

**WAYS & MEANS COMMITTEE MEETING**  
**Kiawah Island Municipal Center**  
**Council Chambers**  
**November 25, 2014; 2:00 PM**

**AGENDA**

- I. **Call to Order:** Mr. Labriola called the meeting to order at 2:00 pm.
- 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 Q. Johnson  
Lauren N. Patch  
Richard E. Murphy  
  
Also Present: Tumiko Rucker, Town Administrator  
Ken Gunnells, Town Treasurer  
Petra Reynolds, Town Clerk
- V. **Approval of Minutes:**
  - A. Minutes of the Ways & Means Committee Meeting of September 30, 2014  
  
*Mr. Murphy motioned to approve the minutes of the September 30, 2014 Ways and Means Committee Meeting. The motion was seconded by Mr. Patch and the minutes were unanimously approved.*
- VI. **Citizens' Presentations or Comments:**  
None  
  
Mr. Labriola asked for clarification on how a question asked by a citizen was monitored for response once asked. Ms. Rucker stated it was the Town's policy to answer questions within a 30 day time period. Questions addressed directly to the Treasurer, Clerk or Administrator is answered in writing via email or letter. In conjunction with a written response, some are addressed on the record by the administrator at the next meeting.
- VII. **Old Business:**  
None
- VIII. **New Business:**
  - A. Atkins Contract Amendment

Ms. Rucker stated Atkins is the Town's debris monitoring firm. There is no cost for the agreement unless Atkins is activated to monitor the debris removal of Phillips and Jordan post a storm event. The amendment would provide for an extension of the existing contract for an additional one year term expiring on November 30, 2015.

***Mr. Patch made a motion to recommend to Town Council the approval of the Atkins contract amendment. The motion was seconded by Mr. Murphy and was unanimously passed.***

Mr. Labriola questioned how close to completion was the Memorandum of Understandings that were associated with the Comprehensive Emergency Management Plan. Ms. Rucker stated that they would be completed in the first quarter of 2015.

**B. Beachwalker Drive Drainage Project Contractor Selection**

Ms. Rucker presented to Committee Members two vendor quotes to complete the infrastructure project of cleaning the storm drains along Beachwalker Drive. There are three separate drains that run in the right of way and underneath the road in front of the General Store that are under the Town's jurisdiction. It was discovered that the lines are filled with silt, roots, and mud that obstruct the draining of rain water and allow standing water on the roadway in a storm event. Ms. Rucker stated that Mr. Lameo was involved in a temporary repair of the drains during the Parkway Project but this would involve the cleaning and/or repair of the drains to allow for the diversion of rainwater from the roadway to a lagoon or pond.

Mayor Lipuma stated that retrieval of old plans from the archives do not clearly indicate if any of the drain lines proposed for cleaning allow for water diversion to a lagoon. He stated that in his opinion the work should be completed in phases. Phase one would be cleaning the line that shows to dump into the pond at the Real Estate office first. Should that dead-end then the cleaning of the other lines would be futile. If the drain line does allow diversion of the water, then the project of cleaning the other lines could be completed. Phase two would be an additional future project for the connection and relining of the drain lines. Mayor Lipuma noted that the work would be very similar to the drain lining project that is now being completed by the Community Association. He also made the suggestion to solicit a quote from the same contractor to obtain better pricing.

Mr. Murphy agreed with the Mayor's assessment of the project and noted that with the age of the drain lines they may be in a condition that would require replacement. Members discussed the process and possible cost of relining the drain lines. Ms. Rucker reminded members that the present quote did not include a scope of work as describes by the Mayor. In the event that members wanted to add the additional work to provide for a complete

project, the cost would be over the threshold that would require a Request for Proposal (RFP) to be developed with a complete scope of work and sent out for competitive bids.

Committee members, along with Mr. Lameo, engaged in an in-depth discussion of the project, difficulties and drawbacks that many have to be overcome, and possible solutions. Mr. Murphy suggested that once the project is completed that a maintenance program be established to prevent future blockages. Mayor Lipuma suggested engaging an engineer to review the drainage system and layout a phased plan for the completion of the project.

