

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on February 26, 2018, in the conference room of the JIPSD offices located at 1739 Signal Point Road, James Island, South Carolina.

Present at the meeting were the following members: Bill Cubby Wilder, Chair, who presided; Inez BrownCrouch, Sandi Engelman, Donald Hollingsworth, Kay Kernodle, Eugene Platt and Kathy Woolsey.

Also present were: Robert Wise, Administrator; Susan Gladden, CFO; Tamara Eberhart, Administrative Coordinator; David Hoffman, Director of Wastewater Services; Chris Seabolt, Fire Chief; Tom Glick, Deputy Fire Chief; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Wilder called the meeting to order.

Ms. Engelman led the invocation followed by the pledge to the flag of the United States of America.

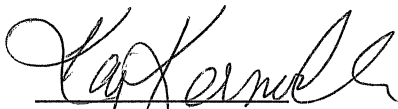
1. The Freedom of Information Act Report – In compliance with the Freedom of Information Act, notice of this meeting and its agenda were provided to all news media and persons requesting notification.
2. The roll was called.
3. Oral and Written Petitions – none
4. Approval of Minutes
 - A. **Ms. Engelman moved to approve the Regular Commission meeting minutes of January 22, 2018, seconded by Ms. Kernodle. A roll call vote was taken, and the motion carried unanimously.**
5. Audit Firm Recommendation
 - A. Ms. Gladden explained the process of seeking an auditor. Discussion followed.
Mr. Hollingsworth moved to accept staff's recommendation to hire The Brittingham Group, L.L.P. awarding audit services contract for FY18, FY19 and FY20. Ms. Engelman seconded the motion. A roll call vote was taken, and the motion carried unanimously.
6. Resolution No. 18-01 for the Financing of Pump Station 2 Force Main Diversion & Capacity Upgrade Project
 - A. Mr. Hoffman explained the project (handout provided) and Ms. Gladden explained the funding.
Mr. Hollingsworth moved to accept Resolution No. 18-01 for the diversion and capacity upgrade, seconded by Ms. Engelman. A roll call vote was taken, and the motion carried unanimously.
7. January JIPSD Management Report
 - A. Mr. Wise expressed that it is great to have Chief Seabolt back.
 - B. Mr. Wise summarized the report.
8. Committee Reports – none
9. Unfinished Business – none
10. New Business – none

11. Correspondence and/or Newspaper Article

- A. Ms. Engelman mentioned Mr. Wilder's photo in an article. Ms. Woolsey stated that Ms. Engelman was in the news and made a motion that Ms. Engelman be asked to resign as Vice President of the organization. Mr. Wilder stated that the motion is out of order and would not be entertained. A debate followed.
- B. Mr. Wise reminded the Commission that the upcoming election filing begins April 18th and ends August 15th at noon with 4 seats to fill.

12. Executive Session

- A. **Mr. Hollingsworth moved to enter into executive session in accordance with § 30-4-70 (a) and (b), Code of Laws of South Carolina, as amended, (2) for discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property of the Fire Station 1 site location. Ms. Engelman seconded the motion. A roll call vote was taken. The motion carried unanimously.**
 - B. The Commission entered into executive session at 6:36 p.m.
 - C. The Commission returned to regular session at 6:52 p.m. There was no decision made in executive session.
13. **Mr. Hollingsworth moved to adjourn, seconded by Ms. Kernodle. A roll call vote was taken, and the motion carried unanimously.**
14. Mr. Wilder adjourned the meeting at 6:53 p.m.



Kay Kernodle
Secretary
KK/TE

JIPSD Administrator's Report to Date:

Attended the SCSPD Board Meeting in Columbia: January 25, 2018

Note: (1) Item(s) included in the Commission Packets

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

Budget Comparison:	Jan-17	Jan-18	% Change	Jan-17	Jan-18	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,792,366	\$ 6,860,183		\$ 7,645,854	\$ 7,935,139	
Current Month	\$ 3,151,520	\$ 432,818		\$ 568,614	\$ 582,938	
Year to Date	\$ 4,306,142	\$ 1,464,070		\$ 4,098,012	\$ 4,365,082	
Actual %	63%	21%		54%	55%	
Budget Expenses:	\$ 6,554,446	\$ 6,989,294		\$ 4,701,673	\$ 6,321,387	
Current Month	\$ 495,509	\$ 472,484	-5%	\$ 382,677	\$ 406,104	6%
Year to Date	\$ 3,724,876	\$ 3,731,419	0%	\$ 2,675,909	\$ 3,519,685	32%
Remaining Budget	\$ 2,829,570	\$ 3,257,875		\$ 2,025,764	\$ 2,801,702	
Goal %	58%	58%		0%	58%	
Actual % Expensed	57%	53%		57%	56%	
+ Over/-Under	-1%	-5%		57%	-2%	

