

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

Absent from the meeting was the following member: Donald Hollingsworth (medical).

Also present were: Robert Wise, Administrator; Rachel Hill, Wastewater Administrative Assistant; David Hoffman, Director of Wastewater Services; Chris Seabolt, Fire Chief; David Major, Facilities Maintenance Specialist; Chris Wannamaker, Charleston County Stormwater Program Manager and Officer Alan Ali, Charleston County Sheriff's Office.

Ms. Engelman 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. Alan Laughlin, 847 Darwin Street, invited JIPSD Commissioners and associates to the National Night Out on Tuesday, August 7th from 6-8pm at 1122 Dills Bluff Road (future location of the James Island Town Hall).

4. Approval of Minutes

A. **Ms. BrownCrouch moved to approve the Regular Commission meeting minutes of June 25, 2018, with the addition of a statement crediting Ms. Woolsey for checking with the Attorney General's office on the validity of a proxy vote by Ms. Kernodle. Mr. Wilder seconded the motion. The motion carried with 5 to 1 as follows:**

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

B. **Mr. Wilder moved to approve the Public Hearing minutes of June 25, 2018. Ms. BrownCrouch seconded the motion. The motion carried 5 to 1 as follows:**

Ms. BrownCrouch	Aye	
Ms. Engelman	Aye	
Mr. Hollingsworth		Absent
Ms. Kernodle	Aye	
Mr. Platt		Abstain

Mr. Wilder	Aye
Ms. Woolsey	Aye

5. June JIPSD Management Report
 - A. Mr. Wise commented that the end of year numbers look very good.
 - B. Mr. Wise stated that per the Chair's request, she has scheduled a meeting for August 13th between 4-6pm to review the results of the governance survey the Commission took part of courtesy of consultant David McNair. Mr. Wilder requested that in the future meeting times be checked by all Commissioners. Ms. Woolsey agreed with Mr. Wilder.
 - C. Mr. Plat commended Mr. Wise for getting the Commission the information regarding the SCSPD educational conference early. He further encouraged all Commissioners to attend the conference this year.
6. Signal Point Road Flooding- Chris Wannamaker, Charleston County Stormwater Program Manager
 - A. Mr. Hoffman introduced Chris Wannamaker, Charleston County Stormwater Program Manager, to talk about what the County is doing regarding the flooding on Signal Point Road.
 - B. Mr. Wannamaker stated that the cause of the flooding is very clear as they have located a clear choke point in the system. The County has studied the entire basin and is shooting for a 50-year design on a 55% pervious. The County signed their Notice to Proceed last Thursday and Thomas and Hutton will begin designing the improvements.
 - C. Ms. Kernodle asked about the estimated timeline and the impact to the other utilities under the roadway. Mr. Wannamaker stated that the County will be boring under the other utilities. Mr. Wannamaker said the entire project may take anywhere between 2-4 years to complete and at minimum 1 year before any construction starts.
 - D. Ms. Kernodle asked about the impact to the Grimball Farms area. Mr. Wannamaker stated that the impact will be studied.
 - E. Mr. Wilder asked about the need for an easement from Grimball Farms. Mr. Wannamaker stated that there is no easement presently but cooperation with the City of Charleston, as well as with other municipalities, has been improving.
 - F. Mr. Plat asked if the County or Mr. Wannamaker's department has a position about new developments. Mr. Wannamaker stated that a government can only regulate and can not be biased. He shared that the first regulations on stormwater management did not take place until 1992 by the State of South Carolina. He also shared that it wasn't until November 2007 when the County started up with further regulations. He stated that the SCDNR is flying the county to provide Lidar surveying and the information will be available to the public hopefully by September. This surveying will allow the County to better assess the impact future developments will have on the land.
 - G. Ms. BrownCrouch asked what the catalyst for action was on the flooding on James Island. Mr. Wannamaker stated that the 5 year drought the County came out of in 2010 compounded by the new developments that were built during the time of drought.
7. Use of Fireworks on James Island, Chief Seabolt
 - A. Mr. Wise asked Chief Seabolt to first talk about the recent community service the Fire Department has taken part in.
 - Chief Seabolt spoke about Firefighter Blake Mims assisting a stranded motorist on I-26 on July 12th. The motorist ran out of gas and Firefighter Mims took the time on his day off to pay for gas and a gas can out of his own pocket. The motorist wrote to Chief Seabolt with her appreciation.

