

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on August 27, 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, Donald Hollingsworth, Kay Kernodle, Eugene Platt, Bill Cubby Wilder and Kathy Woolsey.

Also present were: Mayor Bill Woolsey, Town of James Island; Councilman Joshua Stokes; Town of James Island; Councilman Garrett Milliken; Town of James Island; Helen McFadden, Parliamentarian; Robert Wise, Administrator; Tamara White, Administrative Coordinator; Susan Gladden, Chief Financial Officer; Chris Seabolt, Fire Chief; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Tom Glick, Deputy Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; David Major, Facilities Maintenance Specialist 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, asked the PSD to publicly apologize to the Town for unwarranted actions. He went on to request that agenda item #7 Resolution No. 18-03 be completely read into the record before the vote and not to be considered just by title.
 - B. Robert Schurmeier, 706 Creekside Drive, expressed that another bulletin should be sent to residents making them aware of the rules and regulations for the removal of trash. He went on to say that the message going around saying that "if you elect me as a PSD Commissioner I will vote against the 6 million dollar fire station" is dirty politics.
 - C. Marilyn Clifford, 811 W. Madison Avenue, asked for clarification on how the new fire station will get paid for.
 - D. Anna Walston, 954 Nabors Drive, asked where the accountability and item line budget is accessible and what is the plan to be more transparent with the spending. She also asked how the other PSD fire stations would be replaced; clarification from the previous Charleston County meeting about when the groundbreaking is happening to fix Signal Point road; how much of their tax money is going to pay for every time equipment has to be relocated to the Food Lion parking lot due to flooding on Signal Point Road.
 - E. Lyndy Palmer, 1227 Peregrine Road, asked what is going into the fire station that is going to cost 8 million dollars and raised concerns about the money being spent and how it is being accounted for. She also stated that censoring meetings is not American.
4. Approval of Minutes

- A. Mr. Hollingsworth moved to approve the Regular Commission meeting minutes of July 23, 2018, seconded by Mr. Wilder. A roll call vote was taken, and the motion carried unanimously.
- B. Mr. Wilder moved to approve the Governance Survey Workshop minutes of August 13, 2018, seconded by Mr. Hollingsworth. A roll call vote was taken, and the motion carried 5 to 1 as follows:

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

5. Service Award to Commissioner Bill Cubby Wilder
- A. On behalf of the JIPSD Commission, Ms. Engelman presented Mr. Wilder with a service award in appreciation of his service as Chair to the JIPSD Commission from July 2017 to June 2018.
6. Blessing and Wet Down of Engine 802 and Rescue 803
- A. Mr. Wise invited everyone outside to witness the blessing and wet down of the fleet. Chief Seabolt spoke on behalf of the department and Reverend (retired) Captain William Green led the blessing.
- B. Ms. BrownCrouch moved that agenda item #7 be switched with item #8, seconded by Ms. Woolsey. A roll call vote was taken, and the motion carried 6 to 1 as follows:

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

7. Fire Station 1 Design Presentation – Jennifer Charzewski AIA, LEED AP | Principal – liollo architecture
- A. Ms. Charzewski led a presentation and shared the initial schematic design of the station. She also addressed some of the budget questions raised during the public comments. Discussion followed.
8. Resolution No. 18-03 Authorizing the Reimbursement of Funds for Fire Station 1 Capital Project
- A. Ms. Gladden gave an overview of the bond and reimbursement financing. **Mr. Hollingsworth moved to approve Resolution No. 18-03 authorizing the reimbursement of funds for Fire Station 1 Capital project, seconded by Mr. Wilder.**
- B. Mr. Hollingsworth moved to call the question, seconded by Mr. Wilder.
- C. A roll call vote was taken, and the motion carried 5 to 2 as follows:

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

- D. Discussion followed. Mr. Hollingsworth asked the Parliamentarian's opinion on the debate. Ms. McFadden stated that they did not vote on the resolution and the only vote taken was to close debate. The Commission proceeded to vote on the resolution.
- E. **Mr. Hollingsworth moved to accept Resolution No. 18-03 authorizing the reimbursement of funds for Fire Station 1 Capital project, seconded by Mr. Wilder. A roll call vote was taken, and the motion carried 5 to 2 as follows:**

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

9. July JIPSD Management Report

- A. Mr. Wise asked if there were any questions on the report. There was no response.

