

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 7:13 p.m. on October 23, 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 8:40 pm).

Also present: Charlie Carmody, Realtor, CBRE; Chip Bruorton, 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 Engleman, Deputy Fire Chief for Administration & JIPSD Safety; Joe Marcinkus, Director of Wastewater Services; and Charleston County Sheriff's Officer Martin.

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. Chief Glick introduced the newest employees as Robert Marchetti (Fire) and Peter Kassa (Fire).
4. Oral and Written Petitions
  - A. Margaret Bobo, 1312 Folly Road, was seeking consideration on her sewer bill due to a leak in her attic. She stated the water never went through the JIPSD sewer system. She did not want to pay her bill as her insurance policy would not cover damage due to the property being vacant for two or more months.
  - B. Melissa Luby, 1330 Whitehouse Boulevard, urged the Commission to withdraw the Marsh Walk development contract.
5. Consent Agenda
  - A. **Ms. BrownCrouch moved to approve the consent agenda, seconded by Ms. Grant. A roll call vote was taken and the motion carried 5 to 1, with a nay vote from Ms. Milliken.** (Mr. Ladson was absent for the vote.)
6. Staff Recommendations
  - A. Approve Policy Manual – **Ms. BrownCrouch moved to approve the Employee Policy Manual as amended by Legal, seconded by Ms. Woolsey. A roll call vote was taken and the motion failed 2 to 4 as follows:**

<b>Ms. BrownCrouch</b>	<b>Aye</b>	
<b>Mr. Cantrell</b>		<b>Nay</b>
<b>Ms. Clifford</b>		<b>Nay</b>
<b>Ms. Grant</b>		<b>Nay</b>
<b>Mr. Ladson</b>		<b>Absent</b>
<b>Ms. Milliken</b>		<b>Nay</b>
<b>Ms. Woolsey</b>	<b>Aye</b>	

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- B. Approve Task Order No. 23-1 James Island Watershed Restoration Project Low Pressure Sewer System and Conventional Gravity Sewer Extensions – **Mr. Cantrell moved to approve Task Order No. 23-1, seconded by Ms. Clifford. A roll call vote was taken and the motion carried unanimously.**
  - C. Approve Task Order No. 23-2 Pump Station 17 In-House Upgrade/Renovation – **Ms. Clifford moved to approve the Task Order No. 23-2, seconded by Mr. Cantrell. A roll call vote was taken and the motion carried unanimously.**
  - D. Resolution Adopting the Amended 2023-2024 Hazard Mitigation Plan -- **Ms. Milliken moved to approve the Resolution Adopting the Amended 2023-2024 Hazard Mitigation Plan, seconded by Mr. Cantrell. A roll call vote was taken and the motion carried unanimously.**
7. Annual Employee Appreciation Luncheon – Mr. Schaeffer announced that the Annual Employee Appreciation Luncheon would be held on Thursday, November 9<sup>th</sup> at noon at the Edisto Hall, James Island County Park.
  8. Update on FY24 Strategic Plan Initiatives – Ms. Robinson gave an update on the status of the FY24 Strategic Plan initiatives.
  9. Discuss Request for Commissioners’ Feedback on FY25 Strategic Initiatives – Mr. Schaeffer asked the Commission to review the proposed FY25 Strategic Initiatives and rank and prioritize the most important initiatives for FY25.
  10. September District Management Report
    - A. Mr. Schaeffer reported the following:
      - The JIPSD Fire Expo will be held on Saturday 28 October 2023 from 11am – 2pm in the Lowe’s parking lot. JIPSD staff, trucks and equipment will be there, and Lowe’s will be grilling hot dogs and Kona Ice will provide complimentary shaved ice to the first 100 kids.
      - Please save the date of Wednesday 17 January 2024 for the next JIPSD Teambuilding Event – noon at Fire Station #1. We’ll start with boxed lunches and Outback Team Building will be coordinating the efforts with James Island Outreach again. If you haven’t already met him, Jeff Gordon is the new Executive Director of James Island Outreach – he’ll be bringing staff members of James Island Outreach to participate in the event.
      - I’m happy to report more public engagement on the JIPSD Social Media Platform – most recent Employee Spotlight was Sandra McNay – Customer Revenue Specialist in the Administration. You can get a bottom-side view from under the ladder truck down in the pit in the Fleet Services Department; Carla obtained some great content last week from Signal Point and at the Fire Department Drills behind Food Lion. If you want to see the difference between and straight stream and a fog stream out of a fire hose, Carla posted the tutorial yesterday. Carla grabbed some photos of what it takes to get to the powertrain on the Ladder Truck, some aerial drills on the ladder, and interviewed the next Employee Spotlight – much more great JIPSD content to be posted over the next few weeks. Carla will be at the Community Event Saturday to get JIPSD engaging with the community at the Fire Expo this Saturday as well as the Teambuilding Event 17 January early next year.
      - Early voting started today Monday 23 October and runs Monday through Friday this week and next; 8:30am – 5:00pm -Downtown Main Library 68 Calhoun St. and West Ashley Seacoast 2049 Savannah Hwy are the two closest locations for James Island. The County Board of Election is in North Charleston or Mt. Pleasant Seacoast are the other two

locations. Again, next Friday 3 November is the last day for early voting prior to the Election Tuesday 7 November 2023.

- I sure hope none of us ever needs a tourniquet, but Commissioner Ladson and Tamara got to practice applying tourniquets with me during Stop the Bleed Training at the Annual SPD Conference last week. This certainly changed it up from Roberts Rules of Order, Impact Fees, and FOIA Training. It was another informative Annual Conference and I think Commissioner Ladson walked away with an appreciation for the Statewide Presence of the conference attendees. As those presentation materials become available, I'll be sure to send that out to the group as well.
- As I attend the Local Government Leadership Institute, I'll continue to send you the presentations and information provided. There are 38 of us going through the program this year and it is certainly gaining traction. I'm learning from Police Chiefs, Fire Chiefs, City Managers, Finance and Government Administration Roles throughout the State.
- SLS HR Consulting held the first Mandatory Supervisor Training Wednesday 11 October 2023 and the Second Session is scheduled for this Wednesday 25 October 2023.

11. Committee and JIPSD Representative Reports – none

12. Correspondence and/or Newspaper Articles – none

13. Oral and Written Petitions - none

14. Executive Session

A. **Ms. Woolsey moved to enter into executive session to receive legal advice associated with the Purchase of Property for TMS# 454-09-00-018, TMS# 426-09-00-021 and to receive legal advice associated with a personnel matter, seconded by Ms. Clifford. A roll call vote was taken and the motion carried unanimously.**

B. The Commission entered into executive session at 8:12 pm.

C. The Commission exited executive session at 8:51 pm. No action was taken.

15. Consideration of Buyer Requested Amendments to the Dills Bluff Purchase Agreement- **Ms. Woolsey moved to approve the buyer's requested amendments to the Dills Bluff purchase agreement; seconded by Ms. Milliken. A roll call vote was taken. The motion failed 1 to 6, as follows:**

<b>Ms. BrownCrouch</b>	<b>Nay</b>
<b>Mr. Cantrell</b>	<b>Nay</b>
<b>Ms. Clifford</b>	<b>Nay</b>
<b>Ms. Grant</b>	<b>Nay</b>
<b>Mr. Ladson</b>	<b>Nay</b>
<b>Ms. Milliken</b>	<b>Nay</b>
<b>Ms. Woolsey</b>	<b>Aye</b>

16. Ms. Woolsey adjourned the meeting at 8:57 pm.



Ronald Ladson  
Secretary  
RL/TR