

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on October 23, 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; David Hoffman, Director of Wastewater Services; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Helen McFadden, Parliamentarian; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Wilder called the meeting to order.

Ms. Engelman led the invocation followed by the pledge to the flag of the United States of America.

Ms. Engelman led a moment of silence and prayer was held for former (deceased) Commissioner June Waring.

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, stated that he could live with one meeting a month but prefers two meetings. He also said that he would like to make comments at the beginning and end of the meeting and that he has a problem with the new title 'associates'.
4. Approval of Minutes
  - A. **Ms. Kernodle moved to approve the Regular Commission meeting minutes of September 25, 2017, seconded by Mr. Hollingsworth. A roll call vote was taken, and the motion carried unanimously.**
  - B. **Ms. Engelman moved to approve the Administrative Committee meeting minutes of October 9, 2017, as amended, seconded by Mr. Hollingsworth. A roll call vote was taken, and the motion carried unanimously.** Mr. Wilder stated that Ms. McFadden was in attendance as the Parliamentarian to observe meeting procedures.
5. A Letter of Commendation
  - A. Mr. Wise introduced Amy Williamson of SC Fire Academy. Ms. Williamson expressed appreciation for Chief Glick, Captain Fridley, Engineer Meyers, Firefighter Oros and Firefighter Bouton for their assistance in rescuing her from drowning in her car. Mr. Wise stated that Mr. McNair will be addressing recognition programs at the upcoming Commission workshop.
6. JIPSD Irma Story
  - A. Deputy Chief Engelman gave an overview of the JIPSD Irma Story. Department Directors Walter Desmond, David Hoffman, Steve Aden and Susan Gladden presented their portions of the story. Discussion followed.

7. Announcement of New Fire Department Associates and Recruits – Deputy Chief Tom Glick
- A. Chief Glick announced the new fire recruit trainees as: Ryan Beasenburg, William Farrell, Robert Gibson, Colin Heath, Peter Kaasa, Logan Mroz and Michael Pirrozz. Graduation will be held on January 11, 2018.
8. Motion to Approve November & December Commission Holiday Schedule
- A. **Ms. Engelman moved to approve the November and December holiday schedule, seconded by Ms. Woolsey. A roll call vote was taken, and the motion carried 6 to 1 with a nay vote from Ms. BrownCrouch.**
9. September JIPSD Management Report
- A. Mr. Wise thanked Commissioners BrownCrouch, Platt, Woolsey and Wilder for attending the SC Special Purpose District Education Conference held October 11<sup>th</sup> – 13<sup>th</sup>. Mr. Wise asked that their expenditure reports be turned in to Ms. Gladden.
- B. Mr. Wise thanked Ms. Kernodle for helping with and attending the Community Service Event held on October 14<sup>th</sup>. Mr. Wise also thanked Ms. Woolsey for sharing the event's post on Facebook and Commissioners BrownCrouch, Engelman and Platt for attending.
- C. The Commission commended Mr. Wise for his promotion as President of the SC Special Purpose District Board.
- D. Mr. Wise summarized the report.
10. Committee Reports
- A. Ms. Engelman reported that the Administrative Committee met to discuss holding two regular meetings a month.
11. Unfinished Business
- A. **Ms. Woolsey moved to hold two meetings a month, seconded by Ms. Engelman. The motion failed 1 to 6 as follows:**
- |                   |     |     |
|-------------------|-----|-----|
| Ms. BrownCrouch   |     | Nay |
| Ms. Engelman      |     | Nay |
| Mr. Hollingsworth |     | Nay |
| Ms. Kernodle      |     | Nay |
| Mr. Platt         | Aye |     |
| Mr. Wilder        |     | Nay |
| Ms. Woolsey       |     | Nay |
- B. **Ms. Engelman moved to stay at one comment period per meeting, seconded by Mr. Hollingsworth. The motion failed 3 to 4 as follows:**
- |                   |     |     |
|-------------------|-----|-----|
| Ms. BrownCrouch   |     | Nay |
| Ms. Engelman      | Aye |     |
| Mr. Hollingsworth | Aye |     |
| Ms. Kernodle      |     | Nay |
| Mr. Platt         |     | Nay |
| Mr. Wilder        |     | Nay |
| Ms. Woolsey       | Aye |     |