***Mr. Murphy made a motion to table the vendor quote and instruct staff to engage Jacobs Engineering to make a comprehensive review of the drainage system infrastructure. The motion was seconded by Mr. Labriola and unanimously passed.***

#### **C. Review of the Charleston Visitors Bureau Annual Audit**

Ms. Rucker stated the Town has elected the Charleston Visitors Bureau (CVB) as its marketing organization. Because the CVB receives thirty percent of the Town's State Accommodations Tax Revenue it provides the Town annually a copy of its audited financial statement. The copy of the audit is for information only and requires no action on behalf of the Town.

#### **IX. Chairman's Report:**

Mr. Labriola indicated that he had no report but questioned if the amount of Accommodations Taxes received by the Town with the annexation of Freshfields was known yet. Mr. Gunnells stated that he should be able to present the figure in about thirty days.

#### **X. Treasurer's Report:**

Mr. Gunnells reported that,

- Work on the Town's CAFRA is complete and will go to the printer this week.
- Work on the Popular Report is in progress and will go to printer in December.
- On target with the Budget.
- Finance staff is in the process of preparing for;
  - payroll year end,
  - printing and distribution of w2's at the end of next month.
- Finance staff has completed and submitted all required financial filings to the State for;

- solid waste
- SATAX
- Financial Statement
- In the process of implementing the new software from Tyler Technologies.
  - Staff has engaged in;
    - ✓ Weekly meetings on status
    - ✓ Completed online training

Mr. Labriola asked what dates had been established for the submittal of applications for Charitable Contributions. Ms. Rucker clarified that the dates customarily are from December 1, 2014 to Mid January 2015 and brought to the Ways & Means Committee at the January Meeting. She indicated that Town Council will take action on the applications at the February Meeting.

Mrs. Johnson questioned if like last year, there will be two applications, one for grants and one for donations. Mrs. Rucker stated that previously this year, Council had approved a new policy and one application. She indicated that if members wanted to take a different approach, and a desire to change the form, staff would need member feedback before the December Council Meeting. Approval of a new form would be needed prior to the release of the application. Discussion of the application concluded with Committee Members agreeing to review the current policy and application and submit their concerns or comments to staff.

Mr. Labriola asked if the audit for the Resort has been completed. Mr. Gunnells indicated that the audit was complete. He stated that there had been disagreement on “unrecognized revenue” that had never been clarified or resolved.

Mr. Gunnells added that the State Accommodations Tax Applications (SATAX) will also be posted on the website on December 1<sup>st</sup>.

Ms. Rucker added that an audit by Berkley Electric of the street light billing has revealed the Town had been charged an incorrect rate since 2008. The Town will be receiving a refund check in the amount of \$23,000.

**XI. Citizen Comments:**

None

**XII. Committee Member’s Comments:**

Mr. Patch – No additional comments

Mrs. Johnson - No additional comments

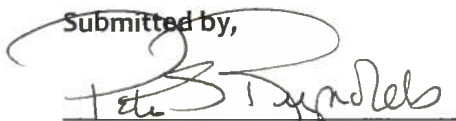
Mayor Lipuma stated that after reference the capital budget, there is \$15,000 budgeted line item for infrastructure.

Mr. Murphy - No additional comments

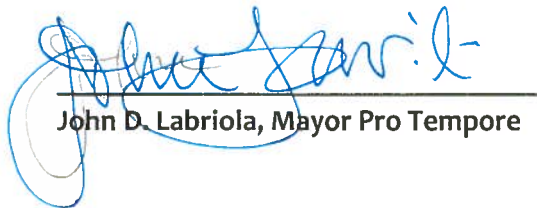
**XIII. Adjournment:**

*Mayor Lipuma made a motion to adjourn the meeting at 2:50 pm. The motion was seconded and unanimously approved.*

Submitted by,

  
\_\_\_\_\_  
Petra S. Reynolds, Town Clerk

Approved by,

  
\_\_\_\_\_  
John D. Labriola, Mayor Pro Tempore

\_\_\_\_\_  
Date