10. Committee and JIPSD Representative Reports

- A. Ms. Engelman reported on the BCD Council of Governments meeting and encouraged all to attend. She stated that presentations were held on Lowcountry Go, the new BCD Council of Governments website and the regional park and ride study.
- B. Mr. Wilder reported on the intergovernmental meeting held at Town Hall. He highlighted the drainage issue discussed at the meeting.
- C. Ms. Engelman asked Mayor Woolsey to talk with SCDOT about picking up their road work signs in the neighborhoods.
- D. Ms. Woolsey asked why her agenda items were not put on the agenda. Ms. McFadden stated that it was her understanding that the Chair ruled on dilatory based on the actions taken at the meeting in June 2018 and the other agendas items were already on the agenda. Discussion followed about making agenda item requests.

11. Unfinished Business – none

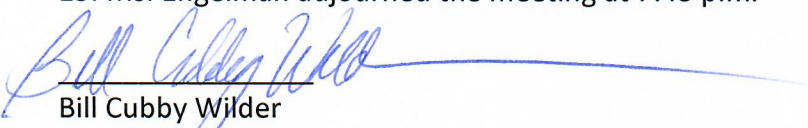
12. New Business – none

13. Correspondence and/or Newspaper Article – none

14. **Mr. Wilder moved to adjourn, seconded by Mr. Hollingsworth. A roll call vote was taken, and the motion carried 5 to 2 as follows:**

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

15. Ms. Engelman adjourned the meeting at 7:43 p.m.



Bill Cubby Wilder
Secretary
BCW/TW

JIPSD Administrator's Report to Date:

Commissioner Hollingsworth and I met with Mayor Tecklenburg and his staff; topic jurisdiction of JIPSD property, received a verbal approval: July 26, 2018.

Commissioners Hollingsworth and Kernodle and I along with Liollo representatives met with Mayor Woolsey and his staff; topic jurisdiction of JIPSD property, did not receive a verbal approval: August 8, 2018.

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

	Jul-17	Jul-18	% Change	Jul-17	Jul-18	% Change
Budget Comparison:	General Fund			Proprietary Fund		
Budget Revenues:	\$ 7,079,367	\$ 7,134,045		\$ 7,942,639	\$ 7,100,355	
Current Month	\$ 293	\$ 198		\$ 596,703	\$ 594,253	
Year to Date	\$ 293	\$ 198		\$ 596,703	\$ 594,253	
Actual %	0%	0%		8%	8%	
 Budget Expenses:	\$ 6,989,294	\$ 7,439,377		\$ 6,321,387	\$ 5,497,565	
Current Month	\$ 411,843	\$ 437,827	6%	\$ 357,476	\$ 187,005	-48%
Year to Date	\$ 411,843	\$ 437,758	6%	\$ 357,476	\$ 187,005	-48%
Remaining Budget	\$ 6,577,451	\$ 7,001,619		\$ 5,963,911	\$ 5,310,560	
Goal %	8%	8%		8%	8%	
Actual % Expensed	6%	6%		6%	3%	
+ Over/-Under	-2%	-2%		-2%	-5%	
 Cash Position:	General Fund			Proprietary Fund		
Beginning Cash	\$ 4,297,664	\$ 2,767,136		\$ 5,990,144	\$ 3,965,890	
Taxes Collected	\$ -	\$ -		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 558,371	\$ 571,069	
Fees and Permits	\$ -	\$ -		\$ 29,844	\$ 21,900	
Other Income	\$ 293	\$ 198		\$ 8,488	\$ 1,846	
Less: Operating Expenses	\$ (411,843)	\$ (437,827)		\$ (357,476)	\$ (187,005)	
Net Cash	\$ 3,886,115	\$ 2,329,507		\$ 6,229,370	\$ 4,373,700	
Restricted Cash	\$ 898,501	\$ 45,933		\$ 2,646,073	\$ 2,724,458	
Unrestricted Cash	\$ 2,987,614	\$ 2,283,573		\$ 3,583,297	\$ 1,649,243	

