

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 7:00 p.m. on March 28, 2016, in the conference room of the District offices located at 1739 Signal Point Road, James Island, South Carolina.

Present at the meeting were the following members: June Waring, Chair, who presided; Bill Cubby Wilder; Inez BrownCrouch, Donald Hollingsworth, Eugene Platt, Kay Kernodle and Carter McMillan.

Also present were: Robert Wise, District Manager; Susan Gladden, CFO; Rachel Hill, Wastewater Administrative Assistant; David Hoffman, Wastewater Superintendent; Chris Sebolt, Fire Chief; Richard Rodgers, Fire Battalion Chief; Tom Glick, Deputy Fire Chief; Anthony Cervino, Safety Director; Henry Haskell, Facilities Coordinator and Officer Alan Ali, Charleston County Sheriff's Office.

Ms. Waring called the meeting to order.

Ms. Kernodle 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, invited everyone to participate in the James Island Pride's Great American Pickup (Cleanup) that takes place on Saturday, April 9th beginning at 9 a.m. Those interested may contact the Town of James Island or James Island Pride for additional information.
4. Approval of Minutes
 - A. **Mr. Wilder moved to approve the Administrative Committee meeting minutes of March 14, 2016, as amended, seconded by Mr. Hollingsworth. The motion carried unanimously.**
 - B. **Mr. Hollingsworth moved to approve the Regular Commission meeting minutes of March 14, 2016, seconded by Mr. Wilder. The motion carried unanimously**
5. Committee Reports - none
6. February District Management Report
 - A. Mr. Wise reminded the Commission that active shooter training is scheduled for April 5th from 3-6 p.m. and 6 of the 7 commissioners are scheduled to attend. The Commission will hold a publically announced special meeting and enter into executive session to be trained.
 - B. Mr. Wise brought the Commission's attention to a budget calendar that was included in the meeting's packet and highlighted the Wastewater Committee meeting scheduled for April 25th at 6 p.m. where items for discussion will include the planned rate study and the Use and Rate Ordinance changes.
 - C. Mr. Wise reported that the report's numbers are on target.

7. Unfinished Business

- A. Fire Station #4 Mold Removal- Mr. Wise directed the Commission to a written update included in the meeting's packet and introduced Mr. Haskell who provided a summary of the cleaning activity at Fire Station 4. Fire Station 4 will be reopened by the end of the month. Discussion followed.
- B. Possible Future Site for Fire Station #1- Mr. Wise requested to withhold his update for an executive session. The Commission consented.
- C. Rules of Procedure (ROP) - Mr. Wise drew the attention of the Commission to a handout included in the meeting's packet listing Ms. Helen McFadden's (Professional Registered Parliamentarian) consulting fees (\$200/hr. plus travel expenses) and book costs (\$9.55). **Ms. Kernodle moved to proceed with giving Ms. McFadden the existing Rules of Procedure to be reviewed and have her give a presentation on parliamentary procedures to the Commission as a whole, seconded by Mr. Wilder.** Discussion followed. **The motion carried 5 to 2 as follows:**


Ms. BrownCrouch		Nay
Mr. Hollingsworth	Aye	
Ms. Kernodle	Aye	
Mr. McMillan		Nay
Mr. Platt	Aye	
Ms. Waring	Aye	
Mr. Wilder	Aye	

