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*Solving the water needs of tomorrow, today.*

**Chester Metropolitan District**  
Regular Commission Meeting  
March 19, 2024

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, March 19, 2024, at the Water Filtration Plant in Fort Lawn. Commissioners attending were George Wilmore, Chairman; Kim Chisholm, Jean Camp, Matt McCrorey, Vice-Chairman; Charletta Thompson, Secretary; Raymond Douglas, and James Russell. Others in attendance were Fred Castles, Executive Director; Kelli Johnson, Executive Assistant; Clay Shannon, IT Manager; Richard Zhao, Finance Manager; Andy Litten, District Engineer; David Sloan, Water Plant Superintendent; Chad Weir, Maintenance Superintendent; Lewis Jordan, Town of Fort Lawn; Daphine Woodard, Town of Fort Lawn; and Ryan Swancy, Attorney.

**The Agenda for the March 19, 2024, Board Meeting was posted on the Chester Metropolitan District Website and in the News and Reporter two weeks prior to meeting.**

**A quorum was present.**

**Chairman Wilmore called the meeting to order at 6:05 pm.**

**Minutes**

Chairman Wilmore asked for corrections or additions to the February 20, 2024, meeting minutes. Motion to approve the minutes was made by Raymond Douglas seconded by Matt McCrorey and approved 7 to 1 with one abstention.

**Public Comment**

There were no public comments.

## Old Business

**Filter Plant Report.** Mr. Sloan read the Filter Plant Report for February. A copy of the report is attached to the minutes.

**Engineering Report and DMAG:** Mr. Litten read the Engineering Report and DMAG Report for February. A copy of the report is attached to the minutes.

## New Business

### Approval of SRF Resolution

Mr. Castles presented the SRF Resolution to the Board. A copy of the SRF Resolution is attached to the minutes. Mr. Swancy stated that legal had reviewed the document and gave legal approval.

Chairman Wilmore asked if there was a motion to approve the SRF Resolution. A motion to approve the SRF Resolution was made by Matt McCrorey and seconded by Kim Chisholm, and unanimously approved.

### Approval of Bond Counsel Engagement Letter

Mr. Castles presented the Bond Counsel Engagement Letter to the Board. A copy of the Bond Counsel Engagement Letter is attached to the minutes. Mr. Swancy stated legal had viewed document and gave legal approval.

Chairman Wilmore asked if there was a motion to approve the Bond Counsel Engagement Letter. A motion to approve the Bond Counsel Engagement Letter was made by Tommy McMinn and seconded by Matt McCrorey, and unanimously approved.

### Director's Update

Mr. Castles stated that the Rural Infrastructure 1,000,000.00 grant application was completed and submitted. Mr. Castles stated that he is currently in the process of completing the State Revolving Fund application for 7,000,000.00 for the water filtration plant.

**Director's Report:** Mr. Castles read the Director's Report for February. A copy of the report is attached to the minutes.

**Financial Report:** Mr. Zhao read the Financial Report for February. A copy of the report is attached to the minutes.

Chairman Wilmore asked if there was a motion to approve the Financial Report. A motion to approve the Financial Report was made by Charletta Thompson seconded by Raymond Douglas, and unanimously approved.

### **Commissioner's Discussion**

Mrs. Johnson reminded the Grievance Committee that a meeting is scheduled for April 3<sup>rd</sup> at 6pm and that the April meeting will be held in Great Falls. Mrs. Johnson thanked all that attended the Chamber Banquet. Mr. McCrorey stated that he would like to thank Kelli Johnson for working with the Chester County Chamber of Commerce.

