

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on August 28, 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 (arrived at 6:02 p.m.); Inez BrownCrouch, Sandi Engelman (left at 6:12 p.m.), Donald Hollingsworth (arrived at 6:02 p.m.), Kay Kernodle, Eugene Platt and Kathy Woolsey.

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

Ms. Engelman called the meeting to order.

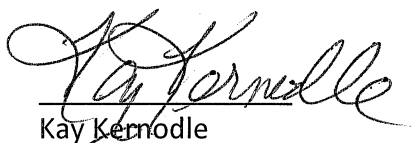
Mr. Platt led the invocation, a moment of silence for Commissioner Engelman's half-brother, followed by the pledge to the flag of the United States of America.

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, expressed disapproval for the increase in his sewer bill and rate increases.
 - B. Robert Schurmeier, 706 Creekside Drive, congratulated Mr. Hollingsworth on his service award recognition.
4. Service Award Presentation for Donald A. Hollingsworth
 - A. Mr. Wilder recognized Mr. Hollingsworth for his 20+ years of service to the Commission and residents of James Island. Discussion followed.
5. Approval of Minutes
 - A. **Ms. Woolsey moved to approve the Regular Commission meeting minutes of July 24, 2017, seconded by Mr. Hollingsworth. A roll call vote was called and the motion carried unanimously.**
6. July JIPSD Management Report
 - A. Mr. Wise confirmed registered attendees for the October 2017 Special Purpose District Conference.
7. Committee Reports – none
8. Unfinished Business – none
9. New Business – none
10. Correspondence and/or Newspaper Articles – no discussion.

11. Ms. Woolsey moved to adjourn the meeting early due to inclement weatherr, seconded by Mr. Hollingsworth. The motion carried 4 to 2 as follows:

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

12. Mr. Wilder adjourned the meeting at 6:20 p.m.



Kay Kernodle
Secretary
KK/TE

District Manager's Report to Date:

Survived the Total Solar Eclipse: August 21, 2017

2017 SPD Conference Registration due by September 13, 2017

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

Budget Comparison:	Jul-16	Jul-17	% Change	Jul-16	Jul-17	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,617,366	\$ 7,079,367		\$ 7,645,854	\$ 7,942,639	
Current Month	\$ 106,902	\$ 293		\$ 532,606	\$ 596,703	
Year to Date	\$ 106,902	\$ 293		\$ 532,606	\$ 596,703	
Actual %	2%	0%		7%	8%	
Budget Expenses:	\$ 6,571,416	\$ 6,989,294		\$ 4,701,673	\$ 6,321,387	
Current Month	\$ 377,513	\$ 411,843	9%	\$ 128,815	\$ 357,476	178%
Year to Date	\$ 377,513	\$ 411,843	9%	\$ 128,815	\$ 357,476	178%
Remaining Budget	\$ 6,193,903	\$ 6,577,451		\$ 4,572,858	\$ 5,963,911	
Goal %	8%	8%		8%	8%	
Actual % Expensed	6%	6%		3%	6%	
+ Over/-Under	-2%	-2%		-5%	-2%	

YTD difference due to accounting timing issue from prior year.

Cash Position:	Jul-16	Jul-17	% Change	Jul-16	Jul-17	% Change
	General			Proprietary		
Beginning Cash	\$ 3,178,677	\$ 4,297,664		\$ 4,066,299	\$ 5,990,144	
Taxes Collected	\$ 106,138	\$ -		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 495,382	\$ 558,371	
Fees and Permits	\$ -	\$ -		\$ 34,030	\$ 29,844	
Other Income	\$ 763	\$ 293		\$ 3,194	\$ 8,488	
Less: Operating Expenses	\$ (377,513)	\$ (411,843)		\$ (128,815)	\$ (357,476)	
Ending Cash	\$ 2,908,065	\$ 3,886,114	34%	\$ 4,470,090	\$ 6,229,370	39%
Restricted Cash	\$ 108,871	\$ 898,501		\$ 3,011,346	\$ 2,646,073	
Unrestricted Cash	\$ 2,799,194	\$ 2,987,613		\$ 1,458,744	\$ 3,583,297	

