

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on September 25, 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; Susan Gladden, CFO; Tamara Eberhart, Administrative Coordinator; Tom Glick, Deputy Fire Chief; Richard Rodgers, Battalion Chief; Bob George, District Consulting Engineer; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

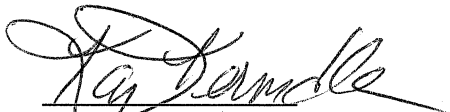
Mr. Wilder called the meeting to order.

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, expressed that he was disappointed about the last Administrative Committee meeting and hopes to see business going on in future meetings.
 - B. Robert Schurmeier, 706 Creekside Drive, stated that he would like to see another comment section at the end of the meeting.
 - C. Eugene Platt, 734 Gilmore Court, addressed the Commission as a constituent with concerns about the change in the frequency of the Commission meetings, meeting cancellations in November and December and reducing their salaries.
4. Approval of Minutes
 - A. **Ms. Engelman moved to approve the Regular Commission meeting minutes of August 28, 2017, seconded by Ms. Woolsey. A roll call vote was taken and the motion carried unanimously.**
 - B. **Mr. Hollingsworth moved to approve the Administrative Committee meeting minutes of September 18, 2017, seconded by Ms. Engelman. 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
5. August JIPSD Management Report
 - A. Mr. Wise summarized the report.
 - B. Mr. Wise presented dates for a follow workshop with consultant David McNair. The Commission agreed to meet at 12 p.m. on November 13, 2017.

6. Fund Balance Reporting
 - A. Ms. Gladden gave a presentation about the components of funds available during emergencies. Discussion followed.
7. Committee Reports
 - A. Ms. Engelman reported that the Administrative Committee held on September 18, 2017. Discussion followed.
8. Unfinished Business – none
9. New Business – none
10. Correspondence and/or Newspaper Articles – no discussion.
11. Executive Session
 - A. **Ms. Engelman moved to enter into executive session in accordance with § 30-4-70 (a) and (b), Code of Laws of South Carolina, as amended, (2) for discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property [Fire Station 1 site location]. Ms. Woolsey seconded the motion. The motion carried unanimously.**
 - B. The Commission entered into executive session at 6:57 p.m.
 - C. The Commission returned to regular session at 7:44 p.m.
 - D. **Mr. Hollingsworth moved to have staff proceed with acquiring Site 1 for the fire station location, seconded by Ms. BrownCrouch. The motion carried unanimously.**
12. **Ms. Engelman moved to adjourn, seconded by Mr. Hollingsworth. A roll call vote was taken and the motion carried with 6 in favor and 1 abstention from Mr. Platt.**
13. Mr. Wilder adjourned the meeting at 7:45 p.m.



Kay Kernodle
Secretary
KK/TE

District Manager's Report to Date:

Irma After Action Review Report; Full report will be presented at the Regular Commission Meeting, October 23, 2017

David McNair Commission Workshop; Confirm date & time

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

Budget Comparison:	Aug-16	Aug-17	% Change	Aug-16	Aug-17	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,617,366	\$ 7,079,367		\$ 7,645,854	\$ 7,942,639	
Current Month	\$ 75,885	\$ 421,490		\$ 551,645	\$ 756,046	
Year to Date	\$ 76,648	\$ 421,783		\$ 1,083,901	\$ 1,348,033	
Actual %	1%	6%		14%	17%	
Budget Expenses:	\$ 6,571,416	\$ 6,989,294		\$ 4,701,673	\$ 6,321,387	
Current Month	\$ 563,660	\$ 717,667	27%	\$ 425,384	\$ 518,186	22%
Year to Date	\$ 941,173	\$ 1,129,510	20%	\$ 554,943	\$ 875,663	58%
Remaining Budget	\$ 5,630,243	\$ 5,859,784		\$ 4,146,730	\$ 5,445,724	
Goal %	17%	17%		17%	17%	
Actual % Expensed	14%	16%		12%	14%	
+ Over/-Under	-3%	-1%		-5%	-3%	

Cash Position:

	Aug-16	Aug-17	% Change	Aug-16	Aug-17	% Change
	General			Proprietary		
Beginning Cash	\$ 1,790,351	\$ 4,063,402		\$ 5,949,172	\$ 6,194,550	
Taxes Collected	\$ 74,298	\$ 59,644		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 494,947	\$ 604,146	
Fees and Permits	\$ -	\$ -		\$ 54,080	\$ 150,030	
Other Income	\$ 1,587	\$ 357,608		\$ 2,618	\$ 1,870	
Less: Operating Expenses	\$ (563,660)	\$ (717,667)		\$ (425,384)	\$ (518,186)	
Ending Cash	\$ 1,302,576	\$ 3,762,986	189%	\$ 6,075,432	\$ 6,432,409	6%
Restricted Cash	\$ 131,632	\$ 602,885		\$ 3,066,026	\$ 2,744,497	
Unrestricted Cash	\$ 1,170,944	\$ 3,160,101		\$ 3,009,406	\$ 3,687,911	

