

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:34 p.m. on July 25, 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, Meredith Poston (via telephone), Brenda Grant and Susan Milliken.

Also present were: Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Assistant District Manager; Joanne Tucker, Administration Manager; Walter Desmond, Director of Solid Waste Services; Tom Glick, Interim Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; David Hoffman, Director of Wastewater Services; David Major, Facilities Maintenance Specialist and Officer Colburn, Charleston County Sherriff Officer.

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. Ms. Clifford presented Frank Porco with a proclamation in recognition of his 35 years of service to the District.
4. Oral and Written Petitions - none
5. Consent Agenda
 - A. **Ms. Clifford moved to approve the consent agenda, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
6. Ordinance No. 2022-04 sale of Approximately 6.52 Acres Located on Dills Bluff Road, James Island, South Carolina – 2nd and Final Reading
 - A. **Ms. Clifford moved to adopt Ordinance No. 2022-04 for the sale of approximately 6.52 acres located on Dills Bluff Road, James Island, South Carolina, 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	
Ms. Milliken		Nay
Ms. Poston	Aye	
Ms. Woolsey	Aye	
7. Resolution Adopting Charleston Regional Hazard Mitigation Plan
 - A. **Ms. Clifford moved to adopt the resolution adopting the Charleston Regional Hazard Mitigation plan, seconded by Ms. Milliken. A roll call vote was taken, and the motion carried unanimously.**
8. Pump Station #13 Rehabilitation Project
 - A. **Ms. Milliken moved to approve the rehabilitation project for Pump Station #13, seconded by Ms. Clifford. A roll call vote was taken, and the motion carried unanimously.**

9. June District Management Report

Mr. Schaeffer reported the following:

- Tuesday, July 26, 2022, we are attending the RIA's Regional Workshop in the Dorchester County Council Chambers at 10 am. This should help the District better understand and prepare for grant applications to be submitted to RIA for the federal funding through ARPA. The Commission can expect much more at the Regular Meeting next on August 22, 2022.
- Monday, August 15, 2022, at 6:30 pm here at Town Hall, the District will be holding a Ways & Means Committee Meeting that will be the Kickoff Session for the Strategic Plan facilitated by Joe Borgstrom with Place + Main Advisors. I have invited JIPSD strategic partners including representatives from the City of Charleston, Charleston County, the Town of James Island, the City of Folly Beach, and all individuals that have registered to run for JIPSD Commissioner.
- Joe Borgstrom has requested to meet with Commissioners on Tuesday 16 August. If you haven't signed up for a session with Joe Borgstrom on Tuesday, please let me know if 7:30 am, 9:00 am, 11:00 am, or 1:00 pm will work best for you. Just let us know if none of those times work on that date, and we'll get a different virtual session lined up.
- Based on the Resolution for Multijurisdictional Sewer Expansion, I wanted to let the members of the Commission know that the District obtained approval from the USDA to move forward as expected. The City of Charleston and the CWS have both been notified that JIPSD has obtained approval to proceed as planned with these projects.
- Keep the date of Thursday, October 6, 2022, for the Community Event in Lowe's Parking Lot – more information on that to come.
- The SCSPD 2022 Educational Conference is scheduled for Wednesday, October 19th through Friday, October 21st in Myrtle Beach. The deadline to register is Thursday, September 15th, but please let Tamara and I know ASAP if you plan to attend so we can get the registration fee and hotels paid well in advance. Please let me know if you have any questions.

Update on the Financials

- The Monthly Financial Package is reported through June 2022 or 12 months through FY22; so the target should be 100% - through 12 months of the year.
- Members of the Commission should note that these figures have not been audited and so they are not final. The Audit Team will be onsite this Fall and the plan is to have them present the FY22 Financial Statements to the Commission by Monday, December 12, 2022 – that's when the figures will be final. However, FY22 is trending very positively for District financial results in both the General Fund and the Wastewater Fund.
- I want to keep it high level on the revenues and expenditures for the two funds
- The District collected just under \$10.7 million in Total General Fund revenue for FY22 or just over \$450,000 more than projected. Some of the components that factored into the higher than expected General Fund revenue were one-time revenue windfall like the sale of Old Fire Station #1, the 0.5 Acre on Folly Rd, and the sale of the 2008 American La France Eagle Pumper. For last year FY21, the 01-000-481.00 Proceeds from the Sale of Assets was \$72,245.00 compared to this year FY22 \$1,327,796 – that's the large difference in one-time revenue windfall compared to previous fiscal years.

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- Another contributing factor was 01-000-465.04 Proceeds – FEMA Recovery from Hurricane Dorian, the District booked \$44,167 to this line in November of 2021 from a storm that happened September 2019. That same line was \$307,829 in FY21 because that is when the District was provided most of the Dorian reimbursement from FEMA.
 - Members of the Commission will see that the nearly \$10.7 million in Total General Fund revenue exceeds the \$8,575,306 in General Fund expenditures. That is a very good thing when you see total revenues exceed total expenditures for the General Fund.
 - Members of the Commission can also see that Actual Expenditures for the General Fund of \$8,575,306 are below the Appropriations for FY22 of \$8,703,692; meaning it's shaping up that Actual Expenditures will come in below budget. These are all very positive things for the General Fund.
 - If you drill down into each cost center of the General Fund, you will also notice that actual expenditures for each cost center will come in slightly less than FY22 Appropriations / or under budget. However, the differences between budget versus actual are fairly close – meaning the District's budget projections were fairly on target for FY22.
 - The excess of the General Fund revenues exceeding General Fund expenditures for FY22 will increase the District's Fund Balance; adding to the reserves for the District to invest back into capital projects for the General Fund. Much more to come on this during the District's upcoming Strategic Planning Process next month.
 - You will see a very similar positive trend for the Wastewater Fund. Total Wastewater Fund revenue came in \$454,040 higher than expected for FY22.
 - Members of the Commission will see that FY22 Wastewater Expenditures of \$7,052,043 are much lower than the budgeted \$9,482,340 due to several factors.
 - The most significant factor is that depreciation has not yet been applied for FY22. As mentioned previously, the SSES Rehab Project was delayed due to supply chain issues getting the resin to make the necessary improvements. We will keep the Commission apprised if there needs to be a FY23 Budget Adjustment as more progress is made on the rehab projects.
 - Overall, I'm very proud of the District's financial performance for FY22 and hope to continue this positive trend for FY23 and beyond.
10. Committee and JIPSD Representative Reports – none
 11. Correspondence and/or Newspaper Articles
 - A. Ms. Clifford mentioned meeting packet items.
 12. Oral and Written Petitions
 - A. Lindsay Hamrick, 715 London Drive, expressed concerns about her bill and information provided regarding pool adjustments.
 13. Executive Session
 - A. **Ms. Clifford moved to enter into executive session to discuss a personnel matter and receive an update on a pending/threatened legal matter, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
 - B. **The Commission entered into executive session at 7:01 p.m.**
 - C. **The Commission returned to regular session at 7:16 p.m. No action was taken.**
 14. Ms. Clifford moved to adjourn the meeting, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.
 15. Ms. Clifford adjourned the meeting at 7:16 p.m.



Meredith Poston
Secretary
MP/TW