

# MOUNT PLEASANT WATERWORKS

## VISION

*Mount Pleasant Waterworks strives to be a trusted leader in our community and the water industry.*

## MISSION

*The MPW Team provides water services of exceptional quality, value, and reliability, while protecting public health, safety, and the environment.*

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## FINANCE COMMITTEE MEETING AGENDA

**DECEMBER 1, 2021**

*Immediately following Audit Committee*

Operations Center, Commissioners Conference Room  
1619 Rifle Range Road, Mount Pleasant, SC 29464

- I. **CALL TO ORDER**
- II. **FREEDOM OF INFORMATION ACT:** *In Compliance with the Freedom of Information Act, Notice of the Meeting and Agenda was furnished to the media and persons requesting notification. A copy of the Meeting Notice, Agenda and Meeting Information was also posted on MPW's website.*
- III. **APPROVAL OF MINUTES:**
  - A. November 3, 2021
- IV. **PUBLIC COMMENTS**
- V. **ELECTION OF OFFICERS:**
  - A. Chair
  - B. Vice-Chair
- VI. **NEW BUSINESS:**
  - A. Timeline for Annual Review of Cost Recovery Policy (Information Only)
  - B. Fiscal Year 2023 Budget Schedule (Information Only)
- VII. **OLD BUSINESS:**
  - A. Update on discussions for a new Memorandum of Understanding for a Financial Understanding between Town and MPW (Information Only)
- VIII. **ADJOURN:**

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## VALUES

The MPW team is passionately committed to ♦ **HONESTY** in all actions by employees and commissioners ♦ **FAIRNESS** to our customers, employees, and other stakeholders ♦ **QUALITY** of our products, services, and processes ♦ **INNOVATION** by seeking positive change

**Elected**  
Rick M. Crosby, Chair  
Susan I. Mellichamp, Vice-Chair  
Diane D. Lauritsen, Ph.D., Secretary-Treasurer  
H. Mac Jenkinson  
Linda G. Page



**Ex-Officio**  
Will Haynie, Mayor  
Jake Rambo, Chair  
Water Supply Committee, Town Council  
  
F. Allan Clum, **General Manager**

## Finance Committee Meeting

November 3, 2021

### MINUTES

- I. CALL TO ORDER:** Mrs. Mellichamp, Committee Chair, called the meeting to order at 9:43 am. Committee members present: Susan Mellichamp, Diane Lauritsen, Rick Crosby, Mac Jenkinson, Linda Page and Jake Rambo. Committee members absent: Mayor Haynie.
- II. FREEDOM OF INFORMATION ACT:** Mrs. Mellichamp stated that in compliance with the Freedom of Information Act, notice of the meeting, and agenda was sent to local media. Agenda and meeting information was posted on MPW's website.
- III. APPROVAL OF MINUTES:** Mrs. Mellichamp asked for a motion to approve. Dr. Lauritsen made a motion to approve the minutes from the July 19, 2021, Finance Committee meeting. Mrs. Page seconded the motion. Motion carried.
- IV. PUBLIC COMMENTS:** Mrs. Mellichamp noted that no public comments were received.
- V. OLD BUSINESS:** Mr. Clum provided an update on discussions for a new Memorandum of Understanding for a Financial Understanding between the Town and MPW. Some discussion followed.
- VI. ADJOURN:** There being no further business, Committee adjourned at 10:15 am.

Respectfully submitted by:

\_\_\_\_\_  
F. Allan Clum, General Manager

Date Approved: \_\_\_\_\_



# Mount Pleasant Waterworks

## MEMORANDUM

To: Commissioners  
 From: Allan Clum, General Manager  
 Date: November 19, 2021  
 RE: Timeline for Cost Recovery Policy Review

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### VALUES

#### HONESTY

*in all actions by employees and commissioners*

#### FAIRNESS

*to our customers, employees, and other stakeholders*

#### QUALITY

*of our products, services, and processes*

#### INNOVATION

*by seeking positive change*

The following is the timeline for review and approval of any proposed changes to the Cost Recovery Policy:

12.01.21	Timeline provided to Finance Committee
02.02.22	Staff proposed amendments presented
03.30.22	Amendment adjustments (if necessary) based on discussion at the 02.02.22 Finance Committee meeting.
04.13.22	Approval to include amendments to Cost Recovery Policy as part of the advertisement for Public Hearing for FY2023 Budget.
06.09.22	Public Hearing – Presentation of proposed amendments
06.27.22	Annual meeting – adopt Cost Recovery Policy as amended.

## Fiscal Year 2023 Budget Calendar

December 13-17, 2021	Budget Training Sessions with departments
December 27, 2021	Distribute pertinent budget information to departments
January 5, 2022	FY23 Five-Year Capital Budget Workshop
January 18, 2022	All FY2023 personnel change requests due to the Budget & Procurement Supervisor
January 18, 2022	Commission Meeting
January 31, 2022	FY2022 Revised and FY2023 Requested operating budgets and Budget Document KPIs due to the Budget & Procurement Supervisor
February 1-4, 2022	CFO/Budget & Procurement Supervisor review
February 2, 2022	Committee Meetings
February 7-11, 2022	General Manager budget review
February 14, 2022	CIP Public Hearing – 5:30 pm (before Commission Meeting)
February 14, 2022	Commission Meeting
February 14-18, 2022	Review any GM adjusted budgets with departments
February 21-24, 2022	Utility Management Conference
February 28, 2022	First run of Rate Model
March 2, 2022	Commission Planning Retreat – 9:00 am – 3:00 pm
March 13-16	SC Environmental Conference
March 21, 2022	Commission Meeting – 5:30 pm
March 31, 2022	Committee Budget Workshops – 9:00 am (first review of preliminary rates, fees, and charges for FY 2023 and proposed policy adjustments)
April 13, 2022	Committee Budget Workshops – 9:00 am (second review of preliminary rates, fees, and charges for FY 2023 and proposed policy adjustments)
April 18, 2022	Commission Meeting – 5:30 pm. Authorization to advertise FY 2023 Public Hearing for proposed rates, fees and charges. Approval of Draft Budget to go to public.
May 4, 2022	Committee Meetings – 9:00 am (final FY 2023 Budget Review)
May 16, 2022	Commission Meeting – 5:30 pm
June 1, 2022	Committee Meeting – 9:00 am
June 12-15, 2022	AWWA (ACE) Conference
<b>June 9, 2022, Thursday</b>	Budget Public Hearing on proposed Operating and Capital Budgets and FY 2023 rates, fees, and charges – 5:30 pm
June 27, 2022	Annual Commission Meeting to adopt FY 2023 Budget and Rates – 5:30 pm