District-wide

	Aug-16	Aug-17	% Change	FY16 YTD	FY17 YTD	% Change
New Hires	3	1	-67%	3	1	-67%
Voluntary Separations	1	1	0%	3	3	0%
Involuntary Separations	0	0	0%	1	0	-100%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	2,235	2,978	33%	4,023	4,156	3%
Hours Sick Leave Used	1,325	1,392	5%	1,856	1,884	2%
OSHA Recordable Incidents	2	2	0%	7	2	-71%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	0	3	100%	2	7	250%
Motor Vehicular Accidents	1	2	100%	1	2	100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	2	2	0%	7	2	-71%
Budgeted Overtime Expense	\$412,197	\$457,365				
Current Month	\$34,367	\$48,715	42%			
Year to Date	\$72,696	\$83,479				
Remaining Overtime	\$339,501	\$373,886				
Goal %	17%	17%				
Actual % Expensed	18%	18%	3%			
+ Over/-Under	1%	1%				

Events:

New Hire Orientation for Matthew Lynch - Firefighter 08/14/2017

Administration

	Aug-16	Aug-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	1	100%	1	2	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	\$8	\$6	0%			
Year to Date	\$8	\$51				
Remaining Overtime	\$992	\$949				
Goal %	17%	17%				
Actual % Expensed	1%	5%	540%			
+ Over/-Under	-16%	-12%				

Solid Waste

Tonnage Collected:

	Aug-16	Aug-17	% Change	FY16 YTD	FY17 YTD	% Change
Garbage	540	559	3%	1,010	1,065	5%
Yard Debris	496	557	12%	1,042	1,074	3%
Manmade	209	236	13%	399	474	19%
Total Tonnage	1244	1351	9%	2,450	2,613	7%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	0	1	100%	0	1	100%
Vehicular Incidents	0	1	100%	1	2	100%
Motor Vehicular Accidents	0	1	100%	0	1	100%
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	\$2,264	\$1,323	-42%			
Year to Date	\$6,038	\$1,943				
Remaining Overtime	\$8,962	\$18,057				
Goal %	0%	17%				
Actual % Expensed	40%	10%	-76%			
+ Over/-Under	40%	-7%				

Fire

	Aug-16	Aug-17	% Change	FY16 YTD	FY17 YTD	% Change
Fire Calls	5	38	660%	14	86	514%
Working Structure Fires	1	4	300%	5	11	120%
EMS Calls	113	152	35%	224	338	51%
Motor Vehicle Accidents	22	16	-27%	35	28	-20%
Good Intent Call	82	15	-82%	170	28	-84%
Hazardous Conditions	9	10	11%	27	20	-26%
Malicious False Call	0	0	0%	0	2	100%
Other False Call	25	39	56%	36	42	17%
Other Situation	4	5	25%	9	5	-44%
Overpressure Rupture	0	5	100%	0	11	100%
Rescue	0	2	100%	0	2	100%
Service Call	20	9	-55%	39	12	-69%
Total Call Count	281	295	5%	559	585	5%
Automatic/Mutual Aid Given	11	31	182%	14	67	379%
Automatic/Mutual Aid Received	1	3	200%	4	9	125%
Public Service (Safety House, Etc.)	7	7	0%	14	21	50%
Employee Training Hours	1,121	1,188	6%	2,393	2,371	-1%
Station Responses:						
Station 1	123	134	9%	242	265	10%
Station 2	62	64	3%	119	135	13%
Station 3	40	57	43%	102	110	8%
Station 4	43	47	9%	83	96	16%
Total Responses	268	302	13%	546	606	11%
Inspections:						
Commercial	3	67	2133%	3	171	5600%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	1	100%	4	1	-75%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	0	0	0%	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	0	1	100%	4	1	-75%
Budgeted Overtime Expense	\$362,197	\$ 401,865				
Current Month	\$28,417	\$40,930	44%			
Year to Date	\$59,449	\$71,827				
Remaining Overtime	\$302,748	\$330,038				
Goal %	17%	17%				
Actual % Expensed	16%	18%	9%			
+ Over/-Under	-1%	1%				



