

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on October 24, 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.

Also present were: Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Assistant District Manager; Joanne Tucker, Administration Manager; Tom Glick, Fire Chief; Steve Aden, Director of Fleet Services; David Hoffman, Director of Wastewater Services; Joe Marcinkus, Director of Wastewater Services; David Major, Facilities Maintenance Specialist and Officer Colson, Charleston County Sheriff Officer.

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. Proclamation Honoring and Recognizing Jeff Cohen, Assistant Director of Wastewater Services
 - A. Ms. Clifford read a proclamation honoring and recognizing former Assistant Director of Wastewater Services, Jeff Cohen, for his 18 years of service to the JIPSD.
4. Oral and Written Petitions
 - A. Franny Henty, 615 Flint Street, shared that she is running for office in the upcoming JIPSD election.
5. Consent Agenda
 - A. **Ms. Clifford moved to approve the Ways & Means Committee meeting minutes of August 15, 2022, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
 - B. **Ms. Clifford moved to approve the Special meeting minutes of September 7, 2022, as amended, seconded by Ms. Milliken. A roll call vote was taken, and the motion carried unanimously.**
 - C. **Ms. Clifford moved to approve the Regular Commission meeting minutes of September 26, 2022, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
6. Request to Purchase Two F-250 Pickup Trucks from the State Contract
 - A. Mr. Schaeffer stated the Commission packet contains a letter to Mr. Vetter with Vic Bailey Ford in Columbia – this is the Ford dealership that won the State contract to sell government entities F-250s in 2023. The District budgeted for and ordered two F250s during FY22 – last year. Unfortunately, the District was notified by Ford that demand of trucks ordered far exceeded the supply of F-250s produced by Ford last year. This was due to the various supply chain issues and microchip shortages experienced across more than just Ford manufacturing and the effects were certainly much broader than just the State of South Carolina. So unfortunately, JIPSD was in the same boat as many of the other local government entities; once we knew the trucks

would not be purchased from the State Contract last year – the District had to get creative. The District carried the two vehicles from FY22 into the FY23 appropriations; we were able to take possession of a Chevy 2500 in August of 2022 and we remain hopeful that an F-350 Crane Truck will be ready for pickup by the end of November 2022. We will get to an update on the financials during the monthly District Manager report, but members of the Commission can see this recorded in General Ledger Line 02-150-536.04 for vehicles. This is one of the two pickup trucks that were included in last year’s budget – carried forward to this year’s budget. The letter I’m asking the Commission to authorize will allow the District to order two 2023 F250s that must be ordered by November 10, 2022 – to put the District in a position to take possession of these trucks by July of 2023 – the start of FY24. There is no guarantee that the District will obtain two trucks, but it has to place the order by November 10th to even be considered to purchase from the State contract. Unfortunately, if the District does not order these two pickup trucks by November 10, 2022, it would need to order next November 2023 to potentially take possession of the trucks in July of 2024 – approximately 21 months or nearly two year from now. I very much appreciate your consideration in authorizing me to move forward. Discussion followed.

- B. Ms. Woolsey moved to authorize the District Manager to purchase two F-250 pickup trucks from the State contract, 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	
Ms. Milliken		Nay
Ms. Poston	Aye	
Ms. Woolsey	Aye	

7. Recommendation to the full Commission from the October 10, 2022, Fire Committee Meeting

A. Mr. Schaeffer stated that the meeting packet contains a letter summarizing the recommendation from the Fire Committee meeting of October 10, 2022. He stated that he would appreciate the members of the Commission considering authorizing him to move forward with the Fire Station #2 project within the FY23 appropriations. He did not ask for additional funding, but to work with Rosenblum Coe Architects to come back with a proposal to the Commission at a later date to continue efforts on the Fire Station #2 project. Discussion followed.

