

**WAYS & MEANS COMMITTEE MEETING
KIAWAH ISLAND MUNICIPAL CENTER
1st FLOOR CONFERENCE ROOM
January 7, 2008, 8:00 AM**

Minutes

I. Call to Order: Mr. McIver called the meeting to order at 8:00 AM.

II. 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.

III. Roll Call

Present: Don McIver, Chair
Steven Orban, Councilman
William G. Wert, Mayor

Also Present: Tumiko Rucker, Town Administrator
Kenneth Gunnells, Town Treasurer
Catherine Wilson, Town Clerk

IV. Minutes

A. Ways & Means Committee Meeting – November 2, 2007

Mayor Wert moved to approve the minutes; Motion seconded by Mr. Orban. The minutes were approved unanimously.

V. Old Business

A. None

VI. New Business

A. Review of Beach Patrol Contract

Mr. Ken Gunnells discussed the bidding process and stated that the Town advertised the bid in the Post and Courier, and did an internet search to find businesses that may be interested in bidding, in order get a competitive group of companies involved in the bid process. The results of this advertisement produced four respondents: Kiawah Island Community Association, Island Beach Services, A Services Group, LLC, and Charleston County Deputies (See Attached).

Mr. Orban asked if the quote from A-Services Group, LLC included both labor and gasoline costs. Mr. Gunnells replied that the A-Services Group, LLC quote included gasoline costs and a correctly calculated labor cost at 7,900 man-hours. Mr. Orban stated that with the vast difference in the amounts of the quotes given, the Ways and Means Committee did not really have a lot of choice in whom to award the contract to.

Mayor Wert moved to recommend to Town Council the awarding of the Beach Patrol Contract to A-Services Group, LLC in the amount of \$152,529.66 for one year with options to renew. Mr. Orban seconded the motion.

Mr. McIver amended the motion to include the language “not to exceed \$155,000.00”. Mr. Orban seconded the motion. Motion carried unanimously.

B. Review of Cleaning of HVAC System Contract

1. Ultra Violet Light Inhibitors

Mr. Gunnells explained that based on a request from Town Council to have the HVAC system, including ductwork, cleaned, Town staff advertised the request for bid in the Post and Courier. Mr. Gunnells stated that from this advertisement, there was no response. Therefore, staff sent a request for bid to companies licensed on Kiawah Island specializing in this field. The request for bid was also re-advertised in the Post and Courier. The sole respondent was ServiceMasters of Charleston with a bid of \$4,835.00. This bid was discussed at the December Town Council meeting. At that meeting, Town Council instructed staff to obtain bids on UV light installation for the HVAC units. The following four companies responded to this offer to bid: Blue Marlin Mechanical, LLC, Chris Heating and A/C Services, LLC, Bozzelli Services, Inc., Smoaks Comfort Control. Please note that Blue Marlin Mechanical, LLC was the lowest bidder. (See Attached)

Mayor Wert motioned to recommend to Town Council that the Town award the competitively bid contracts to clean the HVAC system to ServiceMaster of Charleston in the amount of \$4,835.00 and installation of UV lights in the HVAC system to Blue Marlin Mechanical, LLC for the bid amount of \$2,800.00; for a total not to exceed \$8,000.00. Mr. Orban seconded the motion. Motion carried unanimously.

Mr. McIver stated that based on the rental lease, KICA is responsible for the maintenance fees for their share of the building. This would be for a total of \$3,000 based on three identifiable heating units that service their side of the building.

VII. Chairman's Report

Mr. McIver presented the Popular Annual Financial Report (PAFR) and stated that it is prepared. It is written in a manner that makes it easy to understand. Mr. McIver suggested the idea to Ways and Means of sending the report to all full-time residents. He believes people will look at it and it is full of valuable information. He said that Mrs. Rucker has received bids and that the estimated amount for printing and mailing the PAFR's would be around \$2,500.00. Mr. McIver said that Mr. Ken Gunnells and Ms. Stacey Truesdale did an excellent job on this project. Mayor Wert instructed staff to include only office numbers for individual's contact information. Mr. McIver noted that this expenditure does not require Council action with the \$3,000.00 to be taken from the Contingency Fund for printing and mailing costs.

VIII. Treasurer's Report

Mr. Gunnells stated that the Town was current with all reports. Mr. Gunnells stated that Ms. Stacey Truesdale prepared the content for the PAFR and Mrs. Rucker formatted the graphics.

IX. Comments

Mrs. Rucker requested approval for the cost of advertising in the Post and Courier. Mrs. Rucker stated that as required by the South Carolina Freedom of Information Act, the Town of Kiawah Island published all of the scheduled Town meetings for 2008 and this expenditure was roughly \$5,000.00. Mayor Wert noted that the price was higher than expected and instructed staff to get clarification on the price increase associated with advertising cost. The Mayor noted that with the explanation, he will approve a Purchase Order for the expense.

Mr. Orban stated that he thought the PAFR was very well done and easily read.

X. Adjournment

Mayor Wert moved to adjourn the meeting at 8:30AM; motion seconded by Mr. Orban. Motion carried unanimously.

Submitted by,

Catherine Wilson, Town Clerk

APPROVED:

Donald H. McIver, Jr., Chairman

Date: _____

CC: Ways and Means Committee
Town Council
Tumiko Rucker, Town Administrator