

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:00 p.m. on August 28, 2023, at James Island Fire Station 1 located at 1108 Folly 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, Susan Milliken and Ronald Ladson (arrived at 7:17 pm).

Also present were: Lawrence Flynn, Bond Attorney; Bob Damron, Financial Advisor; Ryan Lewis, Rosenblum Coe Architects; Chip Bruorton (via phone), District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara Robinson, Assistant District Manager; Joanne Tucker, Administration Manager; Tom Glick, Fire Chief; Brad Smiley, Deputy Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; Steve Aden, Director of Fleet Services; Joe Marcinkus, Director of Wastewater Services; Ed Kilcullen, Director of Finance; Charlsie Tarpley, Accounting Manager and Charleston County Sheriff's Officer Grossi.

Ms. Woolsey 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. Oral and Written Petitions
 - A. Albertha Jackson, 1724 James Prioleau Road, sought advice about installing water or sewer on existing property.
 - B. Leola White, 1138 Williams Road, expressed concerns about her past due bills.
 - C. Susan Milliken, 762 Fort Sumter Drive, urged everyone to be more transparent and to meet the goal of better communication as stated in the strategic plan from last year. She went on to say that right now during the sewer expansion and Fire Station #2 build, it is so important to be transparent with the residents. She could not find an agenda posted on Sunday morning and contacted the Chair about the missing agenda.
4. Consent Agenda
 - A. **Ms. Milliken moved to approve the consent agenda, seconded by Mr. Cantrell. A roll call vote was taken and the motion carried unanimously.**
5. Staff Recommendations
 - A. Approve Resolution Approving Agreement Regarding State Budget Appropriation to the Town of James Island – **Ms. BrownCrouch moved to approve the agreement regarding the State budget appropriation to the Town of James Island, seconded by Mr. Ladson. A roll call vote was taken and the motion carried unanimously.**
 - B. Approve SRF Resolution Phase 5 SSES for the Rehabilitation of Wastewater Manholes – **Ms. BrownCrouch moved to approve SRF Resolution Phase 5 SSES for the rehab of wastewater manholes, seconded by Ms. Woolsey. A roll call vote was taken and the motion carried unanimously.**

- C. Approve the Professional Services Contract Agreement for Wastewater Utility Rate Study – **Mr. Cantrell moved to approve the professional services contract agreement awarded to Willdan Financial Services to conduct a wastewater rate study, seconded by Ms. BrownCrouch. A roll call vote was taken and the motion carried 5 to 2, with nay votes from Ms. Grant and Ms. Milliken.**
- D. Approve G.O. Bond Resolution for \$2 Million for Fire Station #2 Project – Mr. Flynn gave an overview and purpose of the G.O. Bond Resolution for the fire station project. Discussion followed. **Ms. BrownCrouch moved to approve the \$2 Million Dollar G.O. Bond Resolution, seconded by Ms. Woolsey. A roll call vote was taken and the motion failed 2 to 5 as follows:**
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|------------------------|------------|------------|
| Ms. BrownCrouch | Aye | |
| Mr. Cantrell | | Nay |
| Ms. Clifford | Aye | |
| Ms. Grant | | Nay |
| Mr. Ladson | | Nay |
| Ms. Milliken | | Nay |
| Ms. Woolsey | | Nay |
- E. Approve the Professional Services Contract Agreement for Uniform Rental Services – **Ms. Woolsey moved to award the professional services contract agreement for uniform rental services to Cintas Corporation, seconded by Mr. Cantrell. A roll call vote was taken and the motion carried unanimously.**
6. Annual Hurricane Preparedness
- A. Chief Glick gave a hurricane preparedness update. Discussion followed.
7. July District Management Report
- A. Mr. Schaeffer reported the following:
- We expect a packed house tomorrow night Tuesday 29 August 2023 – 6:00pm at James Island First Baptist Church – 1110 Camp Road. JIPSD is partnering with CWS, DHEC, Charleston Waterkeeper, the Coastal Conservation League, the Town of James Island, Charleston County, and the City of Charleston. We have mailed letters and flyers, posted yard signs in the impacted neighborhoods, and posted on Social Media. We had over 160 people show up to the first meeting. Thanks again to Joanne Tucker and the Fire Department for getting all of the signs out into the impacted neighborhoods.
 - The day after - On Wednesday 26 July 2023 at 7:00pm at Town Hall (1122 Dills Bluff Rd) is the James Island Intergovernmental Council – so we have a very eventful week.
 - Similar to the RCA Contract for Fire Station #2, the Commission can expect a contract with JDavis Construction associated with the Construction Manager Services with Fire Station #2.
 - SLS (HR Consultant) has been onboarded and already completed 3 Respect Training Sessions with two more happening tomorrow and Wednesday. SLS is working to present the Administrative Committee with the proposed changes to the Employee Policy Manual on Monday 11 September 2023 at 6:30pm. Based on the proposed changes to the Employee Policy Manual to be considered by the Administration Committee and then brought to the full Commission for consideration, SLS will then be conducting Supervisory Training Sessions in October based on those changes.
 - There will be two Safety training sessions held for all District Staff that drive District Vehicles Wed 20 September and Thursday 21 September.

