

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 6:00 p.m. on March 27, 2017, in the conference room of the District offices located at 1739 Signal Point Road, James Island, South Carolina.

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

Also present were: Robert Wise, District Manager; David Hoffman, Director of Wastewater Services; Tamara Eberhart, Administrative Coordinator; Shawn Engelman, Deputy Fire Chief for Administration & District Safety; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Hollingsworth called the meeting to order.

Mr. Wilder 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. Woolsey moved to approve the Regular Commission meeting minutes of February 27, 2017, seconded by Mr. Wilder. The motion carried unanimously.
  - B. Ms. Woolsey moved to approve the Rules of Procedure Workshop minutes of March 13, 2017, seconded by Ms. BrownCrouch. The motion carried unanimously.
5. February District Management Report
  - A. Mr. Wise summarized the report.
  - B. Mr. Wise spoke to the updated contents provided in the Commissioners' blue binder. Mr. Hollingsworth reviewed notification procedure guidelines.
  - C. Mr. Wise reminded the Commission about the District's Facebook, Instagram and Twitter sites. Ms. Woolsey encouraged sharing and liking on Facebook to improve views to the site.
6. Motion to Approve Sewer Trunk Lining Project Contractor at Ft. Johnson & Dills Bluff
  - A. **Ms. BrownCrouch moved to award the sewer trunk lining project at Ft. Johnson and Dills Bluff Roads to SAK Construction, LLC. not to exceed \$437,078.00 seconded by Ms. Woolsey. The motion carried unanimously.**
7. Committee Reports
  - A. Rules of Procedure Workshop meeting of March 13, 2017 – Mr. Hollingsworth reported that Ms. McFadden led the Rules of Procedure workshop. Discussion followed.
8. Unfinished Business – none
9. New Business
  - A. Mr. Wise congratulated Deputy Chief Engelman on receiving the grant. Deputy Chief Engelman gave a demonstration using the digital fire extinguisher simulation model.
  - B. Mr. Hollingsworth stated that Mr. McNair will lead the JIPSD Commission Leading into the Future workshop on April 10, 2017. Mr. Wise stated that Mr. McNair will go over the employee survey and lunch will be provided. Discussion followed.

10. Correspondence and/or Newspaper Articles

- A. Mr. Hollingsworth spoke to an article about the replacement of the Harborview Road bridge. Discussion followed. Mr. Wise suggested that the issue be researched further and placed on the agenda for discussion later. Further discussion followed.
- B. Ms. Kernodle asked how Charlie Rhodes family was doing.
- C. Ms. Kernodle announced that Robin Welch was awarded the Jane Elizabeth Lareau Award for Inspirational Environmental Activism by the Coastal Conservation League.

11. **Ms. Engelman moved to adjourn the meeting, seconded by Ms. Woolsey. The motion carried unanimously.**

12. Mr. Hollingsworth adjourned the meeting at 6:56 p.m.



Bill Cubby Wilder  
Secretary  
BCW/TE

**District Manager's Report to Date:**

Attended Commissioner Rhodes Funeral: March 11, 2017  
2017 Statement of Economic Interest Deadline: March 30, 2017

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

Highlighted items will be addressed during the meeting.

**Financial (Unaudited)**

Budget Comparison:	Feb-16	Feb-17	% Change	Feb-16	Feb-17	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,204,519	\$ 6,792,366		\$ 6,354,031	\$ 7,645,854	
Current Month	\$ 2,286,037	\$ 1,804,800		\$ 485,579	\$ 574,754	
Year to Date	\$ 3,950,014	\$ 6,111,542		\$ 4,120,672	\$ 4,669,426	
Actual %	64%	90%		65%	61%	
Budget Expenses:	\$ 6,413,323	\$ 6,554,446		\$ 4,542,901	\$ 4,701,673	
Current Month	\$ 650,338	\$ 574,024	-12%	\$ 446,062	\$ 581,986	30%
Year to Date	\$ 4,618,285	\$ 4,302,193	-7%	\$ 2,855,657	\$ 3,257,896	14%
Remaining Budget	\$ 1,795,038	\$ 2,252,253		\$ 1,687,244	\$ 1,443,777	
Goal %	67%	67%		67%	67%	
Actual % Expensed	72%	66%		63%	69%	
+ Over/-Under	5%	-1%		-4%	2%	

