

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on November 21, 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).

Also present: Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Assistant District Manager; Joanne Tucker, Administration Manager; Ed Kilcullen, Director of Finance; Shawn Engelman, Deputy Fire Chief for Administration & District Safety; Tom Glick, Fire Chief; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Joe Marcinkus, Director of Wastewater Services; David Major, Solid Waste Services & Facilities Coordinator.

Ms. Clifford called the meeting to order.

Ms. Clifford 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. Clifford moved to approve the consent agenda, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
5. Ordinance to Repeal Ordinance No. 2015-002 Managing Solid Waste – 1<sup>st</sup> Reading
  - A. **Ms. Woolsey moved to approve Ordinance No. 2015-002 Managing Solid Waste – 1<sup>st</sup> Reading, 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>Nay</b>
<b>Ms. Poston</b>	<b>Aye</b>	
<b>Ms. Woolsey</b>	<b>Aye</b>	
6. Resolution for Managing Solid Waste
  - A. Mr. Schaeffer reported that the Resolution for Managing Solid Waste would also be advertised and be combined into the Public Hearing at 6:30 pm on December 12, 2022. If the Commission approves the adoption of the Ordinance Repealing the Solid Waste Ordinance, the next item on the December 12<sup>th</sup> agenda would be the Solid Waste Resolution. **Ms. Clifford moved to approve the resolution for Managing Solid Waste, seconded by Ms. Poston.** Discussion followed. **Ms. Clifford withdrew her motion. Ms. Woolsey moved to approve the Resolution for Managing Solid Waste with the changes effective January 1, 2023. A roll call vote was taken and the motion carried unanimously.**

7. Consider the Purchase of a Front-End Loader for the Solid Waste Department
- A. **Ms. Milliken moved to approve the purchase of a front-end loader for the amount not to exceed \$200,302 from Blanchard Gant from the FY 23/24 budget, seconded by Ms. Woolsey. A roll call vote was taken and the motion carried unanimously.**
8. Update on the Resolution for Wastewater Collection System Use and Rate
- A. **Ms. Poston moved to authorize the proposed changes to the current Wastewater Collection System Use and Rate Resolution, 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 |     |
9. Consider the Proposal from the District's Engineering Firm
- A. **Ms. Clifford moved to authorize the District Manager to move forward with the estimated \$635,708.25 proposal from the District's engineering firm for costs associated with services for preliminary engineering, surveying, design engineering, permitting, easement preparation, geotechnical services, and Subsurface Utility Engineering (SUE). Ms. BrownCrouch seconded the motion. A roll call vote was taken and the motion failed due to a 3 to 3 tie as follows:**
- |                 |     |     |
|-----------------|-----|-----|
| Ms. BrownCrouch | Aye |     |
| Ms. Clifford    | Aye |     |
| Ms. Grant       |     | Nay |
| Ms. Milliken    |     | Nay |
| Ms. Poston      |     | Nay |
| Ms. Woolsey     | Aye |     |
- B. **Ms. Milliken moved to only approve funding over \$60,000 for Phase 5 (GRGAPN 1760-203) and to wait on the two larger projects, 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 |
- C. **Ms. Poston moved to reconsider the motion to authorize the District Manager to move forward with the estimated \$635,708.25 proposal from the District's engineering firm for costs associated with services for preliminary engineering, surveying, design engineering, permitting, easement preparation, geotechnical services, and Subsurface Utility Engineering (SUE). Ms. Clifford seconded the motion. A roll call vote was taken and the motion carried 4 to 2 as follows:**
- |                 |     |     |
|-----------------|-----|-----|
| Ms. BrownCrouch | Aye |     |
| Ms. Clifford    | Aye |     |
| Ms. Grant       |     | Nay |

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

10. Consider the Proposal from Rosenblum Coe Architects for Fire Station #2

- A. **Ms. Milliken moved to move agenda item 10 after the executive session, seconded by Ms. Grant. A roll call vote was taken and the motion failed due to a 3 to 3 tie as follows:**

<b>Ms. BrownCrouch</b>		<b>Nay</b>
<b>Ms. Clifford</b>		<b>Nay</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>

- B. **Ms. Milliken moved to defer agenda item 10, authorizing the Chair to execute the first amendment to the current professional services contract with Rosenblum Coe Architects for architect services, until January 2023. Ms. Grant seconded the motion. Ms. Milliken withdrew the motion.** Discussion followed.
- C. **Ms. Clifford moved to authorize the Commission Chair to execute the first amendment to the current professional services contract agreement with Rosenblum Coe Architects, 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>	

11. October District Management Report

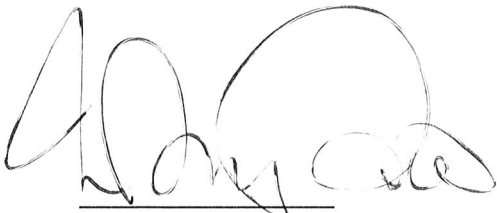
- A. Mr. Schaeffer reported:

