

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

October 25, 2016; 2:00 PM

MINUTES

I. **Call to Order:** Mr. Labriola called the meeting to order at 2:00pm.

II. **Pledge of Allegiance**

III. **FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

IV. **Roll Call:**

Present: John D. Labriola, Mayor Pro Tempore
Charles R. Lipuma, Mayor
Mary Johnson
John Wilson
Craig Weaver

Also Present: Stephanie Monroe Tillerson, Town Administrator
Dorota Szubert, Town Treasurer
Petra Reynolds, Town Clerk

V. **Approval of Minutes:**

A. Ways & Means Committee Meeting of September 27, 2016

Mayor Lipuma made a motion to approve the minutes of the September 27, 2016 Ways and Means Committee Meeting. The motion was seconded by Mr. Wilson and the minutes were unanimously approved as amended.

VI. **Citizens' Comments: (Agenda Items only)**

None

VII. **Old Business:**

None

VIII. **New Business:**

A. Information on Storm Debris Removal Cost to Date

Mr. Lameo reported the cost of the billings received to date for the debris removal was approximately \$174,999.39 which includes debris from the beach. The first pass to pick up roadside debris in all of the four zones has been completed with the second pass now starting. Mr. Lameo responded to questions on the damaged boardwalks by indicating that ten boardwalks had been repaired and usable. The Community Association has set up a schedule for repairs and the Town, along with the ARB, are working to allow for emergency repair work be done so that boardwalks can be operational. The estimated cost when the collection and collection cleanup is completed is up to \$500,000.00. The Community Association has also estimated a cleanup cost of \$500,000.00.

Mr. Lameo and Ms. Tillerson gave a description of the FEMA (Federal Emergency Management Agency) reimbursement process. Mr. Lameo stated everything including trucks, labor, and disposal has to be documented and compiled for review by the FEMA agents assigned to the Town. A determination will be made on which are allowable to be submitted for reimbursement. Ms. Tillerson stated Mr. Spicher has submitted documentation to the County, who will forward to the state and federal levels, on any individual home which incurred structural damage. She stated work was being done on completing the Public Assistance Application. She indicated it will be forwarded to the County who will compile the information from all Municipalities to forward to FEMA, but the Town is also looking at if there are any advantages to filing individually. As of now, there is no disbursement timeline available.

B. Recommend Approval of Contractor Selection for Beachwalker Drive Drainage Improvements

Mr. Lameo gave a brief background on the history of the issues with the Beachwalker drainage improvement. He indicated that due to aging storm drainage infrastructure on Beachwalker Dr. the Town contracted with W.K. Dickson Engineering to perform an analysis of the system and the need of repair. This report was presented to the Town with a list of repairs and project was issued a "Request to Bid" per our regulations.

Bids were completed and returned from four companies, opened and reviewed by our engineering firm and Town staff. IPW Construction Group, LLC of North Charleston was the low bid at \$139,071.60, was vetted by WK Dickson, and found to meet the qualification requirements submitted in accordance with Section 01110 of the Specifications.

Mr. Lameo stated an amount of \$100,000.00 is in the current budget for the storm drainage improvements and requested recommendation to Town Council for approval and award of this contract to IPW Construction Group, LLC.

Mayor Lipuma made a motion to recommend to Town Council the approval of the selection IPW Construction Group, LLC for Beachwalker drainage improvements in the amount of \$139,071.60. The motion was seconded by Mr. Wilson.

Following further discussion, the motion was unanimously approved.

C. Amendment to Beach Patrol Contract

Mr. Lameo stated The Town has contracted with Island Beach Services to supply Patrol Services for the beach and its present contract has run its term, ending October 31, 2016.

An RFP (Request for Proposals) was to be released prior to the end of the contract but due to the recent storms, the Town has been preoccupied with debris removal and will need additional time to create and send out the required bid packages for this contract. During

this time, the staff would request extending the present contract with Island Beach Services (Beach Patrol) for a period of six months or such time as new bids are received and approved.

Mr. Weaver indicated the extra time would give an opportunity to review the scope of the agreement and, given the amount of visitors, look at some of the issues on the beach.

