

A regular meeting of the James Island Public Service District (JIPSD) Commission was held at 6:00 p.m. on November 20, 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; James Game, AFO; Tamara Eberhart, Administrative Coordinator; Tom Glick, Deputy Fire Chief; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Mr. Wilder called the meeting to order.

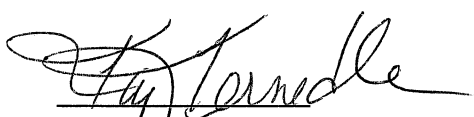
Ms. Engelman led the invocation followed by the pledge to the flag of the United States of America.

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 – none
4. Approval of Minutes
 - A. **Ms. Engelman moved to approve the Regular Commission meeting minutes of October 23, 2017, seconded by Mr. Hollingsworth. A roll call vote was taken, and the motion carried unanimously.**
 - B. **Ms. BrownCrouch moved to approve the Commission Workshop meeting minutes of November 13, 2017, seconded by Mr. Hollingsworth. A roll call vote was taken, and the motion carried 6 to 1 with an abstention from Ms. Engelman.**
5. Introduction of the New Fire Department Associates
 - A. Chief Glick announced the new firefighters as: Nicholas Mahoney, Corey Best and Carlos Lizarazo.
6. Comprehensive Annual Financial Report
 - A. Mr. Game stated that the audit report has been deferred and will be rescheduled as soon as possible.
7. Commission Representative at December meeting of Public Utilities
 - A. **Mr. Hollingsworth moved to send Mr. Platt to the Public Utilities Commission of SC meeting to represent the PSD in reference to SCANA, seconded by Ms. Kernodle. The motion carried 4 to 1 with 2 abstentions as follows:**

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

- 8. October JIPSD Management Report
 - A. Mr. Wise summarized the report and stated that there were 12 new hires year to date.
 - B. Mr. Wise invited the Commission to attend the annual associate appreciation event being held on December 7, 2017.
 - C. Ms. Woolsey stated that people needing help with their utilities can be referred to the James Island Outreach.
 - D. Ms. Woolsey asked for an update on the pump station behind Harris Teeter on Harborview Road. Mr. Wise stated that they are cleaning and lining the wet wells and replacing the pumps. He also asked that calls be referred to him.
- 9. Motion to Discontinue Roll Call Voting Prior to Adjournment
 - A. **Ms. Woolsey moved to discontinue roll call voting prior to adjournment, seconded by Mr. Platt. The motion failed 3 to 4 as follows:**

Ms. BrownCrouch	Nay
Ms. Engelman	Nay
Mr. Hollingsworth	Nay
Ms. Kernodle	Nay
Mr. Platt	Aye
Mr. Wilder	Aye
Ms. Woolsey	Aye
- 10. Committee Reports
 - A. Mr. Wilder reported on the Commission workshop of November 13, 2017. Ms. BrownCrouch asked for an explanation of the Enabling Act.
 - B. Mr. Wilder reported on the recent BCD Council of Governments meeting. Discussion followed.
- 11. Unfinished Business – none
- 12. New Business – none
- 13. Correspondence and/or Newspaper Articles
 - A. Mr. Wilder referenced the packet articles. Mr. Hollingsworth commended Mr. Platt for his writing skills.
- 14. **Ms. Woolsey moved to adjourn, seconded by Ms. Platt. The motion unanimously.**
- 15. Mr. Wilder adjourned the meeting at 6:49 p.m.



Kay Kernodle
Secretary
KK/TE

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:	Oct-16	Oct-17	% Change	Oct-16	Oct-17	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,617,366	\$ 7,079,367		\$ 7,645,854	\$ 7,942,639	
Current Month	\$ 111,595	\$ 61,935		\$ 571,313	\$ 595,197	
Year to Date	\$ 1,325,338	\$ 656,640		\$ 2,244,651	\$ 2,559,144	
Actual %	20%	9%		29%	32%	
Budget Expenses:	\$ 6,571,416	\$ 6,989,294		\$ 4,701,673	\$ 6,321,387	
Current Month	\$ 512,045	\$ 471,480	-8%	\$ 378,121	\$ 682,315	80%
Year to Date	\$ 2,162,810	\$ 2,083,347	-4%	\$ 1,410,207	\$ 1,876,178	33%
Remaining Budget	\$ 4,408,606	\$ 4,905,947		\$ 3,291,466	\$ 4,445,209	
Goal %	33%	33%		33%	33%	
Actual % Expensed	33%	30%		30%	30%	
+ Over/-Under	0%	-3%		-3%	-3%	

