

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 6:00 p.m. on April 24, 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; Sandi Engelman, Kay Kernodle, Eugene Platt, Bill Cubby Wilder and Kathy Woolsey.

Absent from the meeting was the following Commissioner: Inez BrownCrouch (ill).

Also present were: Robert Wise, District Manager; Tamara Eberhart, Administrative Coordinator; Tom Glick, Deputy Fire Chief; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Hollingsworth called the meeting to order.

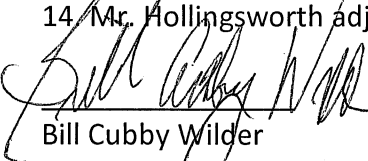
Reverend Arthur Jenkins, Pastor of Saint James Church, led the invocation, followed by the pledge to the flag of the United States of America.

Mr. Hollingsworth recognized the following guests seated in the audience: Mayor Bill Woolsey, Ann Peterson, Town of James Island Lobbyist; Robert Schurmeier, resident; Ashley Kellahan, Town of James Island Administrator and Trent Kernodle, Attorney.

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
 - A. Ann Peterson, 659 Oakfield Drive, stated that Representative McCoy was not able to attend tonight's meeting. She explained that H. 4076 bill would allow a new form of annexation in South Carolina and create contiguity through the Public Service District. She also stated that the legislation, currently pending in the House and filed by Representative McCoy, would allow the Public Service District to pass a resolution, setting up an election, that would then allow the unincorporated members of the Public Service District to vote on whether or not they would like to be annexed by the Town. Discussion followed.
 - B. Frederick Stengel, 246 Louise P Gardner Street, stated that he supports H.4076. He went on to say that he is here to stand of up for the boys on the garbage truck because they have had to endure a hard time getting through his neighborhood due to the development. Also, he requested a street light near 251 Louise P Gardner to help with vandalism in the area.
 - C. Bill Woolsey, Town of James Island Mayor, urged the Commission to study the proposed legislation and to share concerns with Peter or Ann so the they could make any necessary adjustments.
 - D. Henry Halter, 762 Jordan Street, stated that he just heard about the bill last night and came to see what is going on with the bill.

- 4. Approval of Minutes
 - A. Ms. Woolsey moved to approve the Regular Commission meeting minutes of March 27, 2017, seconded by Ms. Engelman. The motion carried unanimously.
 - B. Mr. Platt moved to approve the JIPSD Commission Workshop minutes of April 10, 2017, seconded by Ms. Woolsey. The motion carried unanimously.
- 5. Explanation of H. 4076 Bill
 - A. Mr. Hollingsworth stated that he spoke at length with Mr. McCoy about the bill. Discussion followed. Mr. Kernodle gave his explanation of and concerns with the bill. **Ms. Engelman moved to endorse H. 4076 as written, seconded by Ms. Kernodle. The motion failed 1 to 5 as follows:**

Ms. BrownCrouch	Absent
Ms. Engelman	Nay
Mr. Hollingsworth	Nay
Ms. Kernodle	Nay
Mr. Platt	Nay
Mr. Wilder	Nay
Ms. Woolsey	Aye
- 6. March District Management Report
 - A. Mr. Wise summarized the report.
 - B. Mr. Wise stated that the Ways & Means Committee’s budget workshop is scheduled for May 8th at 6 p.m. The Commission concurred.
- 7. James Island PSD Fire Department Class 17-01 Recruit Graduates
 - A. Mr. Wise thanked Chief Glick for his involvement with the recruit process and he also thanked Ms. Kernodle for attending the ceremony. Chief Glick introduced the recruits as Firefighters Christopher Heidtman, Robert Oros, Alex Fedorka and Michael Evans. Chief Glick introduced the direct hire Firefighters II Jeffrey Haynie and Nicholas Prehm.
- 8. K2 Personal Thermal Imagers
 - A. Chief Glick reported that the department received \$10,000 from the Travis Manion Foundation and used the money to purchase 8 portable fire thermal imagers. Demonstration provided. Discussion followed.
- 9. Committee Reports
 - A. JIPSD Commission....Leading Into the Future Workshop of April 10, 2017 – Mr. Hollingsworth reported on the workshop and stated that another will follow.
- 10. Unfinished Business – none
- 11. New Business – none
- 12. Correspondence and/or Newspaper Articles
 - A. Ms. Woolsey asked why no one has applied for the change of zoning to begin building a new Administration building. Discussion followed. Mr. Hollingsworth stated that this issue should not be discussed because it is not on the agenda.
- 13. **Ms. Woolsey moved to adjourn the meeting, seconded by Mr. Wilder. The motion carried unanimously.**
- 14. Mr. Hollingsworth adjourned the meeting at 6:58 p.m.


 Bill Cubby Wilder
 Secretary
 BCW/TE

District Manager's Report to Date:

Attended the Commission Workshop..." Leading into the future": April 10, 2017
 Attended the Charleston County Recruit School Graduation & Pinning Ceremony: April 14, 2017
 Participated in some Departmental rollout meetings, presenting the next step in the Associate Engagement Survey.

