

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 7:00 p.m. on May 23, 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, Kay Kernodle, Carter McMillan and Eugene Platt (arrived at 7:30 p.m.).

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. Wilder led the invocation, followed by the pledge to the flag of the United States of America. Ms. Waring led a moment of silence for those who lost love ones, friends and family in the recent airline disaster.

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 attend the Hurricane Expo at Lowe's on Saturday, June 4<sup>th</sup> from 9 to 1 p.m.
  - B. Robert Schurmeier, 706 Creekside Drive, thanked the Commission and staff for the success of the one day a week trash pickup.
4. Approval of Minutes
  - A. **Mr. Hollingsworth moved to approve the Ways & Means Committee meeting minutes of May 5, 2016, seconded by Mr. Wilder. The motion carried unanimously.**
  - B. **Mr. Hollingsworth moved to approve the Special meeting minutes of May 5, 2016, seconded by Mr. Wilder. The motion carried unanimously.**
  - C. **Mr. Hollingsworth moved to approve the Regular Commission meeting minutes of May 9, 2016, seconded by Mr. Wilder. The motion carried unanimously.**
5. Committee Reports
  - A. Mr. Wilder reported on the James Island Intergovernmental Council meeting held on May 11<sup>th</sup> and also mentioned that Mr. BrownCrouch and Mr. McMillan were in attendance. Discussion followed.
6. April District Management Report
  - A. Mr. Wise reported that the numbers are on target.
  - B. Ms. BrownCrouch asked what the plans to reduce overtime were. Chief Seabolt stated that eight recruits will graduate June 17<sup>th</sup>, four employees have tested to become Firefighter II and the promotional testing on June 20<sup>th</sup> will result in three openings.

7. Unfinished Business

A. Ratification of Settlement and Consent Order with County to Resolve Condemnation Lawsuit over Fire Station 1 – Mr. Kernodle reported that the District settled the case with the County in the amount of \$400,000 and asked the Commission to ratify it for the record. **Mr. Hollingsworth moved to ratify the settlement with the County for \$400,000, seconded by Mr. Wilder. The motion carried 6 to 1 as follows:**

- Ms. BrownCrouch     Aye**
- Mr. Hollingsworth     Aye**
- Ms. Kernodle                     Recused**
- Mr. McMillan             Aye**
- Mr. Platt                     Aye**
- Ms. Waring                 Aye**
- Mr. Wilder                 Aye**

8. New Business – none

9. Correspondence and/or Newspaper Articles

- A. Chief Seabolt stated that the Fire Department received a thank you for mentoring [at Fort Johnson Middle School] and also volunteered with Sea Island Habit for Humanity.
- B. Chief Seabolt stated that C shift has been hit pretty hard with the recent searches and commended them for doing a great job.

10. Oral and Written Petitions – none

11. Executive Session


A. Ms. Waring stated that recording is not allowed in executive session. **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 Mr. Wilder. The motion carried 6 to 1 as follows:**

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

- B. The Commission entered into executive session at 7:34 p.m.
- C. The Commission returned to regular session at 8:29 p.m.
- D. No action was taken.

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

13. Ms. Waring adjourned the meeting at 8:30 p.m.

  
 Donald A. Hollingsworth  
 Secretary

DH/TE

**District Manager's Report to Date:**

Wastewater Project Updates (1)  
Chief Seabolt, Henry Haskell and I attended a mediation meeting (County vs. JIPSD) with the County; May 2, 2016  
Chief Seabolt and I attended the first day of trial (County vs. JIPSD), jury selection; May 9, 2016  
Participated in the 14<sup>th</sup> Annual Employee Safety Event; May 19, 2016

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

**Financial (Unaudited)**

Budget Comparison:	Apr-15	Apr-16	% Change	Apr-15	Apr-16	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,081,559	\$ 6,204,519		\$ 6,245,470	\$ 6,354,031	
Current Month	\$ 529,232	\$ 134,499		\$ 497,760	\$ 471,547	
Year to Date	\$ 4,899,301	\$ 6,386,972		\$ 5,600,887	\$ 5,143,738	
Actual %	81%	103%		90%	81%	
Budget Expenses:	\$ 6,384,212	\$ 6,413,323		\$ 4,284,177	\$ 4,542,901	
Current Month	\$ 643,925	\$ 454,299	-29%	\$ 426,269	\$ 439,738	3%
Year to Date	\$ 5,150,621	\$ 5,474,243	6%	\$ 3,696,761	\$ 4,560,460	23%
Remaining Budget	\$ 1,233,591	\$ 939,080		\$ 587,416	\$ (17,559)	
Goal %	83%	83%		83%	83%	
Actual % Expensed	81%	85%		85%	100%	
+ Over/-Under	-2%	2%		2%	17%	