District-wide

	Jul-16	Jul-17	% Change	FY16 YTD	FY17 YTD	% Change
New Hires	0	0	0%	0	0	0%
Voluntary Separations	2	2	0%	2	2	0%
Involuntary Separations	1	0	-100%	1	0	-100%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,789	1,178	-34%	1,789	1,178	-34%
Hours Sick Leave Used	531	492	-7%	531	492	-7%
OSHA Recordable Incidents	5	0	-100%	5	0	-100%
Non-Recordable Incidents	0	1	100%	0	1	100%
Vehicular Incidents	2	4	100%	2	4	100%
Motor Vehicular Accidents	0	0	0%	0	0	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	5	0	-100%	5	0	-100%
Budgeted Overtime Expense	\$412,197	\$457,365				
Current Month	\$38,329	\$34,764	-9%			
Year to Date	\$38,329	\$34,764				
Remaining Overtime	\$373,868	\$422,601				
Goal %	8%	100%				
Actual % Expensed	9%	8%	-18%			
+ Over/-Under	1%	-92%				

Events:

Preventive Worksite Screenings

Administration

	<u>Jul-16</u>	<u>Jul-17</u>	<u>% Change</u>	<u>FY16 YTD</u>	<u>FY17 YTD</u>	<u>% Change</u>
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	\$1,000	\$1,000				
Current Month	\$0	\$45	0%			
Year to Date	\$0	\$45				
Remaining Overtime	\$1,000	\$955				
Goal %	8%	8%				
Actual % Expensed	0%	5%	0%			
+ Over/-Under	-8%	-4%				

Solid Waste

Tonnage Collected:	<u>Jul-16</u>	<u>Jul-17</u>	<u>% Change</u>	<u>FY16 YTD</u>	<u>FY17 YTD</u>	<u>% Change</u>
Garbage	470	506	8%	470	506	8%
Yard Debris	546	518	-5%	546	518	-5%
Manmade	190	238	25%	190	238	25%
Total Tonnage	1206	1262	5%	1,206	1,262	5%
OSHA Recordable Incidents	1	0	-100%	1	0	-100%
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	1	0	-100%	1	0	-100%
Budgeted Overtime Expense	\$15,000	\$20,000				
Current Month	\$3,774	\$620	-84%			
Year to Date	\$3,774	\$620				
Remaining Overtime	\$11,226	\$19,380				
Goal %	8%	8%				
Actual % Expensed	25%	3%	-88%			
+ Over/-Under	17%	-5%				

Fire

	Jul-16	Jul-17	% Change	FY16 YTD	FY17 YTD	% Change
Fire Calls	9	48	433%	9	48	433%
Working Structure Fires	4	7	75%	4	7	75%
EMS Calls	111	186	68%	111	186	68%
Motor Vehicle Accidents	13	12	-8%	13	12	-8%
Good Intent Call	88	13	-85%	88	13	-85%
Hazardous Conditions	18	10	-44%	18	10	-44%
Malicious False Call	0	2	100%	0	2	100%
Other False Call	11	3	-73%	11	3	-73%
Other Situation	5	0	-100%	5	0	-100%
Overpressure Rupture	0	6	100%	0	6	100%
Rescue	0	0	0%	0	0	0%
Service Call	19	3	-84%	19	3	-84%
Total Call Count	278	290	4%	278	290	4%
Automatic/Mutual Aid Given	3	36	1100%	3	36	1100%
Automatic/Mutual Aid Received	3	6	100%	3	6	100%
Public Service (Safety House, Etc.)	7	14	100%	7	14	100%
Employee Training Hours	1,272	1,183	-7%	1,272	1,183	-7%
Station Responses:						
Station 1	119	131	10%	119	131	10%
Station 2	57	71	25%	57	71	25%
Station 3	62	53	-15%	62	53	-15%
Station 4	40	49	23%	40	49	23%
Total Responses	278	304	9%	278	304	9%
Inspections:						
Commercial	0	104	100%	0	104	0%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	4	0	-100%	4	0	-100%
Non-Recordable Incidents	0	1	100%	0	1	100%
Vehicular Incidents	0	2	100%	0	2	100%
Motor Vehicular Accidents	0	0	0%	0	0	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	4	0	-100%	4	0	-100%
Budgeted Overtime Expense	\$362,197	\$ 401,865				
Current Month	\$31,031	\$30,897	0%			
Year to Date	\$31,031	\$30,897				
Remaining Overtime	\$331,166	\$370,968				
Goal %	8%	8%				
Actual % Expensed	9%	8%	-10%			
+ Over/-Under	1%	0%				



