

MINUTES

January 16, 2024

CASSATT WATER

Kershaw County and Lee County Regional Water Authority

AGENDA Commission Meeting

2:00p.m.

January 16, 2024

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. Presentation of Audited Financial Statements | Mr. Shane Kirkley, Sheheen, Hancock & Godwin |
| 7. 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 |
| 8. Secretary's Report | Mrs. Angie McCaskill, Secretary |
| • Minutes, Commission Meeting, December 18, 2023 | |
| 9. Approval of Minutes | Mr. Roosevelt Halley, Chairman |
| • Minutes, Commission Meeting, December 18, 2023 | |
| 10. CEO's Report | Ms. Donna Tuttle, C.E.O. |
| 11. Capital Engineering Report | Mr. Nathan Ward, D.O.E. |
| 12. Operations Report | Mr. John Watkins, C.O.O. |
| 13. Executive Session Legal and Contractual Matters | Mr. Roosevelt Halley, Chairman |

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| 14. Action, if any, Taken from Executive Session Discussions | Mr. Roosevelt Halley, Chairman |
| 15. Old Business | Mr. Roosevelt Halley, Chairman |
| 16. New Business | Mr. Roosevelt Halley, Chairman |
| 17. Next Meeting, Monday, February 19, 2024 | |
| 18. 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	Finance Director
	Mrs. Angie McCaskill	Secretary
	Mr. Shane Kirkley	Sheheen, Hancock & Godwin

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. Mrs. Thompson seconded the motion. All voted in favor.

5. Public Comment

Key Discussion Points

- None

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6. **Presentation of Audited Financial Statements**

Key Discussion Points

- Mr. Kirkley presented the audited financial statements to the commissioners.

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, December 18, 2023.

9. **Approval of Minutes**

Action

- Mr. Brown made a motion to approve the minutes for the Commission Meeting, dated December 18, 2023. Mr. Fountain 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 Board Reappointments.
- Mr. Gates presented the Financial Report.

11. **Capital Engineering Report**

Key Items of Discussion

- Mr. Ward gave the Capital Engineering Update.

12. **Operations Report**

Key Items of Discussion

- Mr. Watkins gave the Operations report.

13. **Executive Session Legal and Contractual Matters**

Action

- Mr. Fountain made a motion to go into executive session. Mr. Brown seconded the motion. All voted in favor.

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- Mrs. Thompson made a motion to come out of executive session. Mr. Brown seconded the motion. All voted in favor.

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

Key Items of Discussion

- None

15. Old Business

Key Items of Discussion

- None.

16. New Business

Key Items of Discussion

- None.

17. Next Meeting

Key Items of Discussion

- Next meeting, Monday, February 19, 2024

18. Adjourn

Action

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

January 16, 2023

1. SALES

	Gallons Sold	Revenue
December 2022	41,576,690	\$525,702
December 2023	59,242,792	\$562,621
YTD 2022-2023	290,962,547	\$3,377,050
YTD 2023-2024	418,064,387	\$3,550,265

PRESTAGE USAGE DEC- 20,518,600 GALLONS

2. MISC UPDATES/TOPICS

A. MISC ITEMS

-BOARD APPOINTMENT UPDATE

3. FINANCIAL REPORT