

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:19 p.m. on June 25, 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, Kay Kernodle and Kathy Woolsey.

Absent from the meeting was the following member: Eugene Platt (out of town).

Also present were: Robert Wise, Administrator; Susan Gladden, CFO; David McNair, Consultant, The McNair Group, LLC; Helen McFadden, Parliamentarian; 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; Shawn Engelman, Deputy Chief of Administration and JIPSD Safety; 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. Kernodle 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. Bill Woolsey, Mayor, Town of James Island, stated that he cares very much about the residents of James Island and the unincorporated areas. He went on to request that the Commission support Representative Peter McCoy's bill which would provide an opportunity for the people who are in the Town to choose to be in the Town or vote to be in the Town, the Town and JIPSD coming together and figuring out ways to pay for services.
 - B. Alan Laughlin, 847 Darwin Street, expressed anger and frustration for the increase in taxes, the budget and the manner used to pass it and not talking to the town.
 - C. Sandra Switzer, 675 Ayers Road, stated that her biggest issue is that people on the island are not being notified of the meetings.
4. Approval of Minutes
 - A. **Mr. Hollingsworth moved to approve the Regular Commission meeting minutes of May 21, 2018, with the correction of a 3 to 2 vote on the budget excluding Ms. Kernodle's proxy vote. Ms. Woolsey learned from the Attorney General's office that a proxy vote was not allowed in this case. Ms. Engelman seconded the motion. A roll call vote was taken, and the motion carried unanimously.**
5. April JIPSD Management Report
 - A. Mr. Wise asked if there were any questions about the report. No questions were asked.

6. Election of Commission Officers

- A. Mr. Wise asked Ms. McFadden if a proxy vote could be used in voting for officers. Ms. McFadden confirmed that it could not be used. Mr. Wise opened the floor for nominations for the Office of Chair. Ms. BrownCrouch nominated Ms. Woolsey. Ms. Kernodle nominated Ms. Engelman. Ms. Engelman was elected as Chair.
- B. Mr. Wise opened the floor for nominations for the office of Vice Chair. Ms. Engelman nominated Mr. Hollingsworth. Ms. BrownCrouch nominated Ms. Woolsey. Mr. Hollingsworth was elected as Vice Chair.
- C. Mr. Wise opened the floor for nominations for the office of Secretary. Ms. Engelman nominated Mr. Wilder. Ms. BrownCrouch nominated Ms. Woolsey. Mr. Wilder was elected as Secretary.

7. Committee Reports

- A. Mr. Wilder reported on the Public Hearing meeting held today.

8. Ordinance No. 2018-001 to Raise Revenue and Adopt a Budget for the Fiscal Year July 1, 2018, through June 30, 2019 – 2nd and Final Reading

- A. **Ms. Woolsey moved to amend the 2018-2019 budget to remove the 5.5 increase in debt millage for the 2019 tax year, seconded by Ms. BrownCrouch. The motion failed 2 to 4 as follows:**

Ms. BrownCrouch	Aye	
Ms. Engelman		Nay
Mr. Hollingsworth		Nay
Ms. Kernodle		Nay
Mr. Platt		Absent
Mr. Wilder		Nay
Ms. Woolsey	Aye	

- B. **Ms. Engelman moved to adopt the budget for the fiscal year 2019, Ordinance No. 2018-001, 2nd and final reading, seconded by Mr. Hollingsworth. The motion carried 4 to 2 as follows:**

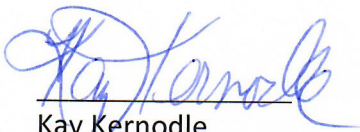
Ms. BrownCrouch		Nay
Ms. Engelman	Aye	
Mr. Hollingsworth	Aye	
Ms. Kernodle	Aye	
Mr. Platt		Absent
Mr. Wilder	Aye	
Ms. Woolsey		Nay

9. Intergovernmental Agreement with the Town of James Island to Reduce JIPSD Property Tax Burden

- A. **Ms. Engelman moved to table agenda items 9, 10, 11 and 12, seconded by Mr. Hollingsworth. The motion carried 4 to 2 as follows:**

Ms. BrownCrouch		Nay
Ms. Engelman	Aye	
Mr. Hollingsworth	Aye	
Ms. Kernodle	Aye	
Mr. Platt		Absent
Mr. Wilder	Aye	
Ms. Woolsey		Nay

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10. House Bill 3669 Clarifying the Meaning of Contiguity within Special Purpose Districts
A. Agenda item tabled.
11. Sale of Surplus Property to Limit District Debt and Debt Millage
A. Agenda item tabled.
12. Authorization to Seek Partners to Share Cost and Ownership of the New Fire Station
A. Agenda item tabled.
13. Unfinished Business – none
14. New Business – none
15. Correspondence and/or Newspaper Article - none
16. **Ms. Engelman moved to adjourn, seconded by Ms. Kernodle. A roll call vote was taken, and the motion carried 4 to 2 as follows:**
- | | | |
|--------------------------|------------|---------------|
| Ms. BrownCrouch | | Nay |
| Ms. Engelman | Aye | |
| Mr. Hollingsworth | Aye | |
| Ms. Kernodle | Aye | |
| Mr. Platt | | Absent |
| Mr. Wilder | Aye | |
| Ms. Woolsey | | Nay |
17. Mr. Wilder adjourned the meeting at 6:54 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)

	Apr-17	Apr-18	% Change	Apr-17	Apr-18	% Change
Budget Comparison:	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%	

