

**MEANSVILLE RILEY ROAD WATER COMPANY, INC.
BOARD MEETING MINUTES FOR FEBRUARY 23, 2021
HELD IN CONFERENCE ROOM AT MRWC 7:00 P.M.**

PRESENT	TELECONFERENCE	ABSENT	ALSO PRESENT
Paula Brewster	John Burnett	Mack Lancaster	Charlie Wilson
Cindy Burnett	Brandon Rivers	Chip Reeves	Paula Wright
Mark Carroll	Nash Patel		
Otis Hembree	Rich Anderson		
Eddie Lawson			
Don Tucker			

Meeting Called to Order: Eddie called the meeting to order.

Invocation: Paula Wright gave the invocation.

Approve Minutes, January Board Meeting: Paula Brewster made a motion to accept the minutes from January, Cindy seconded and all approved.

Approve Minutes, Annual MRWC Member Meeting: Cindy made a motion to approve the minutes from the Annual Member Meeting, John seconded and all approved.

Approve Minutes, February 9th Board Meeting: Paula Brewster made a motion to accept the Board Meeting Minutes, Mark seconded, and the motion carried.

Financial Statement: John made a motion to approve the financial statement, Mark seconded, and all approved.

Online Bill Presentment, Brandon Rivers-The Sourcing Group: Brandon Rivers and Nash Patel gave a very informed BillTrax software presentation and answered questions. This system will allow customers to pay their bill online or with a phone app, receive alerts that their bill is due, print 12 months of statements. It would allow us to send notices such as boil water advisory alerts, CCR Report, Annual Meeting, closing hours and days. BillTrax will give office workers more time to complete other tasks and it will cut cost on printing and postage. Customers have been asking for this service for quite a while.

Correspondence: The company received a thank you note from Michael and Jami Axson, Julie's daughter, for the gift card they were given when their baby was born.

Fairwood Pump Station Upgrade: The upgrade is complete and has been in operation since February 2nd. Rich Anderson, with Summit Engineering, is proud and excited everything is running smoothly. Charlie explained it will save the company on power cost. We have two more payments to pay the contractor. The money for Pay Request No. 4 has been ordered by USDA and should be deposited into our checking account tomorrow in the amount of \$23,650.04. Rich stated it is a good-looking pump station to which Charlie agreed and will bring some before and after pictures for the Board to see. A stand-by generator was installed in case of a power failure.

Personnel Manual: Charlie is almost finish reviewing the manual and will have questions for Grant Close, the company personnel attorney to review. The draft will be uploaded to the Board Connection website as soon as completed. Board Members are asked to be ready to discuss at the March meeting.

Work Trucks: The two new Chevrolet work trucks are scheduled to be built in March. Charlie has an estimate from Renntech Graphics for logos and strobe lights for \$2,000.00 per truck. The cost to decommission the two trucks that will be taken out of service is \$300.00 per truck. We recently had back up alarms installed on three of the trucks and Renntech Graphics have four more to install.

Vernon Foster Waterline Ext. Quote: Charlie spoke with Don Foster about MRWC running the water line. Don will talk to his eight customers to see if they will be willing to pay \$1,465.00 per customer for a new tap and will get back with Charlie. Lawrence will work up the proposal once we get the eight customers committed to paying the new tap fee. MRWC will install the new waterline along the shoulder of Vernon Foster Road.

Project Priority List: Tabled

Intedge Tank Washout: Southern Corrosion has repaired the water level indicator float connection and replaced cable at the cost of \$1,675.00.

Tap Fee Comparison: After much discussion, the fees were tabled to the next meeting.

Benefit Comparison: After much discussion it was decided to have someone come advise the Board and have employees listen.

Fraud Claim: Charlie and Paula Brewster talked to John Anthony, Union County Solicitor, about Sara Gilliam who has been charged with taking monies from MRWC. Because of Sara's health and age the Board does not want her to be sentenced to prison. Paula suggested probation where Sara would have to be responsible for her actions and participate in all the programs. Mr. Anthony stated his solicitor is not keen on letting people off free and wanted to know how the Board feels about house arrest. They are thinking about house arrest along with probation, so she would be monitored and have an ankle bracket. Sara has saved \$8,000.00 and the money will probably go toward the Forensic Auditors, but the judge will not give the money to the insurance company.

Master Meter Radios: We have received approval from the companies to install radio read meters on our master meters. City of Union has three, Woodruff-Roebuck has two and Spartanburg has two meters. Charlie recommends this can be done in-house at the total cost of \$5,024.40. Paula Brewster made a motion to install the readers, Mark second, and the motion carried.

New Workstation Quote: Charlie recommends with three people working in the office that the Board purchase another computer, monitor, battery backup, keyboard, mouse and set up on the empty desk in the office, allowing us to have the billing software in three different places. The

cost for a desktop is \$1,661.35 and laptop cost are \$1,853.95 with labor and set up. Cindy made a motion to purchase what Paula Wright would like to have. Paula Brewster seconded, and the motion carried.

MRWC Bank Accounts: Bill Solesbee, former Board Member's name will be removed from South State Bank and Cindy's name will be added.

Cell Phone Policy: Tabled.

West Springs Baptist Donation: Don made a motion to give West Springs Baptist Church a \$250.00 donation for the use of their Christian Fellowship Center on February 9, 2021 where our Annual Meeting was held. Otis seconded the motion, and the motion carried.

Comments: Charlie stated that Lawrence is working on the Conflict of Interest Policy for Board Directors and the employees to sign.

The Board was asked if they would like to do something for Stonie Keith, who decided not to run for The Board when his term expired. The Board agreed to do something for him. Some of the suggestions was to purchase a plaque, make him a Lifetime Member, gift card, cap with MRWC Veteran and invite him and his daughter to the next Board Meeting and serve cake.

The drop box is not finished but has been moved to the front door where the cameras can better monitor it. We had some people complain that they placed their bill in the drop box, but we never received the payments.

Charlie will be starting the appraisals and giving raises in March and he request a performance review by the Board.

Our auditors will be coming tomorrow, and Ben thinks they will have the audit complete and ready to present at the next Board Meeting.

We do have another billing software from Core and Main to explore.

Board Meetings are recorded to help with minutes.

We can offer a video conference if COVID should continue and if Board Members need a camera for their computer the company can purchase for them.

Adjournment: The meeting adjourned at 9:45.

Paula Wright, Secretary