

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:35 p.m. on December 11, 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.

Also present were: 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; Steve Aden, Director of Fleet Services; Joe Marcinkus, Director of Wastewater Services, Ed Kilcullen, Director of Finance; Walter Desmond, Director of Solid Waste Services and Charleston County Officer Trainum.

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. Renee Horres, 1749 Lady Cooper Street, stated her water bill has increased due to the flap in the toilet tank and asked if the Commission could do anything to forgive the bill.
4. Consent Agenda
 - A. **Ms. Woolsey moved to approve the consent agenda as amended, seconded by Ms. Milliken. A roll call vote was taken and the motion carried 6 to 1 with a nay vote from Ms. Milliken.**
5. Staff Recommendations
 - A. Approve Updates to the JIPSD Employee Policy Manual – **Ms. Woolsey moved to accept the employee policy manual changes approved by the Administrative Committee, seconded by Ms. BrownCrouch. A roll call vote was taken and the motion carried 4 to 3 as follows:**

Ms. BrownCrouch	Aye	
Mr. Cantrell	Aye	
Ms. Clifford		Nay
Ms. Grant		Nay
Mr. Ladson	Aye	
Ms. Milliken		Nay
Ms. Woolsey	Aye	
 - B. Approve MOA with Charleston County associated with the Carol Street Utility Relocation Project – Mr. Marcinkus explained that he is still waiting for information from the County related to the project and gave a brief update on its status. **Ms. Milliken moved to defer the topic until the next regular meeting, seconded by Ms. Grant. A roll call vote was taken and the motion carried unanimously.**

C. Approve MOA with Charleston County associated with the Traffic Control Utility Relocation Project at Fort Johnson and Camp Road - **Mr. Marcinkus gave an update on the status of the planned project. Ms. Miliken moved to defer the topic because the referenced plan was not included in the agreement, seconded by Mr. Cantrell. A roll call vote was taken and the motion carried 5 to 2 as follows:**

Ms. BrownCrouch		Nay
Mr. Cantrell	Aye	
Ms. Clifford	Aye	
Ms. Grant	Aye	
Mr. Ladson	Aye	
Ms. Milliken	Aye	
Ms. Woolsey		Nay

6. Presentation of JIPSD FY23 Financial Statements and Audit Report – Mr. Kilcullen reported on the highlights of the financial statements and audit report (handouts provided) and stated that the auditor would give a detailed presentation at the next regular meeting.

7. Updated Pierce Contract Example for Commissioner Review – Chief Glick reported on the process of replacing Engine 802. The unit is due for replacement and the lead time on a fire truck is currently over 3 years; therefore, they would like to be proactive in purchasing a fire truck for the year 2028. Mr. Schaeffer stated the Commission will be asked to consider the purchase at the next regular meeting. Discussion followed.


8. December District Management Report

A. Mr. Schaeffer referenced the packet information and reported the following:

- During the week of Christmas, Solid Waste Collections will resume Wednesday, 27 December through Friday, 29 December; The Monday route will be picked up starting Wednesday, 27 December
- During the following week of New Years, the Solid Waste Collection schedule will be closed Monday, 1 January 2024; garbage and trash will operate one day behind schedule collecting Tuesday, 2 January through Friday, 5 January 2024
- Thursday, 4 January - Annual Chamber Legislative Reception at the Aquarium at 6 pm
- Wednesday, 17 January is the Team Building Event at Noon at Fire Station #1 to benefit James Island Outreach
- Thursday, 18 January is the SCSPD Legislative Breakfast to be held in Columbia on the Statehouse Ground at 8 am

9. Ms. Milliken reported that she asked for a list of all liens placed on JIPSD properties and received the information from the RMC’s office stating that from January 1, 2000 to December 1, 2023 the PSD has filed 440 notice of liens against property. She went on to share various filings of liens and stated that out of the 440 notice of liens filed, only 79 have not been satisfied that were recently filed. Ms. Milliken asked how the lien process is decided and how notice of liens are rescinded. Mr. Schaffer stated that the information requested by Ms. Milliken does not exist in a format that can be queried from the JIPSD’s utility billing system and a basic search of the public information available from Register of Deeds came back with well over 500 records from the mid-90s that would have to be individually investigated by staff. Discussion followed. Ms. Milliken requested a Wastewater Committee meeting in January or February to amend the Use and Rate Resolution, to

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- define liens and let our customers know that they can appeal bills before liens are filed on their property. Ms. Grant stated that the meeting can be held in February.
10. Committee and JIPSD Representative Reports – none
 11. Correspondence and/or Newspaper Articles – none
 12. Oral and Written Petitions
 - A. Margaret Bobo, 1759 Grimball Farm Lane, shared photos of the damage to her property and expressed that she should not be charged for the leak because none of the water went into the sewer system. Discussion followed.
 13. Executive Session
 - A. **Ms. Clifford 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 process of Wastewater utility bill appeal for TMS: 427-01-00-012. Ms. BrownCrouch seconded the motion. A roll call vote was taken and the motion carried unanimously.**
 - B. The Commission entered into executive session at 8:17 pm.
 - C. The Commission exited executive session at 8:44 pm. No action was taken.
 14. Discussion of Process for Wastewater Utility Bill Appeal for TMS 427-01-00-012 – **Mr. Ladson moved to reduce Ms. Bobo's bill to \$500.00, seconded by Ms. Clifford. A roll call vote was taken. The motion carried unanimously.**
 15. Ms. Woolsey adjourned the meeting at 8:46 pm.



Ronald Ladson
Secretary
RL/TR