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- Chief Seabolt further spoke about the crew of Engine 802 A-Shift. The crew responded to a call on July 16th where a gentleman was changing his tire and had the jack fail. His hand was crushed between the tire and wheel well. The gentleman was checked and released from the hospital and the crew finished changing the tire for him. The crew included Captain Ray Manchester, Engineer Mike Krehel, Firefighter Brian Cremo, Battalion Chief Richard Rodgers and Deputy Chief of Administration and JIPSD Safety Shawn Engelman.
 - B. Chief Seabolt spoke about the local ordinances regarding fireworks: Charleston County does not have an ordinance against fireworks; the Town of James Island has an ordinance that says fireworks are not allowed between 11pm-9am except for New Year's Eve; and the City of Charleston has an ordinance that says fireworks are not at all allowed but they do not enforce it. Mr. Platt asked if JIPSD Fire Department received any fireworks related calls during the Fourth of July celebrations and Chief Seabolt stated he did not see any.
8. Committee Reports- none
9. Unfinished Business
- A. JIPSD Ordinance No. 2016-001: Commission "Rules of Procedure"
- Ms. Engelman spoke to Mr. Wise the other day about the Rules of Procedure and wanted to remind the Commission about a few of the Rules of Procedure:
 - (a) Commissioners will have 2 comment times per agenda item
 - (b) Commissioners do not speak unless recognized by the Chair
 - (c) Commissioners do not email any employee directly without Mr. Wise's permission
 - (d) Commissioners do not call or task Tamara Eberhart, Administrative Coordinator, as she works for Mr. Wise
 - (e) She will allow Commissioners to call or email Robert directly
 - (f) When Commissioners are physically in the gates of the premises, you are considered at the meeting and should behave as such. Do not verbally assault another person or you will be removed by the police officer and the Commission may vote to censor you at the following meeting.
 - Ms. BrownCrouch asked for a copy of the Rules of Procedure. Mr. Wise will provide a copy.
 - Mr. Wilder asked for clarification on the 2 comments per agenda item. The comment limitation is for Commissioners on agenda items and not for the public's oral and written petitions.
 - Ms. Woolsey inquired about the meeting being extended to the entire property. Ms. Engelman stated Parliamentarian McFadden has advised them on behavioral standards and it is written in the Parliamentarian's book however Ms. Engelman said she can get Ms. McFadden to write something up for them.
 - Mr. Platt is opposed to the comment limitations and requested it be reconsidered.
 - Ms. BrownCrouch stated she felt like she was being controlled by the comment limitation and did not like it.
 - Mr. Platt stated he felt Ms. BrownCrouch's feelings of being controlled is a valid reaction and when it comes to discussions going on too long about an agenda item there is always an option to call for question.
 - Ms. Engelman stated she is setting up committees next week and a committee can discuss the Rules of Procedure and bring any suggested changes to the full commission to be voted on.

- Ms. Woolsey agreed with Mr. Platt's and Ms. BrownCrouch's feelings of being controlled. She stated time should not be their concern but rather getting to the issues. She suggested the Chair can always allow more time.

10. New Business – none

11. Correspondence and/or Newspaper Article

- A. There was one newspaper article included in the packets about the residents who attended the last meeting.

12. **Mr. Platt moved to adjourn, seconded by Mr. Wilder. A roll call vote was taken, and the motion carried unanimously as follows:**

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

13. Ms. Engelman adjourned the meeting at 6:57 p.m.



Bill Cubby Wilder
Secretary
BCW/RH

JIPSD Administrator's Report to Date:

Participated in the The Brittingham Group, Bill Hancock-Auditor initial FY18 audit interview: July 3, 2018

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

	Jun-17	Jun-18	% Change	Jun-17	Jun-18	% Change
Budget Comparison:	General			Proprietary		
Budget Revenues:	\$ 7,244,235	\$ 6,860,183		\$ 7,645,854	\$ 7,947,239	
Current Month	\$ 369,284	\$ 897,096		\$ 608,611	\$ 612,752	
Year to Date	\$ 6,772,509	\$ 7,758,827		\$ 6,921,085	\$ 7,337,471	
Actual %	93%	113%		91%	92%	
Budget Expenses:	\$ 6,554,446	\$ 6,989,294		\$ 4,701,673	\$ 6,315,302	
Current Month	\$ 480,697	\$ 638,422	33%	\$ 696,563	\$ 966,627	39%
Year to Date	\$ 6,395,926	\$ 6,588,209	3%	\$ 5,314,637	\$ 7,007,069	32%
Remaining Budget	\$ 158,520	\$ 401,085		\$ (612,964)	\$ (691,767)	
Goal %	100%	92%		100%	100%	
Actual % Expensed	98%	94%		113%	111%	
+ Over/-Under	-2%	2%		13%	11%	