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- Carla has been very busy revitalizing the JIPSD's Social Media Content and has really hit the ground running – thanks to Carla for making this happen.
 - Also in October, Thursday 19 October and Friday 20 October, the SC Association of Special Purpose District will hold the Annual Conference in Myrtle Beach – Tamara emailed the information concerning registration so please let us know ASAP if you plan to attend. Tamara completes the registration process to book all of the fees and hotel rooms together.
 - The end of October – Saturday 28 October 2023 – from 10am – 1pm at Lowe's will be the JIPSD Fire Expo – we're changing it up this year for a Saturday to hopefully get more exposure to the residents. Please save that date and more information to come.
 - The Audit Team has already submitted its initial request for information and Ed has been working with his team to compile all of the requested information. The Audit Team will be onsite at Signal Point in early October 2023 and they will ask for more information once onsite as well as perform testing on the District's system of internal controls to produce the District's FY23 Annual Financial Statements and the Annual Audit Report.
 - For the sake of time, I'll keep it very high level on the year-to-date Budget versus Actual Revenues and Expenditures for the General Fund through one month of the new Fiscal Year24.
 - GF Revenue is at a whopping 1.04% due to the timing associated with the JIPSD having to operate for nearly 8 months before seeing property tax revenues from the County in February 2024 = to Fund Operations for FY24. For the benefit of the new Commissioners, this is why the JIPSD is forced to maintain cash reserves in order to properly operate until the funding for the fiscal year arrives after 2/3 of the fiscal year has actually happened.
 - GF Expenditures are higher than you would project due to large encumbrances for Vehicles and Equipment – see lines 01-102-536.04 for the Fire Department – the ladder truck and the SCBO equipment have already been encumbered – that's the \$2,079,351.28 figure at the very bottom of Page 3 of the Detail. If you go to the very bottom of page 5, you will see that only \$1,107,610.03 has actually been spent through the first month of FY24, but nearly \$2.1 million has already been encumbered or dedicated towards the purchase of capital items.
8. Committee and JIPSD Representative Reports – none
 9. Correspondence and/or Newspaper Articles – none
 10. Oral and Written Petitions - none
 11. Executive Session
 - A. **Ms. Woolsey moved to enter into executive session to receive legal advice associated with the purchase of property for TMS# 426-09-00-021 and 454-09-00-018 and to receive legal advice associated with a personnel matter, seconded by Ms. Grant. A roll call vote was taken and the motion carried unanimously.**
 - B. The Commission entered into executive session at 8:10 pm.
 - C. The Commission exited executive session at 9:03 pm. No action was taken.

12. **Ms. Woolsey moved to reconsider approval of the \$2 Million Dollar G.O. Bond Resolution for the Fire Station #2 project, seconded by Mr. Cantrell. A roll call vote was taken and the motion carried 6 to 1 with a nay vote from Ms. Milliken.**
13. **Ms. Clifford moved to approve the \$2 Million Dollar G.O. Bond Resolution for the Fire Station #2 project, seconded by Mr. Cantrell. A roll call vote was taken and the motion carried 6 to 1 with a nay vote from Ms. Milliken.** Ms. Milliken stated that the reason for her no vote is the relocation of Dr. Gardner's dentist's office.
14. Authorization for the District Manager to Negotiate a Good Faith Offer for the Purchase of Property and/or Acquisition of Property through Eminent Domain Procedure as Provided by SC Law TMS# 426-09-00-021 – **Ms. Woolsey moved to authorize the District Manager to negotiate a good faith offer for the purchase of property and/or acquisition of property through eminent domain procedure as provided by SC Law of TMS# 426-09-00-021, located on Julian Clark Road to be used for the location of a pump station. Ms. BrownCrouch seconded the motion. A roll call vote was taken and the motion carried 6 to 1 with a nay vote from Ms. Milliken.**
15. Ms. Woolsey adjourned the meeting at 9:11 pm.



Ronald Ladson
Secretary
RL/TR