

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on July 24, 2017, 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; Inez BrownCrouch, Sandi Engelman, Donald Hollingsworth, Kay Kernodle, Eugene Platt and Kathy Woolsey.

Also present were: Robert Wise, JIPSD Administrator; Tamara Eberhart, Administrative Coordinator; Rachel Hill, Wastewater Administrative Assistant; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

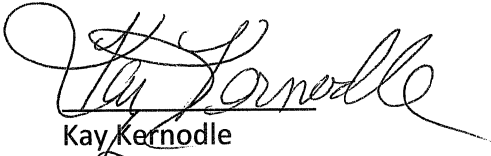
Mr. Wilder called the meeting to order.

Mr. Hollingsworth led the invocation, 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 everyone to attend the Town's National Night Out event on August 1st from 6:00 to 8:00 p.m.
4. Approval of Minutes
 - A. **Ms. Engelman moved to approve the Public Hearing meeting minutes of June 26, 2017, seconded by Ms. BrownCrouch. The motion carried unanimously.**
 - B. **Ms. Engelman moved to approve the Regular Commission meeting minutes of June 26, 2017, as amended, seconded by Mr. Hollingsworth. The motion carried unanimously.**
5. June JIPSD Management Report
 - A. Mr. Wise stated that the year-end numbers are unaudited, the general fund is 2% under and the proprietary fund is 13% over.
 - B. Ms. BrownCrouch suggested that staff be recognized by the Commission for the preparation of the budget. Discussion followed. Mr. Wise said that he would work with the consultant on specific guidelines to develop a Commission recognition program for employees. Mr. Wilder concurred.
6. Resolution No. 17-001 Approving Financing Terms for Vehicles and Equipment
 - A. **Mr. Hollingsworth moved to approve Resolution No. 17-001 approving the financing terms for vehicles and equipment, seconded by Ms. Engelman. The motion carried unanimously as follows:**

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

7. Committee Reports – none
8. Unfinished Business – none
9. New Business
 - A. Ms. BrownCrouch asked for an update on the Fire Station 1. Mr. Wise reported that they are looking at two areas of multiple properties combined that may be promising.
10. Correspondence and/or Newspaper Articles
 - A. Mr. Wise spoke to the packet letter to Chief Seabolt thanking the Fire Department for assisting the City of Charleston with its bed bug issues.
11. **Ms. Engelman moved to adjourn the meeting, seconded by Mr. Hollingsworth. The motion carried unanimously.**
12. Mr. Wilder adjourned the meeting at 6:42 p.m.



Kay Kernodle
Secretary
KK/TE

District Manager's Report to Date:

No report

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

Budget Comparison:	Jun-16	Jun-17	% Change	Jun-16	Jun-17	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,204,519	\$ 7,244,235		\$ 6,354,031	\$ 7,645,854	
Current Month	\$ 488,410	\$ 369,284		\$ 527,463	\$ 608,611	
Year to Date	\$ 7,313,138	\$ 6,772,509		\$ 6,196,634	\$ 6,921,085	
Actual %	118%	93%		98%	91%	
Budget Expenses:	\$ 6,413,323	\$ 6,554,446		\$ 4,542,901	\$ 4,701,673	
Current Month	\$ 471,583	\$ 480,697	2%	\$ 683,855	\$ 696,563	2%
Year to Date	\$ 6,418,173	\$ 6,395,926	0%	\$ 5,588,931	\$ 5,314,637	-5%
Remaining Budget	\$ (4,850)	\$ 158,520		\$ (1,046,030)	\$ (612,964)	
Goal %	100%	100%		100%	100%	
Actual % Expensed	100%	98%		123%	113%	
+ Over/-Under	0%	-2%		23%	13%	

Cash Position:	Jun-16	Jun-17	% Change	Jun-16	Jun-17	% Change
	General			Proprietary		
Beginning Cash	\$ 3,285,801	\$ 5,319,683		\$ 5,593,447	\$ 4,303,303	
Taxes Collected	\$ 86,602	\$ 367,422		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 483,078	\$ 571,409	
Fees and Permits	\$ -	\$ -		\$ 24,060	\$ 23,421	
Other Income	\$ 401,808	\$ 1,862		\$ 20,326	\$ 13,781	
Less: Operating Expenses	\$ (471,583)	\$ (480,697)		\$ (683,855)	\$ (696,563)	
Ending Cash	\$ 3,302,628	\$ 5,208,269	58%	\$ 5,437,055	\$ 4,215,352	-22%
Restricted Cash	\$ 5,700	\$ 932,821		\$ 2,732,039	\$ 2,450,129	
Unrestricted Cash	\$ 3,296,928	\$ 4,275,448		\$ 2,705,015	\$ 1,765,223	