Cash Position:	Oct-16	Oct-17	% Change	Oct-16	Oct-17	% Change
	General			Proprietary		
Beginning Cash	\$ 969,602	\$ 3,018,051		\$ 5,185,305	\$ 6,440,560	
Taxes Collected	\$ 86,612	\$ 60,884		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 547,068	\$ 551,452	
Fees and Permits	\$ -	\$ -		\$ 14,445	\$ 40,524	
Other Income	\$ 635,756	\$ 1,050		\$ 9,801	\$ 3,221	
Less: Operating Expenses	\$ (512,045)	\$ (471,480)		\$ (378,121)	\$ (682,315)	
Ending Cash	\$ 1,179,925	\$ 2,608,506		\$ 5,378,497	\$ 6,353,443	
Restricted Cash	\$ 46,721	\$ 24,412		\$ 2,959,867	\$ 2,723,140	
Unrestricted Cash	\$ 1,133,205	\$ 2,584,094		\$ 2,418,630	\$ 3,630,303	

District-wide

	Oct-16	Oct-17	% Change	FY16 YTD	FY17 YTD	% Change
New Hires	0	11	100%	5	12	140%
Voluntary Separations	0	2	100%	5	6	20%
Involuntary Separations	0	0	0%	1	0	-100%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,035	1,180	14%	6,662	6,125	-8%
Hours Sick Leave Used	728	989	36%	3,593	3,785	5%
OSHA Recordable Incidents	0	2	100%	8	4	-50%
Non-Recordable Incidents	1	1	0%	1	3	200%
Vehicular Incidents	2	2	0%	5	9	80%
Motor Vehicular Accidents	1	2	100%	3	4	33%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	1	100%	8	3	-63%
Budgeted Overtime Expense	\$412,197	\$457,365				
Current Month	\$105,550	\$32,592	-69%			
Year to Date	\$242,106	\$169,176				
Remaining Overtime	\$170,091	\$288,189				
Goal %	33%	33%				
Actual % Expensed	59%	37%	-37%			
+ Over/-Under	26%	4%				

Events:

HR conducted free flu shots

Administration

	Oct-16	Oct-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	\$0	\$182	0%			
Year to Date	\$77	\$233				
Remaining Overtime	\$923	\$767				
Goal %	33%	33%				
Actual % Expensed	8%	23%	204%			
+ Over/-Under	-25%	-10%				

Solid Waste

Tonnage Collected:	Oct-16	Oct-17	% Change	FY16 YTD	FY17 YTD	% Change
Garbage	526	500	-5%	2,032	2,072	2%
Yard Debris	1125	686	-39%	3,064	2,972	-3%
Manmade	68	298	336%	645	964	49%
Total Tonnage	1719	1483	-14%	5,741	6,008	5%
OSHA Recordable Incidents	0	0	0%	1	0	-100%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	1	2	100%	3	4	33%
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	\$12,051	\$4,696	-61%			
Year to Date	\$31,252	\$12,166				
Remaining Overtime	-\$16,252	\$7,834				
Goal %	33%	33%				
Actual % Expensed	208%	61%	-71%			
+ Over/-Under	175%	28%				

Fire

	Oct-16	Oct-17	% Change	FY16 YTD	FY17 YTD	% Change
Fire Calls	10	3	-70%	27	15	-44%
Working Structure Fires	5	4	-20%	12	16	33%
EMS Calls	114	106	-7%	446	481	8%
Motor Vehicle Accidents	7	16	129%	58	52	-10%
Good Intent Call	89	65	-27%	335	353	5%
Hazardous Conditions	23	8	-65%	67	48	-28%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	34	22	-35%	89	95	7%
Other Situation	10	0	-100%	19	21	11%
Overpressure Rupture	2	5	150%	2	13	550%
Rescue	1	1	0%	1	6	500%
Service Call	43	23	-47%	118	96	-19%
Total Call Count	338	253	-25%	1,174	1,196	2%
Automatic/Mutual Aid Given	2	1	-50%	16	16	0%
Automatic/Mutual Aid Received	2	2	0%	6	9	50%
Public Service (Safety House, Etc.)	28	9	-68%	42	18	-57%
Employee Training Hours	1,723	1,358	-21%	4,116	4,969	21%
Station Responses:						
Station 1	121	115	-5%	472	515	9%
Station 2	77	54	-30%	257	257	0%
Station 3	67	40	-40%	225	212	-6%
Station 4	73	44	-40%	207	212	2%
Total Responses	338	253	-25%	1,161	1,196	3%
Inspections:						
Commercial	4	8	100%	7	134	1814%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	1	100%	4	2	-50%
Non-Recordable Incidents	1	1	0%	1	2	100%
Vehicular Incidents	1	0	-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%	4	1	-75%
Budgeted Overtime Expense	\$362,197	\$ 401,865				
Current Month	\$71,916	\$25,598	-64%			
Year to Date	\$178,535	\$134,671				
Remaining Overtime	\$183,662	\$267,194				
Goal %	33%	33%				
Actual % Expensed	49%	34%	-32%			
+ Over/-Under	16%	1%				