- B. Ms. Clifford moved to authorize the District Manager to move forward with the Fire Station 2 project within the FY23 appropriations, 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
Ms. Milliken		Nay
Ms. Poston	Aye	
Ms. Woolsey	Aye	

8. Recommendation to the full Commission from the October 10, 2022, Administrative Committee Meeting

A. Mr. Schaeffer stated that he would appreciate the members of the Commission authorizing the changes to the Employee Policy Manual. **Ms. Clifford moved to approve authorization of the proposed changes in the employee policy manual, seconded by Ms. Poston.**

Discussion followed about the absence of an HR Director position and changes to the policy manual. Mr. Bruorton explained that the proposed policy addresses the void of the HR Director’s previous duties. **The motion died to due to a tie as follows:**

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

B. **Ms. Woolsey moved to reconsider the vote [from the Administrative Committee to recommend authorizing the proposed changes in the JIPSD policy manual]. Ms. Clifford seconded the motion.** Discussion followed. **The motion carried 4 to 2 as follows:**

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

Motion declared invalid per legal counsel. Refer to item 9N.

C. **Ms. Milliken moved to post the position of HR Director within one week, seconded by Ms. Grant.** A roll call vote was taken and the motion failed 2 to 4 as follows:

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

D. **Ms. Woolsey moved to approve the employee policy manual as is, 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
Ms. Milliken		Nay
Ms. Poston	Aye	
Ms. Woolsey	Aye	

Motion declared invalid per legal counsel. Refer to item 9N.

9. September District Management Report

- A. I wanted to thank all participants that attended the Adopt-A-Highway Litter Pickup on October 15, 2022. The community appreciates your efforts to keep James Island clean.
- B. Thanks to all the Stakeholders that have participated in the JIPSD Community Survey. The Community Survey information was presented to the Commission October 17, 2022, during the Ways & Means Committee meeting.
- C. Early voting started today October 24, 2022 – the closest early voting location for James Island Residents is the Baxter-Patrick James Island Library located at 1858 Grimball Road. Early voting is from 8:30 am through 6:00 pm today through October 29th; then again October 31st through November 5, 2022. The opportunity to vote early ends three days prior to the election on November 8, 2022.
- D. To facilitate the Annual JIPSD Employee Appreciation Event on November 17th, the JIPSD customer service window will be closed for two hours from 11:30 am – 1:30pm. The District has not been able to hold the Annual Employee Appreciation Event since 2019, so it's exciting to be able to get all the employee gathered together.
- E. The efforts of the JIPSD Departments to perform Hurricane Ian Storm Recovery Efforts certainly demonstrates that our organization has much to appreciate when it comes to the JIPSD employees. The JIPSD employees provide 100% of the services to the residents. Immediately after the storm effects subsided, the JIPSD crews were back on the island all weekend to begin storm recovery efforts. That's what our employees make happen when the community requires essential services the most. The worst storm effects were felt on James Island September 30, 2022 – Cat 1 Hurricane force winds produced large quantities of vegetative storm debris.
- F. Director Desmond of the Solid Waste Services Department began windshield assessments by driving the daily routes to estimate quantities of storm debris beginning October 1, 2022. As more residents had an opportunity to get more storm debris to the curb, the amount of storm debris continued to mount over the weekend. The normal Monday Garbage and Yard Debris Collection Route began on October 3, 2022. I provided the Commissioners with details on how the Solid Waste Crews continued to clear the Monday route of storm debris before moving on to the normal Tuesday collection route.
- G. The heaviest hit areas of James Island that produced the most storm debris were the normal Wednesday collection route due to the storm path of Hurricane Ian – these are the neighborhood on Fort Johnson Road, Fort Johnson Estates, Harborview Road, Clearview Drive, and the Eastwood Subdivision.
- H. The Solid Waste Department ran voluntary over-time crews on Friday, October 7th; Saturday, October 8th; Friday, October 14th; Saturday, October 15th and most recently Friday, October 21st. Thanks to all members of the Solid Waste Department to continue the storm debris recovery efforts, I know the extra efforts were greatly appreciated by the community residents.
- I. In a press release October 3, 2022, Charleston County declared the emergency contractor would not be mobilized to assist local entities with storm debris recovery efforts. It is with much gratitude that the Town of James Island mobilized a hauling contractor capable of removing piles of large tree debris that the JIPSD equipment is not capable of removing. The JIPSD equipment is capable of removing 8-inch diameter branches and logs that are cut to no more than 6 feet in length. When residents place 45-inch diameter logs at the curb, the

