

# MINUTES

December 18, 2023

# CASSATT WATER

Kershaw County and Lee County Regional Water Authority

## AGENDA Commission Meeting

2:00p.m.

December 18, 2023

2638 Old Stagecoach Road, Cassatt, SC 29032

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. Election of Officers Ms. Donna Tuttle, C.E.O.
7. Committee Reports & Discussion
  - Executive Committee Mr. Roosevelt Halley, Chairman
  - Finance Committee Mr. Roosevelt Halley, Chairman
  - Human Resources Committee Mr. Derrick Brown
  - Policy Review Committee Mr. Mike Davis
  - Memorial Committee TBD
8. Secretary's Report Mrs. Angie McCaskill, Secretary
  - Minutes, Commission Meeting, November 27, 2023
  - Minutes, Executive Committee Meeting, December 5, 2023
9. Approval of Minutes Mr. Roosevelt Halley, Chairman
  - Minutes, Commission Meeting, November 27, 2023
  - Minutes, Executive Committee Meeting, December 5, 2023
10. CEO's Report Ms. Donna Tuttle, C.E.O.
11. Capital Engineering Report Mr. Nathan Ward, D.O.E.
12. Executive Session Legal and Contractual Matters Mr. Roosevelt Halley, Chairman

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- |  |                                |
|--|--------------------------------|
| 13. Action, if any, Taken from Executive Session Discussions | Mr. Roosevelt Halley, Chairman |
| 14. Old Business   | Mr. Roosevelt Halley, Chairman |
| 15. New Business   | Mr. Roosevelt Halley, Chairman |
| 16. Next Meeting, Tuesday, January 16, 2024                  |                                |
| 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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## CASSATT WATER

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. 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

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

### 5. Public Comment

#### Key Discussion Points

- None

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## 6. Election of Officers

### Action

- The commissioners voted to elect the following officers: Mr. Halley-Chairman, Mr. Fountain-Vice-Chairman, Rev. Carter-Chaplain, and Mrs. McCaskill-Secretary.

## 7. Committee Reports & Discussion

### Key Items of Discussion

- Executive Committee – Met and report will be given in Executive Session.
- Finance Committee – No report given.
- Human Resource Committee - No report given.
- Policy Review Committee – No report given.
- Memorial Committee – No report given.

## 8. Secretary's Report

### Key Items of Discussion

- Mrs. McCaskill presented the minutes for the Commission Meeting dated, November 27, 2023.
- Mrs. McCaskill presented the minutes for the Executive Committee Meeting dated, December 5, 2023.

## 9. Approval of Minutes

### Action

- Rev. Carter made a motion to approve the minutes for the Commission Meeting, dated November 27, 2023. Rev. Thomas seconded the motion. All voted in favor.
- Mr. Fountain made a motion to approve the minutes for the Executive Committee Meeting, dated December 5, 2023. Rev. Carter seconded the motion. All voted in favor.

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

### Key Items of Discussion

- Ms. Tuttle gave a sales update in gallons and revenue.
- Ms. Tuttle updated the commissioners on the Pierre case.
- Ms. Tuttle presented the Financial Report.

## 11. Capital Engineering Report

### Key Items of Discussion

- Mr. Ward gave the Capital Engineering Update.

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## 12. Executive Session Legal and Contractual Matters

### Action

- Mr. Brown made a motion to go into executive session. Mr. Fountain 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

- None

## 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, Tuesday, January 16, 2024

## 17. Adjourn

### Action

- Mr. Brown made a motion to adjourn. Rev. Thomas 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

December 18, 2023

1. SALES

	Gallons Sold	Revenue
November 2022	40,409,934	\$522,099
November 2023	61,378,774	\$563,517
YTD 2022-2023	249,385,858	\$2,851,348
YTD 2023-2024	358,817,595	\$3,017,212

2. MISC UPDATES/TOPICS

A. MISC ITEMS

3. FINANCIAL REPORT