

**MEANSVILLE RILEY ROAD WATER COMPANY, INC.
REGULAR BOARD MEETING MINUTES FOR MAY 28, 2024
HELD IN CONFERENCE ROOM AT MRWC 7:00 P.M.**

PRESENT

Paula Brewster
Cindy Burnett
John Burnett
Robynne Burress
Mark Carroll
Angie Hauser
Otis Hembree
Hermine Keith
Don Tucker

ALSO PRESENT

Kevin Youngblood
Paul Klein
John Kingsmore
Paula Wright

Meeting Called to Order: Otis called the meeting to order and opened the meeting with prayer.

Cyber Security: Information Technology Manager, Kevin Youngblood explained that for the office he has a managed firewall in place, antivirus, 24/7 monitored EDR, URL Scanning, DNS Filtering, email scanning/backup, and onsite/offsite backup for the entire server. Plus, there is monitor software that helps keep windows up to date. Missions manages the SCADA system, and it monitors the tank levels and chemicals are added manually by maintenance employees.

CPA: Paul Klein with Love & Bailey stated that he has reconciled the bank statements up to April and will train the office staff June 6th on QuickBooks Online. We will run payroll simultaneously with QBO and FMS. Paul has communicated and passed on information with the company's new auditor David McAllister with Manley Garvin.

Approve Minutes: Cindy made a motion to accept the minutes from April 23rd and May 7th meetings. Paula Brewster seconded the motion and the motion carried.

Correspondence: Mimi thanked the Board for the gift of \$50.00 she received during her stay in the hospital.

The Union County Sheriff's Office is partnering with the City of Union Public Safety Department, and Greater Union Church for a Back-to School Drive on July 27th from 10:00 until 1:00 at the Union County Fairgrounds. They will pack and donate bookbags for K5 through grades 12 as well as provide free food for the children who attend. The hope is that this event continues to grow every year to strengthen the relationship between the law enforcement officers and youth in Union County. They are requesting donations and there will be a banner on site with every business name who donates to help fund the event. Mark made a motion to give \$100.00, John Burnett seconded the motion, and the motion passed.

Highway 92 Bridge Hanger: John Kingsmore stated that Rich Anderson with Summit Engineering spoke with Tim Lowery last Thursday and Tim is waiting on a quote from a Traffic Control person.

McKinley Cooper: The office received an invoice from McKinley Cooper that did the 2022 audit. We sent certified return receipt letters today acknowledging receipt of the invoice and that we will submit payment as soon as they provide capital credits.

Auditor: David McAllister with Manley Garvin has started the 2023 audit, and he has set up a portal for the office staff to drop reports in. David will send an engagement letter each year just confirming the price as it appears on the proposal.

QuickBooks Online: John Kingsmore reported that he purchased QuickBooks Online Plus with five users for the first year, at 75% off at a total cost of \$489.53. Next year we will purchase the three-user package.

CDL Training: John Kingsmore would like to enroll Mitch Heatherly in the CDL Truck Driver Training class at Cleveland Community College in Shelby starting in August for \$1,130.00. The classes are three weeks online and after passing the online portion with an overall average of 80%, then Mitch will advance to the seated portion for 12 days. Cindy made a motion to send Mitch to the CDL training and that MRWC will pay his salary, all expenses for the class, allow him to drive the company truck, keeping it overnight when the classes are on consecutive days, and he must sign a one-year commitment to remain at MRWC. Robynne seconded the motion, and the motion passed.

SCIIP: John Kingsmore stated that construction bids for the Highway 49 East Water Line Upgrade and Replacement Project were received, publicly opened, and read aloud on Tuesday, May 21st at MRWC office. SM Grading & Excavating received Division I at \$2,810,937.00 and Division II at \$2,660,437.00. Payne, McGinn & Cummins was awarded Division III at \$2,366,750.00. All contractors are properly licensed, bonded, and insured. The Division IV, Alternate A Meadow Woods Project lowest bid by Lake Murray Utility Company was \$816,200.00. MRWC was awarded a \$9,840,365.00 grant and the total bids are \$8,654,324.00 leaving us \$1,186,041.00 to spend on another project in Union County. The SCIIP Project will need to be completed in June of 2025.

SRF Grant: John Kingsmore thinks MRWC will receive the SRF Grant from DHEC at 100% forgiveness for \$865,000.00.

Old Hills Bridge Road Project: John Kingsmore received a letter Thursday from RIA that stated the company did not receive the Old Hills Bridge Road Grant. Nathaniel Foutch, our representative to RIA spoke with John, Otis, and Rich today on a conference call on ways to write a letter that will be beneficial and help us acquire the money. It is a 25% match by it being in Spartanburg County.

Water Treatment Liscence: John Kingsmore will take the Class E Water Treatment on June 10th, Lee on June 11th, and Mitch is scheduled for June 13th.

Rates: John Kingsmore stated the cost of insurance has almost doubled from the year 2024 to 2019. He spoke with Lynn Burnett with Correll Insurance and the cost is estimated based on the July audit, the amount of customers, and the amount of money the company makes. The office will look at other insurance companies. The price of materials has increased, and John recommends increasing the water rates by meter size and perhaps taps also in July.

Prayer: Mark had the closing prayer.

Adjourned: The meeting adjourned at 8:35 p.m.

Paula C. Wright
Board Secretary