

A Ways & Means Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on March 20, 2023, at James Island Town Hall located at 1122 Dills Bluff Road, James Island, South Carolina.

Present at the meeting were the following members: Kathy Woolsey, Chair, who presided; Inez BrownCrouch, Paul Cantrell, Marilyn Clifford, Brenda Grant, Ronald Ladson and Susan Milliken.

Also present were: Lawrence Flynn, Bond Counsel, Compass Municipal Advisors; 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; Brad Smiley, Deputy Fire Chief; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Ed Kilcullen, Director of Finance; Joe Marcinkus, Director of Wastewater Services; David Major, Facilities Maintenance Specialist and Stephanie Trainum, Charleston County Sheriff's Deputy.

Ms. Woolsey called the meeting to order. Mr. Ladson led the pledge to the flag of the United States of America and Ms. Grant led the invocation.

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. Commissioner Training
  - A. Mr. Flynn led an in-depth presentation to the Commission on understanding the role of a Commissioner and general matters affecting the James Island Public Service District (presentation attached). Discussion followed.
4. FY24 Draft Budget Presentation
  - A. Mr. Kilcullen presented the draft FY24 budget. Discussion followed.
5. Implementation Plan for FY24 JIPSD Strategic Initiatives
  - A. Mr. Schaeffer presented the updated plan and shared the strategic goals. Discussion followed.
6. District Manager update
  - A. Mr. Schaeffer reported:
    - The JIPSD website is antiquated and needs a complete redesign effort. One of the main goals is to get the JIPSD website to a point where we can post the Commission meeting packets on our website. Unfortunately, posting the Commission meeting packets on the current JIPSD Website is not a possibility. Making this improvement is a central driving force to why the Website Redesign is included in the FY24 Budget to be approved by the Commission. District Administration spends an enormous amount of time creating meeting packets for all the Commission meetings and Committee meetings and we are striving towards increased transparency and communication for the JIPSD and the public.
    - Zoom Bridge & Live Stream capability of public meetings is directly related to the initiative of holding JIPSD Commission meetings in the training room of Fire Station #1. This initiative requires the installation of audio-visual equipment in the training room of Fire Station #1. The Assistant District Manager and Deputy Chief Engelman have been working on this improvement initiative since October of 2021. Due to the estimated project cost of \$23,563.85 for equipment, installation, and staff training, the District obtained competitive

pricing during the remainder of FY22 – incorporated the costs into the FY23 Budget - and ordered the equipment in July of 2023 – due to this project being incorporated into the FY23 Budget. Unfortunately, much like the struggles the District is experiencing with obtaining vehicles and other equipment, Charleston Sound has received multiple notifications of the audio-visual equipment being backordered. Tamara continues to receive updates from Charleston Sound. At this point, Charleston Sound expects to receive all the equipment by the end of April 2023. As it is firmed up that Charleston Sound receives all the equipment for this project, we can then schedule installation and staff training. Representatives from Charleston Sound will attend the first Commission meeting to train staff.

- Hiring a Human Relations Contractor is also incorporated into the FY24 Budget. This is a very similar situation as previously mentioned with the plan to onboard vendors to provide professional services during FY24. If the Commission approves the FY24 Budget next month 24 April 2023, District Administration will begin drafting an RFP and a Professional Services Contract Agreement to onboard a Human Relations Contractor. There is an Administrative Committee Meeting scheduled for Monday 11 September 2023. The plan is to have the Human Relations Contractor attend the September Administrative Committee meeting with recommended changes to the District’s Employee Policy Manual – proposed language incorporated for the addition of the Human Relations Contractor. Other deliverables will include training for all District employees, Front-Line Supervisors, and the District Leadership Team. The idea will be to use the upgraded Audio-Visual Equipment in the Training Room of Fire Station #1 to record these training sessions – and be able to have newly hired employees as well as newly promoted supervisors view these training sessions in the future. In addition to the deliverables, including the JIPSD Employee Policy Manual and the employee training sessions, the Human Relations Contractor will be tasked with developing an actionable Diversity Recruitment Plan.
- Update on Artillery Point – thanks to Lawrence Flynn, Bond Counsel, for helping to make that partnership with CWS a possibility by shepherding the request through the USDA. Thanks to Joe Marcinkus for attending the CWS and Artillery Point HOA meeting with me last Monday 13 March 2022 at the Baxter Library. It was very informative and well attended – and I think Joe and I picked up some tips for Public Engagement if the JIPSD is awarded the SCIIP Grant Funding from the RIA.
- The Rural Infrastructure Authority sent an email this afternoon and I forwarded it to the Commissioners. Unfortunately, the RIA will not be awarding the SCIIP Grants by the end of March 2023 as originally planned. The RIA blamed the General Assembly - the General Assembly is actively considering adding another \$586 million for the SCIIP Grant Program. I spoke with Kyle Michel this afternoon to get the scoop, and the RIA was pushing to announce the First Round of SCIIP Grants for the initial \$900 million worth of funding. The General Assembly didn’t like that idea because they want to announce all the awards all at once – there will be projects not selected and the SCIIP Grants are competitive.
- Emergency Procurement for Pump Station #18 Force Main Relocation - The good news is that I don’t need the Ways & Means Committee Meeting recommendation to approve the emergency procurement for this project – stated under 7.C of the agenda below. The JIPSD received a quote that was above the \$50,000 threshold to complete the project but has since received a quote well under the \$50,000 threshold – just this morning. This force main relocation project is an instance where public health is at risk and the problem needs to be

