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A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on June 27, 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, Meredith Poston, Brenda Grant, Susan Milliken, and Kathy Woolsey (via phone conference).

Absent from the meeting was the following member(s): Alan Laughlin (ill).

Also present were: Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Administrative Services Manager; Chris Seabolt, Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; David Hoffman, Director of Wastewater Services; David Major, Facilities Maintenance Specialist; Steve Coe, Rosenblum Coe Architects; Charlie Carmody, CBRE Realtor and Officer Matthew Colburn, Charleston County Sheriff.

Ms. Clifford called the meeting to order.

Mr. Schaeffer 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. Oral and Written Petitions - none
4. Consent Agenda
  - A. **Ms. BrownCrouch moved to approve the consent agenda, seconded by Ms. Clifford. A roll call vote was taken, and the motion carried unanimously.**
5. Recommended Professional Services Contract Agreement for Architectural Services
  - A. Mr. Schaeffer spoke to the contract process and presented the partially executed contract from Rosenblum Coe Architects. He went on to report that the District advertised an RFP for architectural services in April and there was a mandatory walk-through for interested firms at Fire Station #2 on May 19, 2022. Based on the RFP responses and the follow-up interview for clarifications, Rosenblum Coe was selected due to their extensive experience with Fire Stations here in the low country. A Fire Committee meeting was scheduled on October 10, 2022, at 6:30 p.m. to discuss the proposed planning options for Fire Station #2 with Mr. Coe as a guest presenter.
  - B. **Ms. BrownCrouch moved to approve the recommended professional services contract agreement for architectural services for Fire Station 2 provided by Rosenblum Coe Architects, Inc., seconded by Ms. Milliken. A roll call vote was taken, and the motion carried unanimously.**

6. Recommended Professional Services Contract Agreement for Strategic Planning Consultant
- A. Mr. Schaeffer explained the selection process used to select the Strategic Planning Consultant and presented a partially executed contract by Mr. Joe Borgstrom with Place + Main Advisors. A Ways & Means Committee meeting was scheduled for August 15, 2022, at 6:30 p.m.
- B. **Ms. Clifford moved to approve the recommended professional services contract agreement for strategic planning consultation services provided by Place + Main Advisors, LLC, seconded by Ms. Poston. A roll call vote was taken, and the motion carried 4 to 2 as follows:**
- |                 |     |     |        |
|-----------------|-----|-----|--------|
| Ms. BrownCrouch | Aye |     |        |
| Ms. Clifford    | Aye |     |        |
| Ms. Grant       |     | Nay |        |
| Mr. Laughlin    |     |     | Absent |
| Ms. Milliken    |     | Nay |        |
| Ms. Poston      | Aye |     |        |
| Ms. Woolsey     | Aye |     |        |
7. 2022-23 Fiscal Year Annual Cost Sharing Agreement with Town of James Island
- A. **Ms. Poston moved to approve the resolution authorizing the sharing of certain costs of Fire and Solid Waste Services with the Town of James Island for 2022-23 fiscal and other matters, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried 4 to 2 as follows:**
- |                 |     |     |        |
|-----------------|-----|-----|--------|
| Ms. BrownCrouch | Aye |     |        |
| Ms. Clifford    | Aye |     |        |
| Ms. Grant       |     | Nay |        |
| Mr. Laughlin    |     |     | Absent |
| Ms. Milliken    |     | Nay |        |
| Ms. Poston      | Aye |     |        |
| Ms. Woolsey     | Aye |     |        |
8. Resolution to Proceed with Multijurisdictional Sewer Expansion Projects
- A. **Ms. Clifford moved to approve the resolution granting permission for the City of Charleston to provide retail sewer collection services within the service boundaries of James Island, SC, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried 4 to 2 as follows:**
- |                 |     |     |        |
|-----------------|-----|-----|--------|
| Ms. BrownCrouch | Aye |     |        |
| Ms. Clifford    | Aye |     |        |
| Ms. Grant       |     | Nay |        |
| Mr. Laughlin    |     |     | Absent |
| Ms. Milliken    |     | Nay |        |
| Ms. Poston      | Aye |     |        |
| Ms. Woolsey     | Aye |     |        |

## 9. May District Management Report

Mr. Schaeffer reported the following:

- I obtained positive feedback from members of the Commission and staff associated with the Committee meetings on June 13, 2022, being held at Fire Station #1. As we discussed during the Ways & Means Committee meetings, the District will move forward with investments into the audio/visual equipment installation in the training room of Fire Station #1.
- On August 8, 2022, Joe Marcinkus will start as the new Assistant Director of Wastewater Services for the District. This will allow a several month transition with Jeff Cohen to learn the nuances of the District's wastewater collections systems before Jeff retires. Mr. Marcinkus is moving to the Lowcountry from Connecticut with his wife and 3 school-age children.
- On September 6, 2022, Charles Shugart will start as the new Director of Wastewater Services for the District. This will also allow a several month transition with David Hoffman to learn the nuances of the District's system before David retires. Mr. Shugart currently serves as the Utilities Director for the City of Darlington. Mr. Shugart has extensive experience in utilities and will be a very valuable asset to the District as we move into projects to invest into the District's infrastructure.
- The District is implementing a 2% COLA for the FY23 Budget that was approved during the Ways & Means Committee meeting discussions. The District has not awarded a COLA since May of 2015. I know members of the Commission are very appreciative of the District's employees and we all appreciate your ongoing support.
- Frank Porco will receive a District Proclamation for his 30 years of service and a successful retirement with the District during the Regular Meeting scheduled on July 25, 2022.
- I want to thank Lisa Kluczinsky for her dedicated years of service to the District. Lisa will be retiring from the District on July 11, 2022.
- The monthly financial package is reported through May 2022 or 11 months through FY22; so the target should be 91.67 of the way through the year. That would leave 8.3% remaining through June 2022. The District has collected \$61,60.03 more General Fund Revenue than projected.
- I would also like to add that today I received two checks from Charleston County totaling over \$329,000. This will put the District well over \$10.6 million and for FY22, and that's more than the \$10.2 million projected so the District is in very good shape on the General Fund Revenue.
- The District has \$922,752.14 remaining in FY22 General Fund Expenditures; that means there is 10.6% remaining of the Total \$8,703,691.86 in General Fund Appropriations Budgeted for FY22. So again, the target being 8.3% remaining – so the District is to the good 2.3% over the target through 11 months. This should be an indication that the District is not inflating annual appropriations and we're sticking pretty close to where we thought we'd be at this time.
- Overall, if the District is going to be slightly off on its projections, the District wants to be above the projection on the revenue side and below the projections on the expenditure side.

- If you look at the WW Revenue, the District needs to collect another \$363,765.11 which represents 4.1% remaining of the projected \$8,973,596. The target should be 8.3% remaining through 11 months so we're 4.2% ahead of the target and should slightly exceed the FY22 WW Revenue Projection of just under \$9 million with over \$8.6 already collected YTD.
- If you look at the WW Expenditures, the District will be well below the \$9,482,340 due to Depreciation and the SSES Rehab Project Expenditures that will be recorded in FY23 due to the materials suppliers having trouble getting the resin needed to the contractor. After the SSES Project is finalized in FY23, the Commission can expect to see us coming back for an Amendment to the FY23 Budget. The underspending during FY22 is a timing issue that will bleed over into FY23; much more information to come as we make more progress on the SSES Rehab Project.

10. Committee and JIPSD Representative Reports –

11. Correspondence and/or Newspaper Articles

12. Oral and Written Petitions - None

13. Executive Session

A. **Ms. Clifford moved to enter into executive session to discuss legal advice involving real estate and 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 7:50 p.m.**

C. **The Commission returned to regular session at 9:05 p.m. No action was taken.**

14. Purchase Agreement for TMS# 425-12-00-298 and TMS# 425-12-00-185

A. **Ms. Clifford moved to approve the, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried 5 to 1 as follows:**

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

15. Ordinance for the Sale of TMS# 425-12-00-298 and TMS# 425-12-00-185

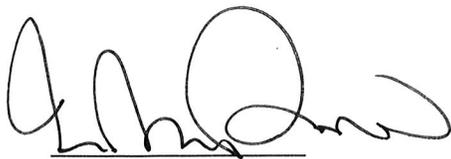
A. Mr. Schaeffer read the Ordinance for the sale of TMS # 425-12-00-298 and TMS# 425-12-00-185.

B. **Ms. Clifford moved to approve the Ordinance, seconded by Ms. Poston. A roll call vote was taken, and the motion carried 5 to 1 as follows:**

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

16. **Ms. Clifford moved to adjourn the meeting, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**

17. Ms. Clifford adjourned the meeting at 9:19 p.m.



Meredith Poston  
Secretary  
MP/TW