

MINUTES

September 18, 2023

CASSATT WATER

Kershaw County and Lee County Regional Water Authority

AGENDA Commission Meeting

2:00p.m.

September 18, 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, Policy Review Meeting August 21, 2023 | |
| • Minutes, Commission Meeting, August 21, 2023 | |
| 8. Approval of Minutes | Mr. Roosevelt Halley, Chairman |
| Minutes, Policy Review Meeting August 21, 2023 | |
| Minutes, Commission Meeting, August 21, 2023 | |
| 9. CEO's Report | Ms. Donna Tuttle, C.E.O. |
| 10. Capital Engineering Report | Mr. Nathan Ward, D.O.E. |
| 11. Executive Session Legal and Contractual Matters | Mr. Roosevelt Halley, Chairman |
| 12. Action, if any, Taken from Executive Session Discussions | Mr. Roosevelt Halley, Chairman |
| 13. Old Business | Mr. Roosevelt Halley, Chairman |

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14. New Business Mr. Roosevelt Halley, Chairman
15. Next Meeting, Monday, October 16, 2023
16. 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. Mike Davis	Commissioner
	Rev. Eddie Thomas	Commissioner
	Mrs. Ollie Thompson	Commissioner
Absent:	Mr. Derrick Brown	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

- Rev. Carter 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. 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

- Mrs. McCaskill presented the minutes for the Policy Review Meeting dated, August 21, 2023.
- Mrs. McCaskill presented the minutes for the Commission Meeting dated, August 21, 2023.

8. Approval of Minutes

Action

- Rev. Carter made a motion to approve the minutes for the Policy Review Meeting dated August 21, 2023. Mrs. Thompson seconded the motion. All voted in favor.
- Mr. Fountain made a motion to approve the minutes for the Commission Meeting, dated August 21, 2023. Mrs. Thompson 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 received a credit rating upgrade from Moody Investors Service. Cassatt Water was upgraded from a revenue rating of A3 to A2.
- Ms. Tuttle stated bids have come in for part of the SKIIP project and once Nathan reviews those bids, the board will need to approve them.
- Ms. Tuttle presented the Financial Report.

10. Capital Engineering Report

Key Items of Discussion

- Mr. Ward gave the Capital Engineering Update, which included reviewing the bid amounts for the 8 inch and 12 inch pipe for the SKIIP project.

Action

- Mr. Fountain made a motion to award the pipe materials contract for SKIIP project to the lowest bidder, Core & Main, for the following amounts, 12 inch ductile \$2,408,049.00 and 8 inch ductile \$999,959.01. Mr. Davis seconded the motion. All voted in favor.

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11. Executive Session Legal and Contractual Matters

Action

- No Session

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

Key Items of Discussion

- None

13. Old Business

Key Items of Discussion

- Board appointments have been submitted.

14. New Business

Key Items of Discussion

- None.

15. Next Meeting

Key Items of Discussion

- Next meeting, Monday, October 16, 2023

16. Adjourn

Action

- Rev. Carter 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

September 18, 2023

1. SALES

	Gallons Sold	Revenue
AUGUST 2022	56,400,010	\$620,974
AUGUST 2023	73,505,113	\$621,788
YTD 2022-2023	111,017,538	\$1,167,607
YTD 2023-2024	151,495,680	\$1,242,763

2. MISC UPDATES/TOPICS

A. CREDIT RATING

B. MATERIALS BID APPROVAL

3. FINANCIAL REPORT