

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on May 21, 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, Inez BrownCrouch, Eugene Platt and Kathy Woolsey.

Absent from the meeting was the following member: Kay Kernodle (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; Chris Seabolt, Fire Chief; Steve Aden, Director of Fleet Services; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

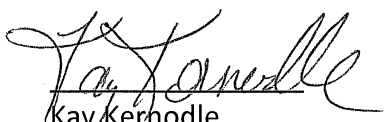
Mr. Wilder called the meeting to order.

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.
3. Oral and Written Petitions
 - A. Alan Laughlin, 847 Darwin Street, spoke to the presentation given at the [last] Ways and Means Committee meeting and stated that a comment was made about the operation budget is going to be about a 1% increase on 18 or 17 and the handouts look a little bit more than 1% to him. He went on to say that 9.5% millage is a lot to have hit at one time.
 - B. Katie Rhodes, 1670 Dexter Lane, said she was concerned about the car wash going to the old Huff Lane location and what it would mean for the drainage system.
4. Approval of Minutes
 - A. **Mr. Hollingsworth moved to approve the Regular Commission meeting minutes of April 23, 2018, seconded by Ms. Woolsey. A roll call vote was taken, and the motion carried unanimously.**
 - B. **Mr. Hollingsworth moved to approve the Ways and Means Committee meeting minutes of May 14, 2018, seconded by Ms. Woolsey. A roll call vote was taken, and the motion carried unanimously.**

- 5. Ordinance No. 2018-001 to Raise Revenue and Adopt a Budget for the Fiscal Year July 1, 2018, through June 30, 2019
 - A. Mr. Wilder turned over the agenda item to the Administrator. Mr. Wise asked for a motion for discussion. **Mr. Hollingsworth moved to open the budget for discussion, seconded by Ms. Woolsey.** After the budget was discussed Mr. Wilder called for the vote. **A roll call vote was taken.** Mr. Wilder stated that he had a proxy vote for Ms. Kernodle. Mr. Hollingsworth stated that it should be read into the record. Mr. Wilder stated that according to her proxy vote, she voted yes to the budget and it needed to go into the minutes. **The motion carried 4 to 2 as follows:**

Ms. BrownCrouch	Nay	
Ms. Engelman		Abstain
Mr. Hollingsworth	Aye	
Ms. Kernodle	Aye (Via Proxy Vote attached)	
Mr. Platt	Aye	
Mr. Wilder	Aye	
Ms. Woolsey	Nay	
- 6. April JIPSD Management Report
 - A. Ms. Woolsey asked how the land purchasing was coming on the new sewer line. Mr. Hoffman reported that it is almost finished and Ms. Gladden stated that six marsh front easements were purchased.
 - B. Mr. Wise gave an update on Fire Station 1. Discussion followed.
- 7. Committee Reports
 - A. Mr. Wilder gave an update on topics discussed at the last BCD Council of Governments meeting to include SCANA reimbursements, the intermodal construction process and improving CARTA transportation.
 - B. Mr. Wilder gave an update on the Ways & Means Committee meeting of May 14, 2018. Discussion followed.
- 8. Unfinished Business – none
- 9. New Business – none
- 10. Correspondence and/or Newspaper Article - none
- 11. **Ms. Woolsey moved to adjourn, seconded by Mr. Hollingsworth. A roll call vote was taken, and the motion carried unanimously.**
- 12. Mr. Wilder adjourned the meeting at 6:33 p.m.


 Kay Kernodle
 Secretary
 KK/TE

JIPSD Administrator's Report to Date:

FS #1 Update

Attended SCSPD Leadership Program and Board Meeting: May 17, 2018 in Columbia

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

Budget Comparison:	Apr-17	Apr-18	% Change	Apr-17	Apr-18	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,792,366	\$ 6,860,183		\$ 7,645,854	\$ 7,947,239	
Current Month	\$ 45,512	\$ 135,854		\$ 520,899	\$ 584,451	
Year to Date	\$ 6,029,442	\$ 6,861,703		\$ 5,759,331	\$ 6,177,917	
Actual %	89%	100%		75%	78%	
Budget Expenses:	\$ 6,554,446	\$ 6,989,294		\$ 4,701,673	\$ 6,315,302	
Current Month	\$ 461,176	\$ 474,333	3%	\$ 380,596	\$ 621,412	63%
Year to Date	\$ 5,457,135	\$ 5,449,756	0%	\$ 4,150,345	\$ 5,230,914	26%
Remaining Budget	\$ 1,097,311	\$ 1,539,538		\$ 551,328	\$ 1,084,388	
Goal %	83%	83%		83%	83%	
Actual % Expensed	83%	78%		88%	83%	
+ Over/-Under	0%	-5%		5%	0%	

Cash Position:	Apr-17	Apr-18	% Change	Apr-17	Apr-18	% Change
	General			Proprietary		
Beginning Cash	\$ 3,344,157	\$ 5,258,782		\$ 4,786,171	\$ 4,460,709	
Taxes Collected	\$ -	\$ 122,146		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 496,302	\$ 539,086	
Fees and Permits	\$ -	\$ -		\$ 21,993	\$ 41,604	
Other Income	\$ 45,512	\$ 13,708		\$ 2,604	\$ 3,761	
Less: Operating Expenses	\$ (461,176)	\$ (474,333)		\$ (380,596)	\$ (621,412)	
Ending Cash	\$ 2,928,494	\$ 4,920,303		\$ 4,926,474	\$ 4,423,749	
Restricted Cash	\$ 5,868	\$ 7,419		\$ 2,584,622	\$ 2,610,301	
Unrestricted Cash	\$ 2,922,626	\$ 4,912,884		\$ 2,341,852	\$ 1,813,448	

District-wide

	Apr-17	Apr-18	% Change	FY17 YTD	FY18 YTD	% Change
New Hires	2	1	-50%	14	21	50%
Voluntary Separations	2	0	-100%	10	17	70%
Involuntary Separations	0	1	100%	3	1	-67%
Grievances	1	0	-100%	2	0	-100%
Hours Annual Leave Used	1,269	1,549	22%	15,726	14,841	-6%
Hours Sick Leave Used	698	657	-6%	7,992	7,289	-9%
OSHA Recordable Incidents	1	1	0%	13	7	-46%
Non-Recordable Incidents	0	0	0%	2	4	100%
Vehicular Incidents	0	1	100%	9	12	33%
Motor Vehicular Accidents	0	1	100%	5	8	60%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	11	4	-64%
Budgeted Overtime Expense	\$412,197	\$457,365				
Current Month	\$35,093	\$63,239	80%			
Year to Date	\$504,356	\$414,565				
Remaining Overtime	-\$92,159	\$42,800				
Goal %	83%	83%				
Actual % Expensed	122%	91%	-26%			
+ Over/-Under	39%	8%				



Administration

	Apr-17	Apr-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	\$321	0%			
Year to Date	\$337	\$1,130				
Remaining Overtime	\$663	-\$130				
Goal %	83%	83%				
Actual % Expensed	34%	113%	235%			
+ Over/-Under	-49%	30%				

Solid Waste

Tonnage Collected:	Apr-17	Apr-18	% Change	FY17 YTD	FY18 YTD	% Change
Garbage	456	491	8%	5,031	4,970	-1%
Yard Debris	800	798	0%	6,955	6,033	-13%
Manmade	251	234	-7%	2,094	2,226	6%
Total Tonnage	1507	1523	1%	14,079	13,229	-6%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	0	0	0%	1	2	100%
Vehicular Incidents	0	0	0%	4	5	25%
Motor Vehicular Accidents	0	1	100%	1	3	200%
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	\$1,713	\$1,362	-20%			
Year to Date	\$55,323	\$19,431				
Remaining Overtime	-\$40,323	\$569				
Goal %	83%	83%				
Actual % Expensed	369%	97%	-74%			
+ Over/-Under	286%	14%				



Fire

	Apr-17	Apr-18	% Change	FY17 YTD	FY18 YTD	% Change
Fire Calls	4	6	50%	67	51	-24%
Working Structure Fires	2	2	0%	24	33	38%
EMS Calls	119	115	-3%	1,160	1,128	-3%
Motor Vehicle Accidents	14	11	-21%	136	123	-10%
Good Intent Call	72	59	-18%	801	807	1%
Hazardous Conditions	9	3	-67%	119	84	-29%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	21	21	0%	227	250	10%
Other Situation	2	0	-100%	27	23	-15%
Overpressure Rupture	0	0	0%	5	20	300%
Rescue	0	0	0%	1	10	900%
Service Call	21	15	-29%	243	204	-16%
Total Call Count	264	232	-12%	2,810	2,733	-3%
Automatic/Mutual Aid Given	0	3	100%	17	41	141%
Automatic/Mutual Aid Received	2	2	0%	15	22	47%
Public Service (Safety House, Etc.)	9	9	0%	66	37	-44%
Employee Training Hours	1,283	1,478	15%	11,603	13,388	15%
Station Responses:						
Station 1	112	105	-6%	1,173	1,219	4%
Station 2	72	40	-44%	601	593	-1%
Station 3	36	40	11%	479	437	-9%
Station 4	44	47	7%	544	484	-11%
Total Responses	264	232	-12%	2,797	2,733	-2%
Inspections:						
Commercial	23	25	9%	75	206	175%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	1	100%	6	5	-17%
Non-Recordable Incidents	0	0	0%	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	0	0	0%	6	2	-67%
Budgeted Overtime Expense	\$362,197	\$ 401,865				
Current Month	\$31,604	\$56,235	78%			
Year to Date	\$400,270	\$354,880				
Remaining Overtime	-\$38,073	\$46,985				
Goal %	83%	83%				
Actual % Expensed	111%	88%	-20%			
+ Over/-Under	28%	5%				