JIPSD relies on the emergency contractor typically mobilized by Charleston County during storm debris recovery efforts caused by the effects of hurricanes. The JIPSD appreciates the residents that inform tree service and landscaping companies that it is the responsibility of the contractors to haul away the piles of storm debris – especially piles of large tree debris in excess of 8 inches in diameter and longer than 6 feet in length. The hauling company mobilized by the Town of James Island is still working to clear the piles of large tree debris; we appreciate the continued efforts of the residents as the JIPSD Solid Waste crews transition back into normal operations. It is the hope that the JIPSD Solid Waste Crews will not have to run voluntary overtime this Friday, October 28th. The Solid Waste crews continue to catch up on the Bulk Debris Routes of manmade Items such as appliances and furniture.

- J. The Fire Department upstaffed the Fire Department beginning the evening of Thursday, September 29th – this was to ensure the safety of all Fire employees traveling to their stations and readying equipment to begin clearing roadways during storm recovery efforts. In addition to ensuring we had double than normal Firemen on shift for two straight shifts, the Fire Department staffed another two firemen on the brush truck to provide additional support clearing storm debris off of the roads. These efforts are to ensure that the roads are passable, and a fire apparatus could safely navigate the roads in case of an emergency.
- K. The Wastewater crews began storm recovery efforts on that Friday evening and began running 24 hours a day. The Wastewater crews were able to begin ensuring the wastewater system was headed back to normal as Dominion Energy began restoring power to the affected pump stations. Wastewater crews ran generators to the pump stations without functioning power to ensure the system was functioning as best as possible during storm recovery efforts.
- L. This was my first taste of storm recovery efforts from a Category 1 Hurricane, and I am happy to report to the Commission that the JIPSD team pulled together in typical fashion to provide timely storm recovery efforts for our residents. We continue to monitor progress with Charleston County, SC Emergency Management Division, and FEMA. Officials from both the Town of James Island and the District met with the County Official in charge of Storm Debris, SC EMD, and FEMA to discuss joint preliminary damage assessments.
- M. Update on the Financials:
 - Target is 25% - once quarter of the way through FY23 or 3 months reported July, August, and September 2022
 - The General Fund expenditures are at 26.4% due to the encumbrance for the Solid Waste dump truck and automated side loader 01-104-536.06
 - Very similar to the Wastewater fund vehicles line – 02-150-536.04 for the \$50,596 associated with the Chevy 2500 with the remaining 478,404 to be used towards the purchase of the F-350 Crane truck next month. Both of these pickup trucks were to be purchased last year during FY22 and I will keep you posted when we hear more from Ford on the viability of purchasing the two F-250s off of the State contract.

N. Mr. Bruorton stated that under a tie vote, a motion to reconsider has to be made by a member voting no and Ms. Woolsey voted yes [referencing agenda item 8B]. He also stated that the motions made in agenda items 8B and 8D are invalid.

O. **Ms. Poston moved to reconsider the approval of the employee manual, seconded by Ms. Clifford. A roll call vote was taken and the motion carried 4 to 2 as follows:**

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

P. **Ms. Woolsey moved to pass the employee manual as is, seconded by Ms. Clifford. A roll call vote was taken and the motion carried 4 to 2 as follows:**

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

10. Committee and JIPSD Representative Reports

A. Mr. Schaeffer reported that the Committee meetings discussed the findings of the survey data and recommendations from the Fire and Administrative Committees.

11. Correspondence and/or Newspaper Articles – none

12. Oral and Written Petitions – none

13. Executive Session – none

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

15. Ms. Clifford adjourned the meeting at 8:17 p.m.



Meredith Poston
Secretary
MP/TW