Cash Position:	Feb-16	Feb-17	% Change	Feb-16	Feb-17	% Change
	General			Proprietary		
Beginning Cash	\$ 2,095,820	\$ 4,764,302		\$ 4,179,983	\$ 4,606,131	
Taxes Collected	\$ 2,285,075	\$ 1,803,957		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 458,627	\$ 512,188	
Fees and Permits	\$ -	\$ -		\$ 26,795	\$ 30,160	
Other Income	\$ 962	\$ 844		\$ 157	\$ 32,406	
Less: Operating Expenses	\$ (650,338)	\$ (574,024)		\$ (446,062)	\$ (581,986)	
Ending Cash	\$ 3,731,519	\$ 5,995,079	61%	\$ 4,219,500	\$ 4,598,898	9%
Restricted Cash	\$ 103,013	\$ 79,304		\$ 2,936,297	\$ 2,561,169	
Unrestricted Cash	\$ 3,628,506	\$ 5,915,775		\$ 1,283,203	\$ 2,037,729	

**District-wide**

	Feb-16	Feb-17	% Change	FY16 YTD	FY17 YTD	% Change
New Hires	2	0	-100%	5	12	140%
Voluntary Separations	0	0	0%	10	8	-20%
Involuntary Separations	0	0	0%	4	2	-50%
Grievances	0	0	0%	0	1	100%
Hours Annual Leave Used	1,530	1,009	-34%	12,874	12,369	-4%
Hours Sick Leave Used	626	439	-30%	6,369	6,195	-3%
OSHA Recordable Incidents	0	0	0%	3	8	167%
Non-Recordable Incidents	0	0	0%	7	24	243%
Vehicular Incidents	1	1	0%	12	14	17%
Motor Vehicular Accidents	0	0	0%	6	8	33%
Mechanical/Spill/Leak	0	0	0%	1	3	200%
# of Lost Time Injuries	0	0	0%	0	5	100%
Budgeted Overtime Expense	\$389,510	\$412,197				
Current Month	\$47,926	\$37,339	-22%			
Year to Date	\$414,829	\$418,655				
Remaining Overtime	-\$25,319	(\$6,458)				
Goal %	67%	67%				
Actual % Expensed	107%	102%	-5%			
+ Over/-Under	40%	35%				

Highlighted - Overages directly related to Hurricane Matthew

**Administration**

	Feb-16	Feb-17	% Change	FY16 YTD	FY17 YTD	% Change
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	0	1	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%	0	0	0%
Budgeted Overtime Expense	\$1,000	\$1,000				
Current Month	\$137	\$28	0%			
Year to Date	\$1,444	\$294				
Remaining Overtime	-\$444	\$706				
Goal %	67%	67%				
Actual % Expensed	144%	29%	-80%			
+ Over/-Under	77%	-38%				

**Solid Waste**

Tonnage Collected:	Feb-16	Feb-17	% Change	FY16 YTD	FY17 YTD	% Change
Garbage	453	449	-1%	3,850	4,093	6%
Yard Debris	330	506	53%	3,191	5,472	71%
Manmade	221	227	3%	1,775	1,557	-12%
Total Tonnage	1004	1182	18%	8,815	11,123	26%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	0	0	0%	5	6	20%
Vehicular Incidents	1	0	-100%	10	6	-40%
Motor Vehicular Accidents	0	0	0%	2	3	50%
Mechanical/Spill/Leak	0	0	0%	1	0	-100%
# of Lost Time Injuries	0	0	0%	1	0	-100%
Budgeted Overtime Expense	\$11,500	\$15,000				
Current Month	\$0	\$584	-93%			
Year to Date	\$37,956	\$52,219				
Remaining Overtime	-\$26,456	-\$37,219				
Goal %	67%	67%				
Actual % Expensed	330%	348%	5%			
+ Over/-Under	263%	281%				