	Apr-17	Apr-18	% Change	Apr-17	Apr-18	% Change
Cash Position:	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

Preventive Maintenance:

	Apr-17	Apr-18	% Change	FY17 YTD	FY18 YTD	% Change
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

	Apr-17	Apr-18	% Change	FY17 YTD	FY18 YTD	% Change
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:	City/PSD	Street		ERUs		
None						

**JAMES ISLAND PUBLIC SERVICE DISTRICT
ORDINANCE NO. 2018-001**

AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE FISCAL YEAR JULY 1, 2018, THROUGH JUNE 30, 2019

NOW, THEREFORE, be ordained by the James Island Public Service District Commission ("Commission"), in meeting duly assembled, finds as follows:

SECTION 1: As set by Commission, the Charleston County Auditor (the "Auditor") shall levy 55.1 mills for General Fund purposes and 9.3 mills for the Debt Service in the year 2018, and the Charleston County Treasurer shall collect the proceeds of the levy upon all taxable property within the boundaries of the District during the fiscal year beginning July 1, 2018, and ending June 30, 2019.

SECTION 2: It is hereby appropriated from the General, Debt Service, and Proprietary Funds referred to in SECTION 1, the following amounts of money for the following respective purposes for and during the period beginning July 1, 2018 and ending June 30, 2019, to wit:

APPROPRIATIONS

	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>PROPRIETARY</u>
<u>Department</u>			
Administration/Fleet	\$ 935,053	\$ -	\$1,043,846
Fire	4,400,562	-	-
Solid Waste	2,103,762	-	-
Capital Outlay	68,000	-	-
Non-departmental	-	639,141	-
Wastewater Operations	-	-	5,634,606
TOTAL	<u>\$7,507,377</u>	<u>\$ 639,141</u>	<u>\$6,678,452</u>

SECTION 3: Unless covered by SECTION 4, all of the foregoing appropriations are maximum and conditional, and subject to reduction by action of the Commission in the event that the District's revenues accruing to its General, Debt Service and Proprietary Funds, as provided in Section 1, shall be insufficient to pay the same, to the end that the cost of operating of the District government shall remain at all times within its income.

SECTION 4: The District's approved operating budget, with the detail and provisos as so stated in the document titled the James Island Public Service District Budget and Financial Plan for Fiscal Year 2019, which is hereby incorporated by reference as part of this Ordinance as if fully set forth herein, is hereby adopted.

SECTION 5: The anticipated revenues accruing to the General, Debt and Proprietary Funds are stated in this Budget Ordinance. Should actual funding sources for any such fund be less than projected, the Administrator shall reduce budgeted disbursements attributable to the fund. Should actual funding sources be greater than projected in this Ordinance, the Administrator may revise budgeted disbursements or direct the increase to be held for future years' disbursements.

SECTION 6: All monies properly encumbered as of June 30, 2018, shall be added to the budget for Fiscal Year 2019. These encumbered monies may be expended only as set forth in their encumbrance except as authorized by the Administrator. Unencumbered appropriations shall remain in the respective funds as unrestricted reserves whose subsequent appropriation shall be determined by ordinance.

SECTION 7: All monies properly encumbered as of June 30, 2018, shall be added to the District's budget for Fiscal Year 2019. These designated monies may be expended only as set forth in their authorization by the Commission. Unencumbered appropriations shall remain in the respective funds as unrestricted reserves whose subsequent appropriation shall be determined by ordinance.

SECTION 8: (a) Monies received from governmental grants shall accrue only to Special Revenue, Capital Projects, and Proprietary Funds as set forth in this Budget Ordinance. Should grant funds be applied for or received after the beginning of the budget year and thereby not be stated in this Budget Ordinance, then, by passage of District's resolution authorizing the grant application and expenditures, the necessary Special Revenue, Capital Projects, and Proprietary Funds shall be created to provide a mechanism for the expenditures of these monies.

(b) Funds derived from the sale of real property shall be placed in the Capital Projects Fund, and these funds shall be expended only for capital outlays after specific resolution of the Commission.

SECTION 9: A Rainy Day Fund is established to provide emergency funds for use in the event of a major calamity. This fund will be maintained at no less than three (3%) percent of General Fund disbursements. Any expenditure from the Rainy Day Fund shall be authorized by amendment to this Budget Ordinance by the Commission.

SECTION 10: Contracts necessary to expend monies appropriated in this budget when not specifically permitted by the District's Fiscal Policy are hereby authorized and the contracts shall be approved by a resolution of the Commission. Awards of bids on capital items, when less than the amount specified in the District's approved operating budget, are hereby authorized and shall be purchased in accordance with the provisions of the District's Fiscal Policy.

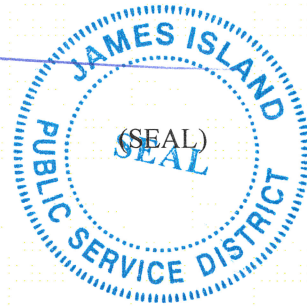
SECTION 11: The Administrator is hereby authorized to transfer positions (Full Time Equivalents - FTEs) among departments and funds.

SECTION 12: If for any reason any provision of this Ordinance, or its applications to any circumstance, is invalidated by a court of competent jurisdiction, the remaining portions of this Ordinance shall remain in full force and effect.

SECTION 13: This Ordinance shall become effective upon approval of the Commission following second reading.


Chair, JIPSD Commission


Secretary, JIPSD Commission



First Reading: May 21, 2018 Second Reading: June 25, 2018