- It was great to gather with the District Employees at the Appreciation Event last Thursday 17 November, break bread, and recognize the many deserving employees that provide essential services JIPSD customers. We celebrated the employees that hit their 5-Year Milestones of Service with the District. We recognized the employees that have been promoted, and it's a very good sign to see internal growth opportunities within the organization. Then we recognized 4 Employees with the 2022 JIPSD Mission Commitment Awards – congratulations to Firefighter Adam Tittle in the Fire Department, Heavy Equipment Operator Richard Hollington in the Solid Waste Department, Crew Chief Willison Mack in the Wastewater Department, and Lead Mechanic James Reindollar in the Fleet Services Department. During this season of Thanksgiving, the District can be thankful for so many dedicated employees to recognize.
- Due to the District observing the Thanksgiving Holiday, normal Solid Waste Pickup will not happen on Thursday. Residents that get their garbage picked up on Thursday are asked to put their bins out this Wednesday 23 November, this has been updated on the District's social media. The Solid Waste Department will be back to their normal routes starting next Monday 28 November 2022.

- Christmas falls on a Sunday this year, and there will not be Solid Waste Pickup on Monday 26 December 2022. Instead, residents are asked to put out their roll cart one day later than normal pickup. Monday's pickup will happen on Tuesday, and Tuesday's pickup will happen on Wednesday during the week after the Christmas Holiday.
- The Commission's next regularly scheduled meeting was pushed up to Monday 12 December 2022; there will be a Public Hearing at 6:30 pm with the Regular Meeting to immediately follow the Public Hearing. Joe Borgstrom from Place & Main Advisors will also be presenting the District's Strategic Plan during the Regular Meeting 12 December 2022.
- On Tuesday 3 of January 2022 at 6:30 pm; the Commission will hold a Special Meeting to swear-in the new Commissioners. We have both Paul Cantrell and Ronald Ladson here tonight, and recently re-elected House District 115 Spencer Wetmore has agreed to swear-in the new Commissioners. It's a Public Meeting and the Commissioners are invited to bring family members to the Special Meeting Tuesday 3 January at 6:30 pm here in Town Hall.
- I provided the Commission with a detail of tentative dates in 2023 in an attempt to provide as much notice as possible for the upcoming meetings.
- The Commissioners can expect to see the FY22 Audited Financial Statements and Audit Report in the meeting packet for the next Regular Meeting 12 December 2022. However, Gary Bailey will be presenting the FY22 Financials to the Commission during the Regular Meeting Monday 23 January 2023.
- Speaking of the Financials, I'd like to provide an update on the rollup summary reported through 31 October 2022
- The General Fund Revenue is only at 7.8% and that probably still won't change much until I'm reporting to you in March of 2023 – because we will have reported through February of 2023 well after tax bills are due in January of 2023.
- Charleston County tax bills are due on or before Tuesday 17 January 2023. If you have not received your tax bill, please contact Charleston Auditor's Office by phone at 843-958-4200
- The General Fund actual expenditures of \$3,274,227.66 represents 32.8% of the total budgeted of \$9,971,639.88 – so General Fund Actual Expenditures are very close but slightly under the target of 33.3%
- Members of the Commission will also notice that the Wastewater Revenue collected Year to Date of \$3,572,841.53 exceeds the year-to-date Wastewater expenditures of \$2,819,122.34. This is a positive sign for the Wastewater Fund, a third of the way through FY23 thus far.
- Members of the Commission will notice the 2<sup>nd</sup> to the last general ledger line 02-150-536.12 represents \$1,831,000 worth of State Revolving Fund (SRF) projects. The District has not yet expended SRF funds through October 2022, and the Commission will see that change over the next few months where Wastewater expenditures will start catching up with revenue collected.

## 12. Committee and JIPSD Representative Reports

- A. Mr. Schaeffer summarized the Solid Waste and Wastewater Committee meetings held on November 14, 2022.
- 13. Correspondence and/or Newspaper Articles – none
- 14. Oral and Written Petitions – none
- 15. Executive Session
  - A. **Ms. Clifford moved to enter into executive session to discuss a personnel matter, real estate matter and receive legal advice regarding potential claims, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
  - B. **The Commission entered executive session at 8:17 pm.**
  - C. **The Commission exited executive session at 9:15 pm. No action was taken.**
- 16. **Ms. Clifford moved to adjourn the meeting, seconded by Ms. BrownCrouch. A roll call vote was taken, and the motion carried unanimously.**
- 17. Ms. Clifford adjourned the meeting at 9:15 p.m.



Meredith Poston  
Secretary  
MP/TW