

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 7:09 p.m. on April 25, 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; Tamara Eberhart, Administrative Coordinator; Chris Seabolt, Fire Chief; Henry Haskell, Facilities & Project Coordinator and Officer Alan Ali, Charleston County Sheriff's Office.

Ms. Waring called the meeting to order.

Mr. Hollingsworth led the invocation, followed by the pledge to the flag of the United States of America. Ms. BrownCrouch led a moment of silence for Prince.

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 Drive, expressed opposition about the proposed rate increases.
4. Approval of Minutes
 - A. **Mr. Platt moved to approve the Regular Commission meeting minutes of April 11, 2016, seconded by Mr. Hollingsworth. The motion carried unanimously.**
5. Committee Reports
 - A. Ms. BrownCrouch reported on the Wastewater Committee meeting held on April 25, 2016.
 - B. Ms. Kernodle reported on the Town's meeting held on April 21, 2016.
6. March District Management Report
 - A. Mr. Wise reported that there is a link on the website directing residents to the Folly at Camp Road Project.
 - B. Mr. Wise presented the staff's recommended working budgets to the Commission. A Ways & Means Committee meeting will be held at 4 p.m. on May 5th to discuss the budgets.
 - C. Mr. Wise stated the he submitted suggestions/changes to the Rules of Procedure to the Ms. McFadden for review and she will return with major points of interest and the suggestions, to be presented in a future workshop. Copies of *The Standard Code of Parliamentary Procedure* were provided to the Commission.
 - D. Mr. Wise summarized the March financial report (attached).
7. Unfinished Business – none
8. New Business – none
9. Correspondence and/or Newspaper Articles
 - A. Chief Seabolt reported on the events of recent fire where firefighters were faced with venomous snakes.
 - B. Mr. Hollingsworth commended the Wastewater crew for assisting him with a sewer backup in his home.

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 (Fire Station 1 site location), seconded by Ms. Kernodle. Mr. Platt opposed.**

The motion carried 5 to 1:

B. The Commission entered into executive session at 7:35 p.m.

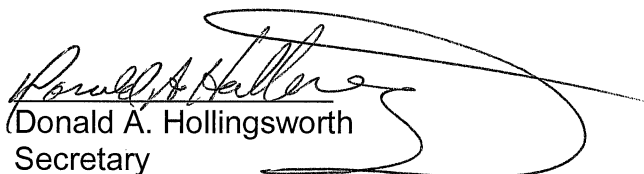
C. The Commission returned to regular session at 8:27 p.m.

D. Ms. Waring stated that no action was taken.

11. Oral and Written Petitions – none

12. **Mr. Platt moved to adjourn the meeting, seconded by Mr. Hollingsworth. The motion carried unanimously.**

13. Ms. Waring adjourned the meeting at 8:27 p.m.


(Donald A. Hollingsworth
Secretary

DH/TE

District Manager's Report to Date:

Mr. Hoffman and I held the JIPSD Folly/Camp Pre Con meeting; April 12, 2016
Wastewater Projects Update⁽¹⁾

County's Folly/Camp Road Construction Project website, link on the District's website home page.

FY2017 Budgets and Workshop dates May 3-5

2016 Special Purpose District Leadership Program - Tuesday, May 24, 2016

Commission Rules of Procedure

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

Financial (Unaudited)

Budget Comparison:	Mar-15	Mar-16	% Change	Mar-15	Mar-16	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,081,559	\$ 6,204,519		\$ 6,245,470	\$ 6,354,031	
Current Month	\$ 1,349,028	\$ 2,302,459		\$ 533,357	\$ 551,953	
Year to Date	\$ 4,899,301	\$ 6,252,472		\$ 5,103,127	\$ 4,672,541	
Actual %	81%	101%		82%	74%	
Budget Expenses:	\$ 6,384,212	\$ 6,413,323		\$ 4,284,177	\$ 4,542,901	
Current Month	\$ 423,440	\$ 462,736	9%	\$ 310,150	\$ 801,824	159%
Year to Date	\$ 4,590,896	\$ 4,906,020	7%	\$ 3,270,492	\$ 3,652,662	12%
Remaining Budget	\$ 1,793,316	\$ 1,507,303		\$ 1,013,685	\$ 890,239	
Goal %	75%	75%		75%	75%	
Actual % Expensed	72%	76%		76%	80%	
+ Over/-Under	-3%	1%		1%	5%	

