

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on September 27, 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, Kathy Woolsey; Brenda Grant, Alan Laughlin, and Susan Milliken.

Also present were: Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Administrative Services Manager; David Hoffman, Director of Wastewater Services; Jeff Cohen, Assistant Director of Wastewater Services; Nathan Johnson, Sewer Rehab Inspector; Tom Glick, Deputy Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Lisa Kluczinsky, Director of Human Resources; Ed Kilcullen, Director of Finance; Alicia Escobar, Accounting Manager; Joanne Tucker, Revenue Collections Manager; Stephanie Boatwright, Administrative Assistant II; David Major, Facilities Maintenance Specialist; Charles Carmody, CBRE Realtors; Joe Purze, CBRE Realtors; Kyle Michel, Michel Law Firm and Officer Owens, Charleston County Sheriff's Office.

Ms. Clifford called the meeting to order.

Ms. Woolsey 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. Milliken moved to approve the consent agenda, seconded by Ms. Woolsey. A roll call vote was taken, and the motion carried unanimously.**
  - B. **Ms. Clifford moved to change agenda item No. 13 to agenda item No. 5, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
5. Committee and JIPSD Representative Reports – none
  - A. Mr. Schaeffer restated the four recommendations that the Administrative Committee made on Monday, September 13, 2021, to bring to the Commission.
  - B. Mr. Schaeffer restated the recommendation that the Wastewater Committee made on Monday, September 13, 2021, to bring to the Commission.
6. December 27, 2021 Regular Meeting Rescheduled to December 13, 2021
  - A. Mr. Schaeffer asked the Commission to consider rescheduling the meeting before the holidays. He also stated that the 2022 proposed schedule can be considered at a later meeting. No action taken was taken.

7. Proposed Changes to the Districts 2022 Holiday Schedule and Annual Payout at Employment Separation

A. **Ms. Clifford moved to approve the District's 2022 Holiday Schedule, 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		Nay
Ms. Milliken	Aye	
Ms. Poston	Aye	
Ms. Woolsey	Aye	

B. **Ms. Clifford moved to approve the District's Annual Payout at Employment Separation, seconded by Ms. Poston. A roll call vote was taken, and the motion carried 5 to 2 as follows:**

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

7. Resolution for Proposed Changes to SC Other Retirements Benefits Employer Program (OPEB) and Terminating Participation in the SC OPEB

A. Mr. Schaeffer discussed the three changes in the Resolution that will happen and become effective 60 days after the resolution passes. Mr. Schaeffer also stated that he is planning to redeploy the FY22 Funds budgeted for OPEB back into wages for District employees. The purpose of this is to re-recruit employees and lower the risk of having employees successfully recruited out of the organization by other government entities and private sector organizations providing similar services.

B. **Ms. Clifford moved to approve the proposed changes to SC Other Retirements Benefits Employer Program (OPEB) and terminate participation in the SC OPEB, seconded by Ms. Poston. 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	

8. Resolution for Virtual Meetings to Slow the Spread of COVID-19
- A. **Ms. Clifford moved to approve the Resolution for Virtual Meetings, seconded by Ms. Poston. A roll call vote was taken, and the motion carried 6 to 1 as follows:**
- |                        |            |            |
|------------------------|------------|------------|
| <b>Ms. BrownCrouch</b> | <b>Aye</b> |            |
| <b>Ms. Clifford</b>    | <b>Aye</b> |            |
| <b>Ms. Grant</b>       | <b>Aye</b> |            |
| <b>Mr. Laughlin</b>    |            | <b>Nay</b> |
| <b>Ms. Milliken</b>    | <b>Aye</b> |            |
| <b>Ms. Poston</b>      | <b>Aye</b> |            |
| <b>Ms. Woolsey</b>     | <b>Aye</b> |            |
9. Ordinance Amending Use and Rate Ordinance No. 2021-02 to Update Definitions, Operational Processes and Rates – First Reading
- A. Mr. Kilcullen discussed the amended changes to the Use and Rate Ordinance No. 2021-02 updating the definitions, operational processes, and rates.
- B. **Ms. Clifford moved to approve the Ordinance Amending Use and Rate Ordinance No. 2021-02 to Update Definitions, Operational Processes and Rates, seconded by Ms. Poston. A roll call vote was taken, and the motion carried 6 to 1 as follows:**
- |                        |            |            |
|------------------------|------------|------------|
| <b>Ms. BrownCrouch</b> | <b>Aye</b> |            |
| <b>Ms. Clifford</b>    | <b>Aye</b> |            |
| <b>Ms. Grant</b>       | <b>Aye</b> |            |
| <b>Mr. Laughlin</b>    | <b>Aye</b> |            |
| <b>Ms. Milliken</b>    |            | <b>Nay</b> |
| <b>Ms. Poston</b>      | <b>Aye</b> |            |
| <b>Ms. Woolsey</b>     | <b>Aye</b> |            |
10. 2021 Charleston Regional Hazard Mitigation Plan Report
- A. Mr. Schaeffer presented the 2012 plan report for information.
11. Proposed Agreement with Michel Law Firm
- A. Mr. Schaeffer introduced Kyle Michel with the Michel Law Firm to the Commission. Mr. Michel discussed an overview of the firm and answered questions from the Commission.
- B. **Ms. Milliken moved to approve the proposed agreement with Michel Law Firm, second by Ms. Clifford. A roll call vote was taken, and the motion carried unanimously.**
12. August District Management Report
- A. Mr. Schaeffer reported:
- Alicia Escobar is the new Accounting Manager of the Finance Department.
  - Thank you to Chair Clifford and Commissioner Laughlin for their assistance with the Adopt-A-Highway on Saturday, September 18, 2021. The next opportunity for District's Adopt-A-Highway participation is Saturday, October 23, 2021, at 8 am. I very much appreciate all of those helping to make our James Island Community look better.
  - I was able to attend the South Carolina Emergency Management Division for Charleston County to hear COVID-19 updates and the most recent pandemic figures from DHEC. We continue to monitor this rapidly changing pandemic environment and will continue to keep the Commission apprised of new developments.
14. Correspondence and/or Newspaper Articles - none

15. Oral and Written Petitions

- A. Jeff Cohen, 3 Blackwatch Court, shared a concern with the proposed holiday change and retirees losing the health benefit.
- B. Nathan Johnson, 862 Seafarer Way shared the concern with cuts to keep the district solvent and the balance within the District as one.
- C. Thomas Glick, 1108 Folly Road, shared a concern he had on the health care benefits for retirees.

16. Executive Session

- A. **Ms. Clifford moved to enter into executive session to discuss a personnel matter, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
- B. **The Commission entered into executive session at 8:46 p.m.**
- C. **The Commission returned to regular session at 9:01 p.m. No action was taken.**

17. **Ms. Clifford moved to adjourn the meeting, seconded by Ms. Grant. A roll call vote was taken, and the motion carried unanimously.**

18. Ms. Clifford adjourned the meeting at 9:02 p.m.



Kathy Woolsey

Secretary

KW/SB