

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 7:00 p.m. on June 27, 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.

Also present were: Robert Wise, District Manager; Tamara Eberhart, Administrative Coordinator; Henry Haskell, Facilities & Project Coordinator; Keith Ingram, P.E., Project Manager and Officer Alan Ali, Charleston County Sheriff's Office.

Ms. Waring called the meeting to order. Ms. Waring expressed that she has enjoyed serving as Chair and she appreciates the help and cooperation they have received as a body.

Ms. Waring 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. **Mr. Hollingsworth moved to approve the Public Hearing meeting minutes of June 13, 2016, seconded by Mr. Wilder. The motion carried unanimously.**
 - B. **Mr. Wilder moved to approve the Regular Commission meeting minutes of June 13, 2016, seconded by Mr. Hollingsworth. The motion carried unanimously.**
5. Camp and Folly Road Construction Project
 - A. Mr. Ingram gave an update on the project (PowerPoint presentation and video included).
6. Committee Reports
 - A. Mr. Wilder reported on the recent BCD Council of Governments meeting.
7. May District Management Report
 - A. Mr. Wise thanked Ms. Kernodle and Mr. Wilder for attending the Special Purpose District leadership program.
 - B. Mr. Wise stated that he attended the recruit school graduation and thanked Ms. Kernodle for attending. The new recruits and new hires will be introduced at the next regular meeting.
 - C. Mr. Wise summarized the May financial report (attached).
8. Unfinished Business – none
9. New Business – none

10. Election of Commission Officers

- A. Mr. Wise opened the floor for nominations for the office of Chair. Mr. Platt nominated Mr. Hollingsworth, seconded by Ms. Waring. Ms. Waring moved to close the nominations. Mr. Hollingsworth was elected Chair as follows:

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

- B. Mr. Wise opened the floor for nominations for the office of Vice Chair. Ms. Kernodle nominated Ms. Waring, seconded by Mr. Hollingsworth. Ms. Waring was elected as Vice Chair as follows:

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

- C. Mr. Wise opened the floor for nominations for the office of Secretary. Ms. Waring nominated Mr. Wilder, seconded by Ms. Kernodle. Mr. Hollingsworth moved to close the nominations. Mr. Wilder was elected as Secretary as follows:

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

Ms. Waring presented Mr. Hollingsworth with the Chair's gavel.

11. Correspondence and/or Newspaper Articles – none

12. Oral and Written Petitions

- A. Karen Holmes, 1820 Folly Road, asked about the status of the Bee Field project.
Discussion followed.

13. 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, for discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property [Fire Station 1 site location], and for discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body. [District Manager] Mr. Wilder seconded. Mr. McMillan opposed.**
- B. The Commission entered into executive session at 8:18 p.m.
- C. The Commission returned to regular session at 9:34 p.m.

D. Mr. Hollingsworth moved to instruct the District Manager to go forward with the negotiations with First Citizens Bank for the Pittsford Circle property, seconded by Mr. Platt. The motion carried unanimously.


E. Mr. Hollingsworth moved to accept Mr. Wise's contract as presented to the Commission, seconded by Mr. Wilder. 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	

Ms. Waring stated that Mr. Wise's contract should not leave the room. Mr. McMillan stated that they were cut off during the discussion.

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

15. Ms. Waring adjourned the meeting at 9:39 p.m.



Donald A. Hollingsworth
Secretary

DH/TE

District Manager's Report to Date:

Wastewater Project Updates (1)

