

**MEETING OF THE COMMISSION
ISLE OF PALMS WATER & SEWER COMMISSION
DECEMBER 17, 2025**

In accordance with the Freedom of Information Act, the Agenda was posted on Thursday, December 11, 2025, at City Hall, the Commission Office, and provided to *The Post and Courier*. The meeting was held on Wednesday, December 17, 2025, at the Commission Office, 1300 Palm Boulevard on the Isle of Palms, SC.

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

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

As there were no corrections offered to the minutes of the regular meeting from November 19, 2025, and the Personnel Committee meeting of December 10, 2025, the minutes were approved as presented.

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

Special Projects Administrator Jenkins began the Manager's Report. He reported that all materials for the Fairway Dunes Villas water main replacement project have been delivered. He said that Coastal Utilities will spend the "time between now and the first of the year locating all the utilities and the rights-of-way, getting things prepared to start laying pipe the first of the year."

Additionally, the HOA for Fairway Dunes Villas requested a Memorandum of Understanding (MOU) with the Commission detailing its request to have all lighting and irrigation restored following completion of the project. Staff will inventory the working status of all lighting and irrigation before the start of the project to clarify what will be restored.

General Manager Jordan noted that the Fairway Dunes Villas project is a SCIPP-funded project. A budget amendment request has been submitted to the Rural Infrastructure Authority (RIA) to include a portion of the Beach Club Villas project with the Fairway Dunes Villas project. If approved by the RIA, \$320,000.00 of the Beach Club Villas project will be included in the Fairway Dunes Villas project and funded by the SCIPP grant. Staff will apply for 100% reimbursement prior to the completion of the projects, which are now being allowed by the RIA.

The Notice to Proceed and contracts for the Beach Club Villas water main replacement project were signed December 11. A pre-construction meeting will be held with the contractor and the HOA prior to the installation of the water main. Coastal Utilities will mobilize for this project the second week of January.

The plans for the Duneridge Lane water main replacement project have been submitted to SCDES for permitting.

General Manager Jordan said that the annual security audit reflected that all is in order. Staff is working on a failsafe internet should the internet fail at any time in the future.

Comptroller Stickles delivered the Financial Report. She reported that a check for \$3,198.00 was received from Wild Dunes in November 2025 for golf course irrigation.

November revenues were \$25,496.00 under budget, and expenses were \$21,170.00 under budget, resulting in a negative net revenue of \$4,325.00. Revenues continue to outperform last year by approximately \$220,000.00.

Under New Business, Commissioner Helfrich made a motion for the Commission to accept the recommendation of the Personnel Committee to accept the outcomes of the benefits and compensation study recently completed by CBIZ. Commissioner Leigh seconded the motion. The motion passed unanimously.

Secretary Smith made a motion to go into Executive Session according to SC Code Section 30-4-70(a)(1) to discuss a personnel matter. Commissioner Leigh seconded the motion. The motion passed unanimously.

The Commission went into Executive Session at 8:15 a.m.

The Commission returned from Executive Session at 8:28 a.m. Chairman Hooper stated that no decisions were made.

Secretary Smith made a motion to adjourn. Commissioner Leigh seconded the motion. The meeting was adjourned at 8:29 a.m.



Robert W. Hooper, Jr., Chairman



Date