

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on August 22, 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, 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; Steve Aden, Director of Fleet Services; Tom Glick, Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Kevin B. Smiley, Deputy Fire Chief; David Hoffman, Director of Wastewater Services; Joe Marcinkus; Assistant Director of Wastewater Services; David Major, Facilities Maintenance Specialist and Officer Colburn, Charleston County Sheriff Officer.

Ms. Clifford called the meeting to order. Pastor Tom Cassem 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
  - A. Franny Henty, 615 Flint Street, stated that she is running for office in the upcoming JIPSD election and is excited about efforts to clean up the waste water channel.
  - B. Julian Chisolm, 1833 Riverland Drive, stated that he had an issue with bulk waste debris not being picked up for 3 weeks and further explained that the issue was resolved.
4. Consent Agenda
  - A. **Ms. Clifford moved to approve the consent agenda, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
5. South Carolina Infrastructure Investment Program Application Consideration
  - A. Ms. Clifford moved to approve the JIPSD's application to apply for the South Carolina Infrastructure Investment Program (SCIIP) grant, seconded by Ms. BrownCrouch. **A roll call vote was taken, and the motion carried 4 to 2 as follows:**

<b>Ms. BrownCrouch</b>	<b>Aye</b>	
<b>Ms. Clifford</b>	<b>Aye</b>	
<b>Ms. Grant</b>		<b>Nay</b>
<b>Ms. Milliken</b>		<b>Nay</b>
<b>Ms. Poston</b>	<b>Aye</b>	
<b>Ms. Woolsey</b>	<b>Aye</b>	
6. Proposed Plan for Annual Employee Appreciation Event
  - A. **Ms. Grant moved to approve the proposed plan for the annual employee appreciation event, seconded by Ms. Clifford. A roll call vote was taken, and the motion carried 5 to 1 as follows:**

<b>Ms. BrownCrouch</b>	<b>Aye</b>
<b>Ms. Clifford</b>	<b>Aye</b>
<b>Ms. Grant</b>	<b>Aye</b>

<b>Ms. Milliken</b>	<b>Aye</b>	
<b>Ms. Poston</b>	<b>Aye</b>	
<b>Ms. Woolsey</b>		<b>Nay</b>

7. July District Management Report

- A. Thanks to all the Stakeholders that participated in the Strategic Planning Exercises at the Ways & Means Committee Meeting last Monday 15 August. Much more information to come on the Community Survey as the District works through the Strategic Planning Process. I also appreciate the Commissioners taking the time to meet with Joe Borgstrom on Tuesday 16 August 2022.
- B. With the New School Year Starting and your Fall Calendars quickly filling up with activities, I wanted to get the Commissioners a List of Upcoming Dates for the Upcoming Events. I didn't want you to have you write all of this down, so I provided a handout of the upcoming dates – the first Thirteen Dates are through the End of 2022, but you'll notice a jam-packed Fall starting with the Community Meeting on Wednesday 7 September 2022 at 6:30pm at Fire Station #2 (853 Harbor View Rd); parking is going to be available across the Street at Harbor View Presbyterian Church 900 Harbor View Road. The Community is formally invited to see Fire Station #2 and understand the work being performed by Rosenblum Coe Architects on conceptual design options for Fire Station #2.
- C. The James Island Intergovernmental Council is scheduled to meet on Wednesday 28 September 2022 at 7:00pm here at Town Hall.
- D. The JIPSD Community Services Event is scheduled for Thursday 6 October 2022 from 6pm – 8pm in the Lowe's Parking Lot. This event hasn't happened since October 2019, so we're excited to bring back this event.
- E. The Fire Committee Meeting is set for 6:30pm on Monday 10 October 2022 at 6:30pm at Town Hall – this is where RCA will present Conceptual Design Options for Fire Station #2 to the Fire Committee.
- F. The Public Works Expo & Water Quality Event is the following Wednesday 12 October 2022 – 5:00pm – 7:00pm at Town Hall.
- G. I provided the Commissioners with an email providing New Guidelines issued from the CDC on exposure protocols for COVID-19. Thanks to Deputy Chief Engelman for putting together that update and communicating to all the District Employees. The new CDC guidelines speak to Exposure to Known Positive = Instead of Quarantine, wear a high-quality mask for 10 days. On day 5, get tested. If negative, continue wearing a mask through Day 10. This is the major change from the previous guidelines.
- H. Since we last met in July 2022, I am very happy to announce several promotions. The District is very fortunate to have these employees ready to step up and take on more responsibility to ensure the residents continue to receive high quality services:
- Former Deputy Fire Chief of Operations Tom Glick has been promoted to Fire Chief;
  - Former Battalion Chief Brad Smiley has been promoted to Deputy Chief of Operations – to replace Chief Glick's former position;
  - The Fire Department is currently working with Fire Captains to better understand internal promotions from Captain to Battalion Chief. This is a Domino Effect with the process of internal promotions where Engineers would be promoted to Captain and Firefighters to Engineer; this process will take several months to backfill all of the internal promotions;