Fleet	Jul-16	Jul-17	% Change	FY16 YTD	FY17 YTD	% Change
Preventive Maintenance:						
Administration	0	1	100%	0	1	100%
Fire	1	2	100%	1	2	100%
Maintenance	0	0	0%	0	0	0%
Solid Waste	10	6	-40%	10	6	-40%
Wastewater	1	3	200%	1	3	200%
Total	12	12	0%	12	12	0%
Repairs (In-house):						
Administration	0	0	0%	0	0	0%
Fire	5	13	160%	5	13	160%
Maintenance	0	0	0%	0	0	0%
Solid Waste	27	35	30%	27	35	30%
Wastewater	0	7	100%	0	7	100%
Total	32	55	72%	32	55	72%
Service (In-house):						
Administration	5	1	-80%	5	1	-80%
Fire	9	4	-56%	9	4	-56%
Maintenance	1	0	-100%	1	0	-100%
Solid Waste	57	41	-28%	57	41	-28%
Wastewater	4	5	25%	4	5	25%
Total	76	51	-33%	76	51	-33%
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	0	2	100%	0	2	100%
Wastewater	0	0	0%	0	0	0%
Total	0	2	100%	0	2	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	\$4,000	\$4,500				
Current Month	\$965	\$446	-54%			
Year to Date	\$965	\$446				
Remaining Overtime	\$3,035	\$4,054				
Goal %	8%	8%				
Actual % Expensed	24%	10%	-59%			
+ Over/-Under	16%	2%				



Wastewater

	<u>Jul-16</u>	<u>Jul-17</u>	<u>% Change</u>	<u>FY16 YTD</u>	<u>FY17 YTD</u>	<u>% Change</u>
PSD Sewer Line Backups	3	1	-67%	3	1	-67%
Customer Sewer Line Backups	6	6	0%	6	6	0%
Total Sewer Backup Calls	9	7	-22%	9	7	-22%
Disconnects	51	47	-8%	51	47	-8%
Reconnects	39	43	10%	39	43	10%
Gallons Transported	84,980,000	92,679,000	9%	84,980,000	92,679,000	9%
Gravity Lines (In Feet):						
Cleaned	4,557	0	-100%	4,557	0	-100%
Televised	0	0	0%	0	0	0%
Clean Outs Raised	23	5	-78%	23	5	-78%
Clean Outs Repaired	16	3	-81%	16	3	-81%
Pump Stations:						
Stations Cleaned	14	13	-7%	14	13	-7%
Floats/Transducers Cleaned	57	6	-89%	57	6	-89%
Street Named Signs:						
Cleaned/Repaired	0	0	0%	0	0	0%
Replaced/Installed	0	0	0%	0	0	0%
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	\$2,559	\$2,756	8%			
Year to Date	\$2,559	\$2,756				
Remaining Overtime	\$27,441	\$27,244				
Goal %	8%	8%				
Actual % Expensed	9%	9%	8%			
+ Over/-Under	1%	1%				
Developments:						
Avalon James Island- Promenade Vista Street	City/PSD City	Street		ERUs 280		