

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

Absent from the meeting was the following member: Meredith Poston (ill).

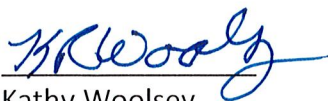
Also present were: Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Chris Seabolt, Fire Chief; Tamara White, Administrative Services Manager; Ed Kilcullen, Director of Finance; David Hoffman, Director of Wastewater Services; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Tom Glick, Deputy Fire Chief and David Major, Facilities Maintenance Specialist.

Ms. Clifford called the meeting to order.

Ms. 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 – none
4. Consent Agenda
 - A. **Ms. BrownCrouch moved to approve the consent agenda, seconded by Ms. Grant. A roll call vote was taken and the motion carried unanimously.**
5. District Management Report
 - A. Mr. Schaeffer introduced Ed Kilcullen, Director of Finance, to the Commission. He stated that Mr. Kilcullen started on February 1st and is both a CPA and CIA with over 17 years of direct governmental fund accounting experience. He went on to say that Mr. Kilcullen studied Accounting at the College of Charleston and Economics at Northern Illinois University and also served in the Finance Departments of both Berkeley County and most recently Georgetown County.
 - B. Mr. Schaeffer formally recognized Chief Seabolt for his continued service as District Manager. He went on to say that Chief Seabolt has been in the dual role of Interim District Manager plus Fire Chief for the last 17 months and he will transition back to Fire Chief at the end of the month. He also recognized Chief Seabolt for being tremendously helpful in getting him up to speed on the District's operations and the current District-wide projects going on.
 - C. Mr. Schaeffer further reported:
 - Charleston County has partnered with Fetter Health Care Network to help administer COVID vaccines this Thursday, February 25th at the Baxter Library, from 9 am to 2 pm, on a first come first served basis.
 - We have two Ways & Means Committee meetings established for Monday, March 8th and Monday, April 12th – both are scheduled for 6:30 pm at the Town Hall.

- The relevant topics for the Solid Waste Committee should be discussed at the Committee level where in-depth discussions/clarifications are provided on any changes to the operations impacting the island constituents and take place prior to presenting proposed solutions to the Commission as a whole where action is taken.
 - Mr. Hoffman provided an update on the District's Wastewater projects last month at the January 25th regular meeting, and I sent an update from the District's Engineer on Wednesday, February 17th. The Pump Station #1 Conversion is still on track to wrap up by mid-March. The Phase 2 & Phase 3 Wastewater Collection Rehabilitation Projects are continuing as planned; Pump Station #33 Upgrade Project was the first preconstruction meeting both Ed and I were able to attend on Thursday, February 11th and the notice to proceed on this project has been issued by the Engineer and the contractor will continue to prepare to get this project rolling next month.
 - I received some specific questions and provided answers and clarifications on the utility billing practices as well as the solar panels installed on the roof of the newly constructed Fire Station #1. My approach will be to provide answers and clarification to the Commission as a whole when it is provided. I'm learning with you on these topics and my approach will be inclusive to provide all Commissioners with the requested information and answers.
 - The proposed legislation means NO Change for the District. District Commissioners are already required to submit the Statement of Economic Interest forms on an annual basis – so this is to bring other SPDs in the State up to the District's current practice. The Article "Uncovered" by the Post and Courier promoted the change to the legislation.
- D. Ms. Milliken inquired about the monthly transparency reports online missing detailed information. Discussion followed.
- E. Mr. Laughlin referenced OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) and congratulated Chief Engelman for keeping the keeping the District safe and its numbers down.
6. Committee and JIPSD Representative Reports
- A. Ms. Clifford expressed that a lot of work can be done in the Committee meetings as opposed to the Commission meetings and encouraged Committee Chairs to meet with their respective departments. Discussion followed.
7. Correspondence and/or Newspaper Articles
- A. Correspondence discussed.
8. Oral and Written Petitions – none
9. Executive Session – none
10. **Ms. Woolsey moved to adjourn, seconded by Ms. BrownCrouch. A roll call vote was taken and the motion carried unanimously.**
11. Ms. Clifford adjourned the meeting at 7:25 p.m.



Kathy Woolsey
Secretary
KW/TW