



Commission Meeting Minutes

August 7, 2017

Commissioner John DeStefano called the regular monthly meeting of the St. Andrews Public Service District to order on August 7, 2017 at 6:00 p.m. with Commissioners Chris Perot, Regan Blanchard, Nancy Calvary, Charlie Ledford; Christie Holderness, CEO; Desmond Harris, CFO; and Chief Charles Lamoreaux were present. Lacy Jones, Environmental Services Superintendent was absent.

Notice of this meeting was made available to the news media in compliance with Section 30-4-80 (e) of the South Carolina Code of Laws for 1976, as amended.

Commissioner Perot offered the opening prayer, led the Pledge of Allegiance and Salute to the State Flag of South Carolina.

A motion was made by Commissioner Calvary, seconded by Commissioner Blanchard, to approve the Minutes of June 26, 2017 as written. The motion passed unanimously.

Commissioner DeStefano called for Managers Report:

Ms. Holderness reported four annexations this month bringing the total up to nine for the year.

The insurance enrollment and payroll for the new fiscal year has been completed with minor errors that have been corrected. Ms. Holderness gave much credit to Anna Katharine Mieke and Leslie French for their countless hours as well as Joanne Payne and Desmond Harris. There were many changes and adjustments as well as doing half the payroll at the old rate and half the payroll at the new rate.

The new Commissioner photos turned out great. Commission Chair DeStefano and Commissioner Ledford were asked to update their photos by contacting Ms. Holderness to schedule.

West Ashley United is sponsoring a West Ashley Salutes Program on Facebook and requested St. Andrews Fire Department as their feature. A different firefighter will be presented each month with a photo and a very short autobiography. Firefighter Josh Allen was our representative this month and will be followed by Captain Patrick Henry, Captain Duane Bostic, and Captain Jason Looney.

The Hunt Club Subdivision is developing a new section of homes and will be installing two additional light poles with fixtures. The additional fee is approximately \$125 for each pole annually. This is already covered in our current budget.

No funds have been received from FEMA for "Hurricane Matthew" damages.

FEMA denied the claim for damage to the concrete pad at Station 2. A claim has since been submitted to Insurance Reserve Fund which was also denied. Desmond Harris has appealed the denial and is working with Insurance Reserve Fund to reverse the decision.

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If the denial is not reversed by Insurance Reserve Fund, an appeal will be made to FEMA for the \$36,000.

Ms. Holderness and Mr. Jones attended the Matthew After-Action/2017 Season Planning Meeting at the Charleston County Emergency Operations Center. Topics included what worked and what didn't work during debris removal. Mr. Jones suggested investigating working with James Island Public Service District and/or North Charleston Sewer District to find an independent contractor to assist if the need arises. Ms. Holderness asked if there were any objections. Commissioners had no objection to investigating the possibility of a RFP for a contractor to assist with debris removal if the need arises. We are waiting on the DHEC sample results of the second well test at the shop. The well testing will continue for the next several years.

Ms. Holderness asked the commission to consider approval to use a State Collection Service sponsored by South Carolina Association of Counties to recoup outstanding fees owed by employees by deducting outstanding balances over fifty dollars from their South Carolina tax withholding. Ms. Holderness will attend a conference on this service next week in Columbia and report back to the Commission.

Information regarding the Westchester Site was sent to all Commissioners. Ms. Holderness, Commissioner DeStefano and Mr. Jones met with Barry Wayland to explain requirements for the development of the site. Commissioners reviewed first site plan draft.

Commissioner DeStefano called for Department Reports:

Financial Report: Chief Financial Officer, Desmond Harris reported on the final 2016-2017 budget report. Additional revenue from Tax District 99 is due from the City of Charleston. Commissioners received the written statement of Revenue and Expense report.

Environmental Services: Lacy Jones was not present. A written report for total tonnage collections for June and July was distributed to Commissioners. The new garbage truck is in service.

Fire Department: Chief Lamoreaux reported crews responded to six hundred seventy calls including 28 fire calls. Crews responded to two hundred ninety-six EMS calls. Squad 301 answered ninety-three calls saving over four hundred fifty miles of wear and tear on other emergency apparatus. It was staffed 100% of the twenty-one available shifts.

Due to apparatus breakdowns, there are no back up vehicles. Chief Lamoreaux thanked the Shop for their long hours keeping the emergency apparatus on the road.

The RFP process is continuing for replacement apparatus.

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Fire Department Personnel participated in approximately nineteen hundred hours of training in July. Four Members attended Fire Rescue International in Charlotte, North Carolina. Two Captains took part in a chief officer development program. The fire department is short two employees who are scheduled out for extended periods. There is a Captain's exam scheduled this month and an engineer's exam to be announced in the fall.

Commissioner DeStefano called for New Business.

A motion was made by Commissioner Perot, seconded by Commissioner Calvary, to officially accept the Copyright Infringement Policy dated July 14, 2017 as written. The motion passed unanimously. This Policy was enacted due to two infringements of which we were officially notified. All employees received and signed a copy of the new policy. Commissioners discussed options to stop illegal download access. Online access code will be changed monthly.

Commissioner DeStefano called for Old Business.

Ms. Holderness explained the new Communications Policy. Commissioner Blanchard made a motion, seconded by Commissioner Calvary, to accept the St. Andrews Public Service District Communication Policy as written. The motion passed unanimously. Ms. Holderness presented all updates of the Employee Policy and Procedure Manual. A motion was made by Commissioner Calvary, seconded by Commissioner Blanchard, to approve the updated Employee Policy and Procedure Manual as written.

Commissioner DeStefano called for Public Comment:

There was no public comment.

Chairperson's Remarks:

Commissioner DeStefano said there should be a better site plan for the Westchester Site by the next meeting.. Ms. Holderness commented there will be a new purchasing manual to present for approval at the next scheduled meeting.

Commissioner DeStefano called for Executive Session:

There was no Executive Session.

Commissioner DeStefano called for adjournment:

Commissioner Blanchard made a motion, seconded by Commissioner Calvary, to adjourn the meeting at 7:06 p.m. The motion passed unanimously.

Respectfully submitted,
Commissioner Regan Blanchard
Secretary

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