

A Regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on January 24, 2022, at James Island Fire Station 1, located at 1108 Folly Road, James Island, South Carolina.

Present at the meeting were the following members: Marilyn Clifford, Chair, who presided; Inez BrownCrouch, Alan Laughlin, Meredith Poston, Brenda Grant, Susan Milliken and Kathy Woolsey (attended via phone conference).

Also present were: Steven Bolt, Cyber Solutions; Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Administrative Services Manager; Chris Seabolt, Fire Chief; Tom Glick, Deputy Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Ed Kilcullen, Director of Finance; Joanne Tucker, Revenue Collections Manager; Jeff Cohen, Assistant Director of Wastewater Services; David Hoffman, Director of Wastewater Services; David Major, Facilities Maintenance Specialist and Officer Owens, Charleston County Sheriff's Office.

Ms. Clifford called the meeting to order.

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. Election of Commission Officers
 - A. Mr. Schaeffer read *Rule 9: Terms of Officers and Committee Chairs* from the Commission Bylaws. Mr. Schaeffer opened the floor for election of Commission Secretary. Commissioners Grant, Milliken and Woolsey excluded themselves from the nomination. Discussion followed about the nomination process. **Ms. Poston was elected as Secretary by ballot.**
 - B. Mr. Schaeffer opened the floor for election of Commission Vice Chair. Commissioner BrownCrouch excluded herself from the nomination. **Ms. Woolsey was elected as Vice Chair by ballot.**
 - C. Mr. Schaeffer opened the floor for election of Commission Chair. Commissioner Milliken excluded herself from the nomination. **Ms. Clifford was elected as Chair by ballot.**
5. Consent Agenda
 - A. **Ms. Clifford moved to approve the consent agenda, seconded by Ms. Grant. A roll call vote was taken, and the motion carried unanimously.**
6. December District Management Report
 - A. Mr. Schaeffer reported:
 - I want to thank the Fire Department for their continued efforts to keep the island clean with the most recent Adopt-A-Highway Opportunity Saturday 15 January 2022. The next Adopt-A-Highway Opportunity will be Saturday 19 March 2022. The other 2022 dates are also All Saturdays = 9 April, 11 June, and 15 September 2022. We meet at the corner of Fort Johnson and Folly Road at 8 a.m. and I appreciate everyone's effort to keep the island clean.
 - We have several extra meetings scheduled, Monday 14 February at 6:30pm at Town Hall is scheduled for the second Ways and Means Committee Meeting. Two week later, we have the Regular Commission Meeting Monday 28 February at 7:00pm at Town Hall. The third

Ways and Means Committee Meeting is scheduled for 6:30pm on Monday 14 March 2022 at Town Hall; with the Regular Commission Meeting Monday 28 March 2022 at 7pm at Town Hall. So that's meetings on both the 2nd and 4th Mondays in the months of both February and March 2022.

- The previously scheduled Team Building Event was rescheduled for Thursday 28 April 2022 at 1:00 p.m. at Fire Station #1. Much more information to come on that event in the coming months.
- The COVID-19 Pandemic has changed since we last met in the middle of last month December 2021. Much like the spike experienced after the 2020 holiday season, Charleston County is experiencing a similar trend due to the COVID-19 Omicron Variant.
- The Fire Department has been attending the COVID conference calls through the County's Emergency Management Division and providing updates to District employees with links to COVID testing options, the link to order the free at-home covid tests through covidtests.gov, and the link to the most recently updates CDC guidelines for quarantine.
- I forwarded all of this information to the Commissioners last Thursday 20 January 2022. I was pleasantly surprised with how easy it was to order 4 at-home COVID tests through the Federal Government's portal; the system generates an order tracking number through the United States Postal Service.
- SC DHEC's Key Indicators provides the data trends being reported for COVID-19 cases. As of this afternoon, the most recent data reported by DHEC was from last Wednesday 19 January 2022. The COVID-19 Cases per day is one of those data points reported by DHEC on a 7-Day moving average. According to the figures reported last Wednesday 19 January, that specific data point peaked on Thursday 13 January 2022 and the cases in Charleston County continue to dip slightly. This dip in cases was then confirmed at the most recent County EMD COVID conference call last Friday 21 January 2022, and the hope is to see a continued downwards trend in positive COVID cases.
- As reported at the last Regular Meeting in December 2021, OSHA suspended activities related to the implementation and enforcement of the Emergency Temporary Standard associated with vaccine mandates for employers with over 100 employees. Based on the Supreme Court Ruling on Thursday 13 January 2022, employers with over 100 employees will not be subject to OSHA enforcing vaccine mandates or weekly testing requirements. I will be sure to keep the Commission updated if anything changes with the vaccine mandate requirements. We are not out of the woods with the pandemic, and I urge anybody that has not been vaccinated to please reconsider; getting vaccinated is the best way to help protect yourself and your loved ones.
- The monthly financial package is reporting through 6 months or halfway through FY22 = July 2021 through December 2021. You will notice that the General Fund Revenue has been boosted up to \$2,877,73164 due to residents paying their property taxes earlier than the due date of Tuesday 18 January 2022. The County began sending out the real estate property tax bills in October 2021, and the County has collected and distributed over \$770,000 in property tax payments to the District so far throughout FY22.
- Please see the first of nine pages detailing the first two line items of the General Fund = lines 1-000-401.00 & 01-000-401.01; I am very hopeful that these figures jump up significantly when I report this information to you next month through January 2022 / 7 months of the way through FY22. At the very bottom of the first page, you will see the District has collected