8. New Business

- A. Commission Email Addresses Displayed on the JIPSD Website - Mr. Wise asked if any Commissioners would like to have their email addresses displayed on the District's website. Five out of seven asked to have their email addresses displayed. Mr. Wise will have an IT technician look into the email support request Mr. McMillan and Mr. Wilder have (automatic push notifications to phones).
- B. FEMA Appeal - Mr. Wise introduced Ms. Gladden, Chief Seabolt, Mr. Hoffman, and Mr. Cervino as the team behind the FEMA appeal. Ms. Gladden spoke on behalf of the team; she highlighted the timeline of events that was included in the meeting's packet. Public assistance was initially denied due to the District's late filing. An appeal letter was sent March 17th and it will be after April 17, 2016 before the District will receive a reply from FEMA. Mr. McMillan stated he contacted Mr. Allen Fountain, Public Assistance Officer for SC Emergency Management Division of Recovery and Mitigation, regarding the District's appeal. After the conversation, he felt confident the District had thoroughly outlined its attempt to contact a FEMA representative after the storm.
- C. JIPSD 1st Quarter Food Donation to James Island Outreach (JIO) - Mr. Wise announced that the District collected 136 pounds of food for JIO in the first quarter of the year which equates to a \$219.12 donation. This is an ongoing collection led by Ms. Eberhart and Ms. Hill and the next drop-off will take place at the end of June.
- D. Carolina Children's Charity Update - Mr. Wise introduced Chief Seabolt who announced that the District's Fire department collected \$12,729.11 for the Carolina Children's Charity this year. The collection is lower this year due to City of Charleston ordinance constraints; however, the department is still pleased with what they were able to collect.
9. Correspondence and/or Newspaper Articles – no discussion

10. Executive Session

- A. Ms. Waring stated that the Commission is entering into executive session for the purpose of discussing contracts for the District. **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, for discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, seconded by Ms. Kernodle. The motion carried unanimously:**
 - B. The Commission entered into executive session at 7:56 p.m.
 - C. The Commission returned to regular session at 8:47 p.m.
 - D. Ms. Waring stated that no action was taken.
- 11. Oral and Written Petitions – none**
- 12. Mr. Hollingsworth moved to adjourn the meeting, seconded by Mr. Platt. The motion carried unanimously.**
13. Ms. Waring adjourned the meeting at 8:49 p.m.



Donald A. Hollingsworth
Secretary

DH/TE

District Manager's Report to Date:

Wastewater Project Updates (1)
 Commission Active Shooter Training: April 5, 2016.
 Mr. Hoffman and I attended the County's Pre Con Camp and Folly Roads meeting: February 26, 2016
 SC Ethic filing deadline, online: March 30, 2016
 FY2017 Budget Calendar (1)

Note: (1) Item(s) included in the Commission Packets
 Highlighted items will be addressed during the meeting.

Financial (Unaudited)

Budget Comparison:	Feb-15	Feb-16	% Change	Feb-15	Feb-16	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,081,559	\$ 6,204,519		\$ 6,245,470	\$ 6,354,031	
Current Month	\$ 1,114,828	\$ 2,286,037		\$ 474,577	\$ 485,579	
Year to Date	\$ 3,550,272	\$ 3,950,014		\$ 4,569,495	\$ 4,120,672	
Actual %	58%	64%		73%	65%	
Budget Expenses:	\$ 6,384,212	\$ 6,413,323		\$ 5,401,789	\$ 4,542,901	
Current Month	\$ 544,593	\$ 650,338	19%	\$ 440,002	\$ 446,062	
Year to Date	\$ 4,159,975	\$ 4,618,285	11%	\$ 3,102,846	\$ 2,855,657	
Remaining Budget	\$ 2,224,237	\$ 1,795,038		\$ 2,298,943	\$ 1,687,244	
Goal %	67%	67%		67%	67%	
Actual % Expensed	65%	72%		57%	63%	
+ Over/-Under	-2%	5%		-10%	-4%	

Cash Position:	Feb-15	Feb-16	% Change	Feb-15	Feb-16	% Change
	General			Proprietary		
Beginning Cash	\$ 2,267,670	\$ 2,095,820		\$ 6,450,351	\$ 4,179,983	
Taxes Collected	\$ 1,114,292	\$ 2,285,075		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 439,261	\$ 458,627	
Fees and Permits	\$ -	\$ -		\$ 32,640	\$ 26,795	
Other Income	\$ 536	\$ 962		\$ 2,677	\$ 157	
Less: Operating Expenses	\$ (544,593)	\$ (650,338)		\$ (440,002)	\$ (446,062)	
Ending Cash	\$ 2,837,905	\$ 3,731,519	31%	\$ 6,484,927	\$ 4,219,500	-35%
Restricted Cash	\$ 201,781	\$ 103,013		\$ 2,616,407	\$ 2,936,297	
Unrestricted Cash	\$ 2,636,124	\$ 3,628,506		\$ 3,868,520	\$ 1,283,203	