**Fire**

	Feb-16	Feb-17	% Change	FY16 YTD	FY17 YTD	% Change
Fire Calls	6	4	-33%	52	58	12%
Working Structure Fires	1	2	100%	12	21	75%
EMS Calls	117	110	-6%	897	917	2%
Motor Vehicle Accidents	10	9	-10%	98	108	10%
Good Intent Call	65	61	-6%	616	640	4%
Hazardous Conditions	6	12	100%	71	103	45%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	18	18	0%	199	181	-9%
Other Situation	1	1	0%	11	23	109%
Overpressure Rupture	0	0	0%	2	4	100%
Rescue	0	0	0%	5	1	-80%
Service Call	20	16	-20%	192	199	4%
<b>Total Call Count</b>	<b>244</b>	<b>233</b>	<b>-5%</b>	<b>2,155</b>	<b>2,255</b>	<b>5%</b>
Automatic/Mutual Aid Given	5	0	-100%	103	14	-86%
Automatic/Mutual Aid Received	4	1	-75%	35	13	-63%
Public Service (Safety House, Etc.)	0	0	0%	53	55	4%
Employee Training Hours	1,137	1,155	2%	10,871	10,932	1%
<b>Station Responses:</b>						
Station 1	116	105	-9%	1,009	942	-7%
Station 2	60	36	-40%	490	462	-6%
Station 3	27	34	26%	303	396	31%
Station 4	41	58	41%	353	455	29%
<b>Total Responses</b>	<b>244</b>	<b>233</b>	<b>-5%</b>	<b>2,155</b>	<b>2,255</b>	<b>5%</b>
<b>Inspections:</b>						
Commercial	5	10	100%	61	51	-16%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	0	0%	1	4	300%
Non-Recordable Incidents	0	0	0%	0	17	100%
Vehicular Incidents	0	1	100%	1	5	400%
Motor Vehicular Accidents	0	0	0%	1	2	100%
Mechanical/Spill/Leak	0	0	0%	0	2	100%
# of Lost Time Injuries	0	0	0%	1	3	200%
Budgeted Overtime Expense	\$353,010	\$ 362,197				
Current Month	\$37,011	\$32,672	-12%			
Year to Date	\$333,266	\$322,081				
Remaining Overtime	\$19,744	\$40,116				
Goal %	67%	67%				
Actual % Expensed	94%	89%	-6%			
+ Over/-Under	27%	22%				