Cash Position:	Jan-17	Jan-18	% Change	Jan-17	Jan-18	% Change
	General			Proprietary		
Beginning Cash	\$ 631,231	\$ 1,794,405		\$ 4,179,470	\$ 5,591,256	
Taxes Collected	\$ 3,150,704	\$ 407,384		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 534,861	\$ 553,156	
Fees and Permits	\$ -	\$ -		\$ 31,170	\$ 24,628	
Other Income	\$ 817	\$ 25,435		\$ 2,583	\$ 5,154	
Less: Operating Expenses	\$ (495,509)	\$ (472,484)		\$ (382,677)	\$ (406,104)	
Ending Cash	\$ 3,287,243	\$ 1,754,740		\$ 4,365,407	\$ 5,768,090	
Restricted Cash	\$ 27,427	\$ 48,693		\$ 2,749,812	\$ 2,622,883	
Unrestricted Cash	\$ 3,259,816	\$ 1,706,047		\$ 1,615,595	\$ 3,145,207	

District-wide

	Jan-17	Jan-18	% Change	FY17 YTD	FY18 YTD	% Change
New Hires	6	0	-100%	12	17	42%
Voluntary Separations	2	2	0%	8	12	50%
Involuntary Separations	0	0	0%	2	0	-100%
Grievances	0	0	0%	1	0	-100%
Hours Annual Leave Used	1,605	758	-53%	11,349	10,562	-7%
Hours Sick Leave Used	509	130	-75%	5,755	5,074	-12%
OSHA Recordable Incidents	1	1	0%	9	6	-33%
Non-Recordable Incidents	0	0	0%	1	4	300%
Vehicular Incidents	0	1	100%	6	10	67%
Motor Vehicular Accidents	1	2	100%	5	6	20%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	1	1	0%	9	4	-56%
Budgeted Overtime Expense	\$412,197	\$457,365				
Current Month	\$56,413	\$56,184	0%			
Year to Date	\$381,316	\$307,222				
Remaining Overtime	\$30,881	\$150,143				
Goal %	58%	58%				
Actual % Expensed	93%	67%	-27%			
+ Over/-Under	35%	9%				

Administration

	Jan-17	Jan-18	% Change	FY17 YTD	FY18 YTD	% Change
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	1	2	100%
Motor Vehicular Accidents	0	0	0%	1	0	-100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	1	0	-100%
Budgeted Overtime Expense	\$1,000	\$1,000				
Current Month	\$30	\$138	0%			
Year to Date	\$266	\$504				
Remaining Overtime	\$734	\$496				
Goal %	58%	58%				
Actual % Expensed	27%	50%	90%			
+ Over/-Under	-31%	-8%				

Solid Waste

Tonnage Collected:	Jan-17	Jan-18	% Change	FY17 YTD	FY18 YTD	% Change
Garbage	552	508	-8%	3,644	3,561	-2%
Yard Debris	495	325	-34%	4,966	4,025	-19%
Manmade	231	171	-26%	1,330	1,537	16%
Total Tonnage	1278	1003	-21%	9,941	9,123	-8%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	0	0	0%	0	2	100%
Vehicular Incidents	0	1	100%	3	5	67%
Motor Vehicular Accidents	0	1	100%	1	2	100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	1	0	-100%
Budgeted Overtime Expense	\$15,000	\$20,000				
Current Month	\$7,004	\$4,697	-33%			
Year to Date	\$51,634	\$17,582				
Remaining Overtime	-\$36,634	\$2,418				
Goal %	58%	58%				
Actual % Expensed	344%	88%	-74%			
+ Over/-Under	286%	30%				

Fire

	Jan-17	Jan-18	% Change	FY17 YTD	FY18 YTD	% Change
Fire Calls	12	8	-33%	54	33	-39%
Working Structure Fires	3	3	0%	19	27	42%
EMS Calls	121	108	-11%	807	810	0%
Motor Vehicle Accidents	9	10	11%	99	84	-15%
Good Intent Call	70	89	27%	579	613	6%
Hazardous Conditions	7	12	71%	91	69	-24%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	26	28	8%	163	176	8%
Other Situation	0	1	100%	22	23	5%
Overpressure Rupture	1	2	100%	4	19	375%
Rescue	0	1	100%	1	10	900%
Service Call	22	22	0%	183	154	-16%
Total Call Count	271	284	5%	2,022	2,018	0%
Automatic/Mutual Aid Given	1	5	400%	17	31	82%
Automatic/Mutual Aid Received	1	4	300%	10	20	100%
Public Service (Safety House, Etc.)	0	0	0%	48	19	-60%
Employee Training Hours	1,043	1,488	43%	8,034	9,037	12%
Station Responses:						
Station 1	112	118	5%	834	874	5%
Station 2	65	68	5%	436	457	5%
Station 3	37	47	27%	358	331	-8%
Station 4	57	51	-11%	381	356	-7%
Total Responses	271	284	5%	2,009	2,018	0%
Inspections:						
Commercial	13	0	-100%	28	135	382%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	1	100%	4	4	0%
Non-Recordable Incidents	0	0	0%	1	2	100%
Vehicular Incidents	0	0	0%	2	2	0%
Motor Vehicular Accidents	0	0	0%	0	1	100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	1	100%	4	2	-50%
Budgeted Overtime Expense	\$362,197	\$ 401,865				
Current Month	\$47,761	\$49,393	3%			
Year to Date	\$289,409	\$259,259				
Remaining Overtime	\$72,788	\$142,606				
Goal %	58%	58%				
Actual % Expensed	80%	65%	-19%			
+ Over/-Under	22%	7%				