only 28.08% of the projected General Fund Revenue for FY22. At six-months through the fiscal year, Commissioners would expect to see 50% of the revenue collected. The timing issue I'm describing helps account for why this is still lower. Historically, the County has collected and distributed the largest amounts of General Fund Revenue through real estate property taxes in the four months of December, January, February, and March. Moving through Year-To-Date Total General Fund expenditures, the District is just slightly below that 50% mark at 48.24% or \$4,237,723.95 spent of the \$8,784,392 budgeted for FY22. The four cost centers of the General Fund are at the following percentages of year-to-date budget versus actual:

. Admin	01-101 =	49.71%
. Fire	01-102 =	47.81%
. Fleet	01-103 =	31.34%
. Solid Waste	01-104 =	50.65%

- That is a solid indication that the FY22 General Fund budgeted figures are in line with the planned appropriations. Halfway through the fiscal year, the wastewater revenue is slightly above the 50% mark at 55.17%; the wastewater expenditures are well below the 50% mark at 39.59%. If you look at the bottom of the last page/Page #9 of the report, you will see \$200k unspent on non-financed sewer cap projects (we're going to talk about costs associated with that line 02-150-536.11 when we get to Item #10 on tonight's agenda). The much bigger gap is represented by the line directly below 02-150-550.00 accounting for timing issues associated with booking depreciation against the wastewater system. These are some of the major points my eyes are drawn to when I evaluate the 9 pages of detail. Next month with this report displays the same figures through February 2022 or 7 months through the fiscal year, the target will be 58.3% instead of 50%.

7. Resolution No. 22-01 Emergency Remote Meetings

A. **Ms. Milliken moved to adopt Resolution No. 22-01 for Emergency Remote Meeting, seconded by Ms. Clifford. A roll call vote was taken, and the motion carried unanimously.**

8. Proposed Ladder Truck Contract with Spartan Fire/Pierce

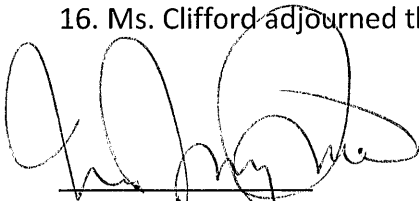
A. **Ms. Milliken moved to defer moving forward with the Spartan contract for a \$1.6 million ladder truck. The motion failed due to lack of a second.**

B. **Ms. Clifford moved to accept the proposed ladder truck contract with Spartan Fire, seconded by Mr. Laughlin. 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. Recommendation of Award for James Island PSD Phase 4 Rehabilitation of Wastewater Collection Facilities SRF No. 543-22
 - A. **Ms. Milliken moved to approve the recommendation and award Phase 4 Rehabilitation of Wastewater Collection Facilities SRF No. 543-22 to Am-Liner East, Inc. for a total lump sum of \$898,850.00. Ms. Clifford seconded the motion. A roll call vote was taken and the motion carried unanimously.**
- 10. Pump Station 15 Rehabilitation Project
 - A. **Ms. Clifford moved to approve the rehabilitation project for Pump Station 15 in the amount of \$195,401.00, seconded by BrownCrouch. A roll call vote was taken and the motion carried unanimously.**
- 11. Recommended Professional Services Contract Agreement for IT Managed Services
 - A. Mr. Schaeffer stated that the professional services contract agreement for the RFP for Managed IT Services has been in the works for several months. After obtaining legal review, the RFP was advertised on December 15, 2021. The District held a mandatory walk-through for the interested companies to see the our data closets at Signal Point and the fire station locations. Cyber Solutions offered the most comprehensive managed IT services at the best value. Both the Professional Services Contract Agreement and the Response from Cyber Solutions was reviewed by our legal team. In an attempt to provide a face with the name, we have a representative from Cyber Solutions here tonight and we look forward to onboarding a new IT vendor with the Commission’s approval. Ms. Clifford moved to award the IT Managed Services contract to Cyber Solutions, Inc., 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	
- 12. Committee and JIPSD Representative Reports – none
- 13. Correspondence and/or Newspaper Articles – none
- 14. Oral and Written Petitions – none
- 15. Executive Session – none
- 16. Ms. Clifford adjourned the meeting at 8:13 pm.



Meredith Poston
Secretary
MP/TW