District-wide

	Jul-17	Jul-18	% Change	FY17 YTD	FY18 YTD	% Change
New Hires	0	0	0%	0	0	0%
Voluntary Separations	2	0	-100%	2	0	-100%
Involuntary Separations	0	0	0%	0	0	0%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,178	1,795	52%	1,178	1,795	52%
Hours Sick Leave Used	492	272	-45%	492	272	-45%
 OSHA Recordable Incidents	0	1	100%	0	1	100%
Non-Recordable Incidents	1	1	0%	1	1	0%
Vehicular Incidents	4	1	-75%	4	1	-75%
Motor Vehicular Accidents	0	0	0%	0	0	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
 Budgeted Overtime Expense	\$457,365	\$486,644				
Current Month	\$34,764	\$56,435	62%			
Year to Date	\$34,764	\$56,435				
Remaining Overtime	\$422,601	\$430,209				
Goal %	8%	8%				
Actual % Expensed	8%	12%	53%			
+ Over/-Under	0%	4%				

Administration

	Jul-17	Jul-18	% Change	FY17 YTD	FY18 YTD	% Change
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	1	0	-100%	1	0	-100%
Motor Vehicular Accidents	0	0	0%	0	0	0%
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	\$45	\$219	387%			
Year to Date	\$45	\$219				
Remaining Overtime	\$955	\$781				
Goal %	8%	8%				
Actual % Expensed	5%	22%	387%			
+ Over/-Under	-4%	14%				

Solid Waste

Tonnage Collected:						
	Jul-17	Jul-18	% Change	FY17 YTD	FY18 YTD	% Change
Garbage	506	546	8%	506	546	8%
Yard Debris	518	566	9%	518	566	9%
Manmade	238	225	-5%	238	225	-5%
Total Tonnage	1262	1338	6%	1,262	1,338	6%
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	1	1	0%	1	1	0%
Motor Vehicular Accidents	0	0	0%	0	0	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$20,000	\$18,000				
Current Month	\$620	\$338	-45%			
Year to Date	\$620	\$338				
Remaining Overtime	\$19,380	\$17,662				
Goal %	8%	8%				
Actual % Expensed	3%	2%	-39%			
+ Over/-Under	-5%	-6%				

Fire

	Jul-17	Jul-18	% Change	FY17 YTD	FY18 YTD	% Change
Fire Calls	3	4	33%	3	4	33%
Working Structure Fires	6	6	0%	6	6	0%
EMS Calls	151	119	-21%	151	119	-21%
Motor Vehicle Accidents	11	11	0%	11	11	0%
Good Intent Call	90	76	-16%	90	76	-16%
Hazardous Conditions	12	6	-50%	12	6	-50%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	25	33	32%	25	33	32%
Other Situation	2	4	100%	2	4	100%
Overpressure Rupture	0	0	0%	0	0	0%
Rescue	0	0	0%	0	0	0%
Service Call	27	22	-19%	27	22	-19%
Total Call Count	327	281	-14%	327	281	-14%
Automatic/Mutual Aid Given	5	10	100%	5	10	100%
Automatic/Mutual Aid Received	4	3	-25%	4	3	-25%
Public Service (Safety House, Etc.)	4	6	50%	4	6	50%
Associate Training Hours	1,183	1,273	8%	1,183	1,273	8%
Station Responses:						
Station 1	140	137	-2%	140	137	-2%
Station 2	75	56	-25%	75	56	-25%
Station 3	58	37	-36%	58	37	-36%
Station 4	54	51	-6%	54	51	-6%
Total Responses	327	281	-14%	327	281	-14%
Inspections:						
Commercial	89	52	-42%	89	52	-42%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	1	100%	0	1	100%
Non-Recordable Incidents	1	1	0%	1	1	0%
Vehicular Incidents	2	0	-100%	2	0	-100%
Motor Vehicular Accidents	0	0	0%	0	0	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$401,865	\$ 432,944				
Current Month	\$30,897	\$50,264	63%			
Year to Date	\$30,897	\$50,264				
Remaining Overtime	\$370,968	\$382,680				
Goal %	8%	8%				
Actual % Expensed	8%	12%	51%			
+ Over/-Under	0%	4%				