Fleet						
	Jan-17	Jan-18	% Change	FY17 YTD	FY18 YTD	% Change
Preventive Maintenance:						
Administration	1	2	100%	5	3	-40%
Fire	4	9	125%	20	18	-10%
Maintenance	0	0	0%	0	1	100%
Solid Waste	9	6	-33%	61	56	-8%
Wastewater	2	0	-100%	27	14	-48%
Total	16	17	6%	113	92	-19%
Repairs (In-house):						
Administration	3	0	-100%	11	2	-82%
Fire	16	9	-44%	75	79	5%
Maintenance	0	0	0%	0	2	100%
Solid Waste	20	11	-45%	193	158	-18%
Wastewater	0	4	100%	18	22	22%
Total	39	24	-38%	297	263	-11%
Service (In-house):						
Administration	1	1	0%	13	6	-54%
Fire	8	12	50%	68	68	0%
Maintenance	0	0	0%	2	0	-100%
Solid Waste	58	26	-55%	395	233	-41%
Wastewater	3	1	-67%	46	28	-39%
Total	70	40	-43%	524	335	-36%
Repairs (Outside):						
Administration	0	0	0%	2	1	-50%
Fire	0	1	100%	3	2	-33%
Maintenance	0	0	0%	0	0	0%
Solid Waste	2	0	-100%	13	7	-46%
Wastewater	0	0	0%	4	1	-75%
Total	2	1	-50%	22	11	-50%
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	0	0	0%
Motor Vehicular Accidents	0	0	0%	1	0	-100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$4,000	\$4,500				
Current Month	\$105	\$5	-95%			
Year to Date	\$5,322	\$2,645				
Remaining Overtime	-\$1,322	\$1,855				
Goal %	58%	58%				
Actual % Expensed	133%	59%	-56%			
+ Over/-Under	75%	1%				



Wastewater

	Jan-17	Jan-18	% Change	FY17 YTD	FY18 YTD	% Change
PSD Sewer Line Backups	4	4	0%	29	30	3%
Customer Sewer Line Backups	3	10	233%	39	39	0%
Unknown Sewer Line Backups	0	1	100%	56	50	-11%
Total Sewer Backup Calls	7	15	114%	14	29	107%
Disconnects	57	68	19%	411	364	-11%
Reconnects	54	60	11%	360	340	-6%
Gallons Transported	84,223,000	74,687,000	-11%	559,445,957	615,783,000	10%
Gravity Lines (In Feet):						
Cleaned (JIPSD)	3,000	800	-73%	5,324	1,068	-80%
Cleaned (Hydrostructures)	0	1,250	100%	0	23,037	100%
Televised (JIPSD)	188	0	-100%	945	400	-58%
Televised (Hydrostructures)	0	1,250	100%	0	23,037	100%
Clean Outs Raised	23	3	-87%	153	21	-86%
Clean Outs Repaired	33	20	-39%	141	57	-60%
Pump Stations:						
Stations Cleaned	10	1	-90%	17	22	29%
Floats/Transducers Cleaned	59	9	-85%	172	45	-74%
Street Named Signs:						
Cleaned/Repaired	0	22	0%	24	107	346%
Replaced/Installed	0	14	0%	5	64	1180%
OSHA Recordable Incidents	1	0	-100%	5	2	-60%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	0	0	0%	0	0	0%
Motor Vehicular Accidents	1	1	0%	4	3	-25%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	1	0	-100%	5	1	-80%
Budgeted Overtime Expense	\$30,000	\$30,000				
Current Month	\$1,514	\$1,951	29%			
Year to Date	\$34,685	\$27,232				
Remaining Overtime	-\$4,685	\$2,768				
Goal %	58%	58%				
Actual % Expensed	116%	91%	-21%			
+ Over/-Under	58%	33%				
Developments:						
None	City/PSD	Street	ERUs			