Cash Position:	Mar-15	Mar-16	% Change	Mar-15	Mar-16	% Change
	General			Proprietary		
Beginning Cash	\$ 2,688,709	\$ 1,775,727		\$ 6,352,712	\$ 7,254,743	
Taxes Collected	\$ 1,348,327	\$ 2,300,472		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 483,437	\$ 490,603	
Fees and Permits	\$ -	\$ -		\$ 28,720	\$ 55,961	
Other Income	\$ 701	\$ 1,987		\$ 20,986	\$ 5,388	
Less: Operating Expenses	\$ (423,440)	\$ (462,736)		\$ (310,150)	\$ (801,824)	
Ending Cash	\$ 3,614,297	\$ 3,615,450	0%	\$ 6,575,705	\$ 7,004,872	7%
Restricted Cash	\$ 204,332	\$ 443,009		\$ 2,634,729	\$ 2,795,955	
Unrestricted Cash	\$ 3,409,965	\$ 3,172,441		\$ 3,940,976	\$ 4,208,916	

District-wide

	Mar-15	Mar-16	% Change	FY15 YTD	FY16 YTD	% Change
	New Hires	0	8	800%	11	13
Voluntary Separations	1	1	0%	9	11	22%
Involuntary Separations	0	1	100%	1	5	400%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,211	1,969	63%	13,880	14,842	7%
Hours Sick Leave Used	783	914	17%	6,394	7,282	14%
OSHA Recordable Incidents	1	1	0%	6	5	-17%
Non-Recordable Incidents	0	0	0%	4	0	-100%
Vehicular Incidents	1	1	0%	10	11	10%
Motor Vehicular Accidents	1	0	-100%	2	7	250%
Mechanical/Spill/Leak	0	1	100%	3	4	33%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$385,275	\$389,510				
Current Month	\$28,403	\$60,467	113%			
Year to Date	\$312,833	\$475,316				
Remaining Overtime	\$72,442	(\$85,806)				
Goal %	75%	75%				
Actual % Expensed	81%	122%	50%			
+ Over/-Under	6%	47%				



Administration

	Mar-15	Mar-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	\$134	\$18	0%			
Year to Date	\$985	\$1,480				
Remaining Overtime	\$1,015	-\$480				
Goal %	75%	75%				
Actual % Expensed	49%	148%	202%			
+ Over/-Under	-26%	73%				

Events:

HR conducted new hire orientation for the following Fire Recruit Trainees on March 10, 2016:
- Hunter Benke, William Bouton, Justin Burch, Brian Cremo, William Longfellow, Blake Mims, Ryan Rose and Michael Walden

Solid Waste

Tonnage Collected:	Mar-15	Mar-16	% Change	FY15 YTD	FY16 YTD	% Change
Garbage	479	506	6%	4,134	4,355	5%
Yard Debris	580	742	28%	3,575	3,933	10%
Manmade	208	249	20%	1,535	2,023	32%
Total Tonnage	1267	1496	18%	9,247	10,311	12%
OSHA Recordable Incidents	0	0	0%	2	1	-50%
Non-Recordable Incidents	0	0	0%	2	0	-100%
Vehicular Incidents	1	1	0%	5	7	40%
Motor Vehicular Accidents	1	0	-100%	1	1	0%
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	\$2,149	\$8,270	285%			
Year to Date	\$15,152	\$46,225				
Remaining Overtime	-\$152	-\$34,725				
Goal %	75%	75%				
Actual % Expensed	101%	402%	298%			
+ Over/-Under	26%	327%				



