

MINUTES

March 17, 2025



Kershaw County and Lee County Regional Water Authority

AGENDA Commission Meeting

2:00p.m.

March 17, 2025

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 | Mr. Justin Gates, Finance Director |
| • Minutes, Commission Meeting, February 17, 2025 | |
| 8. Approval of Minutes | Mr. Roosevelt Halley, Chairman |
| • Minutes, Commission Meeting, February 17, 2025 | |
| 9. CEO's Report | Mr. Nathan Ward, C.E.O. |

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| 10. Financial Report | Mr. Justin Gates, Finance Director |
| 11. Operations Report | Mr. John Watkins, C.O.O. |
| 12. Executive Session - Contractual Matters | Mr. Roosevelt Halley, Chairman |
| 13. Action, if any, to be 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, Sunday, April 27, 2025 | |
| 17. Adjourn | Mr. Roosevelt Halley, Chairman |

Committee List

Executive Committee

Roosevelt Halley, Chairman
Furman Fountain
Kenneth Carter

Finance Committee

Derrick Brown, Chairman
Garrett Plyler
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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Members Present: Mr. Roosevelt Halley
Mr. Furman Fountain
Rev. Kenneth Carter
Mr. Derrick Brown
Mr. Mike Davis
Mr. Garrett Plyler
Rev. Eddie Thomas
Mrs. Ollie Thompson

Chairman
Vice Chairman
Chaplain
Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Associates' Present: Mr. Nathan Ward
Mr. Justin Gates
Mr. John Watkins

C.E.O
Finance Director
C.O.O

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. 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 – No report given.
- Memorial Committee – No report given.

7. Secretary's Report

Key Items of Discussion

- Mr. Gates presented the minutes for the Commission Meeting dated, February 17, 2025.

8. Approval of Minutes

Action

- Rev. Carter made a motion to approve the minutes for the Commission Meeting, dated February 17, 2025. Rev. Thomas seconded the motion. All voted in favor.

9. CEO'S Report

Key Items of Discussion

- Mr. Ward gave a sales update on gallons and revenue.
- Mr. Ward gave an update on the 12" and 8" projects. The contractor is scheduled to return the week (3/17/25) to work on the punch list. We are still waiting to hear from SCDOT on the pavement issue.
- Mr. Ward updated the commissioners on the Westville Tank. Currently in the process of sterilizing the water main and tank so that the tank can be filled and the existing tank painted.
- Mr. Ward informed the commissioners that at the Galloway Tank, the contractor has completed the blasting and priming.
- Mr. Ward updated the commissioners on the Hydro-Pneumatic Tank Painting. The contractor has completed the Flat Rock tank and is starting the Elliott-Kershaw tank.
- Mr. Ward informed the commissioners that Cassatt Water has completed the flow testing and AECOM is currently calibrating the model.
- Mr. Ward stated we are still waiting on a hearing date for the Hwy 97 easement issue.
- Mr. Ward informed the commissioners that we had one new O&M employee start on 3/10 and the second one is scheduled to start 3/24. We are currently accepting applications for a new Customer Service Representative.
- Mr. Ward informed the commissioners that the SPD Legislation is on the Senate calendar this week (3/17/2025).
- Mr. Ward gave the commissioners an update on Lynchburg. Mr. Ward met with a contractor two weeks ago about the operation of the sewer system. Also, five engineering firms submitted proposals for the RFQ that we issued. We are currently reviewing the proposals.

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- Mr. Ward provided an update on the City of Camden AMI towers. Cassatt Water's attorney is currently drafting lease agreements for Cassatt Water to lease property at Spring Hill tank site and Westville tank site to City of Camden for their new AMI towers.
- Mr. Ward informed the commissioners that Cassatt Water signed an agreement with BSI Online to assist us with our annual backflow testing requirements.
- Mr. Ward informed the commissioners that SC DES completed their annual sanitary survey the week of 3/3/2025. The initial response was good, and we are waiting for the report.
- Mr. Ward presented some details about the Servline leak insurance program and another option that we are looking into. A full presentation will be given at the Board Retreat.
- Mr. Ward reminded the commissioners of the Board Retreat on April 24 – 27, 2025.

10. Financial Report

Key Items of Discussion

- Mr. Gates presented the Financial Report.

11. Operations Report

Key Items of Discussion

- Mr. Watkins gave an update on the everyday operations of tap installations, work orders, locates, leaks and valve maintenance.

12. Executive Session Legal and Contractual Matters

Action

- No Executive Session.

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, Sunday, April 27, 2025

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17. Adjourn

Action

- Rev. Thomas made a motion to adjourn. Mrs. Thompson seconded the motion. All voted in favor.
- Meeting adjourned.

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CEO Report – March 2025

1. Sales

	Prestage Usage (Gal.)	Total Usage (Gal.)	Revenue
February 2024	16,832,400	58,735,405	\$551,725
February 2025	16,262,700	57,808,113	\$575,670
YTD (2023-2024)	164,994,000	534,177,797	\$4,688,631
YTD (2024-2025)	150,051,600	542,650,768	\$4,976,662

2. Construction Project Updates

- Hettie to Highway 1 – 12" Water Main
- Hall Rd, Old Georgetown Rd, Robinson Town Rd – 8" Water Main
- Westville EST
- Galloway GST Tank Painting
- Hydro-Pneumatic Tank Painting
- Hydraulic Modeling

3. Legal Updates

- Hwy 97 – Customer Easement Issue

4. HR Updates

5. Misc. Updates

- SPD Legislation Update
- Lynchburg Update
- City of Camden
- Backflow Program
- SC DES Sanitary Survey
- Leak Insurance Program
- Board Retreat

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Operations Report – March 2025

1. Taps

Month	Availability Requests	Taps Purchased	Taps Installed
July	9	5	4
August	15	9	14
September	9	11	9
October	15	4	3
November	8	11	9
December	3	4	5
January	2	4	5
February	12	4	2
March			
April			
May			
June			

Total	73	52	51
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2. Work Orders Completed: 402, Disconnects 141, Reconnects 73

3. Locate Tickets Completed: 151

4. Main Line Leaks Repaired: 7

5. Service Leaks Repaired: 2
 ○ Replaced Services 2

6. Water Loss: N/A

7. Miscellaneous:

- a. Asphalt N/A
- b. Valve maintenance 60 valves
- c. Check valves replacement 13