

**MEETING OF THE COMMISSION**  
**ISLE OF PALMS WATER & SEWER COMMISSION**  
**JANUARY 17, 2024**

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In accordance with the Freedom of Information Act, the Agenda was posted on Wednesday, January 10, 2024, at City Hall, the Commission Office, and provided to *The Post and Courier*. The meeting was held on Wednesday, January 17, 2024, at the Commission Office, 1300 Palm Boulevard on the Isle of Palms, SC.

Attending were Chairman Jay Leigh, Vice Chairman Bob Hooper, Secretary Donald Smith, Commissioner Curtis Helfrich, PE, Commissioner Jeff Forslund, General Manager Chris Jordan, Operations Manager Shorty Meade, Special Projects Administrator Bill Jenkins, Comptroller Helena Stickles, CPA, Engineer Mark Yodice, and Attorney Jennifer Blumenthal.

Attorney Blumenthal swore in Commissioner Forslund for his second term prior to the meeting.

Chairman Leigh called the meeting to order at 8:00 a.m.

Vice Chairman Hooper made a motion to accept the slate of Commission officers in 2023 for 2024. Secretary Smith seconded the motion. The motion passed unanimously.

Commissioner Helfrich made a motion to approve the minutes of the December 20, 2023, Commission meeting as presented. Vice Chairman Hooper seconded the motion. The motion passed unanimously.

As there were no citizens present, Chairman Leigh dispensed with the reading of the Chairman's Statement.

Special Projects Administrator Jenkins began the Manager's Report. He reported that Atlantic Electric is working to complete all the electrical work at the Wild Dunes Pump Station. The switch gear has arrived and will be installed early next week. He anticipates that start-up testing will begin in a few weeks.

The work at the Forest Trails plant remains on schedule. The contractor is installing all the instrumentation, which is being wired by electricians. Training on all instruments has been scheduled for February. Seeding the plant has been scheduled for early March. A brief discussion ensued regarding the decommissioning of this plant and potential uses for the property following the decommissioning.

DHEC has sent correspondence concerning the R/O concentrate line informing the Commission that the construction permit will not be issued until required modifications of the current permit are reviewed and approved. Comments on the draft permit have been submitted to DHEC.

The City's drainage work by PS19 should be finished this month. The Commission will regain access to the site upon completion.

Thomas & Hutton is working on plans for the effluent discharge outfall while Special Projects Administrator Jenkins is working with the City to obtain the easement for the project.

Thomas & Hutton has completed the survey of Sewer Basin N and is working on plans for the pump station site. Homeowners in the area have been informed about the pump station, and they are enthusiastic about the availability of sewer in the area.

General Manager Jordan said that flows were low but normal for the month.

Comptroller Stickles delivered the Financial Report. She reported on the continued increased usage of Invoice Cloud, paperless billing, and autopay. Participation in all three options is up 16-22% over 2022. General Manager Jordan added that just under 500 customers are using the Customer Portal to track their meters and water usage. He will get statistics about website usage.

Comptroller Stickles reported that the balance of the revenue bond checking account as of December 31, 2023, was \$18,218.00 after an incoming transfer of \$450,000.00 on December 15 and the payment of three checks in December totaling \$723,136.00.

The Commission's investments earned \$31,376.00 at a rate of 5.67% in December.

December revenues were under budget by \$86,511.00, which was anticipated. Expenses were over budget by \$333,425.00, the majority of which was due to the interest expense on the semi-annual debt payment and an adjustment for depreciation. This resulted in a negative net revenue for December of \$419,937.00. Year-to-date revenues are still outperforming last year by about \$150,000.00.

There was no Correspondence.

Under Old Business, General Manager Jordan mentioned that he is continuing to work with the water testing company regarding fentanyl testing.

Under New Business, Vice Chairman Hooper made a motion to reappoint Chris Jordan as General Manager of the Isle of Palms Water & Sewer Commission. Chairman Leigh seconded the motion. The motion passed unanimously.

General Manager Jordan recommended that Helena Stickles (Comptroller), Bill Jenkins (Special Projects Administrator), and Shorty Meade (Operations Manager) remain in their respective positions for the next year.

Vice Chairman Hooper made a motion to approve General Manager Jordan's recommendation. Secretary Smith seconded the motion. The motion passed unanimously.

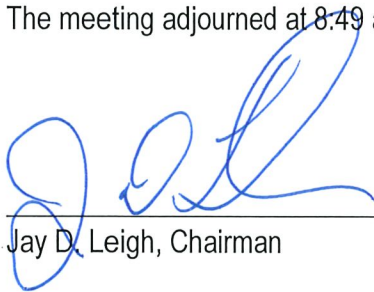
Director Kerr, speaking on behalf of the City's Environmental Advisory Committee, requested the use of a portion of the Commission's lot at Palm Boulevard and 7<sup>th</sup> Avenue for the temporary installation of a 200- square foot garden of native plants and grasses. Attorney Blumenthal recommends an agreement that will license the use of the property to the City for a specific purpose and for a definite period of two years. The duration could be extended if the Water & Sewer Commission is not ready to build the pump station on the property at that time.

Commissioner Helfrich made a motion requesting that Attorney Blumenthal draft a document for limited use of the property as discussed. Vice Chairman Hooper seconded the motion. The motion passed unanimously.

Vice Chairman Hooper made a motion to go into Executive Session to discuss legal and personnel matters pursuant to sections 30-4-70(a)(2) and 30-4-70(a)(1) of SC FOIA, respectively. Commissioner Forslund seconded the motion. The motion passed unanimously. The Commission went into Executive Session at 8:36 a.m.

The Commission came out of Executive Session at 8:48 a.m. Secretary Smith made a motion to increase the General Manager's salary by 3.5%. Commissioner Forslund seconded the motion. The motion passed unanimously.

Vice Chairman Hooper made a motion to adjourn. Commissioner Forslund seconded the motion. The meeting adjourned at 8:49 a.m.



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Jay D. Leigh, Chairman

2-21-24

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Date