

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on March 28, 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: Lawrence Flynn, Pope Flynn LLC; Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Administrative Services Manager; Ed Kilcullen, Director of Finance; Joanne Tucker, Revenue Collections Manager; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Tom Glick, Deputy Fire Chief; 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. Consent Agenda
 - A. **Ms. BrownCrouch moved to approve the consent agenda, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
5. Amended and Restated Master Bond Resolution – Lawrence Flynn, Pope Flynn, LLC
 - A. Mr. Flynn spoke to the amended resolution and explained how the updates made will allow access to the bond markets. **Ms. Clifford moved to accept the amended and restated master bond resolution, seconded by Ms. BrownCrouch. 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	
6. Series Resolution SRF Debt Issuance – Lawrence Flynn, Pope Flynn, LLC
 - A. **Ms. Clifford moved to adopt the series resolution State Revolving Fund debt issuance [for the financing of sewer system improvements through the borrowing of not exceeding \$1,081,235 plus capitalized interest, if any], 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	Aye	
Ms. Milliken		Nay
Ms. Poston	Aye	
Ms. Woolsey	Aye	

7. Resolution Amending the DSRF and Loan Agreement Modification – Lawrence Flynn, Pope Flynn, LLC
- A. **Ms. Clifford moved to adopt the resolution amending the DSRF and loan agreement modification, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
8. Ordinance Repealing Ordinance No. 2021-02 and 2021-06 Wastewater Collection System Use and Rate Ordinance – 1st Reading
- A. **Ms. Clifford moved to adopt the first reading of the Ordinance repealing Ordinance No. 2021-02 and 2021-06 Wastewater Collection System Use and Rate Ordinance. Mr. Laughlin seconded the motion. 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. Presentation of Dye Testing Results – David Hoffman, Director of Wastewater Services
- A. Mr. Hoffman provided a handout (attached) and spoke to the results of the dye testing. The results confirmed that the District’s infrastructure does not have any leaks.
10. Update on District’s SC DHEC 319 Funding Request – Dave Schaeffer, District Manager
- A. Mr. Schaeffer stated that the District will know if it is in the running for the final proposal funding within 30 days and that would necessitate Commission approval for the final determination on May 23, 2022. If approved, the funding would be used for the Julian Clark Project to connect residents to public sewer, public outreach and education.
11. February District Management Report
- A. Mr. Schaeffer reported:
- The District’s Team Building Event was rescheduled for Thursday, April 28, 2022, at 1:00 pm at Fire Station #1. The theme of the event will be “We’re All On The Same Team.” We will be limited to 40 participants, so we’re making arrangements to have 33 members of District staff attend this event with the Commissioners - we will be splitting up into 8 different teams with each team consisting of 5 members to build a bike for a great cause.
 - If any of the Commissioners would like a tour of the Signal Point facilities, please let me know if you can meet at 11:30 am on Thursday, April 28th at the Signal Point complex. After the tour, we can carpool from Signal Point over to the teambuilding event at Fire Station #1 at 1:00 pm.
 - The monthly financial package is reporting through 8 months or two-thirds of the way through FY22 (July 2021 through February 2022).
 - The District has collected 57.5% of General Fund revenue; slightly below target but it is ahead of the game with ongoing communications with the City of Charleston to disburse property tax payments.
 - The District has spent 66.5% of the FY22 Appropriations for the general fund which is directly in line with the FY22 General Fund appropriations target of 66.6%, two-thirds of the way through the year.

- The meeting packet contains a draft of the District's FY23 Budget document as well as the FY23 Annual Budget Resolution. Very similar to the Wastewater Collection System Use and Rate Ordinance changing to a Resolution, the District's Annual Budget Ordinance is also changing to an Annual Budget Resolution with all references to Ordinance changed to Resolution and Ordained to Resolved. The Budget Resolution details all the proposed Revenues and Expenditures for the General Fund, Debt Service Fund (or Governmental Funds) plus the Proprietary Fund (for the Wastewater Fund).
- The same expected time frame for the FY23 Budget was recommended by the Ways & Means Committee Meeting to present to the Commission at the April 25th regular meeting, immediately following the 6:30 pm Public Hearing.
- **Ms. Clifford recessed the meeting at 8 pm. The meeting returned to regular session at 8:03 pm.**

12. Appeals Process for Requested Refund by Ms. Florence Miles

- A. Mr. Bruorton read Section 4.9 of the Wastewater Collection System Use and Rate Ordinance, which governs the appeals process. Discussion followed. **Ms. Clifford moved to consider the appeal on the materials presented in the meeting packets, seconded by Ms. Poston. The motion failed 3 to 4 as follows:**

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

- B. Further discussion continued about the appeals process. **Ms. Milliken moved to restore Ms. Miles the \$150 charges for fees and charges within 30 days, seconded by Ms. Grant. A roll call vote was taken and the motion carried 4 to 3 as follows:**

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

13. Committee and JIPSD Representative Reports

- A. Mr. Schaeffer reported on the March 14th Ways and Means Committee meeting.

14. Correspondence and/or Newspaper Articles

- A. Mr. Schaeffer spoke to the packet correspondence.

15. Oral and Written Petitions – none

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 8:42 p.m.**
 - C. **The Commission returned to regular session at 9:12 p.m. No action was taken.**
16. **Ms. Clifford moved to adjourn the meeting, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
17. Ms. Clifford adjourned the meeting at 9:12 p.m.



Meredith Poston
Secretary
MP/TW