District-wide

	Jun-16	Jun-17	% Change	FY16 YTD	FY17 YTD	% Change
New Hires	5	0	-100%	18	14	-22%
Voluntary Separations	1	0	-100%	16	11	-31%
Involuntary Separations	0	1	100%	5	4	-20%
Grievances	0	0	0%	0	2	100%
Hours Annual Leave Used	1,455	1,539	6%	18,190	18,217	0%
Hours Sick Leave Used	595	527	-11%	8,489	9,267	9%
OSHA Recordable Incidents	0	1	100%	5	13	160%
Non-Recordable Incidents	0	1	100%	14	41	193%
Vehicular Incidents	3	3	0%	19	25	32%
Motor Vehicular Accidents	0	0	0%	8	8	0%
Mechanical/Spill/Leak	0	0	0%	1	3	200%
# of Lost Time Injuries	0	1	100%	1	9	800%
Budgeted Overtime Expense	\$389,510	\$412,197				
Current Month	\$40,010	\$34,920	-13%			
Year to Date	\$596,101	\$571,861				
Remaining Overtime	-\$206,591	(\$159,664)				
Goal %	100%	100%				
Actual % Expensed	153%	139%	-9%			
+ Over/-Under	53%	39%				

Highlighted - Overages directly related to Hurricane Matthew

Administration

	Jun-16	Jun-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	\$146	\$89	0%			
Year to Date	\$1,740	\$587				
Remaining Overtime	-\$740	\$413				
Goal %	100%	100%				
Actual % Expensed	174%	59%	-66%			
+ Over/-Under	74%	-41%				

Solid Waste

Tonnage Collected:	Jun-16	Jun-17	% Change	FY16 YTD	FY17 YTD	% Change
Garbage	570	532	-7%	5,887	6,112	4%
Yard Debris	593	609	3%	5,777	8,078	40%
Manmade	240	235	-2%	2,713	2,624	-3%
Total Tonnage	1403	1375	-2%	14,377	16,814	17%
OSHA Recordable Incidents	0	0	0%	1	1	0%
Non-Recordable Incidents	0	1	100%	5	8	60%
Vehicular Incidents	2	2	0%	16	12	-25%
Motor Vehicular Accidents	0	0	0%	4	3	-25%
Mechanical/Spill/Leak	0	0	0%	1	0	-100%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$11,500	\$15,000				
Current Month	\$1,081	\$356	-67%			
Year to Date	\$51,963	\$56,688				
Remaining Overtime	-\$40,463	-\$41,688				
Goal %	100%	100%				
Actual % Expensed	452%	378%	-16%			
+ Over/-Under	352%	278%				

Fire

	Jun-16	Jun-17	% Change	FY16 YTD	FY17 YTD	% Change
Fire Calls	9	36	300%	74	110	49%
Working Structure Fires	1	4	300%	17	30	76%
EMS Calls	120	153	28%	1,375	1,466	7%
Motor Vehicle Accidents	9	17	89%	150	172	15%
Good Intent Call	71	22	-69%	921	905	-2%
Hazardous Conditions	12	3	-75%	100	129	29%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	31	11	-65%	288	262	-9%
Other Situation	2	0	-100%	15	28	87%
Overpressure Rupture	0	4	100%	2	9	350%
Rescue	0	1	100%	5	2	-60%
Service Call	34	11	-68%	287	271	-6%
Total Call Count	289	262	-9%	3,234	3,384	5%
Automatic/Mutual Aid Given	6	25	317%	123	42	-66%
Automatic/Mutual Aid Received	4	10	150%	44	29	-34%
Public Service (Safety House, Etc.)	4	8	100%	68	76	12%
Employee Training Hours	1,186	1,305	10%	15,818	15,875	0%
Station Responses:						
Station 1	133	124	-7%	1,514	1,440	-5%
Station 2	73	58	-21%	753	722	-4%
Station 3	31	44	42%	456	567	24%
Station 4	52	63	21%	518	682	32%
Total Responses	289	289	0%	3,241	3,411	5%
Inspections:						
Commercial	19	67	253%	155	178	15%
Residential	0	0	0%	2	0	-100%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	1	100%	5	7	40%
Non-Recordable Incidents	0	0	0%	2	20	900%
Vehicular Incidents	1	0	-100%	3	8	167%
Motor Vehicular Accidents	0	0	0%	1	2	100%
Mechanical/Spill/Leak	0	0	0%	0	2	100%
# of Lost Time Injuries	0	1	100%	3	6	100%
Budgeted Overtime Expense	\$353,010	\$ 362,197				
Current Month	\$36,058	\$31,765	-12%			
Year to Date	\$490,004	\$462,148				
Remaining Overtime	-\$136,994	-\$99,951				
Goal %	100%	100%				
Actual % Expended	139%	128%	-8%			
+ Over/-Under	39%	28%				