Fire

	Mar-15	Mar-16	% Change	FY15 YTD	FY16 YTD	% Change
Fire Calls	8	3	-63%	48	55	15%
Working Structure Fires	1	1	0%	19	13	-32%
EMS Calls	122	117	-4%	1,008	1,014	1%
Motor Vehicle Accidents	16	14	-13%	123	112	-9%
Good Intent Call	76	67	-12%	552	683	24%
Hazardous Conditions	11	3	-73%	72	74	3%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	18	18	0%	198	217	10%
Other Situation	0	2	200%	7	13	86%
Overpressure Rupture	0	0	0%	2	2	0%
Rescue	0	0	0%	0	5	500%
Service Call	20	19	-5%	162	211	30%
Public Service (Safety House, Etc.)	0	0	0%	47	53	13%
Total Call Count	272	244	-10%	2,192	2,399	9%
Automatic/Mutual Aid Given	15	6	-60%	100	109	9%
Automatic/Mutual Aid Received	3	4	33%	57	39	-32%
Employee Training Hours	1,534	1,231	-20%	12,270	12,103	-1%
OSHA Recordable Incidents	1	1	0%	2	2	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	1	100%	1	1	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$336,555	\$ 353,010				
Current Month	\$24,760	\$47,270	91%			
Year to Date	\$282,231	\$380,536				
Remaining Overtime	\$54,324	-\$27,526				
Goal %	75%	75%				
Actual % Expensed	84%	108%	28%			
+ Over/-Under	9%	33%				
Station Responses:						
Station 1	118	137	16%	958	1,146	20%
Station 2	64	55	-14%	528	545	3%
Station 3	36	32	-11%	304	335	10%
Station 4	54	20	-63%	367	373	2%
Total Responses	272	244	-10%	2,157	2,399	11%
Inspections:						
Commercial	2	30	1400%	100	99	-1%
Residential	0	2	200%	0	2	200%
Fireworks Stands	0	0	0%	8	0	-100%

Events:
Chiefs Seabolt and Glick attended Legislative Day at the Capitol in Columbia



Maintenance

	Mar-15	Mar-16	% Change	FY15 YTD	FY16 YTD	% Change
Preventive Maintenance:						
Administration	1	1	0%	11	9	-18%
Fire	5	2	-60%	23	17	-26%
Maintenance	0	0	0%	3	1	-67%
Solid Waste	13	9	-31%	84	65	-23%
Wastewater	3	1	-67%	24	16	-33%
Total	22	13	-41%	145	108	-26%
Repairs (In-house):						
Administration	1	1	0%	7	3	-57%
Fire	7	10	43%	68	61	-10%
Maintenance	0	0	0%	0	0	0%
Solid Waste	23	29	26%	191	188	-2%
Wastewater	4	1	-75%	24	19	-21%
Total	35	41	17%	290	271	-7%
Service (In-house):						
Administration	1	0	-100%	6	8	33%
Fire	11	16	45%	56	60	7%
Maintenance	0	1	100%	0	1	100%
Solid Waste	49	83	69%	421	443	5%
Wastewater	7	2	-71%	44	43	-2%
Total	68	102	50%	527	555	5%
Repairs (Outside):						
Administration	0	0	0%	1	2	100%
Fire	2	3	50%	9	9	0%
Maintenance	0	0	0%	0	0	0%
Solid Waste	2	1	-50%	13	25	92%
Wastewater	0	1	100%	8	7	-13%
Total	4	5	25%	31	43	39%
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	\$299	\$83	-72%			
Year to Date	\$802	\$3,630				
Remaining Overtime	\$4,918	\$370				
Goal %	75%	75%				
Actual % Expensed	14%	91%	548%			
+ Over/-Under	-61%	16%				

Wastewater

	Mar-15	Mar-16	% Change	FY15 YTD	FY16 YTD	% Change
PSD Sewer Line Backups	1	3	200%	19	43	126%
Customer Sewer Line Backups	9	4	-56%	54	69	28%
Total Sewer Backup Calls	10	7	-30%	73	112	53%
Disconnects	83	55	-34%	554	556	0%
Reconnects	90	47	-48%	502	509	1%
Gallons Transported	92,593,000	105,671,000	14%	751,951,000	735,466,000	-2%
OSHA Recordable Incidents	0	0	0%	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	9,950	8,082	-19%	36,930	27,561	-25%
Televised	5,541	443	-92%	21,966	8,800	-60%
Budgeted Overtime Expense	\$26,000	\$20,000				
Current Month	\$1,061	\$4,827	355%			
Year to Date	\$13,663	\$43,445				
Remaining Overtime	\$12,337	-\$23,445				
Goal %	75%	75%				
Actual % Expensed	53%	217%	310%			
+ Over/-Under	-22%	142%				

Developments:
None

Available: Jurisdiction: