

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on August 30, 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, Inez BrownCrouch, Brenda Grant, Alan Laughlin, and Susan Milliken.

Absent from the meeting was the following Commissioner: Kathy Woolsey (out of town).

Also present were: Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Administrative Services Manager; David Hoffman, Director of Wastewater Services; Tom Glick, Deputy Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Ed Kilcullen, Director of Finance; Stephanie Boatwright, Administrative Assistant II; David Major, Facilities Maintenance Specialist; Charles Carmody, CBRE Realtors; Joe Purze, CBRE Realtors; and Officer Owens, Charleston County Sheriff's Office.

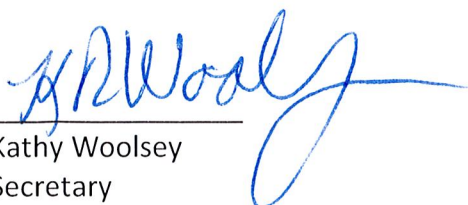
Ms. Clifford called the meeting to order.

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. Poston moved to approve the consent agenda, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
5. Resolution No. 21-004 Authorizing the JIPSD to Apply to the SC Water Quality Revolving Fund Authority for Loans from the State Water Pollution Control Revolving Loan Fund
 - A. **Ms. Clifford moved to approve Resolution No. 21-004 authorizing the JIPSD to apply to the SC Water Quality Revolving Fund Authority for loans from the State Water Pollution Control Revolving Loan Fund, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**

6. Resolution No. 21-005 Authorizing the JIIPSD to Apply to the South Carolina Rural Infrastructure Authority for Grant Funding for its Sewer Expansion Project
- A. **Ms. Clifford moved to approve Ordinance No. 2021-05 Sale of 0.3 Acre of Folly Road – 2nd and Final Reading, seconded by Ms. Grant. A roll call vote was taken, and the motion carried 5 to 1 as follows:**
- | | | |
|------------------------|------------|------------|
| Ms. BrownCrouch | Aye | |
| Ms. Clifford | Aye | |
| Ms. Grant | Aye | |
| Mr. Laughlin | Aye | |
| Ms. Milliken | | Nay |
| Ms. Poston | Aye | |
7. August District Management Report
- A. Mr. Schaeffer reported:
- All South Carolinians age 12-plus are now eligible for the COVID-19 vaccines. I have sent out an email to the Commissioners and all District User emails associated with wearing masks while entering, exiting buildings, while in common areas, and if social distancing cannot be maintained regardless of vaccination status. The Fire Chiefs have been participating in the County's Biweekly Pandemic conference calls. The District has been coordinating with other area SPD's as well as other units of local government; please understand that the District will continue to communicate any developments with the pandemic or operational changes needed.
 - On Monday, September 13, 2021, the Administrative Committee meeting will start at 6:30 pm then the Wastewater Committee will meet at 7:30 pm. The Administrative Committee will include changes to the 2022 holiday schedule formally swapping Juneteenth for the previously recognized floating holiday due to the District no longer recognizing Confederate Memorial Day like the State of South Carolina. There will be proposed changes to separated employee's payout of annual leave and there will be proposed changes to OPEB or District provided Retiree HealthCare. The Wastewater Committee will have a presentation by Charleston Waterkeeper and the Coastal Conservation League in relation to the proposed sewer expansion project in the Julian Clark neighborhood. I have invited representatives from the Town of James Island, the City of Charleston, Charleston County, Senator Senn, Representative Wetmore, and Charleston Water Systems to attend the meeting to hear about the most recent water quality findings associated with James Island Creek. The Wastewater Committee will also discuss procedural changes to the Wastewater ordinance and proposed changes to implement when establishing new accounts.
 - The next opportunity for District's Adopt-A-Highway participation is Saturday, September 18, 2021, at 8 am. I very much appreciate all of those helping to make our James Island Community look better.
 - Deputy Fire Chief Engelman has scheduled a Flu Shot Clinic for all District Employees from Monday, September 20, 2021, through Wednesday, September 22, 2021, from 11 am to 12:30 pm.
 - The South Carolina Association of Special Purpose Districts is hosting a conference Wednesday, September 29th through Friday, October 1st in Myrtle Beach. I will try to share all the materials provided with the presentations with the Commissioners.

- The proposed annual Community Event for Fire Prevention Week held in the Lowe's parking lot is scheduled for Thursday, October 7, 2021. Many events are being postponed or canceled. More information will be given.
 - The proposed annual JIPSD Employee Appreciation Event at Fire Station #1 is scheduled for Wednesday, November 10, 2021. Due to the pandemic, the District could not have the event last year. I would like to discuss more at the Administrative Committee Meeting on September 13, 2021.
 - The proposed JIPSD Teambuilding Training Event on December 9, 2021, at 1:30 pm will be held at Fire Station #1. The theme is "We're All on the Same Team", and each Commissioner will be paired with District's Staff to build bicycles that will be donated to a charity. The District will not be able to make a call until late October if we can move forward with training as planned. More information will follow.
 - The District is preparing with department heads for the upcoming Ways & Means Committee Meeting scheduled for Monday, October 18, 2021. Bob Damron and Lawrence Flynn will be at this meeting.
 - On Tuesday, August 17, 2021, I participated in the tour of Fire Station #1 with representatives from the State Fire Academy. I am very happy to report that the District has reserved three spots for the Recruit School starting in January 2022. On Monday, August 30, 2021, six potential candidates were brought in for testing for the Firefighter open positions.
 - The two open positions within the Finance Department have been filled. Karen Youngblood has accepted the Accounting Generalist position and Alicia Escobar has accepted the Accounting Manager position. Alicia is scheduled to start with the District on Monday, September 27, 2021.
8. Committee and JIPSD Representative Reports - none
9. Correspondence and/or Newspaper Articles
- A. Ms. Clifford discussed the revised outlook to stable from negative and the affirmed "AA- "issuer credit rating (ICR) by S&P Global Ratings dated July 20, 2021.
10. Oral and Written Petitions – none
11. Executive Session
- A. **Ms. Clifford moved to enter into executive session to discuss a personnel matter and the proposed sale of TMS numbers 4251200185 and 4251200298, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
- B. **The Commission entered into executive session at 7:45 p.m.**
- C. **The Commission returned to regular session at 8:08 p.m. No action was taken.**
12. **Ms. Clifford moved to adjourn the meeting, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
13. Ms. Clifford adjourned the meeting at 8:09 p.m.



Kathy Woolsey
Secretary
KW/SB