

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on May 23, 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: 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; Joanne Tucker, Revenue Collections Manager; David Major, Facilities Maintenance Specialist; Charlsie Tarpley, Accounting Manager 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. Proclamation Honoring and Recognizing Battalion Chief Richard William Rodgers
  - A. Chief Richard Rodgers (retired) received a proclamation in recognition of his 45 years of service with the District.
4. Oral and Written Petitions - none
5. Consent Agenda
  - A. **Ms. Milliken moved to approve the consent agenda with changes, seconded by Ms. Clifford. A roll call vote was taken, and the motion carried unanimously.**
6. JI Fire Department 2022 ISO Accomplishments – Chris Seabolt, Fire Chief
  - A. Chief Seabolt discussed the Fire Department's 2022 ISO accomplishments.
7. April District Management Report
  - A. Mr. Schaeffer reported:
    - The District's new Accounting Manager, Charlsie Tarpley, was introduced to the Commission.
    - A special thank you to the Fire Department for helping to make the Teambuilding Bike Build a successful event on Thursday, April 28, 2022. Thank you to the Commissioners, Leadership Team, and staff that we're able to participate; James Island Outreach was very grateful to receive nine brand new bikes with helmets for deserving kids on the Island.
    - A special thank you to Walter and the Solid Waste and Fire Departments for their efforts at the 2022 Hurricane Expo held, Saturday, May 7, 2022. Battalion Chief Smiley and the C-Shift Crew had the Fire Department well represented in the Lowe's parking lot. It was great to see the City of Charleston Fire Department represented as well as St. John's Fire Department. This is a great event to raise awareness of the need for hurricane preparedness. We are headed into June, and this is the official start of hurricane season. It's never too far in advance to begin your family's hurricane preparation plan and evacuation kit. Don't let the threat of storm evacuation be the start of emergency planning for your family.

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- The slide presentations from the SC Association of Special Purpose District's Leadership Program on Wednesday, May 18, 2022, were emailed to the Commissioners. The next SC Association of SPD Training opportunity will be Wednesday, October 19, 2022, in Myrtle Beach, SC.
  - The mandatory walk-through of Fire Stations #1 and #2 on Thursday, May 19, 2022, had a great turnout of qualified architectural and design engineering firms. The RFP responses are due on Tuesday, May 31, 2022. More information will be discussed at the Regular Commission Meeting on Monday, June 27, 2022. The next Fire Committee Meeting is scheduled for Monday, October 10, 2022, to present and discuss the options for Fire Station #2.
  - On Thursday, June 2, 2022, at 10 am is the signing for all six Fire Departments in the Automatic Aid Group. This is a unique situation that positively impacts the District's constituents and enhances fire protective services for the Low Country. Members of the Commission should be very proud that the District has five other entities committing to the aid of James Island residents in the event of an emergency.
  - On Wednesday, June 8, 2022, the District's RFP responses for a Strategic Planning Consultant are due. More information will be discussed at the Regular Commission Meeting on Monday, June 27, 2022. The next Ways & Means Committee Meeting is scheduled for Monday, August 8, 2022.
  - The Monthly Financial Package is reported through seven months or halfway through FY22. Commissioners will note that last month the figures were reported through December 2021, and the Total General Fund Revenue had been \$2,877,731 due to residents paying their property taxes earlier than the due date of Tuesday, January 18, 2022. I am happy to report that the District's General Fund Revenue has jumped up to \$5,768,934. This is just shy of a \$3 million increase between revenue figures reported December 2021 and January 2022. That means the District's General Fund Revenue more than doubled from last month.
  - The District will continue its effort to keep the island clean with its next Adopt-A-Highway opportunity Saturday, June 11, 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.
  - On Monday, June 13, 2022, the District has scheduled a Solid Waste Committee meeting at 6:30 pm and a meeting for the Wastewater Committee following immediately afterward.
  - The monthly financial reporting is reported through ten months or 83% of the way through the FY22 budget. The District has collected over 97% of the well above targeted General Fund Revenues and the District has spent 79.5% of the budgeted expenditures. This is slightly below the target for General Fund Expenditures. The Wastewater Fund collected 87.9% of Wastewater Revenue, slightly above target and the Wastewater Fund has spent only 61.0% of expenditures due to depreciation not being factored in yet, but also the contractor submitted letters of force majeure from key materials suppliers. A tentative Notice to Proceed date is planned for Monday, June 6, 2022. The plan was to have the Rehab Project of the Wastewater pipes and manholes already well underway. Members of the Commission will continue to remain informed on the progress of the Rehab Project.

8. Executive Session
  - A. **Ms. Clifford moved to enter into executive session to discuss legal advice involving real estate and information technology services, seconded by Mr. Poston. A roll call vote was taken, and the motion carried unanimously.**
  - B. **The Commission entered into executive session at 7:30 p.m.**
  - C. **The Commission returned to regular session at 8:16 p.m. No action was taken.**
9. SC DHEC Full Proposal for 319(h) Grant Funding – Dave Schaeffer
  - A. **Ms. Clifford moved to approve the revised grant application, seconded by Mr. Grant. A roll call vote was taken, and the motion carried unanimously.**
10. Committee and JIPSD Representative Reports – None
11. Correspondence and/or Newspaper Articles - None
12. Oral and Written Petitions - None
13. **Ms. Clifford moved to adjourn the meeting, seconded by Ms. Grant. A roll call vote was taken, and the motion carried unanimously.**
14. Ms. Clifford adjourned the meeting at 8:18 p.m.



Meredith Poston  
Secretary  
MP/SB