

MINUTES

July 21, 2014

CASSATT WATER

Kershaw County and Lee County Regional Water Authority

Commission Meeting

DRAFT AGENDA

2:00 PM

July 21, 2014

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| 1. Call to Order | Mr. Roosevelt Halley, Chairman |
| 2. Invocation | Rev. Kenneth Carter, Chaplain |
| 3. Statement of Public Notice Compliance with
The Freedom of Information Act and S. C. Law | Mr. Roosevelt Halley, Chairman |
| 4. Public Comment on Non-Agenda Items | Mr. Roosevelt Halley, Chairman |
| 5. Amendments to Agenda | Mr. Roosevelt Halley, Chairman |
| 6. Approval of Agenda | Mr. Roosevelt Halley, Chairman |
| 7. Committee Reports | Mr. Roosevelt Halley, Chairman |
| • Building Committee | Mr. Furman Fountain, Commissioner |
| 8. Secretary's Report | Mrs. Angela McCaskill, Secretary |
| 9. Approval of June 23, 2014 Minutes | Mr. Roosevelt Halley, Chairman |
| 10. Old Business | Mr. Roosevelt Halley, Chairman |
| 11. Financial Report | Ms. Donna Tuttle, C.F.O. |
| 12. Manager's Report | Mr. Charles Litchfield, C.E.O. |
| 13. Operations Report | Mr. Steve Hunter, C.O.O. |

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| 14. Vacant Board Seat | Mr. Roosevelt Halley, Chairman |
| 15. Commission to Consider an Executive Committee | Mr. Roosevelt Halley, Chairman |
| 16. Executive Session, Personnel Matters | Mr. Roosevelt Halley, Chairman |
| 17. Reconvene | Mr. Roosevelt Halley, Chairman |
| 18. Action Regarding Executive Session Matters | Mr. Roosevelt Halley, Chairman |
| 19. New Business | Mr. Roosevelt Halley, Chairman |
| 20. Next Meeting August 18, 2014 | Mr. Roosevelt Halley, Chairman |
| 21. Adjourn | Mr. Roosevelt Halley, Chairman |

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CASSATT WATER

Kershaw County and Lee County Regional Water Authority

Members Present:	Mr. Roosevelt Halley	Chairman
	Mr. Julius Gause	Vice Chairman
	Rev. Kenneth Carter	Chaplain
	Mr. Mike Davis	Commissioner
	Mr. Furman Fountain	Commissioner
	Mrs. Ollie Thompson	Commissioner
	Mrs. Bettie Toney	Commissioner
Members Absent:	Mrs. Johnette Caughman	Commissioner
Associates Present:	Mrs. Angela McCaskill	Secretary/Treasurer
	Mr. Charles Litchfield	Chief Executive Officer
	Ms. Donna Tuttle	Chief Financial Officer
	Mr. Steve Hunter	Chief Operations Officer

1. Call to Order

Action

- Meeting called to order by Mr. Halley.

2. The Invocation

Action

- Rev. Carter delivered the invocation.

3. Statement of Public Notice Compliance With the Freedom of Information Act and S.C. Law

Action

- Ms. Tuttle stated that the public notice of the Commission meeting was delivered to the media outlets.

4. Public Comment on Non-Agenda Items

Action

- There was no public in attendance, therefore, no public comment.

5. Amendments to Agenda

Action

- Mr. Halley requested that the Commission approve the Agenda as printed.

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6. Approval of Agenda

Action

- Mr. Davis made a motion to approve the Agenda as printed. Mrs. Toney seconded the motion. All voted in favor.

7. Committee Reports

Key Discussion Points

- Mr. Fountain updated the Commission that the Building Committee voted unanimously that the public unisex restroom should be placed down the hallway, outside the office area so that it will not impede future growth for the customer service area.
- Mr. Halley asked the Commissioners to study the floor plan and written projected cost that Mr. Munnerlyn will mail to them so that they can see if there are any changes they wanted to suggest, but that we would proceed with the preliminary work as previously discussed.

Action

- The Commission agreed with the Building Committee's recommendation to move the unisex restroom from the customer service area to the hallway.

8. Secretary's Report

Action

- Mrs. McCaskill presented the Secretary's Report.

9. Approval of June 23, 2014 Minutes

Action

- Mr. Fountain made a motion to approve the Minutes as printed. Mrs. Thompson seconded the motion. All voted in favor.

10. Old Business

Action

- There was no old business to discuss.

11. Financial Report

Key Discussion Points

- Ms. Tuttle explained that we are still processing the June 30th fiscal year and closing out the year end and the fiscal year end financials would be presented at the August meeting.

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- Ms. Tuttle noted that we have completed our accounting software conversion and we now have a purchase order system in place, as well as an inventory system and job costing abilities that will help us track cost more efficiently.
- Ms. Tuttle stated that we have spent 9.5% of the Bond proceeds to date.
- Mr. Litchfield commented that bids are due by August 1st for the sale of the goose neck trailers. The trailers have been advertised in the Trader.