- C. **Mr. Platt moved to have two comment periods per meeting, seconded by Mr. Wilder. The motion failed 3 to 4 as follows:**

<b>Ms. BrownCrouch</b>	<b>Aye</b>	
<b>Ms. Engelman</b>		<b>Nay</b>
<b>Mr. Hollingsworth</b>		<b>Nay</b>
<b>Ms. Kernodle</b>		<b>Nay</b>
<b>Mr. Platt</b>	<b>Aye</b>	
<b>Mr. Wilder</b>	<b>Aye</b>	
<b>Ms. Woolsey</b>		<b>Nay</b>

12. New Business – none

13. Correspondence and/or Newspaper Articles

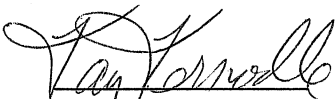
- A. Robert Schurmeier, 706 Creekside Drive, expressed that the Commission should communicate information provided to them to the employees and general public.
- B. Mr. Platt voiced concerns that a motion was out of order because it was made by someone that did not vote in the majority. Ms. McFadden explained that the first motion to stay at one comment and it failed. The second motion was to provide two opportunities, but the second motion could have been to offer three, ten or as many opportunities as the member of the public sought and that is why the motions are not inconsistent.
- C. Mr. Platt spoke to the packet newspaper editorial and suggested that the Commission communicate to Peter McCoy that PSD has also been impacted by the SCANA issue and to help seek relief.
- D. Mr. Wise shared correspondence about the Sol Legare Community Workshop for information only.

14. Executive Session

- A. **Mr. Hollingsworth 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 8:00 p.m.
- C. The Commission returned to regular session at 8:20 p.m.
- D. **Mr. Hollingsworth moved to go forward with the appraisal for the three properties in question and also give Mr. Wise and Attorney OShea the latitude to negotiate any steps needed to acquire the property for Fire Station 1, seconded by Ms. Kernodle. A roll call vote was taken. The motion carried unanimously. Ms. Engelman was not present.**

15. **Ms. BrownCrouch moved to adjourn, seconded by Ms. Woolsey. The motion carried with an abstention from Mr. Platt.**

16. Mr. Wilder adjourned the meeting at 8:20 p.m.



Kay Kernodle  
Secretary  
KK/TE

**JIPSD Administrator's Report to Date:**

Attended the SCSFD Education Conference: October 11-13, 2017

Participated and attended the JIPSD Community Services Event: October 21, 2017

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

Highlighted items will be addressed during the meeting.

**Financial (Unaudited)**

Budget Comparison:	Sep-16	Sep-17	% Change	Sep-16	Sep-17	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,617,366	\$ 7,079,367		\$ 7,645,854	\$ 7,942,639	
Current Month	\$ 31,631	\$ 172,922		\$ 590,954	\$ 630,695	
Year to Date	\$ 108,279	\$ 586,328		\$ 1,673,204	\$ 1,979,036	
Actual %	2%	8%		22%	25%	
Budget Expenses:	\$ 6,571,416	\$ 6,989,294		\$ 4,701,673	\$ 6,321,387	
Current Month	\$ 588,641	\$ 483,128	-18%	\$ 410,043	\$ 318,250	-22%
Year to Date	\$ 1,528,266	\$ 1,611,868	5%	\$ 966,532	\$ 1,193,863	24%
Remaining Budget	\$ 5,043,150	\$ 5,377,426		\$ 3,735,141	\$ 5,127,524	
Goal %	25%	25%		25%	25%	
Actual % Expensed	23%	23%		21%	19%	
+ Over/-Under	-2%	-2%		-4%	-6%	

Cash Position:	Sep-16	Sep-17	% Change	Sep-16	Sep-17	% Change
	General			Proprietary		
Beginning Cash	\$ 1,497,255	\$ 3,346,044		\$ 5,840,898	\$ 6,424,512	
Taxes Collected	\$ -	\$ 67,751		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 573,923	\$ 599,829	
Fees and Permits	\$ -	\$ -		\$ 13,635	\$ 28,295	
Other Income	\$ 31,631	\$ 105,171		\$ 3,397	\$ 2,571	
Less: Operating Expenses	\$ (588,641)	\$ (483,128)		\$ (410,043)	\$ (318,250)	
Ending Cash	\$ 940,245	\$ 3,035,838		\$ 6,021,810	\$ 6,736,957	
Restricted Cash	\$ 48,278	\$ 899,447		\$ 2,868,924	\$ 2,729,994	
Unrestricted Cash	\$ 891,967	\$ 2,136,391		\$ 3,152,886	\$ 4,006,962	

