

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on January 25, 2021, at James Island Town Hall located at 1122 Dills Bluff Road, James Island, South Carolina.

Present at the meeting were the following members: Marilyn Clifford, Chair, who presided; Brenda Grant, Inez BrownCrouch, Alan Laughlin, Susan Milliken, Meredith Poston and Kathy Woolsey.

Also present were: William Bill Hancock, CPA, The Brittingham Group, LLP; Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Chris Seabolt, Interim District Manager/Fire Chief; Tamara White, Administrative Services Manager; Jim Driscoll, CPA Consultant; David Hoffman, Director of Wastewater Services; Walter Desmond, Director of Solid Waste Services; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Tom Glick, Deputy Fire Chief; Stephanie Boatwright, Administrative Assistant; Kevin VanDyke, Wastewater GIS Coordinator and David Major, Facilities Maintenance Specialist.

Ms. Woolsey called the meeting to order.

Ms. Clifford 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. Oral and Written Petitions
 - A. Stanley Kozikowski, 1059 Quail Drive, shared a concern he had with his sewer bill.
4. Election of Commission Officers
 - A. The following Commissioners were recused from the Chair's ballot: Ms. BrownCrouch, Ms. Grant, Ms. Milliken and Ms. Woolsey. An open ballot election was conducted. Ms. Clifford won the Chair's nomination with a unanimous vote.
 - B. The following Commissioners were recused from the Vice Chair's ballot: Ms. Clifford, Ms. Grant, Ms. Milliken and Ms. Woolsey. An open ballot election was conducted. There was a tie vote between Ms. BrownCrouch and Ms. Poston. Mr. Bruorton asked Mr. Laughlin to break the tie. Mr. Laughlin chose Ms. Poston. Ms. Poston won the Vice Chair's nomination.
 - C. The following Commissioners were recused from the Secretary's ballot: Ms. Clifford, Ms. Grant, Ms. Milliken and Ms. Poston. An open ballot election was conducted. Ms. Woolsey won the Secretary's nomination with four majority votes.
5. Approval of Minutes
 - A. **Ms. BrownCrouch moved to approve the consent agenda, seconded by Ms. Woolsey. A roll call vote was taken and the motion carried unanimously.**
6. Audit Presentation Comprehensive Annual Financial Report – William Bill Hancock, CPA, The Brittingham Group
 - A. Mr. Hancock presented the comprehensive annual financial report for the fiscal year ending June 30, 2020. Discussion followed.

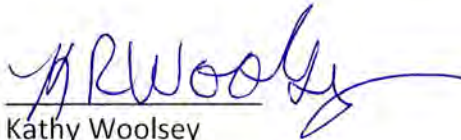
7. District Management Reports

A. Mr. Schaeffer reported the following information:

- Meeting packet contains two District Manager Reports for the months of November 2020 and December 2020.
- Each of the District Manager Reports are 5 pages long; you will see on the first page of November that HR conducted new hire orientation on the 30th of November 2020 – that included bringing me on board the Monday after Thanksgiving. This is the start of my 9th week with the District.
- HR will be holding another New Employee Orientation on the 1st of February next Monday. I'm happy to report to the Commission that Mindy Mazurek accepted the full-time Customer Service Position and we're excited to bring her out of temporary status and on board full-time next week.
- I'm also very happy to report to the Commission that the District will be hiring to Mr. Ed Kilcullen to be the Finance Director for the District. I'm sure you've seen the position posted on the District's website, and Mr. Kilcullen brings 17 years of direct experience in governmental fund accounting – he's both a CPA as well as a CIA or Certified Internal Auditor. Mr. Kilcullen's previous government experience has been with Berkley County and most recently Georgetown County, where he was working on \$60 million and \$80 million-dollar annual budgets respectively.
- In both November and December 2020, you will see similar explanations for the large jump in General Fund Beginning Cash due to the \$3.1 million in Go Bond Proceeds as well as the Proceeds from the Capital Leases included in the corresponding Revenues and Cash.
- I hope everybody received the Winter 2021 Island Update newsletter – it's a front and back newsletter with the 2021 Solid Waste Collection Schedule on the back. That newsletter is on the District's website as well.
- Total Fire Calls were lower in FY20 compared to FY19; the number of working structure fires increased while EMS calls and Motor Vehicle Accidents decreased.
- Since the Commission last met on Monday the 14th of December, the District enjoyed the Ribbon Cutting Ceremony on Thursday 17th of December for the New Fire Station #1.
- The Fire Department continues activity with community relation events such as Adopt-a-Highway, Football Game Standbys, the Goodnight Lights at MUSC, CPR Training at Gold's Gym, and James Island Yacht Club Breakfast with Santa.
- Commissioners will note that on page 5 of the December District Manager Report, the Plum Island Sewer Treatment is the largest expenditure line item for the Wastewater Fund – this expense was over \$331,000 higher through calendar year 2020 versus calendar year 2019. Wastewater Director Hoffman has an agenda item later on that is intended to help address the issue of rising sewer treatment costs.
- The District is in its infancy Phases of an Update to the 2019 Wastewater Rate Study – the Treatment Costs are much higher than the projected expenditures incorporated into the 2019 Rate Study. The rate consultant is presenting to Monck's Corner City Council tomorrow night and then meeting with Director Hoffman and me Wednesday morning to better understand the changes in projected revenues and expenditures for the Proprietary Fund. Director Hoffman can also elaborate on addressing the flow differences between the District's Meter and the CWS Meter reading the flow in the Plum Island Plant.

