

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on October 22, 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.

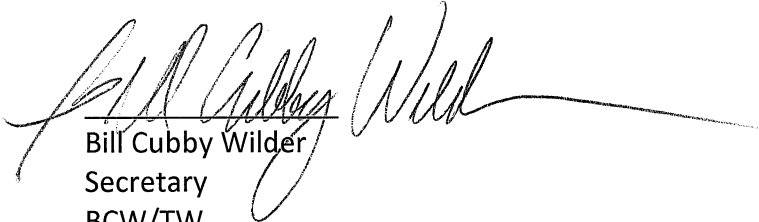
Also present were: Robert Wise, Administrator; Tamara White, Administrative Coordinator; Chris Seabolt, Fire Chief; Tom Glick, Deputy Fire Chief; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

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 that the questions resident Franny Henty asked related to the Maybank highway sewage problems and the Wambaw study be answered at the next meeting.
4. Approval of Minutes
 - A. **Mr. Hollingsworth moved to approve the Regular Commission meeting minutes of September 24, 2018, seconded by Mr. Wilder. A roll call vote was taken, and the motion carried unanimously.**
5. Introduction of New Fire Department Associates – Chief Chris Seabolt
 - A. Chief Seabolt introduced the new associates as: Firefighters Jacob Bolen, Michael O'Brien and Scott Mergens. He also mentioned current recruit school trainees as: Charles Poole and John Rodriquez.
6. September JIPSD Management Report
 - A. Mr. Wise reported that the three months represented in the report are right on target.
 - B. Mr. Wilder recognized Mr. Wise for being elected President of the SC Special Purpose District.
7. Committee and JIPSD Representative Reports – none
8. Unfinished Business – none
9. New Business – none
10. Correspondence and/or Newspaper Article – none

11. Ms. Engelman moved to adjourn, seconded by Mr. Platt. A roll call vote was taken, and the motion carried unanimously.
12. Ms. Engelman adjourned the meeting at 6:11 p.m.



Bill Cubby Wilder
Secretary
BCW/TW

JIPSD Administrator'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:	Sep-17	Sep-18	% Change	Sep-17	Sep-18	% Change
	General Fund			Proprietary Fund		
Budget Revenues:	\$ 7,079,367	\$ 7,134,045		\$ 7,942,639	\$ 7,100,355	
Current Month	\$ 172,922	\$ 720		\$ 630,695	\$ 657,878	
Year to Date	\$ 586,328	\$ 90,457		\$ 1,979,036	\$ 1,874,884	
Actual %	8%	1%		25%	26%	
Budget Expenses:	\$ 6,989,294	\$ 7,439,377		\$ 6,321,387	\$ 5,497,565	
Current Month	\$ 483,128	\$ 656,727	36%	\$ 318,250	\$ 366,900	15%
Year to Date	\$ 1,611,868	\$ 1,904,637	18%	\$ 1,193,863	\$ 1,546,025	29%
Remaining Budget	\$ 5,377,426	\$ 5,534,740		\$ 5,127,524	\$ 3,951,540	
Goal %	25%	25%		25%	25%	
Actual % Expensed	23%	26%		19%	28%	
+ Over/-Under	-2%	1%		-6%	3%	

Cash Position:	Sep-17	Sep-18	% Change	Sep-17	Sep-18	% Change
	General Fund			Proprietary Fund		
Beginning Cash	\$ 3,346,044	\$ 880,498		\$ 6,424,512	\$ 4,398,264	
Taxes Collected	\$ 67,751	\$ -		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 599,829	\$ 603,272	
Fees and Permits	\$ -	\$ -		\$ 28,295	\$ 51,109	
Other Income	\$ 105,171	\$ 720		\$ 2,571	\$ 3,497	
Less: Operating Expenses	\$ (483,128)	\$ (656,727)		\$ (318,250)	\$ (366,900)	
Net Cash	\$ 3,035,838	\$ 224,491		\$ 6,736,957	\$ 4,689,242	
Restricted Cash	\$ 899,447	\$ 19,332		\$ 2,729,994	\$ 2,996,600	
Unrestricted Cash	\$ 2,136,391	\$ 205,159		\$ 4,006,962	\$ 1,692,642	

District-wide

	Sep-17	Sep-18	% Change	FY17 YTD	FY18 YTD	% Change
New Hires	0	0	0%	1	0	-100%
Voluntary Separations	1	3	200%	4	4	0%
Involuntary Separations	0	1	100%	0	1	100%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	789	1,509	91%	4,945	6,137	24%
Hours Sick Leave Used	913	273	-70%	2,797	1,147	-59%
OSHA Recordable Incidents	0	0	0%	2	1	-50%
Non-Recordable Incidents	1	0	-100%	3	3	0%
Vehicular Incidents	0	1	100%	6	2	-67%
Motor Vehicular Accidents	0	1	100%	2	2	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	1	0	-100%
Budgeted Overtime Expense	\$457,365	\$486,644				
Current Month	\$53,105	\$73,381	38%			
Year to Date	\$136,584	\$210,060				
Remaining Overtime	\$320,781	\$276,584				
Goal %	25%	25%				
Actual % Expensed	30%	43%	45%			
+ Over/-Under	5%	18%				

Administration

	Sep-17	Sep-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	0	0	0%	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	\$0	\$163	100%			
Year to Date	\$51	\$575				
Remaining Overtime	\$949	\$425				
Goal %	25%	25%				
Actual % Expensed	5%	57%	100%			
+ Over/-Under	-20%	32%				

Solid Waste

Tonnage Collected:	Sep-17	Sep-18	% Change	FY17 YTD	FY18 YTD	% Change
Garbage	507	430	-15%	1,572	1,497	-5%
Yard Debris	1211	394	-67%	2,286	1,424	-38%
Manmade	193	193	0%	667	680	2%
Total Tonnage	1912	1017	-47%	4,525	3,601	-20%
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	0	0%	1	0	-100%
Vehicular Incidents	0	0	0%	2	1	-50%
Motor Vehicular Accidents	0	0	0%	1	1	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	\$5,527	\$213	-96%			
Year to Date	\$7,470	\$1,098				
Remaining Overtime	\$12,530	\$16,902				
Goal %	25%	25%				
Actual % Expensed	37%	6%	-84%			
+ Over/-Under	12%	-19%				

Fire

	Sep-17	Sep-18	% Change	FY17 YTD	FY18 YTD	% Change
Fire Calls	2	4	100%	11	9	-18%
Working Structure Fires	3	2	-33%	13	9	-31%
EMS Calls	105	97	-8%	378	359	-5%
Motor Vehicle Accidents	15	10	-33%	38	26	-32%
Good Intent Call	99	48	-52%	294	195	-34%
Hazardous Conditions	19	10	-47%	40	25	-38%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	31	15	-52%	73	68	-7%
Other Situation	16	1	-94%	19	6	-68%
Overpressure Rupture	0	0	0%	2	0	-100%
Rescue	0	0	0%	0	0	0%
Service Call	24	16	-33%	73	58	-21%
Total Call Count	314	203	-35%	941	755	-20%
Automatic/Mutual Aid Given	7	0	-100%	16	13	-19%
Automatic/Mutual Aid Received	1	0	-100%	6	3	-50%
Public Service (Safety House, Etc.)	4	6	50%	12	18	50%
Associate Training Hours	1,241	1,437	16%	3,661	4,180	14%
Station Responses:						
Station 1	129	94	-27%	400	335	-16%
Station 2	65	38	-42%	203	157	-23%
Station 3	56	28	-50%	172	112	-35%
Station 4	66	43	-35%	168	151	-10%
Total Responses	316	203	-36%	943	755	-20%
Inspections:						
Commercial	14	0	-100%	126	79	-37%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	0	0%	1	1	0%
Non-Recordable Incidents	0	0	0%	1	2	100%
Vehicular Incidents	0	0	0%	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	\$37,246	\$69,087	85%			
Year to Date	\$109,073	\$189,969				
Remaining Overtime	\$292,792	\$242,975				
Goal %	25%	25%				
Actual % Expensed	27%	44%	62%			
+ Over/-Under	2%	19%				