**District-wide**

	Sep-16	Sep-17	% Change	FY16 YTD	FY17 YTD	% Change
New Hires	2	0	-100%	5	1	-80%
Voluntary Separations	2	1	-50%	5	4	-20%
Involuntary Separations	0	0	0%	1	0	-100%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,604	789	-51%	5,627	4,945	-12%
Hours Sick Leave Used	1,010	913	-10%	2,865	2,797	-2%
OSHA Recordable Incidents	1	0	-100%	8	2	-75%
Non-Recordable Incidents	0	1	100%	0	2	100%
Vehicular Incidents	1	0	-100%	3	7	133%
Motor Vehicular Accidents	1	0	-100%	2	2	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	1	0	-100%	8	2	-75%
Budgeted Overtime Expense	\$412,197	\$457,365				
Current Month	\$34,367	\$53,105	55%			
Year to Date	\$107,062	\$136,584				
Remaining Overtime	\$305,135	\$320,781				
Goal %	25%	25%				
Actual % Expensed	26%	30%	15%			
+ Over/-Under	1%	5%				

**Administration**

	Sep-16	Sep-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%	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	\$0	0%			
Year to Date	\$16	\$51				
Remaining Overtime	\$984	\$949				
Goal %	25%	25%				
Actual % Expensed	2%	5%	228%			
+ Over/-Under	-23%	-20%				

**Solid Waste**

Tonnage Collected:	Sep-16	Sep-17	% Change	FY16 YTD	FY17 YTD	% Change
Garbage	496	507	2%	1,506	1,572	4%
Yard Debris	898	1211	35%	1,939	2,286	18%
Manmade	178	193	8%	577	667	16%
Total Tonnage	1572	1912	22%	4,022	4,525	12%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	1	0	-100%	2	2	0%
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%	1	0	-100%
Budgeted Overtime Expense	\$15,000	\$20,000				
Current Month	\$2,264	\$5,527	144%			
Year to Date	\$8,303	\$7,470				
Remaining Overtime	\$6,697	\$12,530				
Goal %	25%	25%				
Actual % Expensed	55%	37%	-33%			
+ Over/-Under	30%	12%				

**Fire**

	Sep-16	Sep-17	% Change	FY16 YTD	FY17 YTD	% Change
Fire Calls	3	2	-33%	17	88	418%
Working Structure Fires	2	3	50%	7	14	100%
EMS Calls	108	104	-4%	332	442	33%
Motor Vehicle Accidents	16	15	-6%	51	43	-16%
Good Intent Call	76	98	29%	246	126	-49%
Hazardous Conditions	17	19	12%	44	39	-11%
Malicious False Call	0	0	0%	0	2	100%
Other False Call	19	31	63%	55	73	33%
Other Situation	0	18	0%	9	23	156%
Overpressure Rupture	0	1	100%	0	12	100%
Rescue	0	1	100%	0	3	100%
Service Call	36	24	-33%	75	36	-52%
<b>Total Call Count</b>	<b>277</b>	<b>316</b>	<b>14%</b>	<b>836</b>	<b>901</b>	<b>8%</b>
Automatic/Mutual Aid Given	3	6	100%	14	73	421%
Automatic/Mutual Aid Received	1	2	100%	4	11	175%
Public Service (Safety House, Etc.)	7	0	-100%	14	21	50%
Employee Training Hours	1,653	1,241	-25%	2,393	3,612	51%
<b>Station Responses:</b>						
Station 1	109	129	18%	351	394	12%
Station 2	61	65	7%	180	200	11%
Station 3	56	56	0%	158	166	5%
Station 4	51	66	29%	134	162	21%
<b>Total Responses</b>	<b>277</b>	<b>316</b>	<b>14%</b>	<b>823</b>	<b>922</b>	<b>12%</b>
<b>Inspections:</b>						
Commercial	0	14	100%	3	185	6067%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	0	0%	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	0	0%	4	1	-75%
<b>Budgeted Overtime Expense</b>	<b>\$362,197</b>	<b>\$ 401,865</b>				
Current Month	\$28,417	\$37,246	31%			
Year to Date	\$87,866	\$109,073				
Remaining Overtime	\$274,331	\$292,792				
Goal %	25%	25%				
Actual % Expensed	24%	27%	12%			
+ Over/-Under	-1%	2%				