District-wide

	Feb-15	Feb-16	% Change	FY15 YTD	FY16 YTD	% Change
New Hires	2	2	0%	11	5	-55%
Voluntary Separations	0	0	0%	8	10	25%
Involuntary Separations	1	0	-100%	1	4	300%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,058	1,530	45%	12,669	12,873	2%
Hours Sick Leave Used	666	626	-6%	5,612	6,368	13%
OSHA Recordable Incidents	1	0	-100%	5	4	-20%
Non-Recordable Incidents	0	0	0%	4	0	-100%
Vehicular Incidents	1	1	0%	9	10	11%
Motor Vehicular Accidents	0	0	0%	1	7	600%
Mechanical/Spill/Leak	0	0	0%	3	3	0%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$385,275	\$389,510				
Current Month	\$25,878	\$47,926	85%			
Year to Date	\$284,430	\$414,829				
Remaining Overtime	\$100,845	(\$25,319)				
Goal %	67%	67%				
Actual % Expensed	74%	107%	44%			
+ Over/-Under	7%	40%				

Events:
 N. Charleston Police Department conducted Active Shooter Training

Administration

	Feb-15	Feb-16	% Change	FY15 YTD	FY16 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%	0	0	0%
Motor Vehicular Accidents	0	0	0%	0	2	200%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$2,000	\$1,000				
Current Month	\$71	\$137	0%			
Year to Date	\$851	\$1,444				
Remaining Overtime	\$1,149	-\$444				
Goal %	67%	67%				
Actual % Expensed	43%	144%	236%			
+ Over/-Under	-24%	77%				

Events:
HR conducted New Hire Orientation for Firefighter Matthew Schroeder & Sewer Rehab Inspector Nathan Johnson

Solid Waste

Tonnage Collected:	Feb-15	Feb-16	% Change	FY15 YTD	FY16 YTD	% Change
Garbage	385	453	18%	3,655	3,850	5%
Yard Debris	296	330	12%	2,994	3,191	7%
Manmade	167	221	32%	1,327	1,774	34%
Metal	0	0	0%	0	0	0%
Tires	0	0	0%	3	0	-100%
Total Tonnage	848	1004	18%	7,980	8,815	10%
OSHA Recordable Incidents	0	0	0%	2	1	-50%
Non-Recordable Incidents	0	0	0%	2	0	-100%
Vehicular Incidents	1	1	0%	4	6	50%
Motor Vehicular Accidents	0	0	0%	0	1	100%
Mechanical/Spill/Leak	0	0	0%	2	3	50%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$15,000	\$11,500				
Current Month	\$1,081	\$7,848	626%			
Year to Date	\$13,004	\$37,956				
Remaining Overtime	\$1,996	-\$26,456				
Goal %	67%	67%				
Actual % Expensed	87%	330%	279%			
+ Over/-Under	20%	263%				

Fire

	Feb-15	Feb-16	% Change	FY15 YTD	FY16 YTD	% Change
Fire Calls	4	6	50%	40	52	30%
Working Structure Fires	4	1	-75%	18	12	-33%
EMS Calls	118	117	-1%	886	897	1%
Motor Vehicle Accidents	10	10	0%	107	98	-8%
Good Intent Call	47	65	38%	476	616	29%
Hazardous Conditions	6	6	0%	61	71	16%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	24	18	-25%	180	199	11%
Other Situation	0	1	100%	7	11	57%
Overpressure Rupture	0	0	0%	2	2	0%
Rescue	0	0	0%	0	5	500%
Service Call	15	20	33%	142	192	35%
Public Service (Safety House, Etc.)	0	0	0%	47	53	13%
Total Call Count	228	244	7%	1,920	2,155	12%
Automatic/Mutual Aid Given	9	5	-44%	85	103	21%
Automatic/Mutual Aid Received	4	4	0%	54	35	-35%
Employee Training Hours	1,336	1,137	-15%	10,736	10,872	1%
OSHA Recordable Incidents	0	0	0%	1	1	0%
Non-Recordable Incidents	0	0	0%	2	0	-100%
Vehicular Incidents	0	0	0%	5	2	-60%
Motor Vehicular Accidents	0	0	0%	1	1	0%
Mechanical/Spill/Leak	0	0	0%	1	0	-100%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$336,555	\$ 353,010				
Current Month	\$23,559	\$37,011	57%			
Year to Date	\$257,471	\$333,266				
Remaining Overtime	\$79,084	\$19,744				
Goal %	67%	67%				
Actual % Expensed	77%	94%	23%			
+ Over/-Under	10%	27%				
Station Responses:						
Station 1	91	116	27%	840	1,009	20%
Station 2	64	60	-6%	464	490	6%
Station 3	32	27	-16%	268	303	13%
Station 4	41	41	0%	313	353	13%
Total Responses	228	244	7%	1,885	2,155	14%
Inspections:						
Commercial	5	13	160%	98	69	-30%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	8	0	-100%
Events:						
No major events						