	Jun-17	Jun-18	% Change	Jun-17	Jun-18	% Change
Cash Position:	General			Proprietary		
Beginning Cash	\$ 5,319,683	\$ 4,441,597		\$ 4,303,303	\$ 5,021,883	
Taxes Collected	\$ 367,422	\$ -		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 571,409	\$ 580,468	
Fees and Permits	\$ -	\$ -		\$ 23,421	\$ 24,588	
Other Income	\$ 1,862	\$ 29		\$ 13,781	\$ 7,696	
Less: Operating Expenses	\$ (480,697)	\$ (638,422)		\$ (696,563)	\$ (966,627)	
Ending Cash	\$ 5,208,270	\$ 3,803,203		\$ 4,215,351	\$ 4,668,008	
Restricted Cash	\$ 932,821	\$ 27,177		\$ 2,732,039	\$ 2,635,301	
Unrestricted Cash	\$ 4,275,449	\$ 3,776,026		\$ 1,483,312	\$ 2,032,706	

District-wide

	Jun-17	Jun-18	% Change	FY17 YTD	FY18 YTD	% Change
New Hires	0	0	0%	14	21	50%
Voluntary Separations	0	0	0%	11	17	55%
Involuntary Separations	1	0	-100%	4	1	-75%
Grievances	0	0	0%	2	0	-100%
Hours Annual Leave Used	1,539	1,507	-2%	18,205	17,639	-3%
Hours Sick Leave Used	527	449	-15%	9,266	8,101	-13%
OSHA Recordable Incidents	1	0	-100%	15	7	-53%
Non-Recordable Incidents	1	2	100%	3	7	133%
Vehicular Incidents	3	2	-33%	18	16	-11%
Motor Vehicular Accidents	0	0	0%	5	8	60%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	1	0	-100%	13	4	-69%
Budgeted Overtime Expense	\$412,197	\$457,365				
Current Month	\$34,920	\$58,012	66%			
Year to Date	\$571,861	\$574,423				
Remaining Overtime	-\$159,664	(\$117,058)				
Goal %	100%	100%				
Actual % Expensed	139%	126%	-9%			
+ Over/-Under	39%	26%				

Administration

	Jun-17	Jun-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	\$89	\$40	0%			
Year to Date	\$587	\$1,421				
Remaining Overtime	\$413	-\$421				
Goal %	100%	100%				
Actual % Expensed	59%	142%	142%			
+ Over/-Under	-41%	42%				

Solid Waste

Tonnage Collected:	Jun-17	Jun-18	% Change	FY17 YTD	FY18 YTD	% Change
Garbage	531	497	-6%	6,085	6,022	-1%
Yard Debris	609	480	-21%	8,196	7,147	-13%
Manmade	235	224	-5%	2,591	2,693	4%
Total Tonnage	1375	1201	-13%	16,872	15,861	-6%
OSHA Recordable Incidents	0	0	0%	2	0	-100%
Non-Recordable Incidents	1	0	-100%	2	2	0%
Vehicular Incidents	2	0	-100%	9	6	-33%
Motor Vehicular Accidents	0	0	0%	1	3	200%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	2	0	-100%
Budgeted Overtime Expense	\$15,000	\$20,000				
Current Month	\$356	\$509	43%			
Year to Date	\$56,688	\$21,592				
Remaining Overtime	-\$41,688	-\$1,592				
Goal %	100%	100%				
Actual % Expensed	378%	108%	-71%			
+ Over/-Under	278%	8%				



Fire

	Jun-17	Jun-18	% Change	FY17 YTD	FY18 YTD	% Change
Fire Calls	9	5	-44%	76	61	-20%
Working Structure Fires	1	0	-100%	25	35	40%
EMS Calls	120	113	-6%	1,280	1,388	8%
Motor Vehicle Accidents	9	8	-11%	145	139	-4%
Good Intent Call	71	69	-3%	872	946	8%
Hazardous Conditions	12	10	-17%	131	99	-24%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	31	32	3%	258	308	19%
Other Situation	2	1	-50%	29	25	-14%
Overpressure Rupture	0	1	100%	5	21	320%
Rescue	0	0	0%	1	10	900%
Service Call	34	15	-56%	277	231	-17%
Total Call Count	289	254	-12%	3,099	3,263	5%
Automatic/Mutual Aid Given	6	0	-100%	23	42	83%
Automatic/Mutual Aid Received	4	1	-75%	19	25	32%
Public Service (Safety House, Etc.)	4	4	0%	70	47	-33%
Employee Training Hours	1,223	1,239	1%	12,826	16,142	26%
Station Responses:						
Station 1	133	100	-25%	1,306	1,424	9%
Station 2	73	60	-18%	674	709	5%
Station 3	31	46	48%	510	542	6%
Station 4	52	48	-8%	596	588	-1%
Total Responses	289	254	-12%	3,086	3,263	6%
Inspections:						
Commercial	19	22	16%	94	259	176%
Residential	0	0	0%	0	1	100%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	1	0	-100%	7	5	-29%
Non-Recordable Incidents	0	2	100%	4	4	0%
Vehicular Incidents	0	1	100%	3	4	33%
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	\$31,765	\$52,441	65%			
Year to Date	\$462,148	\$499,763				
Remaining Overtime	-\$99,951	-\$97,898				
Goal %	100%	100%				
Actual % Expensed	128%	124%	-3%			
+ Over/-Under	28%	24%				