**Fleet**

	Sep-16	Sep-17	% Change	FY16 YTD	FY17 YTD	% Change
<b>Preventive Maintenance:</b>						
Administration	0	0	0%	1	1	0%
Fire	1	1	0%	4	4	0%
Maintenance	0	0	0%	0	0	0%
Solid Waste	13	5	-62%	31	22	-29%
Wastewater	1	2	100%	6	5	-17%
<b>Total</b>	<b>15</b>	<b>8</b>	<b>-47%</b>	<b>42</b>	<b>32</b>	<b>-24%</b>
<b>Repairs (In-house):</b>						
Administration	0	0	0%	4	2	-50%
Fire	16	15	-6%	31	38	23%
Maintenance	0	0	0%	0	1	100%
Solid Waste	29	24	-17%	95	95	0%
Wastewater	1	6	500%	5	13	160%
<b>Total</b>	<b>46</b>	<b>45</b>	<b>-2%</b>	<b>135</b>	<b>149</b>	<b>10%</b>
<b>Service (In-house):</b>						
Administration	0	1	100%	7	3	-57%
Fire	16	11	-31%	36	29	-19%
Maintenance	1	0	-100%	2	0	-100%
Solid Waste	59	44	-25%	180	132	-27%
Wastewater	10	0	-100%	22	14	-36%
<b>Total</b>	<b>86</b>	<b>56</b>	<b>-35%</b>	<b>247</b>	<b>178</b>	<b>-28%</b>
<b>Repairs (Outside):</b>						
Administration	0	1	100%	1	1	0%
Fire	0	0	0%	0	1	100%
Maintenance	0	0	0%	0	0	0%
Solid Waste	4	2	-50%	8	4	-50%
Wastewater	2	0	-100%	3	0	-100%
<b>Total</b>	<b>6</b>	<b>3</b>	<b>-50%</b>	<b>12</b>	<b>6</b>	<b>-50%</b>
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	\$742	101%			
Year to Date	\$1,705	\$1,857				
Remaining Overtime	\$2,295	\$2,643				
Goal %	25%	25%				
Actual % Expensed	43%	41%	-3%			
+ Over/-Under	18%	16%				



**Wastewater**

	Sep-16	Sep-17	% Change	FY16 YTD	FY17 YTD	% Change
PSD Sewer Line Backups	2	6	200%	6	11	83%
Customer Sewer Line Backups	8	4	-50%	20	16	-20%
Total Sewer Backup Calls	10	10	0%	26	27	4%
Disconnects	50	52	4%	186	147	-21%
Reconnects	41	46	12%	162	135	-17%
Gallons Transported	77,706,000	106,496,000	37%	239,562,000	312,584,000	30%
Gravity Lines (In Feet):						
Cleaned	150	0	-100%	8,322	0	-100%
Televised	810	350	-57%	810	350	-57%
Clean Outs Raised	8	1	-88%	54	12	-78%
Clean Outs Repaired	22	6	-73%	55	22	-60%
Pump Stations:						
Stations Cleaned	0	0	0%	33	13	-61%
Floats/Transducers Cleaned	78	12	-85%	176	18	-90%
Street Named Signs:						
Cleaned/Repaired	0	27	100%	24	39	63%
Replaced/Installed	0	9	100%	5	14	180%
OSHA Recordable Incidents	1	0	-100%	3	1	-67%
Non-Recordable Incidents	0	1	100%	0	1	100%
Vehicular Incidents	0	0	0%	0	0	0%
Motor Vehicular Accidents	1	0	-100%	2	1	-50%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	1	0	-100%	3	1	-67%
Budgeted Overtime Expense	\$30,000	\$30,000				
Current Month	\$3,307	\$9,590	190%			
Year to Date	\$9,173	\$18,133				
Remaining Overtime	\$20,827	\$11,867				
Goal %	25%	25%				
Actual % Expensed	31%	60%	98%			
+ Over/-Under	6%	35%				
Developments:						
Folly Road Storage- 951 Folly Road		City/PSD PSD		ERUs 0		