Fleet	Oct-16	Oct-17	% Change	FY16 YTD	FY17 YTD	% Change
Preventive Maintenance:						
Administration	0	0	0%	1	1	0%
Fire	5	5	0%	9	9	0%
Maintenance	0	0	0%	0	0	0%
Solid Waste	4	7	75%	35	29	-17%
Wastewater	10	3	-70%	16	8	-50%
Total	19	15	-21%	61	47	-23%
Repairs (In-house):						
Administration	2	0	-100%	6	2	-67%
Fire	4	14	250%	35	52	49%
Maintenance	0	0	0%	0	1	100%
Solid Waste	26	23	-12%	121	118	-2%
Wastewater	10	2	-80%	15	15	0%
Total	42	39	-7%	177	188	6%
Service (In-house):						
Administration	1	1	0%	8	4	-50%
Fire	9	9	0%	45	38	-16%
Maintenance	0	0	0%	2	0	-100%
Solid Waste	59	28	-53%	239	160	-33%
Wastewater	9	8	-11%	31	22	-29%
Total	78	46	-41%	325	224	-31%
Repairs (Outside):						
Administration	0	0	0%	1	1	0%
Fire	1	0	-100%	1	1	0%
Maintenance	0	0	0%	0	0	0%
Solid Waste	0	1	100%	8	5	-38%
Wastewater	0	1	100%	3	1	-67%
Total	1	2	100%	13	8	-38%
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	1	0	-100%	1	0	-100%
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	\$2,533	\$258	-90%			
Year to Date	\$4,441	\$2,114				
Remaining Overtime	-\$441	\$2,386				
Goal %	33%	33%				
Actual % Expensed	111%	47%	-58%			
+ Over/-Under	78%	14%				



Wastewater

	Oct-16	Oct-17	% Change	FY16 YTD	FY17 YTD	% Change
PSD Sewer Line Backups	12	2	-83%	18	13	-28%
Customer Sewer Line Backups	8	3	-63%	28	19	-32%
Total Sewer Backup Calls	20	5	-75%	46	32	-30%
Disconnects	56	44	-21%	242	191	-21%
Reconnects	48	43	-10%	210	178	-15%
Gallons Transported	90,396,000	7,276,800	-92%	329,958,000	319,860,800	-3%
Gravity Lines (In Feet):						
Cleaned	3,775	185	-95%	12,097	185	-98%
Televised	250	0	-100%	1,060	350	-67%
Clean Outs Raised	10	3	-70%	64	15	-77%
Clean Outs Repaired	17	6	-65%	72	28	-61%
Pump Stations:						
Stations Cleaned	5	1	-80%	38	14	-63%
Floats/Transducers Cleaned	39	5	-87%	215	23	-89%
Street Named Signs:						
Cleaned/Repaired	0	29	0%	24	68	183%
Replaced/Installed	0	19	0%	5	33	560%
OSHA Recordable Incidents	0	1	100%	3	2	-33%
Non-Recordable Incidents	0	0	0%	0	1	100%
Vehicular Incidents	0	0	0%	0	0	0%
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%	3	1	-67%
Budgeted Overtime Expense	\$30,000	\$30,000				
Current Month	\$19,050	\$1,858	-90%			
Year to Date	\$27,801	\$19,991				
Remaining Overtime	\$2,199	\$10,009				
Goal %	33%	33%				
Actual % Expensed	93%	67%	-28%			
+ Over/-Under	60%	34%				
Developments:	Street	City/PSD	ERUs			
Harborview Place Subdivision	0 Nabors Dr	City	25			