Fleet						
	Jun-16	Jun-17	% Change	FY16 YTD	FY17 YTD	% Change
Preventive Maintenance:						
Administration	1	0	-100%	12	9	-25%
Fire	2	4	100%	24	34	42%
Maintenance	1	0	-100%	3	1	-67%
Solid Waste	6	9	50%	84	103	23%
Wastewater	3	6	100%	29	44	52%
Total	13	19	46%	152	191	26%
Repairs (In-house):						
Administration	0	0	0%	4	12	200%
Fire	1	11	100%	80	129	61%
Maintenance	0	0	0%	0	0	0%
Solid Waste	19	28	47%	239	343	44%
Wastewater	2	2	0%	26	30	15%
Total	22	41	86%	349	514	47%
Service (In-house):						
Administration	1	2	100%	12	20	67%
Fire	16	12	-25%	86	106	23%
Maintenance	0	0	0%	1	2	100%
Solid Waste	73	39	-47%	575	616	7%
Wastewater	11	4	-64%	66	92	39%
Total	101	57	-44%	740	836	13%
Repairs (Outside):						
Administration	0	0	0%	2	2	0%
Fire	2	1	-50%	12	5	-58%
Maintenance	0	0	0%	0	1	100%
Solid Waste	5	1	-80%	36	18	-50%
Wastewater	1	0	-100%	9	4	-56%
Total	8	2	-75%	59	30	-49%
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	\$330	\$194	-41%			
Year to Date	\$4,290	\$6,427				
Remaining Overtime	-\$290	-\$2,427				
Goal %	100%	100%				
Actual % Expensed	107%	161%	50%			
+ Over/-Under	7%	61%				



Wastewater

	<u>Jun-16</u>	<u>Jun-17</u>	<u>% Change</u>	<u>FY16 YTD</u>	<u>FY17 YTD</u>	<u>% Change</u>
PSD Sewer Line Backups	2	4	100%	49	45	-8%
Customer Sewer Line Backups	5	4	-20%	87	64	-26%
Total Sewer Backup Calls	7	8	14%	136	109	-20%
Disconnects	50	41	-18%	717	650	-9%
Reconnects	46	41	-11%	645	609	-6%
Gallons Transported	92,481,000	92,826,000	0%	1,011,345,000	964,745,957	-5%
Gravity Lines (In Feet):						
Cleaned	3,740	0	-100%	39,051	33,639	-14%
Televised	1,672	0	-100%	16,280	2,632	-84%
Clean Outs Raised	0	8	100%	0	275	100%
Clean Outs Repaired	0	12	100%	0	301	100%
Pump Stations:						
Stations Cleaned	0	19	100%	0	97	100%
Floats/Transducers Cleaned	0	42	100%	0	621	100%
Street Named Signs:						
Cleaned/Repaired	0	15	100%	0	93	100%
Replaced/Installed	0	5	100%	4	9	125%
OSHA Recordable Incidents	0	0	0%	2	6	200%
Non-Recordable Incidents	0	0	0%	1	0	-100%
Vehicular Incidents	0	0	0%	1	3	200%
Motor Vehicular Accidents	0	1	100%	2	3	50%
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	\$2,395	\$2,516	5%			
Year to Date	\$48,104	\$46,011				
Remaining Overtime	-\$28,104	-\$16,011				
Goal %	100%	100%				
Actual % Expensed	241%	153%	-36%			
+ Over/-Under	141%	53%				

Developments: City/PSD Street ERUs
None

RESOLUTION NO. 17-001 OF THE JAMES ISLAND PUBLIC SERVICE DISTRICT
APPROVING FINANCING TERMS FOR
VEHICLES AND EQUIPMENT

WHEREAS, the James Island Public Service District (JIPSD) is a public body corporate and politic of the State of South Carolina created pursuant to the provisions of Act No. 498 of the Acts and Joint Resolutions of the General Assembly of the State of South Carolina, regular Session of 1961, as amended ("Act No. 498"); and

WHEREAS, the JIPSD has determined to undertake a project for Equipment Lease Purchase and the financing of such project.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the James Island Public Service District, South Carolina (the "Commission"), in a meeting duly assembled:

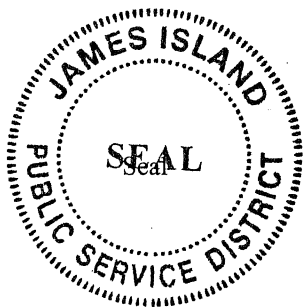
1. The District hereby determines to finance the Project through US Bancorp Government Leasing and Finance, Inc. ("USBGLF"), in accordance with the proposal dated July 13, 2017. The amount financed shall not exceed \$2,300,000; the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.080% for a term of seven (7) years.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Chief Financial Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Chief Financial Officer is authorized to approve changes to any Financing Documents previously signed by District officers or associates, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Chief Financial Officer shall approve, with the Chief Financial Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form. The financing documents shall include a Financing Agreement and a Project Fund Agreement as USBGLF may request.

3. The JIPSD shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The JIPSD hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

4. All prior actions of JIPSD officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

ADOPTED, this 24th day of July, 2017.



JAMES ISLAND, SOUTH CAROLINA

By: Bill Cobby Wild
Its Chairman

Attest: [Signature]
Its Secretary