

# MINUTES

May 19, 2014

# CASSATT WATER

Kershaw County and Lee County Regional Water Authority

## AGENDA

### Commission Meeting

3:00 PM

May 19, 2014

1. Call to Order Mr. Roosevelt Halley, Chairman
2. Invocation Rev. Kenneth Carter, Chaplain
3. Commission to Consider Approval of Agenda Mr. Roosevelt Halley, Chairman
4. Secretary's Report Mrs. Angela McCaskill, Secretary
  - a) April 21st Commission Meeting Minutes
  - b) May 1st Building Committee Minutes
5. Commission to Consider Approval of April 21<sup>st</sup> Commission Meeting Minutes Mr. Roosevelt Halley, Chairman
6. Commission to Consider Approval of May 1<sup>st</sup> Building Committee Meeting Minutes Mr. Roosevelt Halley, Chairman
7. Committee Reports Mr. Roosevelt Halley, Chairman
  - A. Building Committee Mr. Furman Fountain, Committee Chairman
    - a) Architect's Report Mr. Jody Munnerlyn, Architect
    - b) CEO's Comments Mr. Charles Litchfield, CEO
    - c) Committee Recommendations Mr. Furman Fountain, Committee Chairman
8. Commission to Consider Approval of Building Committee Recommendations Mr. Roosevelt Halley, Chairman
9. Attorney's Report Mr. William Cox, Attorney
  - a) Commissioners' Qualifications
  - b) Candidate Application Form

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|-----------------------------------------------------------------------|-------------------------------------------|
| 10. Commission to Consider Adoption of the Candidate Application Form | Mr. Roosevelt Halley, Chairman            |
| 11. Executive Session – Purchase of Property                          | Mr. Roosevelt Halley, Chairman            |
| 12. Reconvene                                                         | Mr. Roosevelt Halley, Chairman            |
| 13. Commission to Consider Purchase of Property                       | Mr. Roosevelt Halley, Chairman            |
| 14. Financial Report                                                  | Ms. Donna Tuttle, C.F.O.                  |
| 15. C.E.O.'s Report                                                   | Mr. Charles Litchfield, C.E.O.            |
| 16. Commission to Consider Draft Budget                               | Mr. Roosevelt Halley, Chairman            |
| 17. Operations Report                                                 | Mr. Steve Hunter, C.O.O.                  |
| 18. CIP Projects Report                                               | Mr. John Watkins, Project & Tech. Manager |
| 19. Vacant Board Seat                                                 | Mr. Roosevelt Halley, Chairman            |
| 20. Robert's Rules of Order                                           | Mr. Roosevelt Halley, Chairman            |
| 21. Next Meeting 3:00 PM June 16, 2014                                | Mr. Roosevelt Halley, Chairman            |
| 22. Adjourn                                                           | Mr. Roosevelt Halley, Chairman            |

**MINUTES**  
May 19, 2014  
**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
	Mr. John Watkins	Project & Tech Manager
	Mr. William Cox	Company Attorney
	Mr. Jody Munnerlyn	Company Architect
	Mrs. Ginger Munnerlyn	Boykin & Munnerlyn, Associate

**1. Meeting called to order by the Chairman, Mr. Roosevelt Halley.**

**2. The Invocation**

Action

- Rev. Carter delivered the invocation.

**3. Approval of Agenda**

Action

- Mr. Davis made a motion to approve the Agenda. Mr. Gause seconded the motion. All voted in favor.

**4. Approval of Secretary's Report**

Action

- Mr. Fountain made a motion to approve the minutes for the April 21, 2014 regular meeting as presented. Mrs. Thompson seconded the motion. All voted in Favor.
- Rev. Carter made a motion to approve the minutes for the May 1, 2014 Building Committee meeting as presented. Mr. Davis seconded the motion. All voted in favor.

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## 5. Committee Reports

### Key Discussion Points

- Mr. Munnerlyn presented the floor plans for the new building and discussed the possibility of a safe room, underground shelter, a sprinkler system, etc.
- The Commission agreed to add one unisex restroom to the new building plans.

### Action

- Mr. Gause made a motion to approve the initial floor plan with changes, such as an addition of a public restroom and the removal of the walls that were discussed. Rev. Carter seconded the motion. All voted in favor.

## 6. Attorney's Report

### Key Discussion Points

- Mr. Cox presented a temporary application used by the State of S.C. for us to use as a template for the new application. It was noted that the state sanctioned application to serve on a commission states that a commissioner cannot serve a dual office.
- Mr. Cox and Mr. Litchfield commented that they would still include the requirements from some of the old bylaws which stated that you must be a customer in good standing and not have immediate family members employed by the company.
- It was agreed that resumes would be accepted and reviewed while the new application and bylaws were being completed.

## 7. Executive Session

### Action

- Mr. Gause made a motion to go into Executive Session to discuss a contractual matter. Mr. Fountain seconded. All voted in favor.
- The Commission exited Executive Session and reconvened.

## 8. Commission to Consider Purchase of Property

### Action

- Mr. Davis made a motion to give Mr. Litchfield and Mr. Cox the authority to proceed with the purchase of the property that adjoins Cassatt Water. Mr. Fountain seconded the motion. All voted in favor.

## 9. Financial Report

### Key Discussion Points

- Ms. Tuttle explained that the Temporary Wages increased due to the fact we had been employing some people through a temporary employment agency before we hired them, but that there was enough budgeted in the salaries category to cover any overage.

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- Mr. Hunter stated that the Overtime Budget was higher than normal because of leaks throughout the year. Mr. Litchfield reminded the Commission that the Overtime line item is only an estimate and explained that leaks are difficult to predict and control.

## Action

- Rev. Carter made a motion to approve the Financial Report. Mrs. Toney seconded the motion. All voted in favor.

## **10. C.E.O.'s Report**

### Key Discussion Points

- Mr. Litchfield noted that we made 6 taps in April.
- Mr. Litchfield stated that the Draft Budget was created with the assumption that we will participate in the State Retirement System. He stated that 11 out of 24 employees are interested in the plan. The Commission will need to determine at a later meeting if they desire to fund this program.
- We are required to give public notice regarding the adoption of the new budget at the June meeting. The Commission needs to decide if we need to move the meeting to a larger facility, such as the Chamber of Commerce, to accommodate potential attendance.
- In reference to the issue of property damage due to runoff water on the property that borders Cassatt Water, Mr. Tidwell, the property owner, has agreed to construct a ditch to route the storm water to his pond. Mr. Litchfield and Mr. Cox agreed to pay for the construction of the ditch, which was \$4900.
- Mr. Litchfield discussed the draft budget in detail.
- Mr. Litchfield stated that we are working on the revision of the company Bylaws and will have a draft for the Commission's review at the June meeting.
- Mr. Litchfield informed the Commission that the county economic development has applied for a grant to construct a water line on Mt. Olivet Road, which is in our water distribution service area.

## Action

- Mr. Gause made a motion to approve the Draft Budget. Mrs. Thompson seconded the motion. All voted in favor.
- Mr. Davis made a motion to approve the C.E.O.'s Report. Rev. Carter seconded the motion. All voted in favor.

## **11. Operation's Report**

### Key Discussion Points

- Mr. Hunter stated that Waterfront Road is running again.
- Mr. Hunter stated that we had leaks at Lakeshore Road, James West Road and Lake Ashwood Road.
- Mr. Hunter noted that we have ordered a dump trunk and it should be delivered around June 12<sup>th</sup>.

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- Mr. Hunter informed the Commission that a trailer has been ordered and should be delivered by the end of June.
- Mr. Hunter commented that SCDHEC has taken four UCMR3 samples from four well sites for their inspection. They will collect more samples on August 2014, November 2014 and February 2015. This is done every five years.

## 12. CIP Projects Report

### Key Discussion Points

- Mr. Watkins stated that our “B” Projects have been running since last month.
- Mr. Watkins noted that we are waiting for our generator delivery and connections, which are scheduled for June and July.
- Mr. Watkins stated that we have received bids for our main line construction for the Lake Connector. Bid openings for the 2<sup>nd</sup> segment will be June 6<sup>th</sup>.
- Mr. Watkins stated that we should begin painting the Charlotte Thompson and Threatt Lot tanks by the end of the week.
- Mr. Watkins informed the Commission that we expect the delivery of the generators in June.

## 13. Vacant Board Seat

### Key Items of Discussion

- There was more discussion regarding the requirements and eligibility of candidates who are interested in filling a Commissioner’s seat. Mr. Halley stated that we need the resumes of interested candidates.

## 14. Robert’s Rules of Order

### Key Items of Discussion

- Mr. Halley requested the Commission read over the information that was given to them previously.

## 15. Next Meeting

### Key Items of Discussion

- Mr. Halley noted that the next Commission meeting is scheduled for 3:00 P.M. on June 16<sup>th</sup>. The location will be announced as soon as possible.

## 16. Adjournment

### Action

- Mr. Gause made a motion to adjourn. Rev. Carter seconded the motion. 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

May 19, 2014

1. TAPS

There were six taps made in the month of April.

2. PARTICIPATION IN THE SOUTH CAROLINA STATE RETIREMENT SYSTEM

The Authority employees are presently participating in the State Health Insurance Plan and we are eligible, but not required, to participate in the South Carolina State Retirement System.

The Authority's current retirement program provides for the Authority to make a contribution equal to 5% of the employee's wages to their 401K plan. If the employee also contributes to their 401K, the Authority's contribution increases to 6%.

Participation in the SCSRS requires a 10.7% contribution by the Authority and an 8% contribution by the employee. Under the SCSRS the Authority's contribution is about double the contribution that it presently allocates to those employees.

There are eleven employees that are interested, but not committed to, participating in the SCSRS.

The draft budget includes provision for participation in the SCSRS. The actual increased cost to the company for those 11 employees, based on their individual current wages, would be about \$3,000.00 per year.

I am not recommending the Commission make a decision regarding this matter until a later meeting but I will include provision for the SCSRS in the draft budget.

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3. **PUBLIC NOTICE – ADOPTION OF THE FY 2014-2015 BUDGET**

As a SPD We will be required to give public notice of a budget hearing in a generally circulated newspaper two weeks prior to the June 16 meeting at which time we will adopt the final draft of the FY 2015.

4. **STORMWATER DISCHARGE ONTO TIDWELL PROPERTY RESOLVED**

Mr. Tidwell signed an agreement drafted by Mr. Cox whereby, if Cassatt Water agreed to bear the construction contractors proposed cost of \$4,960.00, he would construct and maintain a storm sewer ditch to direct the runoff from Cassatt Water's property to a pond on his property.

In considering that Mr. Tidwell has already borne the expense of ongoing repairs to his property, that we will soon add a great deal more impermeable roof area to our property, we will avoid construction of a retention pond, the Authority will be free of any responsibility for future maintenance of the ditch, the agreement is very favorable to Cassatt Water.

5. **COMMISSION TO CONSIDER DRAFT FY 2014-2015 BUDGET**

The budget for fiscal year 2014-2015 will be effective July 1<sup>st</sup>, 2014. The first draft budget will be submitted for discussion prior to adoption of the final draft at the June 16, 2014 meeting. There is little change in operations expenses or revenue projections from the previous year's budget and I will address the draft in detail at the meeting.

6. **COMMISSION TO CONSIDER BIDS FOR CONSTRUCTION OF THE LAKE CONNECTOR**

Mr. Watkins will address construction plans & progress in the CIP report.

7. **BYLAWS**

We are working new bylaws suitable for operation as a SPD. I will forward a draft of the bylaws to Commissioners prior to the June meeting.

8. **ECONOMIC DEVELOPMENT GRANT – WATER LINE CONSTRUCTION**

The county economic development has applied for a grant to construct a water line on Mt. Olivet Road. I will discuss details at the meeting.