FY2017/18 Budget Calendar

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

	Mar-16	Mar-17	% Change	Mar-16	Mar-17	% Change
Budget Comparison:	General			Proprietary		
Budget Revenues:	\$ 6,204,519	\$ 6,792,366		\$ 6,354,031	\$ 7,645,854	
Current Month	\$ 2,302,459	\$ 440,366		\$ 551,953	\$ 568,929	
Year to Date	\$ 6,252,472	\$ 6,289,345		\$ 4,672,541	\$ 5,238,355	
Actual %	101%	93%		74%	69%	
Budget Expenses:	\$ 6,413,323	\$ 6,554,446		\$ 4,542,901	\$ 4,701,673	
Current Month	\$ 462,736	\$ 699,334	51%	\$ 801,824	\$ 500,217	-38%
Year to Date	\$ 4,906,020	\$ 4,995,991	2%	\$ 3,652,662	\$ 3,769,781	3%
Remaining Budget	\$ 1,507,303	\$ 1,558,455		\$ 890,239	\$ 931,892	
Goal %	75%	75%		75%	75%	
Actual % Expensed	76%	76%		80%	80%	
+ Over/-Under	1%	1%		5%	5%	

	Mar-16	Mar-17	% Change	Mar-16	Mar-17	% Change
Cash Position:	General			Proprietary		
Beginning Cash	\$ 1,775,727	\$ 3,945,016		\$ 7,254,743	\$ 4,690,915	
Taxes Collected	\$ 2,300,472	\$ 437,335		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 490,603	\$ 531,849	
Fees and Permits	\$ -	\$ -		\$ 55,961	\$ 31,208	
Other Income	\$ 1,987	\$ 3,031		\$ 5,388	\$ 5,872	
Less: Operating Expenses	\$ (462,736)	\$ (699,334)		\$ (801,824)	\$ (500,217)	
Ending Cash	\$ 3,615,450	\$ 3,686,048	2%	\$ 7,004,872	\$ 4,759,627	-32%
Restricted Cash	\$ 443,009	\$ 35,740		\$ 2,795,955	\$ 2,572,841	
Unrestricted Cash	\$ 3,172,441	\$ 3,650,308		\$ 4,208,916	\$ 2,186,785	

District-wide

	Mar-16	Mar-17	% Change	FY16 YTD	FY17 YTD	% Change
New Hires	8	0	-100%	13	12	-8%
Voluntary Separations	1	0	-100%	11	8	-27%
Involuntary Separations	1	1	0%	5	3	-40%
Grievances	0	0	0%	0	1	100%
Hours Annual Leave Used	1,969	2,099	7%	14,843	14,468	-3%
Hours Sick Leave Used	914	1,101	20%	7,283	7,295	0%
OSHA Recordable Incidents	1	2	100%	4	10	150%
Non-Recordable Incidents	7	9	29%	14	33	136%
Vehicular Incidents	3	2	-33%	15	16	7%
Motor Vehicular Accidents	0	0	0%	6	8	33%
Mechanical/Spill/Leak	0	0	0%	1	3	200%
# of Lost Time Injuries	1	2	100%	1	7	600%
Budgeted Overtime Expense	\$389,510	\$412,197				
Current Month	\$60,467	\$50,608	-16%			
Year to Date	\$475,316	\$469,263				
Remaining Overtime	-\$85,806	(\$57,066)				
Goal %	75%	75%				
Actual % Expensed	122%	114%	-7%			
+ Over/-Under	47%	39%				

Highlighted - Overages directly related to Hurricane Matthew

Administration

	Mar-16	Mar-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	\$18	\$13	0%			
Year to Date	\$1,480	\$307				
Remaining Overtime	-\$480	\$693				
Goal %	75%	75%				
Actual % Expensed	148%	31%	-79%			
+ Over/-Under	73%	-44%				

Solid Waste

Tonnage Collected:	Mar-16	Mar-17	% Change	FY16 YTD	FY17 YTD	% Change
Garbage	506	482	-5%	4,355	4,575	5%
Yard Debris	742	682	-8%	3,933	6,155	56%
Manmade	249	285	15%	2,023	1,842	-9%
Total Tonnage	1496	1450	-3%	10,312	12,572	22%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	0	1	100%	5	7	40%
Vehicular Incidents	2	1	-50%	12	7	-42%
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	\$8,270	\$1,391	-83%			
Year to Date	\$46,225	\$53,610				
Remaining Overtime	-\$34,725	-\$38,610				
Goal %	75%	75%				
Actual % Expensed	402%	357%	-11%			
+ Over/-Under	327%	282%				