Attended the SCSPD Leadership Program in Columbia; May 24, 2016

Attended Firefighter Recruit School Graduation; June 17, 2016

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

	May-15			May-16			May-15			May-16		
	General			Proprietary			General			Proprietary		
Budget Comparison:												
Budget Revenues:	\$	6,081,559	\$	6,204,519			\$	6,245,470	\$	6,354,031		
Current Month	\$	169,811	\$	438,506			\$	485,945	\$	525,625		
Year to Date	\$	5,598,344	\$	6,825,328			\$	6,086,832	\$	5,669,302		
Actual %		92%		110%				97%		89%		
Budget Expenses:	\$	6,384,212	\$	6,413,323			\$	4,284,177	\$	4,542,901		
Current Month	\$	553,493	\$	472,521		-15%	\$	394,189	\$	135,091		-66%
Year to Date	\$	5,786,512	\$	5,946,622		3%	\$	4,090,244	\$	4,905,075		20%
Remaining Budget	\$	597,700	\$	466,701			\$	258,720	\$	(362,174)		
Goal %		92%		92%				92%		92%		
Actual % Expensed		91%		93%				93%		108%		
+ Over/-Under		-1%		1%				1%		16%		
Cash Position:												
Beginning Cash	\$	3,329,008	\$	3,036,030			\$	5,990,206	\$	5,829,209		
Taxes Collected	\$	169,051	\$	437,437			\$	-	\$	-		
Customer Service Charges	\$	-	\$	-			\$	446,661	\$	463,907		
Fees and Permits	\$	-	\$	-			\$	37,478	\$	39,645		
Other Income	\$	760	\$	1,069			\$	2,010	\$	22,073		
Less: Operating Expenses	\$	(553,493)	\$	(472,521)			\$	(394,189)	\$	(135,091)		
Ending Cash	\$	2,945,326	\$	3,002,016		2%	\$	6,082,166	\$	6,219,743		2%
Restricted Cash	\$	166,251	\$	25,017			\$	2,662,990	\$	2,844,986		
Unrestricted Cash	\$	2,779,075	\$	2,976,999			\$	3,419,176	\$	3,374,757		



District-wide

	<u>May-15</u>	<u>May-16</u>	<u>% Change</u>	<u>FY15 YTD</u>	<u>FY16 YTD</u>	<u>% Change</u>
New Hires	0	0	0%	19	13	-32%
Voluntary Separations	1	2	100%	10	17	70%
Involuntary Separations	0	0	0%	1	5	400%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,628	1,263	-22%	17,483	17,997	3%
Hours Sick Leave Used	783	398	-49%	20,172	8,291	-59%
OSHA Recordable Incidents	0	0	0%	7	6	-14%
Non-Recordable Incidents	2	0	-100%	7	0	-100%
Vehicular Incidents	1	1	0%	13	13	0%
Motor Vehicular Accidents	0	0	0%	2	9	350%
Mechanical/Spill/Leak	0	0	0%	5	4	-20%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$385,275	\$389,510				
Current Month	\$46,053	\$43,866	-5%			
Year to Date	\$401,796	\$556,090				
Remaining Overtime	-\$16,521	(\$166,580)				
Goal %	92%	92%				
Actual % Expensed	104%	143%	37%			
+ Over/-Under	12%	51%				

Events:
14th Annual Safety Event- May 19th

Administration

	<u>May-15</u>	<u>May-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	\$8	\$65	0%			
Year to Date	\$1,024	\$1,594				
Remaining Overtime	\$976	-\$594				
Goal %	92%	92%				
Actual % Expensed	51%	159%	212%			
+ Over/-Under	-41%	67%				

Solid Waste

Tonnage Collected:	May-15	May-16	% Change	FY15 YTD	FY16 YTD	% Change
Garbage	471	504	7%	5,050	5,317	5%
Yard Debris	634	583	-8%	5,029	5,183	3%
Manmade	208	225	8%	1,974	2,472	25%
Total Tonnage	1313	1312	0%	12,056	12,972	8%
OSHA Recordable Incidents	0	0	0%	2	1	-50%
Non-Recordable Incidents	0	0	0%	3	0	-100%
Vehicular Incidents	0	1	100%	7	8	14%
Motor Vehicular Accidents	0	0	0%	1	3	200%
Mechanical/Spill/Leak	0	0	0%	4	3	-25%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$15,000	\$11,500				
Current Month	\$3,260	\$2,303	-29%			
Year to Date	\$20,994	\$50,882				
Remaining Overtime	-\$5,994	-\$39,382				
Goal %	92%	92%				
Actual % Expensed	140%	442%	216%			
+ Over/-Under	48%	350%				