*The meeting adjourned at 6:34 pm.*

Approved:

Respectfully Submitted:

Date: 4-16-2024

By: *Kelli Johnson*

# Chester Metropolitan District

## *Agenda*

*Tuesday, March 19, 2024*

*6:00 PM*

*Water Filtration Plant*

- I. Call Meeting to Order**
- II. Approval of the March 19, 2024, Meeting Agenda**
- III. Approval of February 20, 2024, Meeting Minutes**
- IV. Public Comment**

*Public Comment is limited to three (3) minutes per speaker.*

**V. Old Business**

- A. Filter Plant Report -David Sloan/Jessica Beck
- B. Engineering Report -Andy Litten
- C. DMAG Report -Andy Litten

**VI. New Business**

- A. Approval of SRF Resolution -Fred Castles
- B. Approval of Bond Counsel Engagement Letter -Fred Castles

**VII. Reports**

- A. Director's Update -Fred Castles
- B. Director's Report -Fred Castles
- C. Hydrant Report -Fred Castles
- D. IT Report -Clay Shannon
- E. Financial Report -Richard Zhao
- F. **Approval of the Financial Report**

**VIII. Commissioner's Discussion**

**IX. Adjourn**

*This agenda is subject to change up to 24 hours in advance of the meeting.*



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**Chester Metropolitan District**  
Regular Commission Meeting  
February 20, 2024

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, February 20, 2024, at Chester Metropolitan District. Commissioners attending were George Wilmore, Chairman; Kim Chisholm, Matt McCrorey, Vice-Chairman; Charletta Thompson, Secretary; Raymond Douglas, and James Russell. Others in attendance were Fred Castles, Executive Director; Kelli Johnson, Executive Assistant; Clay Shannon, IT Manager; Richard Zhao, Finance Manager; Andy Litten, District Engineer; and Ryan Swancy, Attorney.

**The Agenda for the February 20, 2024, Board Meeting was posted on the Chester Metropolitan District Website and in News and Reporter two weeks prior to meeting.**

**A quorum was present.**

**Chairman Wilmore called the meeting to order at 6:03 pm.**

Chairman Wilmore asked if there was a motion to approve the February 20, 2024, Meeting Agenda. Matt McCrorey made a motion to approve the February 20, 2024, Meeting Agenda seconded James Russell, and unanimously approved.

**Minutes**

Chairman Wilmore asked for corrections or additions to the January 16, 2024, meeting minutes. Motion to approve the minutes was made by Matt McCrorey seconded by Kim Chisholm, and unanimously approved.

**Public Comment**

There were no public comments.

**Old Business**

**Filter Plant Report.** Mr. Castles read the Filter Plant Report for January. A copy of the report is attached to the minutes.

**Engineering Report and DMAG:** Mr. Litten read the Engineering Report and DMAG Report for January. A copy of the report is attached to the minutes.

**Director's Update**

Mr. Castles stated that he was in the process of completing a \$1,000,000.00 RIA grant application for the Water Filtration Plant.

**Director's Report:** Mr. Castles read the Director's Report for January. A copy of the report is attached to the minutes.

**Financial Report:** Mr. Zhao read the Financial Report for January. A copy of the report is attached to the minutes.

Chairman Wilmore asked if there was a motion to approve the Financial Report. A motion to approve the Financial Report was made by Matt McCrorey seconded by James Russell, and unanimously approved.

**Commissioner's Discussion**

Mrs. Johnson reminded the Commissioners about the March 14, 2024, Chamber Gala.

With there being no further business to discuss, the meeting was adjourned. Motion to adjourn was made by Matt McCrorey seconded by Raymond Douglas, and unanimously approved.

*The meeting adjourned at 6:35 pm.*

Approved:

Respectfully Submitted:

Date: \_\_\_\_\_

By: \_\_\_\_\_

# Filter Plant Report

## February 2024

- The water plant staff collected and analyzed 16 distribution samples for the presence of Total coliform bacteria. All samples absent.
- The water plant maintained an average Finished water Total chlorine at POE of 3.05 ppm. In the areas of the distribution system where bacteria samples were collected, we measured an average Total chlorine residual of .93 ppm.
- Performed preventive maintenance on the all the plant venturis.
- Performed thermal imaging on the Raw & Finished High Service pumps and the flocculator gear boxes.
- Replaced the swivel joint on the high-pressure water line that cleans the filter press plates.
- Replaced the fluoride hopper seal to stop leakage.
- Fabricated HPD rollers for the plates on the filter press.
- Repaired broken ball valve on the water supply system to the Polymer feed system.
- Replaced 3 membranes on the filter press plates and changed all cloths.
- Generator Service Inc. performed the preventive maintenance on the filter plant generators. They also replaced both coolant hoses and thermostat housing and replaced both batteries and cables.
- The distribution crew ran the control line from the new flow meter into the basement for SCADA feed.
- Replaced the check valves and strainer on the GA valve open/close system for the #2 High Service Pump.
- Fabricated a cellular antenna mount for the SCADA system to be installed on the roof of the office building.
- The sludge removed and sent to the landfill for the month of February was 69.38 tons.

# CMD Engineering Department Report

## March 2024 Meeting

03/07/2024

### Development Project Reviews

**Richburg Meadows (Richburg):** We sent our comments to the Engineer and we're waiting on revised plans.

**Woodhaven (Chester):** We reviewed the materials submittal and sent comments back to the Contractor. (no change)

**Knight's Bridge (Richburg):** Phase III was accepted. The Contractor is doing testing so that we can get a permit to operate.

**Walker's Mill (Richburg):** The off-site water line was approved, and we have a permit to operate it. We haven't received the as-builts for the on-site water system yet. The builder has about 25 houses under construction.

**Stanton Subdivision (Richburg):** Nothing new this month.

**Oliphant Warehouse (Chester):** We reviewed the plans and sent the comments back to the Engineer. (no change)

**IKO Cedarhurst (Chester):** Everything is ok with the plans and we're waiting for material submittals. (no change)

**Oliphant Warehouse #2 (Chester):** We reviewed the plans and submitted comments to the Engineer. They are trying to decide how to handle their fire system. (no change)

**Fort Lawn Fire Department (Fort Lawn):** We have the revised plans and are reviewing them.

**Winchester (Richburg):** We received plans for both phase 1 and phase 2. Phase 1 was unreviewable. We're currently reviewing Phase 2. The Engineer said we would have a revised Phase 1 set of plans in a few weeks.

**IKO: Old PPG Facility (Chester):** The company is doing water analyses to determine what type of water treatment they need.

### In-House Projects

**Magnolia St, Great Falls:** All the houses have been tied to the new meter boxes. There is a little bit of landscaping to be completed by the plumber and then the project will be complete.

### Linden Drive Waterline Replacement Project

The project is complete. We're finalizing the paperwork for the project. (no change)

### SCDOT Hwy 901 Widening Project

Our Engineer is working on the water line relocation plans.

### Filter Plant Rehabilitation Project

We're reviewing the 100% plans and specifications to prepare for bidding.

### Richburg Tank Painting

The tank was painted, and the logos are on. They are disinfecting the tank and we plan to have it back in service by March 10<sup>th</sup>.

### Fire Hydrant Testing

Fire hydrant flow testing will begin this month.

### Toilet Rebate Program

Applications for Rebate this month: 0

### Catawba-Wateree Drought Management Advisory Group (DMAG)

Currently in normal conditions.



**A RESOLUTION AUTHORIZING THE CHESTER METROPOLITAN DISTRICT TO MAKE AN APPLICATION TO THE SOUTH CAROLINA WATER QUALITY REVOLVING FUND AUTHORITY FOR A LOAN FROM THE STATE DRINKING WATER REVOLVING LOAN FUND; AND OTHER MATTERS RELATED THERETO**

**WHEREAS**, the South Carolina Water Quality Revolving Fund Authority (the “*State Authority*”) provides low-interest loan financing for the construction of publicly-owned waterworks facilities from the State Drinking Water Revolving Loan Fund (the “*Fund*”) pursuant to the Federal Drinking Water Act and Title 48, Chapter 5, Code of Laws of South Carolina 1976, as amended; and

**WHEREAS**, the Chester Metropolitan District, South Carolina (the “*District*”) is a special purpose district of the State of South Carolina created by Act 379 of the Acts and Joint Resolutions of the General Assembly of the State of South Carolina for the year 1959, as amended, and is authorized to incur revenue debt pursuant to Title 6, Chapter 17, Code of Laws of South Carolina 1976, as amended; and

**WHEREAS**, the District has determined that it is in the best interests of the District to apply to the State Authority for a loan from the Fund (the “*Loan*”).