Fleet

	Aug-16	Aug-17	% Change	FY16 YTD	FY17 YTD	% Change
Preventive Maintenance:						
Administration	1	0	-100%	1	1	0%
Fire	2	1	-50%	3	3	0%
Maintenance	0	0	0%	0	0	0%
Solid Waste	8	11	38%	18	17	-6%
Wastewater	4	0	-100%	5	3	-40%
Total	15	12	-20%	27	24	-11%
Repairs (In-house):						
Administration	4	2	-50%	4	2	-50%
Fire	10	10	0%	15	23	53%
Maintenance	0	1	100%	0	1	100%
Solid Waste	39	36	-8%	66	71	8%
Wastewater	4	0	-100%	4	7	75%
Total	57	49	-14%	89	104	17%
Service (In-house):						
Administration	2	1	-50%	7	2	-71%
Fire	11	14	27%	20	18	-10%
Maintenance	0	0	0%	1	0	-100%
Solid Waste	64	47	-27%	121	88	-27%
Wastewater	8	9	13%	12	14	17%
Total	85	71	-16%	161	122	-24%
Repairs (Outside):						
Administration	1	0	-100%	1	0	-100%
Fire	0	1	100%	0	1	100%
Maintenance	0	0	0%	0	0	0%
Solid Waste	4	0	-100%	4	2	-50%
Wastewater	1	0	-100%	1	0	-100%
Total	6	1	-83%	6	3	-50%
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	\$370	\$668	81%			
Year to Date	\$1,335	\$1,114				
Remaining Overtime	\$2,665	\$3,386				
Goal %	17%	17%				
Actual % Expensed	33%	25%	-26%			
+ Over/-Under	16%	8%				



Wastewater

	Aug-16	Aug-17	% Change	FY16 YTD	FY17 YTD	% Change
PSD Sewer Line Backups	1	4	300%	4	5	25%
Customer Sewer Line Backups	6	6	0%	12	12	0%
Total Sewer Backup Calls	7	10	43%	16	17	6%
Disconnects	85	48	-44%	136	95	-30%
Reconnects	82	46	-44%	121	89	-26%
Gallons Transported	76,876,000	113,409,000	48%	161,856,000	206,088,000	27%
Gravity Lines (In Feet):						
Cleaned	3,615	0	-100%	8,172	0	-100%
Televised	0	0	0%	0	0	0%
Clean Outs Raised	23	6	-74%	46	11	-76%
Clean Outs Repaired	17	13	-24%	33	16	-52%
Pump Stations:						
Stations Cleaned	19	0	-100%	33	13	-61%
Floats/Transducers Cleaned	41	0	-100%	98	6	-94%
Street Named Signs:						
Cleaned/Repaired	24	12	-50%	24	12	-50%
Replaced/Installed	5	5	0%	5	5	0%
OSHA Recordable Incidents	2	1	-50%	2	1	-50%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	0	0	0%
Motor Vehicular Accidents	1	1	0%	1	1	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	2	1	-50%	2	1	-50%
Budgeted Overtime Expense	\$30,000	\$30,000				
Current Month	\$3,307	\$5,787	75%			
Year to Date	\$5,866	\$8,543				
Remaining Overtime	\$24,134	\$21,457				
Goal %	17%	17%				
Actual % Expensed	20%	28%	46%			
+ Over/-Under	3%	11%				
Developments:						
Woodland Shores Commercial - 1989 Maybank Hwy		City/PSD PSD		ERUs 41		

Projects Under Construction:

SSES of Collection System—A Sanitary Sewer Evaluation Survey (SSES) is used to help a wastewater service provider identify defects in the system. Defects may include areas with high inflow and infiltration (I/I) meaning ground water is entering the wastewater line, aging or insufficient infrastructure. The project was placed out for bid and awarded to Hydrostructures, P.A. in the amount of \$1,832,847

CIPP of 15" VCP Feeding Dills Bluff Trunk Line—Cured-in-Place Pipe (CIPP) is a minimally invasive method used to rehabilitate existing pipes underground. A liner made of special material is inserted in an existing pipe after which hot water or steam is pumped into the liner adhering it to the existing pipe. The existing pipe is thoroughly cleaned prior to installation. Homes connected to the line being rehabilitated may experience a temporary chemical smell while the liner is attached. The project will take place on the South end of Dills Bluff Road near Fort Johnson Road. The project was placed out for bid and awarded to SAK Construction, LLC for \$397,344.

For questions concerning any of the projects listed above, please email David Hoffman, Director of Wastewater Services, at hoffmand@jipsd.org.