
A Ways & Means Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:30 p.m. on March 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, Alan Laughlin, Kathy Woolsey, Meredith Poston, Brenda Grant, and Susan Milliken.

Also present were: Tim Muller, District Attorney; Chip Bruorton (via telephone conference), 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; David Hoffman, Director of Wastewater Services; 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; Jim Driscoll, CPA Consultant; and Officer Colson, 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. Commission Exercise in the Lifecycle of a Monthly WW Bill – Ed Kilcullen, Director of Finance
 - A. Mr. Schaeffer stated that Charleston Water Systems has an in-house developed utility billing software that bills different parts of James Island on different cycles throughout the month, so residents of James Island have different due dates that are detailed on the bills generated from CWS. Mr. Schaeffer handed out a comparison to surrounding utilities billing practices and a discussion followed after Mr. Kilcullen's presentation.
 - B. Mr. Kilcullen presented the Life Cycle of a Sewer bill and he also answered questions from the Commission.
4. Implementation of WW Use and Rate Ordinance, Section 4.4(H), (J) – Commissioner Milliken
 - A. Ms. Milliken stated that this part was confirmed and requested to move on to the next item.
5. District Required Debt Service Coverage Ratios – Jim Driscoll, CPA
 - A. Mr. Driscoll discussed the debt service coverage for the Wastewater Fund. He stated that the targeted debt service coverage of 1.5 was established by previous Commissioners and the contractual debt service coverage is 1.2. He answered questions from the Commission as well.
6. FY23 Budget Document Presentation – Ed Kilcullen, Director of Finance
 - A. Mr. Kilcullen presented on the General Fund, Wastewater Fund, and the Debt Service Fund comparisons of the FY22 Budgeted and FY23 Budgeted.

7. Proposed Recommendations from the Ways & Means Committee to the Commission
 - A. Mr. Schaeffer recommended that the Ways & Means Committee consider adopting the Fiscal Year 23 Budget and the Wastewater Collection Systems Use and Rate Ordinance from Ordinance, to be presented in Resolution format on April 25, 2022. A discussion followed.
 - B. **Mr. Laughlin moved to approve the recommendation to adopt the Fiscal Year 23 Budget from Ordinance and be presented in Resolution format on April 25, 2022, second by Ms. Woolsey. 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	
 - C. **Ms. Clifford moved to approve the recommendation to have the Wastewater Collection System Use and Rate Ordinance presented in Resolution format on April 25, 2022, second 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	
8. Informational Items – Dave Schaeffer, District Manager
 - A. Mr. Schaeffer spoke on events coming up for the District.
 - The Hurricane Expo is Saturday, May 7th from 10 a.m. – 2 pm in Lowe’s parking lot.
 - The next few Adopt-A-Highway dates are on the following Saturdays, March 19, 2022, April 9, 2022, and June 11, 2022.
 - The next Regular Commission meeting is Monday, March 28th at 7 p.m. at James Island Town Hall.
 - The District’s Team Building Event was rescheduled for Thursday, April 28th at 1 p.m. at Fire Station #1. If any Commissioner cannot attend, please let me know. District staff will supplement for any Commissioner not present.
9. **Ms. Clifford moved to adjourn the meeting, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
10. Ms. Clifford adjourned the meeting at 8:46 p.m.



Marilyn Clifford
 Chair
 MC/SB