

An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 10:00 a.m. on January 23, 2019, in the conference room of the JIPSD offices located at 1739 Signal Point Road, James Island, South Carolina.

Present at the meeting were the following members: Alan Laughlin, Chair, who presided; Eugene Platt and Meredith Poston.

Absent from the meeting was the following member: Sandi Engelman, ex-officio.

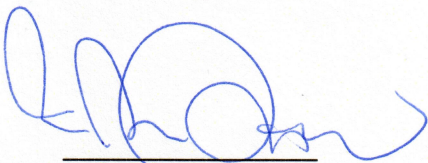
Also present were: Susan Gladden, CFO; Lisa Kluczinsky, HR Director; Tamara White, Administrative Coordinator; Chris Seabolt, Fire Chief; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; David Hoffman, Director of Wastewater Services; James Game, AFO; Joanne Tucker, Customer Service Supervisor; Beth McConnell, Payroll/Accounting Specialist; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Laughlin called the meeting to order.

Mr. Platt led the invocation, followed by the pledge to the flag of the United States of America.

1. The Freedom of Information Act Report – In compliance with the Freedom of Information Act, notice of this meeting and its agenda were provided to all news media and persons requesting notification.
2. The roll was called.
3. Amendments to Ordinance No. 2016-004 (Rules of Procedure)
 - A. **Mr. Platt moved to grandfather the current Chair to complete the current term elected and at the end of the term on June 30, 2019, elect a Chair with the understanding that it would only be for 6 months. Ms. Poston seconded the motion. A roll call vote was taken, and the motion carried unanimously.**
 - B. **Mr. Laughlin moved to amend Ordinance 2016-004 (Rules of Procedure) Article I Rule 9, to read:** The officers of the commission shall be a Chair, a Vice Chair and a Secretary, elected annually for a one year term. ~~The election for officers of the Commission shall be by ballot at the last regular meeting of each fiscal year to serve for one year and until their successors are elected. Their term of office shall begin at the first meeting of the new year.~~ The election for officers of the Commission shall be by secret ballot at the first meeting of the new calendar year to serve for one year and until their successors are elected. Their term of office shall begin at the time of their election. In the event of any vacancy in the office, an election shall be held to fill the unexpired term. Commission officers and Committee Chairs may succeed themselves for not more than two (2) successive terms, except that service for 50% or less of a term shall not be counted in determining the number of successive terms of service. **Mr. Platt seconded the motion. A roll call vote was taken, and the motion carried unanimously.** During this initial time of transition, the current Chair shall have the option of retaining office until the expiration of the elected term (June 30, 2019) and a Chair shall be elected for 6 months (July 1, 2019 – December 31, 2019) to adjust the office to the calendar year from the fiscal year. If the current Chair does not elect to retain office, the Chair shall be considered vacant and the new calendar year terms of office shall be initiated immediately.

- C. **Mr. Laughlin moved to amend Ordinance 2016-004 (Rules of Procedure) Article I Rule 9, to allow the JIPSD Commission to change the election of officers and their terms of office to coincide with the term of the office of the Commissioners based on the physical calendar year. Ms. Poston seconded the motion. A roll call vote was taken, and the motion carried unanimously.**
- D. **Mr. Laughlin moved to amend Ordinance 2016-004 (Rules of Procedure) Article I Rule 14 to remove the reason for general meeting absences. The motion died due to lack of a second.**
- E. **Mr. Laughlin moved to amend Ordinance 2016-004 (Rules of Procedure) Article II Rule 22 to read: The amended rule would read: The published agenda of the Commission shall provide for ~~{a}~~ two periods of public comment~~{s}~~, one at the beginning of the meeting and one after all business has been conducted, during which the Commission will receive the ~~{questions and}~~ comments of members of the public. Each person who wishes to be recognized during this period must enter his or her name and address on a list maintained by the Commission Clerk to be recognized and when recognized shall state his/her name in audible voice. Each person recognized during this period shall limit his/her address to no more than three (3) timed minutes unless additional time is granted by the Commission. All remarks shall be addressed to the Commission as a body and not to any member thereof. Ms. Poston seconded the motion. A roll call vote was taken, and the motion carried unanimously.**
4. Attorney RFP
- A. **Mr. Laughlin moved to recommend to the Commission that RFQ 2019-01 be used to start the RFQ process for finding a general attorney, seconded by Mr. Platt. A roll call vote was taken, and the motion carried unanimously.**
5. Vetting the Parliamentary Attorney and Specialty Attorney
- A. **Mr. Laughlin moved to recommend to the Commission that they continue to use specialty attorneys Caroline Cleveland, Helen McFadden and Ian O'Shea.**
6. **Mr. Laughlin moved to adjourn, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
7. Mr. Laughlin adjourned the meeting at 10:52 a.m.



Meredith Poston
Secretary
MP/TW