Events:

All Officers training held on July 18, 2018

Fleet

Preventive Maintenance:

	Jul-17	Jul-18	% Change	FY17 YTD	FY18 YTD	% Change
Administration	1	0	-100%	1	0	-100%
Fire	2	1	-50%	2	1	-50%
Maintenance	0	0	0%	0	0	0%
Solid Waste	6	4	-33%	6	4	-33%
Wastewater	3	8	167%	3	8	167%
Total	12	13	8%	12	13	8%

Repairs (In-house):

Administration	0	0	0%	0	0	0%
Fire	13	12	-8%	13	12	-8%
Maintenance	0	0	0%	0	0	0%
Solid Waste	35	32	-9%	35	32	-9%
Wastewater	7	2	-71%	7	2	-71%
Total	55	46	-16%	55	46	-16%

Service (In-house):

Administration	1	1	0%	1	1	0%
Fire	4	7	75%	4	7	75%
Maintenance	0	1	100%	0	1	100%
Solid Waste	41	29	-29%	41	29	-29%
Wastewater	5	5	0%	5	5	0%
Total	51	43	-16%	51	43	-16%

Repairs (Outside):

Administration	0	0	0%	0	0	0%
Fire	0	0	0%	0	0	0%
Maintenance	0	0	0%	0	0	0%
Solid Waste	2	2	0%	2	2	0%
Wastewater	0	0	0%	0	0	0%
Total	2	2	0%	2	2	0%

After Hours:

After hours call	1	3	200%	1	3	200%
After hours response	1	3	200%	1	3	200%

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%	0	0	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%

Budgeted Overtime Expense	\$4,500	\$4,700	
Current Month	\$446	\$443	-1%
Year to Date	\$446	\$443	
Remaining Overtime	\$4,054	\$4,257	
Goal %	8%	8%	
Actual % Expensed	10%	9%	-5%
+ Over/-Under	2%	1%	

Wastewater

	Jul-17	Jul-18	% Change	FY17 YTD	FY18 YTD	% Change
PSD Sewer Line Backups	1	3	200%	1	3	200%
Customer Sewer Line Backups	6	7	17%	6	7	17%
Unknown Sewer Line Backups	0	0	0%	0	0	0%
Total Sewer Backup Calls	7	10	43%	7	10	43%
Disconnects	47	32	-32%	47	32	-32%
Reconnects	43	22	-49%	43	22	-49%
Gallons Transported	92,679,000	76,004,000	-18%	92,679,000	76,004,000	-18%
Gravity Lines (In Feet):						
Cleaned (JIPSD)	0	0	0%	0	0	0%
Cleaned (Hydrostructures)	8,515	11,549	36%	8,515	11,549	36%
Televised (JIPSD)	0	0	0%	0	0	0%
Televised (Hydrostructures)	8,515	11,549	36%	8,515	11,549	36%
Clean Outs Raised	5	15	200%	5	15	200%
Clean Outs Repaired	3	18	500%	3	18	500%
Pump Stations:						
Stations Cleaned	13	8	-38%	13	8	-38%
Floats/Transducers Cleaned	6	20	233%	6	20	233%
Street Named Signs:						
Cleaned/Repaired	0	14	100%	0	14	100%
Replaced/Installed	0	5	100%	0	5	100%
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%	0	0	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$30,000	\$30,000				
Current Month	\$2,756	\$5,171	88%			
Year to Date	\$2,756	\$5,171				
Remaining Overtime	\$27,244	\$24,829				
Goal %	8%	8%				
Actual % Expensed	9%	17%	88%			
+ Over/-Under	1%	9%				
Developments:	City/PSD	Street		ERUs		
None						