

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on May 24, 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; Meredith Poston, Kathy Woolsey, Inez BrownCrouch, Brenda Grant, Alan Laughlin, and Susan Milliken.

Also present were: Robert Damron, Compass Municipal Advisors, LLC; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Administrative Services Manager; Chris Seabolt, Fire Chief; David Hoffman, Director of Wastewater Services; Ed Kilcullen, Director of Finance; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Joanne Tucker, Revenue Collections Manager; Lisa Kluczinsky, Director of Human Resources; Jim Driscoll, CPA Consultant; Stephanie Boatwright, Administrative Assistant; David Major, Facilities Maintenance Specialist and Officer Colburn, Charleston County Sheriff's Office.

Ms. Clifford called the meeting to order.

Ms. Milliken 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. Poston moved to approve the consent agenda, seconded by Ms. Milliken. A roll call vote was taken, and the motion carried unanimously.**
5. May District Management Report
 - A. Mr. Shaeffer reported:
 - All South Carolinians age 12-plus are now eligible for the COVID-19 vaccines.
 - The next opportunity for District's Adopt-A-Highway participation is Saturday, June 12, 2021, at 8 am. The brand-new Fire Department Pumper 804 that will be permanently stationed at Fire Station #4 will be available for viewing as well.
 - The Fire Department met with the ISO Compliance Officer at the New Fire Station #1 last week. I am happy to report that the Chief had a very productive meeting with the ISO Compliance Officer. The Chief felt this was a very productive meeting and was a positive step towards the Fire Department remaining at an ISO Rating of 1 which is the highest possible Rating for a Fire Department. This is very important for the PSD Residents because the ISO Rating of 1 means more favorable property insurance rates.

- I have been working with Ed, Joanne and the team at the Admin Building to make preparations to open the District's lobby back to the public on June 1st. The District would have to modify lobby operations by restricting the number of people in the lobby at a time and have everybody that is waiting to be helped outside of the lobby. The District would have a hand sanitizer station within the lobby and will be working on posting signage for all the customers to be aware of the modifications to lobby operations. The District's drop-box operations will remain ongoing, and payments will continue to be made both over the phone, online, and customers will also be able to enroll in the Auto-Pay Program as well.
- Handout #1 was passed out for clarification on ERU's, and Wastewater fees charged for developments.
- Handout #2 was passed out with an update on the county's landfill privatization recommendations by Mitch Kessler with Kessler Consulting Services.
- Handout #3 was passed out with information from the SCSPD Leadership Meeting on May 19, 2021, presentation by C.D. Rhodes & Sara Weathers with Pope Flynn, LLC on Understanding Your Ethical Responsibilities and What to do when there is an ethics conflict.
- The Town of James Island passed their FY22 Budget on May 20th with appropriation for funding towards the Annual Cost Share Agreement. A resolution is expected to be on the agenda for the Regular Commission Meeting on June 28th, accepting the Cost Share Agreement.

6. Ordinance No. 2021-01 FY22 Budget Ordinance – 2nd and Final Reading

- A. **Ms. BrownCrouch moved to approve Ordinance No. 2021-01 FY22 Budget Ordinance 2nd and Final reading, seconded by Ms. Clifford. A roll call vote was taken, and the motion carried 5 to 2 as follows:**

Ms. BrownCrouch	Aye	
Ms. Clifford	Aye	
Ms. Grant		Nay
Mr. Laughlin	Aye	
Ms. Milliken		Nay
Ms. Poston	Aye	
Ms. Woolsey	Aye	

7. Ordinance No. 2021-02 Wastewater Collection System Use and Rate Ordinance – 2nd and Final Reading

- A. **Ms. Poston moved to approve Ordinance No. 2021-02 FY22 Wastewater Collection System Use and Rate Ordinance – 2nd and Final Reading, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried 5 to 2 as follows:**

Ms. BrownCrouch	Aye	
Ms. Clifford	Aye	
Ms. Grant		Nay
Mr. Laughlin	Aye	
Ms. Milliken		Nay
Ms. Poston	Aye	
Ms. Woolsey	Aye	

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8. Ordinance No. 2021-03 Sale of the Old Fire Station #1 Located at 1622 Camp Road – 2nd and Final Reading
- A. **Ms. Grant moved to approve Ordinance No. 2021-03 Sale of the Old Fire Station #1 located at 1622 Camp Road – 2nd and Final Reading, seconded by Ms. Poston. A roll call vote was taken, and the motion carried 6 to 1 as follows:**
- | | | |
|------------------------|------------|------------|
| Ms. BrownCrouch | Aye | |
| Ms. Clifford | Aye | |
| Ms. Grant | Aye | |
| Mr. Laughlin | Aye | |
| Ms. Milliken | | Nay |
| Ms. Poston | Aye | |
| Ms. Woolsey | Aye | |
9. Ordinance No. 2021-04 FY21 Budget Ordinance Amendment – 1st Reading
- A. Mr. Schaeffer stated that Lawrence Flynn with Pope Flynn, LLC reviewed the proposed FY21 Budget Amendment. Since the FY21 Budget was passed by an ordinance, it must be amended by an ordinance. As discussed last month, Mr. Flynn suggested the District FY23 Budget be approved by Resolution. To pass the District's Annual Budget by Resolution a change to the Commission's Rules of Procedure, Article III Governance, Rule #26 will need to be made.
- B. **Ms. Milliken moved to approve Ordinance No. 2021-04 FY21 Budget Ordinance Amendment – 1st Reading, seconded by Mr. Laughlin. A roll call vote was taken, and the motion carried unanimously.**
10. Auditing Services RFP Recommendation
- A. Mr. Schaeffer stated that the Auditing Services RFP responses were opened on May 17th at 3 p.m. with Chair Clifford on the conference call evaluating the responses.
- B. **Ms. Milliken moved to approve the Auditing Services RFP Recommendation, seconded by Ms. Grant. A roll call vote was taken, and the motion carried 6 to 1 as follows:**
- | | | |
|------------------------|------------|------------|
| Ms. BrownCrouch | Aye | |
| Ms. Clifford | Aye | |
| Ms. Grant | Aye | |
| Mr. Laughlin | Aye | |
| Ms. Milliken | | Nay |
| Ms. Poston | Aye | |
| Ms. Woolsey | Aye | |
11. Financial Advisory RFP Recommendation
- A. Mr. Schaeffer introduced Robert Damron with Compass Municipal Advisors, LLC for any specific questions on the proposal or contract. Mr. Damron will be working with Pope Flynn, LLC with obtaining supporting documentation associated with debt issuance.
- B. **Ms. Clifford moved to approve the Financial Advisory RFP Recommendation, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**

12. Committee and JIPSD Representative Reports

- A. Ms. Grant reported that the May 3rd Fire & Emergency Prep Committee received a tour of Fire Station #2, discussed the budget concerns, Firefighter salaries and the retirement plan options for the firefighters.

13. Correspondence and/or Newspaper Articles

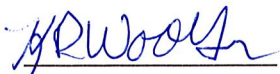
- A. Ms. Clifford reported that JIPSD was mentioned in the article dated April 30th on The Town of James Island's Council Workshop meeting held on April 28th. Several Commissioners attended the meeting as well.

14. Oral and Written Petitions – none

15. Executive Session - none

16. Ms. Clifford 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 7:57 p.m.



Kathy Woolsey
Secretary
KW/SB