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- Former Revenue Collections Manager - Joanne Tucker has been promoted to Administration Manager – she will be cross-training with Tamara to complete back-up duties for the Clerk of the Commission;
  - Former Administrative Services Manager - Tamara White has been promoted to Assistant District Manager; in addition to Tamara acting as the District Manager in my absence, Tamara has taken on additional HR and IT duties.
  - Joe Marcinkus has started as the New Assistant Director of Wastewater Services and is with us tonight.
- I. Due to unforeseen health conditions, Mr. Charles Shugart can no longer accept the position as Director of WW Services. The District will be posting for the WW Director Position – much more information to come as we work through this process.
  - J. The Monthly Financial Package is Reported through July 2022 or 1 month through FY23; so the target should be 8.3% - through 1 month of the brand new fiscal year.
  - K. I want to keep it High Level on the Revenues and Expenditures for the General Fund this evening.
  - L. The District collected just under \$107,000 in Total General Fund Revenue through the First Month of FY23; that represents less than 1.1% of the nearly \$10 million projected in FY23 General Fund Revenue. Members of the Commission will understand that the largest source of General Fund Revenue is Property Taxes; the County will send out the Property Tax Bills in October with the payments due in January of 2023; it will be another 6 months until the District sees heavier disbursements from Charleston County, the City of Folly Beach, and the City of Charleston.
  - M. At \$1,235,381, General Fund Expenditures are already well above the 8.3% target – the \$1,235,380.65 represents 12.4% of the FY23 appropriations. If you go into the detail, you will see a large Encumbrance in the Solid Waste Cost Center under Vehicles Line 01-104-536.04 of \$467,644. The District has already opened a Purchase Order to pay for the Solid Waste Vehicles projected to be received towards the end of FY23. Once a purchase order is encumbered for the purchase of those vehicles, those \$467,644 are considered encumbered and we count that towards the YTD Expenditures – to provide the Commissioners with an understanding of the funds remaining on each line.
8. Committee and JIPSD Representative Reports
    - A. Ms. Clifford reported on the Strategic Planning session held on August 15<sup>th</sup> and led by Joe Borgstrom, Place + Main Advisors.
  9. Correspondence and/or Newspaper Articles – none
  10. Oral and Written Petitions – none
  11. Executive Session
    - A. **Ms. Clifford moved to enter into executive session to discuss a personnel matter and discuss a real estate matter, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
    - B. The Commission entered into executive session at 7:40 p.m.
    - C. The Commission returned to regular session at 7:47 p.m. No action was taken.

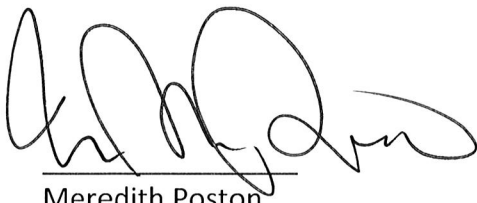
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12. Ms. Clifford moved to approve the purchase agreement amendment, seconded by Ms. Poston. **A roll call vote was taken, and the motion carried 5 to 1 as follows:**

<b>Ms. BrownCrouch</b>	<b>Aye</b>	
<b>Ms. Clifford</b>	<b>Aye</b>	
<b>Ms. Grant</b>	<b>Aye</b>	
<b>Ms. Milliken</b>		<b>Nay</b>
<b>Ms. Poston</b>	<b>Aye</b>	
<b>Ms. Woolsey</b>	<b>Aye</b>	

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

14. Ms. Clifford adjourned the meeting at 7:48 p.m.



Meredith Poston  
Secretary  
MP/TW