Events:
Hurricane Florence
Shift Mentoring Training held September 4th, 18th and 25th

Fleet	Sep-17	Sep-18	% Change	FY17 YTD	FY18 YTD	% Change
Preventive Maintenance:						
Administration	0	0	0%	1	1	0%
Fire	1	0	-100%	4	4	0%
Maintenance	0	0	0%	0	1	100%
Solid Waste	5	6	20%	22	18	-18%
Wastewater	2	1	-50%	5	12	140%
Total	8	7	-13%	32	36	13%
Repairs (In-house):						
Administration	0	0	0%	2	0	-100%
Fire	15	2	-87%	38	24	-37%
Maintenance	0	0	0%	1	0	-100%
Solid Waste	24	24	0%	95	79	-17%
Wastewater	6	1	-83%	13	3	-77%
Total	45	27	-40%	149	106	-29%
Service (In-house):						
Administration	1	0	-100%	3	1	-67%
Fire	11	5	-55%	29	20	-31%
Maintenance	0	0	0%	0	1	100%
Solid Waste	44	23	-48%	132	95	-28%
Wastewater	0	3	100%	14	12	-14%
Total	56	31	-45%	178	129	-28%
Repairs (Outside):						
Administration	1	0	-100%	1	0	-100%
Fire	0	0	0%	1	1	0%
Maintenance	0	0	0%	0	0	0%
Solid Waste	2	2	0%	4	8	100%
Wastewater	0	0	0%	0	0	0%
Total	3	2	-33%	6	9	50%
After Hours:						
After hours call	2	1	-50%	4	5	25%
After hours response	2	1	-50%	4	5	25%
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	\$742	\$106	-86%			
Year to Date	\$1,857	\$1,078				
Remaining Overtime	\$2,643	\$3,622				
Goal %	25%	25%				
Actual % Expensed	41%	23%	-44%			
+ Over/-Under	16%	-2%				

Wastewater

	Sep-17	Sep-18	% Change	FY17 YTD	FY18 YTD	% Change
PSD Sewer Line Backups	6	4	-33%	11	10	-9%
Customer Sewer Line Backups	4	6	50%	16	17	6%
Unknown Sewer Line Backups	4	0	-100%	4	2	-50%
Total Sewer Backup Calls	14	10	-29%	31	29	-6%
Disconnects	52	8	-85%	147	69	-53%
Reconnects	46	11	-76%	135	63	-53%
Gallons Transported	106,496,000	106,496,000	0%	312,584,000	182,500,000	-42%
Gravity Lines (In Feet):						
Cleaned (JIPSD)	0	0	0%	0	275	100%
Cleaned (Hydrostructures)	5,170	0	-100%	31,507	11,549	-63%
Televised (JIPSD)	350	0	-100%	350	0	-100%
Televised (Hydrostructures)	5,170	0	-100%	31,507	11,549	-63%
Clean Outs Raised	1	4	300%	12	27	125%
Clean Outs Repaired	6	2	-67%	22	35	59%
Pump Stations:						
Stations Cleaned	0	0	0%	13	13	0%
Floats/Transducers Cleaned	12	13	8%	18	48	167%
Street Named Signs:						
Cleaned/Repaired	27	11	-59%	27	37	37%
Replaced/Installed	9	5	-44%	9	11	22%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	1	0	-100%	1	1	0%
Vehicular Incidents	0	1	100%	0	1	100%
Motor Vehicular Accidents	0	1	100%	1	1	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	\$9,590	\$3,812	-60%			
Year to Date	\$18,133	\$17,340				
Remaining Overtime	\$11,867	\$12,660				
Goal %	25%	25%				
Actual % Expensed	60%	58%	-4%			
+ Over/-Under	35%	33%				
Developments:						
None	City/PSD	Street		ERUs		