- The JIPSD Team has many projects under way and that has made my transition into the role of District Manager and my first 8 weeks very productive.
 - The Chief and the Leadership Team have done a great job of getting me up to speed with the various projects in the operational areas.
 - I have been researching the process that must be used associated with the Sale of Old Fire Station #1, Procurement Ordinance 2006-004, Article 10 is very specific on the sale of real property; there has already been an appraisal of the property for Old Fire Station #1; I have been working with the legal team on the RFP process and Professional Services Contract Agreement associated with listing and marketing Old Fire Station #1 with a Commercial Real Estate Broker – the Commission can expect more information to come on the topic of Old Fire Station #1.
 - I have been working with Tamara and the Chief on an IT Project to ensure the New Fire Station #1 is a Redundant Site for Administration Employees – in the event of severe flooding, the IT solution would allow Administration employees to still perform basic Finance, HR, and Customer Service-related functionality at the New Fire Station #1.
 - I will be working with the Chair to get the various Committee Assignments established. The Committee Meetings are typically held on the Second Mondays of the Month at 7 pm and are noticed, open to the public just like Commission Meetings – the Second Monday of March is the 8th and the Second Monday of April in the 10th = for the benefit of the New Commissioners, that is typically the time frame for when the Ways and Means Committee would hold the Annual Budget Work Sessions – I'll be working with the Chair to see if that is an acceptable timeline for the FY22 Budget Process.
 - I have been able to meet with the Leadership Team, Administration, and the crews in Wastewater, Solid Waste, and Fleet Services. Deputy Chief Glick arranged to get me in front of all 3 Shifts of Fire and provided tours of all 4 Fire Stations.
 - I've also been trying to gain a better understanding of all of the municipal jurisdictions that interact with the District and the nature of those intergovernmental relationships. I've had introductory meetings with Ashley Kellahan at the Town of James Island, Kin Hill with Charleston Water, and attended virtual meetings with the James Island Creek Task Force, the James Island Intergovernmental Council, and Tri-County Emergency Services. I have a meeting scheduled later this week to speak with our neighbors at Folly Beach, so I'll continue to make the rounds.
 - I have blocks of time scheduled to be in the field observing the operations – this Wednesday afternoon I'll be in the Automated Garbage Truck with Solid Waste Director Desmond. For the next three Wednesday afternoons after, I'll be spending a block of time with Battalion Chiefs Rodgers, Pastore, and Smiley; then in the Field with a Wastewater Crew; and then in the front-office with Customer Service.
- B. Mr. Hoffman gave a wastewater project update.
- C. Mr. Desmond gave an update on the status of the vehicles destroyed and replaced in last year's fire and further stated that operations are back to normal.
8. New Fire Station 1 Update – Deputy Chief Tom Glick
- A. Mr. Glick gave an update on the status of the new Fire Station #1.

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9. Motion to Approve Hydrostructures Engineering Firm to Conduct a Flow Meter Study of Pump Station 2 Basin
 - A. **Ms. Woolsey moved to approve Hydrostructures Engineering Firm to conduct a flow meter study of Pump Station 2 Basin, seconded by Ms. Grant. A roll call vote was taken and the motion carried unanimously.**
 10. Committee and JIPSD Representative Reports – none
 11. Unfinished Business – none
 12. New Business – none
 13. Correspondence and/or Newspaper Articles – none
 14. Oral and Written Petitions – none
 15. Executive Session
 - A. **Ms. Woolsey moved to enter into executive session to discuss a contractual arrangement with the City of Folly Beach, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously**
 - B. **The Commission entered into executive session at 8:13 p.m.**
 - C. **The Commission returned to regular session at 8:41 p.m. No action was taken.**
 16. **Ms. Woolsey moved to adjourn the meeting, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
 17. Ms. Clifford adjourned the meeting at 8:42 p.m.



Kathy Woolsey
Secretary
KW/TW