	41.0	46.0	49.0	78.0	625.0	52.1
	TIMES	10.0	10.0	15.0	8.0	10.0	9.0	13.0	8.0	7.0	9.0	11.0	16.0	126.0	10.5
Total Hours		**55.0**	**52.0**	**68.0**	**47.0**	**57.0**	**54.0**	**59.0**	**32.0**	**41.0**	**50.0**	**49.0**	**78.0**	**642.0**	**53.5**
Total Times		**10.0**	**12.0**	**17.0**	**9.0**	**10.0**	**10.0**	**13.0**	**8.0**	**7.0**	**11.0**	**11.0**	**16.0**	**134.0**	**11.2**
Non-Category-Training	**HOURS**	**4.0**	**85.0**	**54.0**	**22.0**	**5.0**	**10.0**	**0.0**	**0.0**	**0.0**	**6.0**	**28.0**	**43.0**	**257.0**	**21.4**
	TIMES	**1.0**	**9.0**	**3.0**	**2.0**	**1.0**	**3.0**	**0.0**	**0.0**	**0.0**	**2.0**	**3.0**	**4.0**	**28.0**	**2.3**
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	2.0	3.0	2.0	4.0	1.0	3.0	4.0	29.0	2.4
Vacations	HOURS	140.0	112.0	80.0	112.0	88.0	176.0	32.0	24.0	72.0	102.0	88.0	120.0	1146.0	95.5
	TIMES	18.0	14.0	11.0	15.0	11.0	22.0	4.0	3.0	9.0	14.0	11.0	15.0	147.0	12.3
Holidays	HOURS	56.0	0.0	56.0	0.0	144.0	144.0	96.0	48.0	0.0	56.0	56.0	0.0	656.0	54.7
	TIMES	7.0	0.0	7.0	0.0	18.0	18.0	12.0	6.0	0.0	7.0	7.0	0.0	82.0	6.8
Time Off	HOURS	0.0	0.0	0.0	0.0	0.0	24.0	40.0	64.0	24.0	0.0	0.0	64.0	216.0	18.0
	TIMES	0.0	0.0	0.0	0.0	0.0	3.0	5.0	8.0	3.0	0.0	0.0	8.0	27.0	2.3
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**	**352.0**	**192.0**	**152.0**	**128.0**	**166.0**	**168.0**	**203.0**	**1357.0**	**113.1**
Total Times		**26.0**	**15.0**	**22.0**	**16.0**	**32.0**	**45.0**	**24.0**	**19.0**	**16.0**	**22.0**	**21.0**	**27.0**	**176.0**	**14.7**
	HOURS	**39.0**	**77.0**	**39.0**	**33.0**	**53.0**	**56.0**	**36.0**	**78.0**	**53.0**	**52.0**	**62.0**	**34.0**	**405.0**	**33.8**
Overtime Worked	**TIMES**	**30.0**	**45.0**	**31.0**	**25.0**	**30.0**	**33.0**	**26.0**	**45.0**	**36.0**	**34.0**	**36.0**	**29.0**	**872.0**	**72.7**

Board of Commissioners'

Projects & Director's Update
December 2021

Project Update Notes

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

- We have continued to hold virtual meetings with the COG and Frazier Engineering;
- We are still working with the identified property owners who we need for the new and/or expanded temporary easements. We have also drafted additional letters for the COG to send to the impacted property owners and had calls and meetings with the following:

  - CWR has contracted with Tedford & Associates to perform appraisal services of Mr. Ned Polk's two (2) impacted properties on Dawson Drive as well as the Church of God of Prophecy impacted property on West Elliott Street);
  - The COG has drafted resolutions concerning property acquisition based on the fair-market-value as determined by Tedford & Associates' evaluation;
  - CWR has held two (2) calls with a church officer without a tangible resolution; and
  - We are still awaiting a reply from both Mr. Polk or the Pastor and Officers of the Church of God of Prophecy.

Miscellaneous Notes

- CWR Team members held meetings and conference calls with various potential developers;
- CWR Team members met with two (2) industrial prospects;
- CWR has replied to four (4) requests for information (RFI) in support of economic development; 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 November 30, 2021

	Annual Budget	YTD Budget	MTD Actual	YTD Actual	Variance Over / (Under)
Operating					
REVENUE					
Wastewater treatment Services	$ 5,206,400	2,169,333	447,073	2,294,268	$ 124,935
Compliance Sampling	42,000	17,500	-	15,988	(1,512)
Interest Income	-	-	917	4,408	4,408
Other Income	-	-	22,324	45,802	45,802
Operating Revenue	$ 5,248,400	$ 2,186,833	$ 470,314	$ 2,360,466	$ 173,633
EXPENSE					
Administration	$ 1,473,905	614,127	134,172	471,607	$ (142,520)
Maintenance	1,079,940	449,975	51,047	384,829	(65,146)
Lando Plant	255,806	106,586	20,620	96,617	(9,969)
Rocky Creek	751,523	313,135	42,112	212,666	(100,469)
Sandy River	715,091	297,955	58,907	241,106	(56,849)
Pretreatment	258,600	107,750	10,396	58,696	(49,054)
Total Expense	$ 4,534,865	1,889,527	317,254	1,465,521	$ (424,006)
Operating Surplus(Deficit)	$ 713,535	$ 297,306	$153,060	$894,945	
Capital					
REVENUE					
Capital Recovery Fees	$ -	-	2,880	$ 599,040	599,040
Fund Balance	1,867,650	778,188	-	-	(778,188)
Grant Revenue	682,750	284,479	-	118,568	(165,911)
Construction Revenue	$2,550,400	$1,062,667	$2,880	$717,608	-$345,059
EXPENSE					
Cushion Fund	56,435	23,515	4,703	23,515	0
Debt Service	588,600	245,250	49,050	245,250	-
Capital Expenditures	2,618,900	1,091,208	(73,529)	5,361	(1,085,847)
Construction Expense	3,263,935	1,359,973	(19,776)	274,126	(1,085,847)
Construction Surplus (Deficit)	-$713,535	-$297,306	$22,656	$443,482	
Total Surplus (Deficit)	$0.00	$0.00	$175,716	$1,338,427	