Cash Position:	Apr-15	Apr-16	% Change	Apr-15	Apr-16	% Change
	General			Proprietary		
Beginning Cash	\$ 3,514,540	\$ 3,035,629		\$ 5,974,306	\$ 5,829,209	
Taxes Collected	\$ 499,542	\$ 125,067		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 444,852	\$ 443,084	
Fees and Permits	\$ -	\$ -		\$ 42,838	\$ 16,155	
Other Income	\$ 29,691	\$ 9,433		\$ 11,399	\$ 12,308	
Less: Operating Expenses	\$ (642,959)	\$ (454,299)		\$ (426,269)	\$ (439,738)	
Ending Cash	\$ 3,400,814	\$ 2,715,829	-20%	\$ 6,047,126	\$ 5,861,018	-3%
Restricted Cash	\$ 223,138	\$ 49,824		\$ 2,677,379	\$ 2,790,070	
Unrestricted Cash	\$ 3,177,676	\$ 2,666,006		\$ 3,369,747	\$ 3,070,948	

**District-wide**

	Apr-15	Apr-16	% Change	FY15 YTD	FY16 YTD	% Change
New Hires	8	0	-100%	19	13	-32%
Voluntary Separations	0	4	400%	9	15	67%
Involuntary Separations	0	0	0%	1	5	400%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,975	1,893	-4%	15,855	16,734	6%
Hours Sick Leave Used	12,995	612	-95%	19,389	7,893	-59%
OSHA Recordable Incidents	1	1	0%	7	6	-14%
Non-Recordable Incidents	1	0	-100%	5	0	-100%
Vehicular Incidents	2	1	-50%	12	12	0%
Motor Vehicular Accidents	0	2	200%	2	9	350%
Mechanical/Spill/Leak	2	0	-100%	5	4	-20%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$385,275	\$389,510				
Current Month	\$42,909	\$36,909	-14%			
Year to Date	\$355,743	\$512,225				
Remaining Overtime	\$29,532	(\$122,715)				
Goal %	83%	83%				
Actual % Expensed	92%	132%	42%			
+ Over/-Under	9%	49%				

**Administration**

	<u>Apr-15</u>	<u>Apr-16</u>	<u>% Change</u>	<u>FY15 YTD</u>	<u>FY16 YTD</u>	<u>% Change</u>
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	\$30	\$49	0%			
Year to Date	\$1,015	\$1,529				
Remaining Overtime	\$985	-\$529				
Goal %	83%	83%				
Actual % Expensed	51%	153%	200%			
+ Over/-Under	-32%	70%				

**Solid Waste**

Tonnage Collected:	<u>Apr-15</u>	<u>Apr-16</u>	<u>% Change</u>	<u>FY15 YTD</u>	<u>FY16 YTD</u>	<u>% Change</u>
Garbage	445	457	3%	4,579	4,812	5%
Yard Debris	820	668	-19%	4,395	4,601	5%
Manmade	231	224	-3%	1,766	2,247	27%
Total Tonnage	1496	1349	-10%	10,743	11,660	9%
OSHA Recordable Incidents	0	0	0%	2	1	-50%
Non-Recordable Incidents	1	0	-100%	3	0	-100%
Vehicular Incidents	2	0	-100%	7	7	0%
Motor Vehicular Accidents	0	2	200%	1	3	200%
Mechanical/Spill/Leak	2	0	-100%	4	3	-25%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$15,000	\$11,500				
Current Month	\$2,582	\$2,354	-9%			
Year to Date	\$17,735	\$48,579				
Remaining Overtime	-\$2,735	-\$37,079				
Goal %	83%	83%				
Actual % Expensed	118%	422%	258%			
+ Over/-Under	35%	339%				

