

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on February 25, 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; Inez BrownCrouch, Marilyn Clifford, Eugene Platt, Meredith Poston and Kathy Woolsey.

Absent from the meeting was the following member: Sandi Engelman (ill).

Also present were: Troy Long, G. Robert George Associates; Robert Wise, Administrator; James Game, AFO; Lisa Kluczinsky, HR Director; Tamara White, Administrative Coordinator; Chris Seabolt, Fire Chief; Tom Glick, Deputy Fire Chief; Shawn Engelman, Deputy Chief of Administration and JIPSD Safety; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; David Hoffman, Director of Wastewater Services; Jeff Cohen, Assistant Director of Wastewater Services; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Laughlin called the meeting to order.

Mr. Laughlin led the invocation and moment of silence, 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. Oral and Written Petitions – none
4. Approval of Minutes
 - A. **Mr. Laughlin moved to ratify what they did last month (amend the Rules of Procedure, change the timing of the election of officers and selection of officers), seconded by Ms. Clifford. A roll call vote was taken, and the motion carried unanimously.**
 - B. **Mr. Laughlin moved to approve the Regular Commission meeting minutes of January 28, 2019, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
5. Introduction of New Associates
 - A. Mr. Desmond introduced Melvin Reeves, Vehicle Operator and Ryan Jacques, Collector. Mr. Hoffman introduced Rodney Thames, Electrician and Kevin LaVaughn, Lead Jet-Vac Operator. Chief Seabolt introduced Charles Poole, Firefighter.
6. Comprehensive Annual Financial Report (6/30/18 FYE)
 - A. Mr. Game introduced William Bill Hancock, CPA of The Brittingham Group, LLP. Mr. Hancock gave a detailed overview of the financial statements. Question and answer discussion followed.
7. Motion to Approve JIPSD Phase I Wastewater Collection Rehabilitation Project to IPR Southwest, LLC
 - A. **Mr. Laughlin moved to award the JIPSD Phase I Wastewater collection rehabilitation project to IPR Southwest, LLC for the contract amount of \$309,893.50, seconded by Ms. Woolsey. A roll call vote was taken, and the motion carried unanimously.**

8. January 2019 JIPSD Management Report

- A. Chief Seabolt reported on a structure fire on Flint Street that occurred today.
- B. Mr. Wise reported that tax revenues have been received from the cities of Folly Beach and Charleston.
- C. Mr. Wise gave an update on the Wastewater rate study.
- D. Mr. Wise stated that there will be additional budget workshops this year to educate the Commission and public.
- E. Mr. Wise gave an update on Fire Station 1 and stated that the final review and design should be completed between March 2nd and April 1st and will go out for bid late April.
- F. Mr. Wise invited Mr. Platt to attend the Attorney RFQ bid opening on February 28th at 11 a.m.
- G. Ms. Woolsey requested that the Wastewater section of the report be placed on a separate page.

9. Commission Officers and Committee Assignments

- A. Mr. Laughlin requested that the Committee Chairs meet with their department to address the scope and responsibilities of their committee.

10. Committee and JIPSD Representative Reports

- A. Mr. Laughlin reported on the James Island Intergovernmental Council meeting held on February 18, 2019.
- B. Mr. Laughlin reported on the Maybank Highway Overlay Update meeting held on February 19, 2019.
- C. Mr. Laughlin reported that the Commission voted to approve the memorandum of understanding with the Town of James Island.
- D. Mr. Laughlin stated that nothing has been done as of yet with the 3M AdHoc Committee.
- E. Ms. BrownCrouch stated that it would be wise to limit what is put on the agenda.

11. Unfinished Business

- A. Wastewater vs. Stormwater – Mr. Wise stated that an island update is being distributed explaining the difference [between wastewater and stormwater], along with information on the social media sites. Mr. Wise also welcomed additional suggestions for spreading the information. Ms. Woolsey suggested that the District have a representative host a table at the Taste of James Island event on April 27th from 11 to 3 p.m. at the Baptist Athletic field near Walmart. Discussion followed.

12. New Business

- A. Mr. Laughlin stated that the annual Hurricane Expo will be held on May 4th at Lowe's. He also invited the JIPSD to host a table at the event. Mr. Wise stated that a table and trailer would be provided.

13. Correspondence and/or Newspaper Article

- A. Mr. Laughlin briefly mentioned the packet correspondence.

14. Oral and Written Petitions

- A. Franny Henty, 615 Flint Street, asked that the September 24, 2018, minutes be corrected to show that her petition was an actual and not an internet petition. She also spoke about area studies and asked if the JIPSD is obligated to say yes to a sewage tie in with a new development, will they look at the capacity of what their system can handle first, and what are the algorithms used to figure out how much sewage the system can handle?

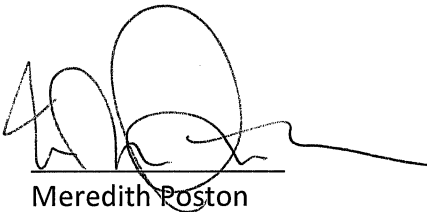
15. Executive Session

- A. **Ms. Woolsey moved to enter into executive session in accordance with § 30-4-70 (a) and (b), Code of Laws of South Carolina, as amended, for (1) discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee. Ms. Poston seconded the motion. A roll call vote was taken. The motion carried unanimously.**
- B. The Commission entered into executive session at 8:46 p.m.
- C. The Commission returned to regular session at 10:02 p.m. The Commission received legal advice; however, no decision was made in executive session.
- D. The Commission called a Special Meeting on March 6th at 6 p.m. to return to executive session to render a decision.
- E. **Ms. Woolsey moved that the District staff initiate a search for a new District Administrator immediately. The target start date for the new District Administrator being the expiration date of the current District Administrator's contract and proposed date of retirement in September of 2019, seconded by Ms. BrownCrouch. Mr. Laughlin assigned the issue to the Administrative Committee. Mr. Platt moved for adjournment. The motion failed due to lack of a second. Discussion followed. Ms. Woolsey moved to appeal the ruling of the Chair and overrule his decision to put it in the Administrative Committee, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion failed 2 to 4 as follows:**

Ms. BrownCrouch	Aye	
Ms. Clifford		Nay
Ms. Engelman		Absent
Mr. Laughlin		Nay
Mr. Platt		Nay
Ms. Poston		Nay
Ms. Woolsey	Aye	

Mr. Laughlin stated that the issue will go to the Administrative Committee.

16. **Mr. Laughlin moved to adjourn, seconded by Mr. Platt. A roll call vote was taken, and the motion carried unanimously.**
17. Mr. Laughlin adjourned the meeting at 10:07 p.m.



Meredith Poston
Secretary
MP/TW