Events:

Department participated in the County's Earthquake Drill
Department participated in the Charleston 9 Memorial Service



Fleet

Preventive Maintenance:

	Jun-17	Jun-18	% Change	FY17 YTD	FY18 YTD	% Change
Administration	0	0	0%	9	3	-67%
Fire	4	6	50%	34	42	24%
Maintenance	0	0	0%	1	3	200%
Solid Waste	9	19	111%	103	110	7%
Wastewater	6	2	-67%	44	30	-32%
Total	19	27	42%	191	188	-2%

Repairs (In-house):

Administration	0	0	0%	12	3	-75%
Fire	11	7	-36%	129	124	-4%
Maintenance	0	0	0%	0	2	100%
Solid Waste	28	29	4%	343	288	-16%
Wastewater	2	2	0%	30	35	17%
Total	41	38	-7%	514	452	-12%

Service (In-house):

Administration	2	0	-100%	20	8	-60%
Fire	12	12	0%	106	128	21%
Maintenance	0	0	0%	2	1	-50%
Solid Waste	39	36	-8%	616	422	-31%
Wastewater	4	5	25%	74	51	-31%
Total	57	53	-7%	818	610	-25%

Repairs (Outside):

Administration	0	0	0%	2	1	-50%
Fire	1	2	100%	5	8	60%
Maintenance	0	0	0%	1	0	-100%
Solid Waste	1	2	100%	19	14	-26%
Wastewater	0	0	0%	4	2	-50%
Total	2	4	100%	31	25	-19%

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	\$194	\$57	-71%
Year to Date	\$6,427	\$3,314	
Remaining Overtime	-\$2,427	\$1,186	
Goal %	100%	100%	
Actual % Expensed	161%	74%	-54%
+ Over/-Under	61%	-26%	



Wastewater

	Jun-17	Jun-18	% Change	FY17 YTD	FY18 YTD	% Change
PSD Sewer Line Backups	4	3	-25%	45	11	-76%
Customer Sewer Line Backups	4	0	-100%	64	10	-84%
Unknown Sewer Line Backups	0	0	0%	58	0	-100%
Total Sewer Backup Calls	8	3	-63%	57	21	-63%
Disconnects	41	29	-29%	650	525	-19%
Reconnects	41	33	-20%	609	519	-15%
Gallons Transported	92,826,000	69,598,000	-25%	964,745,957	944,788,000	-2%
Gravity Lines (In Feet):						
Cleaned (JIPSD)	0	854	100%	21,542	7,993	-63%
Cleaned (Hydrostructures)	0	35,760	100%	0	319,341	100%
Televised (JIPSD)	0	0	0%	1,572	860	-45%
Televised (Hydrostructures)	0	35,760	100%	0	319,341	100%
Clean Outs Raised	8	6	-25%	275	37	-87%
Clean Outs Repaired	12	9	-25%	301	79	-74%
Pump Stations:						
Stations Cleaned	19	5	-74%	59	79	34%
Floats/Transducers Cleaned	42	14	-67%	336	429	28%
Street Named Signs:						
Cleaned/Repaired	15	12	-20%	117	176	50%
Replaced/Installed	5	7	40%	14	110	686%
OSHA Recordable Incidents	0	0	0%	7	3	-57%
Non-Recordable Incidents	0	0	0%	0	2	100%
Vehicular Incidents	1	1	0%	2	3	50%
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	\$2,516	\$4,964	97%			
Year to Date	\$46,011	\$48,333				
Remaining Overtime	-\$16,011	-\$18,333				
Goal %	100%	100%				
Actual % Expensed	153%	161%	5%			
+ Over/-Under	53%	61%				
Developments:	City/PSD	Street	ERUs			
5 Lot Development- Grimball Road Extension and Cooper Judge Lane	PSD		5			
Camp Road Middle School- Camp Road	PSD		0	No change		
Folly Road Center- Folly Road	City		30	Additional		