

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on March 22, 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; Inez BrownCrouch, Brenda Grant, Meredith Poston, Alan Laughlin, Susan Milliken and Kathy Woolsey.

Also present were: Charles Carmody, Senior VP, CBRE, Inc.; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Chris Seabolt, Fire Chief; Tamara White, Administrative Services Manager; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Tom Glick, Deputy Fire Chief and David Major, Facilities Maintenance Specialist.

Ms. Clifford called the meeting to order.

Ms. Grant 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 – none
4. Consent Agenda
  - A. **Ms. BrownCrouch moved to approve the consent agenda, seconded by Ms. Poston. A roll call vote was taken and the motion carried unanimously.**
5. District Management Report
  - A. Mr. Schaeffer reported:
    - South Carolina is still in Phase 1b of vaccination rollout, but the most recent information from SC DHEC states that Phase 1c will roll out approximately 12 April 2021. Phase 1c will make individuals that are 45 years PLUS qualify to get the vaccine as well as essential workers meaning JIPSD staff.
    - The upcoming opportunities for Adopt-A-Highway cleanup that the District provides on Fort Johnson Road, from Folly Road to Oceanview Road. This Saturday 27 March at 8:00 am, the District will meet in the parking lot of the James Island Presbyterian Church at the corner of Folly Road and Fort Johnson Road. Commissioners are more than welcome to volunteer on the cleanup – please let me know if you plan to attend this Saturday 27 March at 8:00 am. If you can't make it for this opportunity for Adopt-A-Highway clean-up, please put the following Saturdays on your calendar to meet at the same spot at 8:00 am: Saturday 12<sup>th</sup> of June; Saturday 4<sup>th</sup> of September; and Saturday 23<sup>rd</sup> of October. As always, many hands make light work – so I appreciate your help chipping in to make James Island look better.
    - WW Director Hoffman and I met with WW Committee Chair Poston on the 10<sup>th</sup> of March to go over some of the potential WW Committee topics. Besides discussing the potential topics for the WW Committee, Commissioner Poston was also able to see the SCADA System that electronically and centrally monitors the District's 68 Pump Stations and communicates the level of the wet wells and the pumps.

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- The date of Monday 19<sup>th</sup> of April at 7:00pm was established for an upcoming WW Committee Meeting here at Town Hall. Other members of the WW Committee are Commissioner Grant and Commissioner Woolsey. As always, the WW Committee, just like the Ways & Means Committee are posted just like a Regular Commission Meeting – the public and all members of the Commission are welcome to attend.
  - A little later down the agenda, we will talk about a response to the RFP associated with Real Estate Brokerage Services. This was the culmination of an effort from me, Tamara, and our legal team and I want to thank everybody for their help with this. Tim and Chip were able to review both the Professional Services Contract Agreement and the Real Estate RFP before it was formally advertised. We included a template Professional Service Contract Agreement as an exhibit in the RFP and referenced that this will be the basis to establish the contractual agreement with the District. This also helps avoid surprises or arm-wrestling matches with the vendors awarded through this process, so they know what to expect as well. Over the coming months, the same process will be used to establish a relationship with an Auditing Firm and a Financial Advisory Firm.
  - I have received a previous request for information from the Commission associated with Resolutions and Ordinances. Tamara has thumb drives available with Resolutions and Ordinances available for review by the Commission.
  - Tamara has been working with the Webmaster to be able to make more recent Resolutions and Ordinances available online.
  - The Fire Department is eagerly anticipating the arrival of the New Pumper for Station #4 and your packet contains pictures of week-by-week progress on that New Pumper being built in Appleton Wisconsin.
  - I wanted to thank Deputy Chief Engelman, Chief Seabolt, and the HR Director Kluczinsky for their assistance in applying for the SAFER Grant through FEMA. After applying for the SAFER Grant, it typically takes 3-4 months for FEMA to evaluate the applications and to hear back on acceptance or denial. The District applied to SAFER to hire 3 Firefighter positions – typically – the SAFER Grant is historically awarded to departments expanding head count and not backfilling open positions, but “no”s are free and keep your fingers crossed.
  - There is much activity in the Fire Department right now, I got to sit in on several interviews for prospective Fire Department employees this afternoon. Tests for the open Firefighter positions were given today and the Chiefs should have those results back by this Thursday 25<sup>th</sup> of March. They can then use the combined test scores and interview scores to offer recommendations to hire and fill firefighter positions. I will be sure to keep the Commission posted as we move through this process.
6. Motion to Approve Resolution No. 21-001 Approving Financing for Vehicles and Equipment
- A. **Ms. Milliken moved to approve Resolution No. 21-001 approving the financing for vehicles and equipment, seconded by Ms. Woolsey. A roll call vote was taken and the motion carried unanimously.**

7. Motion to Approve Professional Services Agreement for Real Estate Brokerage Services
  - A. **Ms. Milliken moved to approve the professional services agreement for real estate brokerage services by CBRE, Inc., seconded by Ms. Poston. A roll call vote was taken and the motion carried unanimously.**
8. Committee and JIPSD Representative Reports
  - A. Ms. Clifford reported that the March 8<sup>th</sup> Ways & Means Committee meeting was quite thorough.
9. Correspondence and/or Newspaper Articles
  - A. Correspondence discussed.
10. Oral and Written Petitions – none
11. Executive Session – none
12. **Ms. Woolsey moved to adjourn, seconded by Ms. Poston. A roll call vote was taken and the motion carried unanimously.**
13. Ms. Clifford adjourned the meeting at 7:56 p.m.



Kathy Woolsey  
Secretary  
KW/TW