

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on April 23, 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; Sandi Engelman, Donald Hollingsworth, Kay Kernodle, Eugene Platt and Kathy Woolsey.

Absent from the meeting was the following member: Inez BrownCrouch (personal).

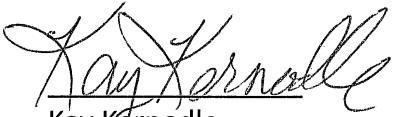
Also present were: Robert Wise, Administrator; Susan Gladden, CFO; Tamara Eberhart, Administrative Coordinator; David Hoffman, Director of Wastewater Services; Walter Desmond, Director of Solid Waste Services; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Wilder called the meeting to order.

Mr. Wilder led the invocation and moment of silence, 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. Mr. Wilder acknowledged Mayor Woolsey, David Engelman, Lisa Kluczinsky, David McNair and Chief Seabolt seated in the audience.
3. Oral and Written Petitions
 - A. Alan Laughlin, 847 Darwin Street, invited everyone to attend the annual Hurricane CERT Expo on May 5, 2018 (handout provided). He went on to say that Commissioner's agenda requests should go on the agenda and it seems like rules are made and forgotten two or three months later.
4. Approval of Minutes
 - A. **Mr. Hollingsworth moved to approve the Regular Commission meeting minutes of March 26, 2018, as amended, seconded by Mr. Platt. A roll call vote was taken, and the motion carried unanimously.**
5. New Associate Introductions
 - A. Mr. Hoffman of Wastewater Services introduced Matthew Hofstetter, Vac Truck Operator. Mr. Desmond of Solid Waste Services introduced JaMarcus Scott, Vehicle Operator; David Mackey, Collector and Sam Singleton, Vehicle Operator.
6. Motion to Reschedule Regular Commission Meeting of May 28, 2018 – Memorial Day
 - A. **Ms. Kernodle moved to reschedule the regular meeting of May 28, 2018 to May 21, 2018, seconded by Ms. Engelman. A roll call vote was taken, and the motion carried unanimously.**
7. March JIPSD Management Report
 - A. Mr. Wise reviewed the budget calendar and summarized the report.
8. Committee Reports – none
9. Unfinished Business – none
10. New Business – none

11. Correspondence and/or Newspaper Article
 - A. Mr. Wise mentioned packet correspondence.
12. **Mr. Hollingsworth moved to adjourn, seconded by Ms. Engelman. A roll call vote was taken, and the motion carried unanimously.**
13. Mr. Wilder adjourned the meeting at 6:18 p.m.



Kay Kernodle
Secretary
KK/TE

JIPSD Administrator's Report to Date:

Budget calendar (1)
Fire Station 1

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

Budget Comparison:	Mar-17	Mar-18	% Change	Mar-17	Mar-18	% Change
	General			Proprietary		
Budget Revenues:						
Current Month	\$ 6,792,366	\$ 6,860,183		\$ 7,645,854	\$ 7,947,239	
Year to Date	\$ 440,366	\$ 250,682		\$ 568,929	\$ 648,182	
Actual %	\$ 6,289,345	\$ 6,756,751		\$ 5,238,355	\$ 5,594,863	
	93%	98%		69%	70%	
Budget Expenses:						
Current Month	\$ 6,554,446	\$ 6,989,294		\$ 4,701,673	\$ 6,315,302	
Year to Date	\$ 699,334	\$ 653,356	-7%	\$ 500,217	\$ 663,230	33%
Remaining Budget	\$ 4,995,991	\$ 4,981,421	0%	\$ 3,769,781	\$ 4,606,246	22%
Goal %	\$ 1,558,455	\$ 2,007,873		\$ 931,892	\$ 1,709,056	
Actual % Expensed	75%	75%		75%	75%	
+ Over/-Under	76%	71%		80%	73%	
	1%	-4%		5%	-2%	

Cash Position:	Mar-17	Mar-18	% Change	Mar-17	Mar-18	% Change
	General			Proprietary		
Beginning Cash	\$ 3,945,016	\$ 5,014,582		\$ 4,690,915	\$ 5,572,266	
Taxes Collected	\$ 437,335	\$ 250,653		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 531,849	\$ 582,574	
Fees and Permits	\$ -	\$ -		\$ 31,208	\$ 62,807	
Other Income	\$ 3,031	\$ 29		\$ 5,872	\$ 2,801	
Less: Operating Expenses	\$ (699,334)	\$ (653,356)		\$ (500,217)	\$ (663,230)	
Ending Cash	\$ 3,686,048	\$ 4,611,908		\$ 4,759,627	\$ 5,557,217	
Restricted Cash	\$ 35,740	\$ 10,736		\$ 2,572,841	\$ 2,356,220	
Unrestricted Cash	\$ 3,650,308	\$ 4,601,172		\$ 2,186,785	\$ 3,200,997	

District-wide

	Mar-17	Mar-18	% Change	FY17 YTD	FY18 YTD	% Change
	New Hires	0	2	100%	12	20
Voluntary Separations	0	3	100%	8	17	113%
Involuntary Separations	1	0	-100%	3	0	-100%
Grievances	0	0	0%	1	0	-100%
Hours Annual Leave Used	2,099	1,680	-20%	14,457	13,292	-8%
Hours Sick Leave Used	1,101	737	-33%	7,295	6,632	-9%
OSHA Recordable Incidents	3	0	-100%	12	6	-50%
Non-Recordable Incidents	1	0	-100%	2	4	100%
Vehicular Incidents	2	0	-100%	9	11	22%
Motor Vehicular Accidents	0	0	0%	5	7	40%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	2	0	-100%	11	4	-64%
Budgeted Overtime Expense	\$412,197	\$457,365				
Current Month	\$50,608	\$63,239	25%			
Year to Date	\$469,263	\$414,565				
Remaining Overtime	-\$57,066	\$42,800				
Goal %	75%	67%				
Actual % Expensed	114%	91%	-20%			
+ Over/-Under	39%	24%				



Administration

	Mar-17	Mar-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	\$13	\$321	0%			
Year to Date	\$307	\$1,130				
Remaining Overtime	\$693	-\$130				
Goal %	75%	75%				
Actual % Expensed	31%	113%	268%			
+ Over/-Under	-44%	38%				

Solid Waste

Tonnage Collected:	Mar-17	Mar-18	% Change	FY17 YTD	FY18 YTD	% Change
Garbage	482	461	-4%	4,575	4,479	-2%
Yard Debris	682	758	11%	6,155	5,235	-15%
Manmade	285	245	-14%	1,843	1,992	8%
Total Tonnage	1450	1464	1%	12,573	11,706	-7%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	1	0	-100%	1	2	100%
Vehicular Incidents	1	0	-100%	4	5	25%
Motor Vehicular Accidents	0	0	0%	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	\$1,391	\$1,362	-2%			
Year to Date	\$53,610	\$19,431				
Remaining Overtime	-\$38,610	\$569				
Goal %	75%	75%				
Actual % Expensed	357%	97%	-73%			
+ Over/-Under	282%	22%				



Fire

	Mar-17	Mar-18	% Change	FY17 YTD	FY18 YTD	% Change
Fire Calls	5	8	60%	63	45	-29%
Working Structure Fires	1	3	200%	22	31	41%
EMS Calls	124	99	-20%	1,041	1,013	-3%
Motor Vehicle Accidents	14	18	29%	122	112	-8%
Good Intent Call	89	74	-17%	729	748	3%
Hazardous Conditions	7	4	-43%	110	81	-26%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	25	21	-16%	206	229	11%
Other Situation	2	0	-100%	25	23	-8%
Overpressure Rupture	1	0	-100%	5	20	300%
Rescue	0	0	0%	1	10	900%
Service Call	23	13	-43%	222	189	-15%
Total Call Count	291	240	-18%	2,546	2,501	-2%
Automatic/Mutual Aid Given	0	0	0%	17	38	124%
Automatic/Mutual Aid Received	2	0	-100%	13	20	54%
Public Service (Safety House, Etc.)	9	9	0%	57	28	-51%
Employee Training Hours	1,132	1,403	24%	10,321	11,910	15%
Station Responses:						
Station 1	122	107	-12%	1,061	1,114	5%
Station 2	57	55	-4%	529	553	5%
Station 3	51	40	-22%	443	397	-10%
Station 4	61	38	-38%	500	437	-13%
Total Responses	291	240	-18%	2,533	2,501	-1%
Inspections:						
Commercial	14	37	164%	52	181	248%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	2	0	-100%	6	4	-33%
Non-Recordable Incidents	3	0	-100%	4	2	-50%
Vehicular Incidents	0	0	0%	3	3	0%
Motor Vehicular Accidents	0	0	0%	0	1	100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	2	0	-100%	6	2	-67%
Budgeted Overtime Expense	\$362,197	\$ 401,865				
Current Month	\$46,585	\$56,235	21%			
Year to Date	\$368,666	\$354,880				
Remaining Overtime	-\$6,469	\$46,985				
Goal %	75%	75%				
Actual % Expensed	102%	88%	-13%			
+ Over/-Under	27%	13%				



Fleet		Mar-17	Mar-18	% Change	FY17 YTD	FY18 YTD	% Change
Preventive Maintenance:							
Administration		2	0	-100%	7	3	-57%
Fire		2	4	100%	24	28	17%
Maintenance		1	0	-100%	1	2	100%
Solid Waste		11	14	27%	82	76	-7%
Wastewater		5	8	60%	37	23	-38%
Total		21	26	24%	151	132	-13%
Repairs (In-house):							
Administration		1	0	-100%	12	2	-83%
Fire		11	5	-55%	95	96	1%
Maintenance		0	0	0%	0	2	100%
Solid Waste		38	18	-53%	260	194	-25%
Wastewater		2	7	250%	24	31	29%
Total		52	30	-42%	391	325	-17%
Service (In-house):							
Administration		1	1	0%	17	7	-59%
Fire		7	10	43%	78	92	18%
Maintenance		0	1	100%	2	1	-50%
Solid Waste		53	45	-15%	482	304	-37%
Wastewater		2	3	50%	55	38	-31%
Total		63	60	-5%	634	442	-30%
Repairs (Outside):							
Administration		0	0	0%	2	1	-50%
Fire		0	1	100%	3	5	67%
Maintenance		1	0	-100%	1	0	-100%
Solid Waste		1	0	-100%	16	7	-56%
Wastewater		0	0	0%	4	2	-50%
Total		2	1	-50%	26	15	-42%
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		\$449	\$183	-59%			
Year to Date		\$5,903	\$2,882				
Remaining Overtime		-\$1,903	\$1,618				
Goal %		75%	75%				
Actual % Expensed		148%	64%	-57%			
+ Over/-Under		73%	-11%				



Wastewater

	Mar-17	Mar-18	% Change	FY17 YTD	FY18 YTD	% Change
PSD Sewer Line Backups	2	1	-50%	36	34	-6%
Customer Sewer Line Backups	3	5	67%	50	52	4%
Unknown Sewer Line Backups	0	3	100%	58	53	-9%
Total Sewer Backup Calls	5	9	80%	34	49	44%
Disconnects	60	39	-35%	531	435	-18%
Reconnects	49	35	-29%	470	423	-10%
Gallons Transported	75,800,000	65,864,000	-13%	708,120,957	743,608,000	5%
Gravity Lines (In Feet):						
Cleaned (JIPSD)	1,214	0	-100%	10,017	1,068	-89%
Cleaned (Hydrostructures)	0	19,888	100%	0	78,131	100%
Televised (JIPSD)	4	0	-100%	1,308	860	-34%
Televised (Hydrostructures)	0	19,888	100%	0	78,131	100%
Clean Outs Raised	14	0	-100%	197	21	-89%
Clean Outs Adusted	48	0	-100%	204	59	-71%
Pump Stations:						
Stations Cleaned	4	31	675%	25	53	112%
Floats/Transducers Cleaned	49	186	280%	270	303	12%
Street Named Signs:						
Cleaned/Repaired	0	11	100%	24	142	492%
Replaced/Installed	0	14	100%	5	89	1680%
OSHA Recordable Incidents	1	0	-100%	6	2	-67%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	1	0	-100%	1	0	-100%
Motor Vehicular Accidents	0	0	0%	4	4	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	5	1	-80%
Budgeted Overtime Expense	\$30,000	\$30,000				
Current Month	\$2,170	\$5,137	137%			
Year to Date	\$40,779	\$36,242				
Remaining Overtime	-\$10,779	-\$6,242				
Goal %	75%	75%				
Actual % Expensed	136%	121%	-11%			
+ Over/-Under	61%	46%				

Developments: City/PSD Street ERUs
Bishop Gadsden - Pocket Neighborhood City 8