Mr. Weaver made a motion to recommend to Town Council the approval of the amendment to the Beach Patrol Contract for an extension of a maximum up to six months. The motion was seconded by Mayor Lipuma and was unanimously passed.

D. Recommend Approval of a One-Year Contract for Town Attorney Services Effective January 1, 2017

Mr. Labriola gave a brief overview of the process by which Mr. Green was selected as the candidate for the new Town Attorney. At that time, Council directed Mr. Rhoad and Ms. Tillerson to work with Mr. Green to prepare the presented one-year contract for his services which would be effective January 1, 2017. The contract would be presented to Town Council for approval.

Discussion included suggested edits to the language of the contract and that Mr. Green will be working pro-bono with Mr. Rhoad in the transition period to get up to speed.

Mr. Wilson made a motion to recommend to Town Council the Approval of a One-Year Contract for Town Attorney Services with Hampton Greene LLC, d/b/a Green Law Offices Effective January 1, 2017. The motion was seconded by Mr. Weaver and was unanimously passed.

IX. Chairman's Report:

Mr. Labriola stated due to the lack of foreseeable items to be considered by the Ways and Means Committee, the November 22nd meeting is canceled.

X. Treasurer's Report:

A. First Quarter of FY 2017 Budget to Actuals

Ms. Szubert reviewed and discussed in detail the presented Budget to actuals for the first quarter of fiscal year 2017.

In this packet, you will find Fund Financial Statements that provide a detail look at the Town's most significant activities for the first three months ended 9/30/16. These statements are prepared on modified accrual accounting method and focus on how assets can be readily converted into cash flow and what balances are left at year end that will be available for spending in the next year. In general, this approach has a short term spending focus; therefore, the following main items are not presented in these statements:

- Capital Assets, valued net of depreciation on 6/30/16 at \$10,278,569
- Deferred Pension Liability, valued on 6/30/16 at \$2,275,280

As of 8/30/16 the Town's governmental funds reported combined ending fund balance of \$15,583,950 of that amount \$248,559 represents income receivable and \$1,121,537 is accrued in accounts payable. At the end of the first quarter, unassigned fund balance was \$6,071,633. The remaining portion of the Town's net position of \$9,512,317 is restricted for the tourism related expenditures.

General Fund Revenues compared to the budget show a negative variance of 4% primarily due to the monthly budget allocation. The general fund revenues show a small positive variance of 2% when compared to first quarter of the prior year. The variance is primarily a result of partial collection of outstanding from prior period's local option sales tax.

General Fund Expenditures show a negative variance of 6% when compared to the budgeted amounts primarily due to monthly budget allocation and 1% when compared to first three months ended 9/30/15.

Special Funds Revenues were favorable compared to the budget and last year actuals due to monthly budget allocation.

Special Funds Expenditures in general were unfavorable when compared to the budget and primarily due to the monthly budget allocation and timing.

Capital Fund Expenditures are within the budget.

Mrs. Szubert also noted there would be an increase of approximately \$9,000.00 in the premiums for Directors and Officers insurance for the coming year due to the claim made last year.

XI. Citizen Comments:

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick stated that normally you must meet your deductible before any reimbursement during a named storm. She reported her insurance agent negotiated with her insurance company for the reimbursement of all evacuation expenses without meeting the deductible first.

Kathy Pumphrey– 525 Bufflehead Drive

Mrs. Pumphrey stated that when gathering storm information, she suggested to also include a perspective for the Kiawah residents.

XII. Committee Member's Comments:

Mr. Wilson had no additional comment.

Mayor Lipuma reported the closing for the Town Hall building to place on October 19th. He also reported a letter was received by Mrs. Rhoad advising a full payment in the amount of \$55,069.91 will be made for the claim Town submitted.

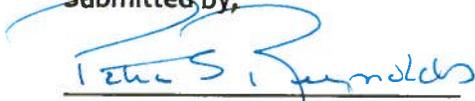
Mrs. Johnson had no additional comment.

Mr. Weaver stated this would be Mr. Labriola's last Ways and Means Committee meeting and thanked him for his service.

XIII. Adjournment:

Mayor Lipuma made a motion to adjourn the meeting at 3:52 pm. The motion was seconded by Mr. Wilson and unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John R. Wilson, Mayor Pro Tempore



Date