12. Manager's Report

Key Items of Discussion

- There were four taps made in June.
- Mr. Litchfield stated that we will need to re-evaluate our rates in January. It is critical that our debt coverage ratio remains above 1.35%.
- Mr. Cox sent a draft of the SPD bylaws along with the bylaws for Inman Fire Department. We are working on draft bylaws that will include sections of Mr. Cox's draft, Inman bylaws, and segments from Cassatt Water's original bylaws.
- Mr. Litchfield stated that since we have become a Special Purpose District, we have found it necessary to reclassify certain job titles/positions within the company. Mr. Litchfield is currently conducting a survey of wages from other purveyors and will advise the Commission of his findings when completed.
- Mr. Litchfield presented a map of completed projects, projects in progress, future BPS sites, etc. He stated that we will apply for Rural Infrastructure grant money to complete the Hwy 97 project. We may also apply for a state revolving loan if we are not approved for the grant.
- Mr. Litchfield stated that the notice of the open Commissioner's seat was included on last month's bill. Mrs. McCaskill stated that we have gotten two applications for the vacant seat since the bills went out, to make a total of five applications.

13. Operations Report

Key Items of Discussion

- Mr. Hunter stated that we had 9 water main breaks and 10 service leaks in Kershaw County. We also had 8 water main breaks and 4 service leaks in Lee County.
- Mr. Hunter commented that we have purchased the lumber and materials needed to construct the cat walks around the generators.

14. Vacant Board Seat

Key Items of Discussions

- We currently have 5 applications for the vacant seat. Mr. Halley stated that the Nominating Committee needs to review the candidates and come back with a recommendation at the next meeting.

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15. Commission to Consider an Executive Committee

Key Items of Discussion

- Mr. Halley stated that the Vice Chairman must serve on the Executive Committee. Also, the Chairman has the responsibility of appointing other members. Mr. Halley appointed Mrs. Toney on the Executive Committee. The three members of the Executive Committee are Mr. Halley, Mr. Gause and Mrs. Toney.

16. Executive Session

Action

- Mr. Davis made a motion to go into Executive Session. Rev. Carter seconded the motion. All voted in favor.
- The Commission entered into Executive Session.

17. Reconvene

Action

- The Commission reconvened.

18. Action Regarding Executive Session

Action

- Mr. Davis made a motion to raise the Chairman's compensation by \$25 per meeting for his dedication and hard work. Mrs. Toney seconded the motion. All voted in favor.

19. New Business

Key Items of Discussion

- There was no new business to discuss.

20. Next Meeting August 18, 2014

Key Items of Discussion

- Mr. Halley stated that he would like to take a field trip to the Jamestown Well at the next meeting.

21. Adjourn

Action

- Mr. Fountain made a motion to adjourn. Mr. Davis seconded. All voted in favor.
- Meeting adjourned.

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Cassatt Water

Kershaw County and Lee County Regional Water Authority

C.E.O.'s Monthly Report

July 21, 2014

1. TAPS

There were four taps added in the month of June.

2. MONTHLY BUDGET REPORT

Installation of new accounting software was recently completed and closing out the end of the fiscal year is in progress. The report will be delayed because of pending transactions carried over from June. Ms. Tuttle will give a verbal update at the meeting and a final year end report at the August meeting.

3. RATE REVIEW IN JANUARY

Sales revenue going into FY-2015 may not reach projected levels because, once again, we are experiencing another very wet spring & summer.

It is our plan to evaluate revenues & rates midyear and address any changes that may be needed to insure compliance with our debt coverage ratio.

4. BYLAWS

A first draft of the SPD bylaws has been completed and is presently under review. The draft bylaws include Mr. Cox's initial draft, some items from the original Cassatt Water bylaws, and some items from the bylaws of another SPD.

5. WAGE SURVEY AND ORGANIZATIONAL STRUCTURE WORK

Acquisition of the bond funds and management of the funds & project work has mandated some reorganization of our staff. We need to reclassify some positions and prior to doing so I am presently doing a survey of wages & job classifications of other purveyors. If there are any issues of significance, a report and recommendations will be forthcoming.

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6. CIP REPORT

Phase 1 of the Lake Connector project has been completed and pipeline is being laid for phase 2 on Providence Rd. & Keys Ln. The site for the Providence Rd. reservoir & booster pump station is being prepared and construction of the Baron DeKalb reservoir will begin this week.

We are preparing to submit a grant application to the Rural Infrastructure Authority for the Highway 97 tank replacement project. We have tested the old tank for presence of lead in the paint and found that it is present.

Lab tests will be completed to determine the degree of contamination and presence of lead will enhance our priority on the list of grant applicants.

If we are unsuccessful with the grant I will submit an application to the State Revolving Loan fund for a very low interest 20-year loan.