Maintenance

	Feb-15	Feb-16	% Change	FY15 YTD	FY16 YTD	% Change
Preventive Maintenance:						
Administration	2	3	50%	10	8	-20%
Fire	2	3	50%	18	15	-17%
Maintenance	1	0	-100%	3	1	-67%
Solid Waste	8	7	-13%	71	56	-21%
Wastewater	1	2	100%	21	15	-29%
Total	14	15	7%	123	95	-23%
Repairs (In-house):						
Administration	0	0	0%	6	2	-67%
Fire	8	6	-25%	61	51	-16%
Maintenance	0	0	0%	0	0	0%
Solid Waste	25	16	-36%	168	159	-5%
Wastewater	0	2	200%	20	18	-10%
Total	33	24	-27%	255	230	-10%
Service (In-house):						
Administration	0	1	100%	5	8	60%
Fire	11	6	-45%	45	44	-2%
Maintenance	0	0	0%	0	0	0%
Solid Waste	49	34	-31%	372	360	-3%
Wastewater	4	3	-25%	37	41	11%
Total	64	44	-31%	459	453	-1%
Repairs (Outside):						
Administration	1	0	-100%	1	2	100%
Fire	1	2	100%	7	6	-14%
Maintenance	0	0	0%	0	0	0%
Solid Waste	0	5	500%	11	24	118%
Wastewater	2	0	-100%	8	6	-25%
Total	4	7	75%	27	38	41%
OSHA Recordable Incidents	0	0	0%	0	1	100%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	0	0	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%	0	0	0%
Street Named Signs:						
Cleaned/Repaired	0	0	0%	19	0	-100%
Replaced/Installed	0	0	0%	13	5	-62%
Budgeted Overtime Expense	\$5,720	\$4,000				
Current Month	\$20	\$62	209%			
Year to Date	\$503	\$3,546				
Remaining Overtime	\$5,217	\$454				
Goal %	67%	67%				
Actual % Expensed	9%	89%	885%			
+ Over/-Under	-58%	22%				

Wastewater

	Feb-15	Feb-16	% Change	FY15 YTD	FY16 YTD	% Change
PSD Sewer Line Backups	2	2	0%	18	40	122%
Customer Sewer Line Backups	6	9	50%	45	65	44%
Total Sewer Backup Calls	8	11	38%	63	105	67%
Disconnects	81	50	-38%	471	501	6%
Reconnects	69	66	-4%	412	462	12%
Gallons Transported	74,119,000	112,083,000	51%	659,358,000	629,795,000	-4%
OSHA Recordable Incidents	1	0	-100%	2	2	0%
Non-Recordable Incidents	0	0	0%	1	0	-100%
Vehicular Incidents	0	0	0%	0	2	200%
Motor Vehicular Accidents	0	0	0%	0	2	200%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Gravity Lines (In Feet):						
Cleaned	2,150	4,565	112%	26,980	19,479	-28%
Televised	0	0	0%	16,425	8,357	-49%
Budgeted Overtime Expense	\$26,000	\$20,000				
Current Month	\$1,147	\$2,867	150%			
Year to Date	\$12,602	\$38,618				
Remaining Overtime	\$13,398	-\$18,618				
Goal %	67%	67%				
Actual % Expensed	48%	193%	302%			
+ Over/-Under	-19%	126%				

Developments: Available: Jurisdiction:
Cooper Judge Lane 24 ERUs JIPSD 4 of 4