Fire

	May-15	May-16	% Change	FY15 YTD	FY16 YTD	% Change
Fire Calls	5	4	-20%	54	65	20%
Working Structure Fires	2	1	-50%	23	16	-30%
EMS Calls	130	136	5%	1,244	1,255	1%
Motor Vehicle Accidents	8	15	88%	142	141	-1%
Good Intent Call	71	81	14%	684	850	24%
Hazardous Conditions	6	11	83%	84	88	5%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	17	17	0%	237	257	8%
Other Situation	0	0	0%	7	13	86%
Overpressure Rupture	1	0	-100%	3	2	-33%
Rescue	0	0	0%	0	5	500%
Service Call	20	29	45%	208	253	22%
Public Service (Safety House, Etc.)	7	4	-43%	61	64	5%
Total Call Count	267	298	12%	2,701	2,956	9%
Automatic/Mutual Aid Given	10	2	-80%	121	117	-3%
Automatic/Mutual Aid Received	4	1	-75%	64	43	-33%
Employee Training Hours	1,237	1,332	8%	14,913	14,633	-2%
OSHA Recordable Incidents	0	0	0%	3	3	0%
Non-Recordable Incidents	2	0	-100%	4	0	-100%
Vehicular Incidents	1	0	-100%	6	3	-50%
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	\$38,392	\$40,249	5%			
Year to Date	\$356,179	\$453,946				
Remaining Overtime	-\$19,624	-\$100,936				
Goal %	92%	92%				
Actual % Expensed	106%	129%	21%			
+ Over/-Under	14%	37%				

Station Responses:	May-15	May-16	% Change	FY15 YTD	FY16 YTD	% Change
Station 1	126	123	-2%	1,181	1,381	17%
Station 2	55	64	16%	643	680	6%
Station 3	34	48	41%	373	425	14%
Station 4	45	59	31%	455	466	2%
Total Responses	260	294	13%	2,652	2,952	11%

Inspections:	May-15	May-16	% Change	FY15 YTD	FY16 YTD	% Change
Commercial	24	18	-25%	143	144	1%
Residential	0	0	0%	0	2	200%
Fireworks Stands	0	0	0%	8	0	-100%

Events:
Trained with County Park Lifeguards



Maintenance

	May-15	May-16	% Change	FY15 YTD	FY16 YTD	% Change
Preventive Maintenance:						
Administration	2	2	0%	16	3	-81%
Fire	2	2	0%	29	7	-76%
Maintenance	0	1	100%	3	1	-67%
Solid Waste	6	10	67%	104	22	-79%
Wastewater	5	2	-60%	29	11	-62%
Total	15	17	13%	181	44	-76%
Repairs (In-house):						
Administration	1	0	-100%	8	4	-50%
Fire	4	11	175%	77	79	3%
Maintenance	0	0	0%	0	0	0%
Solid Waste	21	21	0%	237	220	-7%
Wastewater	1	2	100%	29	24	-17%
Total	27	34	26%	351	327	-7%
Service (In-house):						
Administration	3	2	-33%	11	12	9%
Fire	5	7	40%	65	76	17%
Maintenance	0	0	0%	0	1	100%
Solid Waste	53	42	-21%	524	558	6%
Wastewater	3	15	400%	51	63	24%
Total	64	66	3%	651	710	9%
Repairs (Outside):						
Administration	0	0	0%	2	2	0%
Fire	0	0	0%	11	10	-9%
Maintenance	0	0	0%	0	0	0%
Solid Waste	3	4	33%	18	31	72%
Wastewater	0	1	100%	8	8	0%
Total	3	5	67%	39	51	31%
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%	15	5	-67%
Budgeted Overtime Expense	\$5,720	\$4,000				
Current Month	\$123	\$210	70%			
Year to Date	\$1,474	\$3,959				
Remaining Overtime	\$4,246	\$41				
Goal %	92%	92%				
Actual % Expensed	26%	99%	281%			
+ Over/-Under	-66%	7%				

Wastewater

	May-15	May-16	% Change	FY15 YTD	FY16 YTD	% Change
PSD Sewer Line Backups						
PSD Sewer Line Backups	1	2	100%	21	47	124%
Customer Sewer Line Backups	4	4	0%	64	82	28%
Total Sewer Backup Calls	5	6	20%	85	129	52%
Disconnects						
Disconnects	61	58	-5%	666	667	0%
Reconnects						
Reconnects	51	44	-14%	606	599	-1%
Gallons Transported						
Gallons Transported	77,189,000	87,619,000	14%	912,944,000	918,864,000	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	250	2,993	1097%	39,680	35,311	-11%
Televised	40	3,125	7713%	25,696	14,608	-43%
Budgeted Overtime Expense	\$26,000	\$20,000				
Current Month	\$4,270	\$1,040	-76%			
Year to Date	\$22,125	\$45,709				
Remaining Overtime	\$3,875	-\$25,709				
Goal %	92%	92%				
Actual % Expensed	85%	229%	169%			
+ Over/-Under	-7%	137%				

Events:
Adopt-A-Highway Pickup May 7th

Developments: Available: Jurisdiction:
None