
A Ways & Means Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:30 p.m. on February 14, 2022, 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, Inez BrownCrouch, Kathy Woolsey (via telephone conference), Alan Laughlin, Brenda Grant, and Susan Milliken.

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

Also present were: G. Robert George, Engineer; Bill Woolsey, Town of James Island Mayor; Chip Bruorton, District Attorney; Dave Schaeffer (via telephone conference), District Manager; Tamara White, Administrative Services Manager; David Hoffman, Director of Wastewater Services; Chris Seabolt, Fire Chief; Tom Glick, Deputy Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Ed Kilcullen, Director of Finance; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Joanne Tucker, Revenue Collections Manager; Stephanie Boatwright, Administrative Assistant II; David Major, Facilities Maintenance Specialist 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. Proposed FY23 Wastewater Infrastructure Investment – G. Robert George, District Engineer
 - A. Mr. Schaeffer stated:
 - The American Rescue Plan Act funding is an opportunity that the District cannot afford to miss. Targeted infrastructure spending of this size does not happen often, so the District needs to capitalize on this opportunity while the funding is available. To capitalize on the ARPA funding, it will require significant investments into the soft costs associated with design engineering, surveying, property appraisals, and legal expenses to acquire easements to obtain the required permitting for these projects.
 - At the end of the day, Bob George is only able to provide the District with preliminary estimates of the total \$8.2 million investment into the wastewater infrastructure to sewer the Julian Clark Neighborhood and run a redundant wastewater line to the Plum Island Wastewater Treatment Facility. October of 2022 may seem like a long time away, but that is an extremely compressed time frame for the District to be in a position to make extremely attractive project applications to the RIA in order to obtain the necessary ARPA Funding. The District will be competing against the majority of other government entities all across the State applying for the same pot of ARPA money. You will see large wastewater investments included in the FY23 appropriations later in the agenda.

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- B. Mr. George discussed the 36-year-old force main that starts on Harbor View Rd connecting to the Plumb Island Wastewater Treatment Facility and the details of the Clarks Point Low-Pressure Sewer System. He also answered questions from the commission.
4. FY23 Budget Presentation – Ed Kilcullen, Director of Finance
- A. Mr. Schaeffer stated:
- I want to thank the Leadership Team for all their efforts to get the FY23 Proposed Appropriations to where we are now. He also stated that the District has changed and improved its financial reporting practices to the Commission, and this is an effort to become more transparent on all of the money flowing into the District as well as all of the money flowing out of the District.
 - Commissioners will notice that in the FY23 Proposed Appropriations we will discuss more debt service principal and interest payments. Commissioners will notice that the FY23 Proposed Appropriations now have the estimated costs of Wastewater projects included. In a similar effort, the Commission will notice a proposed significant investment into the District’s Signal Point Facilities as well.
 - The Budget Ordinance will now be a Budget Resolution and the District’s Annual Budget Document will be presented to the Commission in a much more concise document. It is important for the Commission to see Monthly Financial Reports that mimic the Annual Budget Document, this makes the annual Budget Process more understandable to all stakeholders.
 - These are just several enhancements that Ed is going to explain during his presentation, but the Commission should understand that all of these efforts are to enhance transparency so the District’s governing body and for the decision-makers to have a better understanding of the big picture of what the Proposed FY23 Appropriations mean for the District’s financial position moving forward. You can email me your questions directly so that we can come back with answers at the next Ways & Means Committee Meeting on Monday, March 14, 2022, at 6:30 p.m.
- B. Mr. Kilcullen presented the FY23 Budget Presentation on the Wildan Rate Study and the annual budgets by Funds. He also answered questions by the Commission.
5. Informational Items – Dave Schaeffer, District Manager
- A. No action has been taken for the State’s Annual Budget or the Spending Plan for the ARPA Funding associated with the Infrastructure Investment. More information will follow as the information is released.

6. Executive Session
 - A. **Ms. Clifford moved to enter into executive session to discuss legal advice involving information technology services, seconded by Mr. Laughlin. A roll call vote was taken, and the motion carried unanimously.**
 - B. **The Commission entered into executive session at 8:04 p.m.**
 - C. **The Commission returned to regular session at 8:37 p.m. No action was taken.**
7. **Ms. Clifford moved to adjourn the meeting, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
8. Ms. Clifford adjourned the meeting at 8:38 p.m.



Marilyn Clifford
Chair
MC/SB