Fleet

	Apr-17	Apr-18	% Change	FY17 YTD	FY18 YTD	% Change
Preventive Maintenance:						
Administration	1	0	-100%	8	3	-63%
Fire	2	6	200%	26	34	31%
Maintenance	0	0	0%	1	2	100%
Solid Waste	7	6	-14%	89	82	-8%
Wastewater	0	4	100%	37	27	-27%
Total	10	16	60%	161	148	-8%
Repairs (In-house):						
Administration	0	1	100%	12	3	-75%
Fire	12	9	-25%	107	105	-2%
Maintenance	0	0	0%	0	2	100%
Solid Waste	20	30	50%	280	224	-20%
Wastewater	3	1	-67%	27	32	19%
Total	35	41	17%	426	366	-14%
Service (In-house):						
Administration	0	0	0%	17	7	-59%
Fire	8	15	88%	86	107	24%
Maintenance	0	0	0%	2	1	-50%
Solid Waste	48	40	-17%	530	344	-35%
Wastewater	11	6	-45%	66	44	-33%
Total	67	61	-9%	701	503	-28%
Repairs (Outside):						
Administration	0	0	0%	2	1	-50%
Fire	0	1	100%	3	6	100%
Maintenance	0	0	0%	1	0	-100%
Solid Waste	1	2	100%	17	9	-47%
Wastewater	0	0	0%	4	2	-50%
Total	1	3	200%	27	18	-33%
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	\$175	\$183	5%			
Year to Date	\$6,077	\$2,882				
Remaining Overtime	-\$2,077	\$1,618				
Goal %	0%	83%				
Actual % Expensed	152%	64%	-58%			
+ Over/-Under	152%	-19%				



Wastewater

	<u>Apr-17</u>	<u>Apr-18</u>	<u>% Change</u>	<u>FY17 YTD</u>	<u>FY18 YTD</u>	<u>% Change</u>
PSD Sewer Line Backups	1	6	500%	37	40	8%
Customer Sewer Line Backups	6	6	0%	56	58	4%
Unknown Sewer Line Backups	0	2	100%	58	55	-5%
Total Sewer Backup Calls	7	14	100%	41	63	54%
Disconnects	28	34	21%	559	469	-16%
Reconnects	35	32	-9%	505	455	-10%
Gallons Transported	79,839,000	64,601,000	-19%	787,959,957	808,209,000	3%
Gravity Lines (In Feet):						
Cleaned (JIPSD)	3,250	0	-100%	13,267	1,068	-92%
Cleaned (Hydrostructures)	0	106,500	100%	0	184,631	100%
Televised (JIPSD)	250	0	-100%	1,558	860	-45%
Televised (Hydrostructures)	0	106,500	100%	0	184,631	100%
Clean Outs Raised	9	7	-22%	206	28	-86%
Clean Outs Repaired	16	7	-56%	220	66	-70%
Pump Stations:						
Stations Cleaned	9	18	100%	34	71	109%
Floats/Transducers Cleaned	14	108	671%	284	411	45%
Street Named Signs:						
Cleaned/Repaired	22	10	-55%	46	152	230%
Replaced/Installed	4	9	125%	9	98	989%
OSHA Recordable Incidents	1	0	-100%	7	2	-71%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	0	1	100%	1	1	0%
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	\$1,571	\$5,137	227%			
Year to Date	\$42,349	\$36,242				
Remaining Overtime	-\$12,349	-\$6,242				
Goal %	83%	83%				
Actual % Expensed	141%	121%	-14%			
+ Over/-Under	58%	38%				
Developments:						
None	City/PSD	Street	ERUs			