Fire

	Mar-16	Mar-17	% Change	FY16 YTD	FY17 YTD	% Change
Fire Calls	3	5	67%	55	63	15%
Working Structure Fires	1	1	0%	13	22	69%
EMS Calls	117	123	5%	1,014	1,040	3%
Motor Vehicle Accidents	14	18	29%	112	126	13%
Good Intent Call	67	89	33%	683	729	7%
Hazardous Conditions	3	7	133%	74	110	49%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	18	25	39%	217	206	-5%
Other Situation	2	2	0%	13	25	92%
Overpressure Rupture	0	1	100%	2	5	150%
Rescue	0	0	0%	5	1	-80%
Service Call	19	19	0%	211	218	3%
Total Call Count	244	290	19%	2,399	2,545	6%
Automatic/Mutual Aid Given	6	0	-100%	109	14	-87%
Automatic/Mutual Aid Received	1	2	100%	36	15	-58%
Public Service (Safety House, Etc.)	0	0	0%	53	55	4%
Employee Training Hours	1,231	1,132	-8%	12,102	12,064	0%
Station Responses:						
Station 1	137	122	-11%	1,146	1,064	-7%
Station 2	55	57	4%	545	519	-5%
Station 3	32	51	59%	335	447	33%
Station 4	20	60	200%	373	515	38%
Total Responses	244	290	19%	2,399	2,545	6%
Inspections:						
Commercial	30	14	-53%	91	65	-29%
Residential	2	0	-100%	2	0	-100%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	3	2	-33%	4	6	50%
Non-Recordable Incidents	1	3	200%	1	20	1900%
Vehicular Incidents	0	0	0%	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	1	2	100%	2	5	150%
Budgeted Overtime Expense	\$353,010	\$ 362,197				
Current Month	\$47,270	\$46,585	-1%			
Year to Date	\$380,536	\$368,666				
Remaining Overtime	-\$27,526	-\$6,469				
Goal %	75%	75%				
Actual % Expensed	108%	102%	-6%			
+ Over/-Under	33%	27%				

Events:
Chief Glick attended Legislative day at the Capitol in Columbia



Maintenance

Preventive Maintenance:

	Mar-16	Mar-17	% Change	FY16 YTD	FY17 YTD	% Change
Administration	1	2	100%	9	7	-22%
Fire	2	2	0%	17	24	41%
Maintenance	0	1	100%	1	1	0%
Solid Waste	9	11	22%	65	82	26%
Wastewater	1	5	400%	16	37	131%
Total	13	21	62%	108	151	40%

Repairs (In-house):

Administration	1	1	0%	3	12	300%
Fire	10	11	10%	61	95	56%
Maintenance	0	0	0%	0	0	0%
Solid Waste	29	38	31%	188	260	38%
Wastewater	1	2	100%	19	24	26%
Total	41	52	27%	271	391	44%

Service (In-house):

Administration	0	1	100%	7	17	143%
Fire	16	7	-56%	54	78	44%
Maintenance	1	0	-100%	1	2	100%
Solid Waste	83	53	-36%	387	482	25%
Wastewater	2	20	900%	35	73	109%
Total	102	81	-21%	484	652	35%

Repairs (Outside):

Administration	0	0	0%	2	2	0%
Fire	3	0	-100%	9	3	-67%
Maintenance	0	1	100%	0	1	100%
Solid Waste	1	1	0%	25	16	-36%
Wastewater	1	0	-100%	7	4	-43%
Total	5	2	-60%	43	26	-40%

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	\$83	\$449	438%
Year to Date	\$3,630	\$5,903	
Remaining Overtime	\$370	-\$1,903	
Goal %	75%	75%	
Actual % Expensed	91%	148%	63%
+ Over/-Under	16%	73%	



Wastewater

	Mar-16	Mar-17	% Change	FY16 YTD	FY17 YTD	% Change
PSD Sewer Line Backups	3	2	-33%	43	36	-16%
Customer Sewer Line Backups	4	3	-25%	69	50	-28%
Total Sewer Backup Calls	7	5	-29%	112	86	-23%
Disconnects	55	60	9%	556	531	-4%
Reconnects	47	49	4%	509	470	-8%
Gallons Transported	105,671,000	75,800,000	-28%	735,466,000	708,120,957	-4%
Gravity Lines (In Feet):						
Cleaned	8,082	1,214	-85%	27,561	22,114	-20%
Televised	443	4	-99%	8,800	2,368	-73%
Clean Outs Raised	0	14	100%	0	197	100%
Clean Outs Repaired	0	48	100%	0	204	100%
Pump Stations:						
Stations Cleaned	0	4	100%	0	63	100%
Floats/Transducers Cleaned	0	49	100%	0	555	100%
Street Named Signs:						
Cleaned/Repaired	0	0	0%	0	0	0%
Replaced/Installed	0	0	0%	4	0	-100%
OSHA Recordable Incidents	0	1	100%	2	5	150%
Non-Recordable Incidents	0	0	0%	1	0	-100%
Vehicular Incidents	0	1	100%	1	3	200%
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%
Budgeted Overtime Expense	\$20,000	\$30,000				
Current Month	\$4,827	\$2,170	-55%			
Year to Date	\$43,445	\$40,779				
Remaining Overtime	-\$23,445	-\$10,779				
Goal %	75%	75%				
Actual % Expensed	217%	136%	-37%			
+ Over/-Under	142%	61%				
Developments:						
Brisbane Cluster- 1912 Central Park Road	City	30				
Folly Road Crossing Outparcel - 1985 Folly Road	Folly	4				
James Island Middle School (portable classrooms) 1484 Camp Road	City	0				