**Maintenance**

	Feb-16	Feb-17	% Change	FY16 YTD	FY17 YTD	% Change
<b>Preventive Maintenance:</b>						
Administration	3	0	-100%	8	5	-38%
Fire	3	2	-33%	15	22	47%
Maintenance	0	0	0%	1	0	-100%
Solid Waste	7	10	43%	56	71	27%
Wastewater	2	5	150%	15	32	113%
<b>Total</b>	<b>15</b>	<b>17</b>	<b>13%</b>	<b>95</b>	<b>130</b>	<b>37%</b>
<b>Repairs (In-house):</b>						
Administration	0	0	100%	2	11	450%
Fire	6	9	50%	51	84	65%
Maintenance	0	0	0%	0	0	0%
Solid Waste	16	29	81%	159	222	40%
Wastewater	2	4	100%	18	22	22%
<b>Total</b>	<b>24</b>	<b>42</b>	<b>75%</b>	<b>230</b>	<b>339</b>	<b>47%</b>
<b>Service (In-house):</b>						
Administration	1	3	200%	7	16	129%
Fire	6	3	-50%	38	71	87%
Maintenance	0	0	100%	0	2	100%
Solid Waste	34	34	0%	304	429	41%
Wastewater	3	7	133%	33	53	61%
<b>Total</b>	<b>44</b>	<b>47</b>	<b>7%</b>	<b>382</b>	<b>571</b>	<b>49%</b>
<b>Repairs (Outside):</b>						
Administration	0	0	0%	2	2	0%
Fire	2	0	-100%	6	3	-50%
Maintenance	0	0	0%	0	0	0%
Solid Waste	5	2	-60%	24	15	-38%
Wastewater	0	0	0%	6	4	-33%
<b>Total</b>	<b>7</b>	<b>2</b>	<b>-71%</b>	<b>38</b>	<b>24</b>	<b>-37%</b>
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	0	0	0%	0	1	100%
Motor Vehicular Accidents	0	0	0%	0	1	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	\$4,000				
Current Month	\$62	\$131	112%			
Year to Date	\$3,546	\$5,453				
Remaining Overtime	\$454	-\$1,453				
Goal %	67%	67%				
<b>Actual % Expensed</b>	<b>89%</b>	<b>136%</b>	<b>54%</b>			
<b>+ Over/-Under</b>	<b>22%</b>	<b>69%</b>				



**Wastewater**

	<b>Feb-16</b>	<b>Feb-17</b>	<b>% Change</b>	<b>FY16 YTD</b>	<b>FY17 YTD</b>	<b>% Change</b>
PSD Sewer Line Backups	2	5	150%	40	34	-15%
Customer Sewer Line Backups	9	8	-11%	65	47	-28%
<b>Total Sewer Backup Calls</b>	<b>11</b>	<b>13</b>	<b>18%</b>	<b>105</b>	<b>81</b>	<b>-23%</b>
Disconnects	50	60	20%	501	471	-6%
Reconnects	66	61	-8%	462	421	-9%
Gallons Transported	112,083,000	72,875,000	-35%	629,795,000	632,320,957	0%
<b>Gravity Lines (In Feet):</b>						
Cleaned	4,565	3,479	-24%	19,479	20,900	7%
Televised	0	359	100%	8,357	2,364	-72%
Clean Outs Raised	0	30	100%	0	183	100%
Clean Outs Repaired	0	15	100%	0	156	100%
<b>Pump Stations:</b>						
Stations Cleaned	0	4	100%	0	59	100%
Floats/Transducers Cleaned	0	49	100%	0	506	100%
<b>Street Named Signs:</b>						
Cleaned/Repaired	0	0	0%	0	0	0%
Replaced/Installed	0	0	0%	4	0	-100%
OSHA Recordable Incidents	0	0	0%	2	4	100%
Non-Recordable Incidents	0	0	0%	1	0	-100%
Vehicular Incidents	0	0	0%	1	2	100%
Motor Vehicular Accidents	0	0	0%	2	2	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	1	2	100%
<b>Budgeted Overtime Expense</b>	<b>\$20,000</b>	<b>\$30,000</b>				
Current Month	\$2,867	\$3,923	37%			
Year to Date	\$38,618	\$38,608				
Remaining Overtime	-\$18,618	-\$8,608				
Goal %	67%	67%				
<b>Actual % Expensed</b>	<b>193%</b>	<b>129%</b>	<b>-33%</b>			
<b>+ Over/-Under</b>	<b>126%</b>	<b>62%</b>				

**Developments:**

Indigo Hall- Sewer Relocation/Main Extension

City/PSD  
City

Street  
Standard Way

ERUs  
59

## **WW Project Status Updates**

**Week Ending: 3/16/2017**

### **Beefield Project:**

- 19 of the total 21 individual grinder pump units have been placed into operation
- The contractor is in the process of connecting the 20th grinder pump and performing final clean-up activities

*For additional information regarding these projects, please contact David Hoffman, Director of Wastewater Services, at 762-5258 or [hoffmand@jipsd.org](mailto:hoffmand@jipsd.org).*