**NOW, THEREFORE, BE IT RESOLVED** by the Chester Metropolitan Commission (the “*Commission*”), the governing body of the District, in a meeting duly assembled:

1. The Commission hereby authorizes the Executive Director to complete, and the Executive Director to execute and submit an application to the State Authority for a loan from the Fund in the amount of approximately \$7,006,000 to defray a portion of the costs of improving, renovating and equipping the District’s Hemphill Water Treatment Facility (the “*Project*”). The Executive Director is authorized to take such actions as may be necessary or convenient to complete the application process for the Project.

2. The District will grant to the State Authority a pledge of, and lien upon, the gross revenues of the District’s waterworks system for repayment of the Loan.

3. The final terms and conditions of the Loan and the Loan documents shall be subject to the approval of the Commission.

**DONE IN MEETING DULY ASSEMBLED**, this 19th day of March 2024.

**CHESTER METROPOLITAN DISTRICT,  
SOUTH CAROLINA**

\_\_\_\_\_  
Chairman, Chester Metropolitan Commission

(SEAL)

Attest:

\_\_\_\_\_  
Secretary  
Chester Metropolitan Commission

## Chester Metropolitan District

### Director's Report

FY 2023-2024

	February 2024	TOTAL L 12 MOS	AVERAGE L 12 MOS
<b>DISTRIBUTION NUMBER:</b>			
Taps	0	19	1.6
Leaks	2	50	4.2
Main Break Leaks	5	53	4.4
Hydrants		2	0.5
<b>DISTRIBUTION MANHOURS:</b>			
Taps	16.0	1,317	109.8
Main Break Leaks	126	2118	176.5
Leaks	136.0	2,607	217.3
Equipment	105.0	497	41.4
Shop	156.0	3,352	279.3
Dist. Maintenance	2395.8	17,318	1,443.2
Asphalt	0.0	808	67.3
Meters	0.0	-	-
Filter Plant	0.0	-	-
Hydrants	0.0	104	8.7
Construction Projects	104.0	452	37.7
Service Orders	42.0		
Total Manhours	3,299.8	29,171	2,430.9
Overtime Hours	236.3	2,258	188.2
<b>METER CALLS:</b>			
Ons	72	990	82.5
Offs	18	327	27.3
Miscellaneous	43	453	37.8
Nonpayment Disconnects	251	2,823	235.3
Reinstates	243	2,540	211.7
Total Calls	627	7,317	609.8
Overtime Hours	5.0	55.0	4.6
<b>BILLING INFORMATION:</b>			
Non-Leak Adjustments:	0	31	2.6
Leak Adjustments	37	496	41.3
\$\$\$ Adjusted	\$ 8,036.04	\$ 63,214.35	\$ 5,267.86
Bills Mailed	6,396	76,539.0	6,378.3
Thousand Gallons Billed	54,223.0	718,221.0	59,851.8
Thousand Gallons Pumped	67,660.0	898,191.0	74,849.3
% Accounted For	80.1%	80.1%	80.1%
Other Gallons Accounted For (1,000 )	682.0	15,944.0	1,328.7
Adjusted % Accounted For	81.1%	81.8%	80.9%

**Chester Metropolitan District**

**Hydrant Report**

March 19, 2024

<u>0</u>	New Placement
<u>0</u>	Hydrants Replaced
<u>0</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed
<u>0</u>	Hydrants Relocated
<u>\$0</u>	\$ Spent on Hydrant Work

<u>5534</u>	Total Hydrants Worked to Date
<u>\$ 1,241,397</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,241,397</u>	Total Cost