addressed ASAP. There is currently a concrete pad on top of a JIPSD Force Main on the construction site and we need to remedy the situation ASAP. Joe Marcinkus is meeting at 1:00 pm tomorrow at the construction site of the new Urgent Care on Folly Road – right next to the Auto Zone. This is formal notification to the Commission that the total project cost was quoted at \$35,000 and the efforts to relocate the JIPSD Force Main at Pump Station #18 will begin immediately.

- Received the Memorandum of Agreement with the County for the \$21,500 Intergovernmental Paving Agreement on Plymouth Avenue. This will be included in the Meeting Packet going out later this week – Thursday 23 March for the Regular Commission Meeting next Monday 27 March 2023 – Public Hearing starts at 6:30pm with the Regular Meeting immediately following.
- As part of the Capital Lease that Lawrence explained, the District has created the specifications for the Wastewater camera van and software system that would link to the District's GIS System. The real output from the camera van is the video inspection of the lines and manholes of our utility system. We brought three companies in to gauge the available options based on the District's needs – vendors brought demo vans from Orlando, Virginia, and Rock Hill. Your meeting packets on Thursday will contain a financial commitment letter authorizing the District Manager to place the order for the camera van. This is very similar situation to the long lead times associated with the Ladder Truck, Solid Waste Trucks, and the F-250 Pickup trucks. If the Commission authorizes the financial commitment letter, the vendor can order the van as well as the camera equipment – hardware – and software that will be installed in the van.
- RCA Representatives Steve Coe and Ryan Lewis will be attending the meeting to provide an update on the status of the Fire Station #2 Project. Your packet contains the flier for the Community Meeting Monday 17 April 2023 at 6:30 pm at Fire Station #2 – 853 Harbor View Road. We also wanted to provide the Commission with an opportunity to hear what RCA has to say before the Community Meeting next month.
- The Commission previously approved the soft costs associated with the Redundant Force Main on Harbor View Road – the Commission can expect to see a proposal for Subsurface Utility Engineering – meaning running the marsh buggy from Point A (James Island) to Point B (Plum Island) in the path of the Proposed Redundant Force Main to preliminarily detect what lies 60 feet below the marsh. This proposal and response met all of the requirements of the State Revolving Fund.
- I'm happy to report that the FY23 Revenue continues to roll in – the first quarter of each year is the period where the District receives the most revenue – much more information to come next Monday on the monthly finance package.

7. Discuss any Recommendations from the Ways & Means Committee

A. Staff Recommendations Placing the Capital Lease Resolution on the Agenda for the full Commission Consideration at the next Regular Meeting March 27, 2023

- **Ms. BrownCrouch moved to place the capital lease resolution on the March 27, 2023 agenda, seconded by Ms. Grant. A roll call vote was taken and the motion carried unanimously.**

B. Staff Recommends Publicly Advertising and Scheduling a Public Hearing for the JIPSD Annual Budget Resolution at 6:30 pm at Town Hall before the Regular Commission Meeting April 24, 2023

- **Ms. Milliken moved to publicly advertise and schedule the budget resolution on April 24, 2023, seconded by Ms. BrownCrouch. A roll call vote was taken and the motion carried unanimously.**
- C. Emergency Procurement for Pump Station #18 Force Main Relocation
- Agenda Item Cancelled
8. Live-airing of all JIPSD regular meetings, committee meetings, workshops and presentations on YouTube beginning on March 27, 2023
- A. Agenda Item Cancelled
9. Posting of all JIPSD meetings aired live on YouTube on the JIPSD YouTube page by 10 am the day following any meeting. Notification of live-airing and meeting videos posted on YouTube on the JIPSD Facebook page to notify community
- A. Agenda Item Cancelled
10. Posting online on the JIPSD website of all regular meeting and committee meeting agenda packets (with supporting materials including draft minutes) posted publicly online at the same time the agenda packet is emailed out electronically to commission members. (NOTE: If an amended agenda is necessary, that shall be posted publicly prior to a meeting pursuant to SC Open Meetings Act requirements)
- A. Agenda Item Cancelled
11. Executive Session to discuss legal counsel regarding revisions to the JIPSD Employee Policy Manual and also the responsibilities of the District Manager (After Executive Session, the Commission shall return to open session and may take action on things discussed in Executive Session)
- A. Agenda Item Cancelled
12. Ms. Woolsey moved to adjourn, seconded by Mr. Ladson. A roll call vote was taken, and the motion carried unanimously. Ms. Woolsey adjourned the meeting at 8:43 p.m.



Ronald Ladson  
Secretary  
RL/TW