<b>Fire</b>						
	<b>Apr-15</b>	<b>Apr-16</b>	<b>% Change</b>	<b>FY15 YTD</b>	<b>FY16 YTD</b>	<b>% Change</b>
Fire Calls	1	6	500%	49	61	24%
Working Structure Fires	2	2	0%	21	15	-29%
EMS Calls	106	105	-1%	1,114	1,119	0%
Motor Vehicle Accidents	11	14	27%	134	126	-6%
Good Intent Call	61	86	41%	613	769	25%
Hazardous Conditions	6	3	-50%	78	77	-1%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	22	23	5%	220	240	9%
Other Situation	0	0	0%	7	13	86%
Overpressure Rupture	0	0	0%	2	2	0%
Rescue	0	0	0%	0	5	500%
Service Call	26	13	-50%	188	224	19%
Public Service (Safety House, Etc.)	7	7	0%	54	60	11%
<b>Total Call Count</b>	<b>242</b>	<b>259</b>	<b>7%</b>	<b>2,434</b>	<b>2,658</b>	<b>9%</b>
Automatic/Mutual Aid Given	11	6	-45%	111	115	4%
Automatic/Mutual Aid Received	3	3	0%	60	42	-30%
Employee Training Hours	1,407	1,198	-15%	13,676	13,301	-3%
OSHA Recordable Incidents	1	1	0%	3	3	0%
Non-Recordable Incidents	0	0	0%	2	0	-100%
Vehicular Incidents	0	1	100%	5	3	-40%
Motor Vehicular Accidents	0	0	0%	1	1	0%
Mechanical/Spill/Leak	0	0	0%	1	1	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$336,555	\$ 353,010				
Current Month	\$35,556	\$33,162	-7%			
Year to Date	\$317,787	\$413,698				
Remaining Overtime	\$18,768	-\$60,688				
Goal %	83%	83%				
Actual % Expensed	94%	117%	25%			
+ Over/-Under	11%	34%				
Station Responses:						
Station 1	97	112	15%	1,055	1,258	19%
Station 2	60	71	18%	588	616	5%
Station 3	35	42	20%	339	377	11%
Station 4	43	34	-21%	410	407	-1%
<b>Total Responses</b>	<b>235</b>	<b>259</b>	<b>10%</b>	<b>2,392</b>	<b>2,658</b>	<b>11%</b>
Inspections:						
Commercial	19	27	42%	119	126	6%
Residential	0	0	0%	0	2	200%
Fireworks Stands	0	0	0%	8	0	-100%

Events:  
The FD Team placed second in the Taste of James Island  
Hosted SMART 9-1-1 sign up at the James Island Library

<b>Maintenance</b>						
Preventive Maintenance:						
	<b>Apr-15</b>	<b>Apr-16</b>	<b>% Change</b>	<b>FY15 YTD</b>	<b>FY16 YTD</b>	<b>% Change</b>
Administration	3	0	-100%	14	1	-93%
Fire	4	3	-25%	27	5	-81%
Maintenance	0	0	0%	3	0	-100%
Solid Waste	14	3	-79%	98	12	-88%
Wastewater	0	8	800%	24	9	-63%
<b>Total</b>	<b>21</b>	<b>14</b>	<b>-33%</b>	<b>166</b>	<b>27</b>	<b>-84%</b>
Repairs (In-house):						
Administration	0	1	100%	7	4	-43%
Fire	5	7	40%	73	68	-7%
Maintenance	0	0	0%	0	0	0%
Solid Waste	25	11	-56%	216	199	-8%
Wastewater	4	3	-25%	28	22	-21%
<b>Total</b>	<b>34</b>	<b>22</b>	<b>-35%</b>	<b>324</b>	<b>293</b>	<b>-10%</b>
Service (In-house):						
Administration	2	2	0%	8	10	25%
Fire	4	9	125%	60	69	15%
Maintenance	0	0	0%	0	1	100%
Solid Waste	50	73	46%	471	516	10%
Wastewater	4	5	25%	48	48	0%
<b>Total</b>	<b>60</b>	<b>89</b>	<b>48%</b>	<b>587</b>	<b>644</b>	<b>10%</b>
Repairs (Outside):						
Administration	1	0	-100%	2	2	0%
Fire	2	1	-50%	11	10	-9%
Maintenance	0	0	0%	0	0	0%
Solid Waste	2	2	0%	15	27	80%
Wastewater	0	0	0%	8	7	-13%
<b>Total</b>	<b>5</b>	<b>3</b>	<b>-40%</b>	<b>36</b>	<b>46</b>	<b>28%</b>
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	2	0	-100%	15	5	-67%
Budgeted Overtime Expense	\$5,720	\$4,000				
Current Month	\$549	\$120	-78%			
Year to Date	\$1,351	\$3,750				
Remaining Overtime	\$4,369	\$250				
Goal %	83%	83%				
Actual % Expensed	24%	94%	291%			
+ Over/-Under	-59%	11%				

**Wastewater**

	<b>Apr-15</b>	<b>Apr-16</b>	<b>% Change</b>	<b>FY15 YTD</b>	<b>FY16 YTD</b>	<b>% Change</b>
PSD Sewer Line Backups	1	2	100%	20	45	125%
Customer Sewer Line Backups	6	9	50%	60	78	30%
Total Sewer Backup Calls	7	11	57%	80	123	54%
Disconnects	51	53	4%	605	609	1%
Reconnects	53	46	-13%	555	555	0%
Gallons Transported	83,804,000	95,779,000	14%	835,755,000	831,245,000	-1%
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	2,500	4,757	90%	39,430	32,318	-18%
Televised	3,690	2,683	-27%	25,656	11,483	-55%
Budgeted Overtime Expense	\$26,000	\$20,000				
Current Month	\$4,182	\$1,225	-71%			
Year to Date	\$17,855	\$44,669				
Remaining Overtime	\$8,145	-\$24,669				
Goal %	83%	83%				
Actual % Expensed	69%	223%	224%			
+ Over/-Under	-14%	140%				
Developments:			Available:		Jurisdiction:	
None						