

MINUTES

August 21, 2023

CASSATT WATER

Kershaw County and Lee County Regional Water Authority

AGENDA Commission Meeting

2:00p.m.

August 21, 2023

2638 Old Stagecoach Road, Cassatt, SC 29032

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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 South Carolina Freedom of Information Act | Mr. Roosevelt Halley, Chairman |
| 4. Approval of the Agenda | Mr. Roosevelt Halley, Chairman |
| 5. Public Comment | Mr. Roosevelt Halley, Chairman |
| 6. Committee Reports & Discussion | Mr. Roosevelt Halley, Chairman |
| • Executive Committee | Mr. Roosevelt Halley, Chairman |
| • Finance Committee | Mr. Derrick Brown |
| • Human Resources Committee | Mr. Mike Davis |
| • Policy Review Committee | TBD |
| • Memorial Committee | TBD |
| 7. Secretary's Report | Mrs. Angie McCaskill, Secretary |
| • Minutes, Special Commission Meeting May 30, 2023 | |
| • Minutes, Commission Meeting, July 24, 2023 | |
| 8. Approval of Minutes | Mr. Roosevelt Halley, Chairman |
| • Minutes, Special Commission Meeting May 30, 2023 | |
| • Minutes, Commission Meeting, July 24, 2023 | |
| 9. CEO's Report | Ms. Donna Tuttle, C.E.O. |
| 10. Capital Engineering Report | Mr. Nathan Ward, D.O.E. |
| 11. Operations Report | Mr. John Watkins, C.O.O. |
| 12. Executive Session Legal and Contractual Matters | Mr. Roosevelt Halley, Chairman |
| 13. Action, if any, Taken from Executive Session Discussions | Mr. Roosevelt Halley, Chairman |

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| 14. Old Business | Mr. Roosevelt Halley, Chairman |
| 15. New Business | Mr. Roosevelt Halley, Chairman |
| 16. Next Meeting, Monday, September 18, 2023 | |
| 17. Adjourn | Mr. Roosevelt Halley, Chairman |

Committee List

Executive Committee

Roosevelt Halley, Chairman
Furman Fountain
Kenneth Carter

Finance Committee

Derrick Brown, Chairman
Eddie Thomas
Kenneth Carter

Human Resource Committee

Mike Davis, Chairman
Ollie Thompson
Eddie Thomas

Building Committee

Furman Fountain, Chairman
Mike Davis
Kenneth Carter

Policy Review

Ollie Thompson
Mike Davis
Derrick Brown

Memorial Committee

Eddie Thomas
Ollie Thompson

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Kershaw County and Lee County Regional Water Authority

Members Present:	Mr. Roosevelt Halley	Chairman
	Mr. Furman Fountain	Vice Chairman
	Rev. Kenneth Carter	Chaplain
	Mr. Derrick Brown	Commissioner
	Mr. Mike Davis	Commissioner
	Rev. Eddie Thomas	Commissioner
	Mrs. Ollie Thompson	Commissioner
Associates Present:	Ms. Donna Tuttle	Chief Executive Officer
	Mr. Nathan Ward	Director of Engineering
	Mr. John Watkins	Chief Operations Officer
	Mr. Justin Gates	Purchasing/Warehouse Manager
	Mrs. Angie McCaskill	Secretary

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 South Carolina Freedom of Information Act

Key Discussion Points

- Mr. Halley stated that the public has been notified of the meeting.

4. Approval of the Agenda

Action

- Rev. Carter made a motion to approve the agenda. Mr. Fountain seconded the motion. All voted in favor.

5. Public Comment

Key Discussion Points

- None

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6. Committee Reports & Discussion

Key Items of Discussion

- Executive Committee – No report given.
- Finance Committee – No report given.
- Human Resource Committee - No report given.
- Policy Review Committee – Will present report in Executive Session.
- Memorial Committee – No report given.

7. Secretary's Report

Key Items of Discussion

- Mrs. McCaskill presented the minutes for the Special Commission Meeting dated, May 30, 2023.
- Mrs. McCaskill presented the minutes for the Commission Meeting dated, July 24, 2023.

8. Approval of Minutes

Action

- Mr. Brown made a motion to approve the minutes for the Special Commission Meeting dated May 30, 2023. Rev. Carter seconded the motion. All voted in favor.
- Mr. Fountain made a motion to approve the minutes for the Commission Meeting, dated July 24, 2023. Rev. Thomas seconded the motion. All voted in favor.

9. C.E.O.'s Report

Key Items of Discussion

- Ms. Tuttle gave a sales update in gallons and revenue.
- Ms. Tuttle informed the Commissioners that we have aborted the Paylocity conversion and have went back to using ADG.
- Ms. Tuttle stated they are currently working on getting the Board Reappointments sent in, along with the new appointment.
- Ms. Tuttle presented the Financial Report.

10. Capital Engineering Report

Key Items of Discussion

- Mr. Ward gave the Capital Engineering Update.

11. Operations Report

Key Items of Discussion

- Mr. Watkins gave the Operations Report.

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12. Executive Session Legal and Contractual Matters

Action

- Mr. Brown made a motion to go into executive session. Rev. Thomas seconded the motion. All voted in favor.
- Mr. Fountain made a motion to come out of executive session. Mr. Brown seconded the motion. All voted in favor.

13. Action, if any, Taken from Executive Session Discussions

Key Items of Discussion

- Rev. Carter made a motion to adopt the PTO policy. Mr. Davis seconded the motion. All voted in favor.
- Mr. Fountain made a motion to adopt the 457b policy change. Mr. Brown seconded the motion. All voted in favor.

14. Old Business

Key Items of Discussion

- None.

15. New Business

Key Items of Discussion

- None.

16. Next Meeting

Key Items of Discussion

- Next meeting, Monday, September 18, 2023

17. Adjourn

Action

- Rev. Thomas 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

Chief Executive Officer's Monthly Report

August 21, 2023

1. SALES

	Gallons Sold	Revenue
JULY 2022	54,617,528	\$536,413
July 2023	77,990,567	\$621,788
YTD 2021-2022	54,617,528	\$536,413
YTD 2022-2023	77,990,567	\$621,788

(PRESTAGE-23,160,300 PRIOR YEAR-JUNE- COMPARATIVE INCREASE EXCLUDING PRESTAGE=212,739)

2. MISC UPDATES/TOPICS

- A. POLICY DISCUSSION
- B. 457B RETIREMENT PLAN DISCUSSION

3. FINANCIAL REPORT