

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 7:00 p.m. on July 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: Donald Hollingsworth, Chair, who presided; Bill Cubby Wilder; Inez BrownCrouch, Carter McMillan and Eugene Platt.

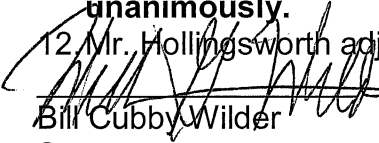
Absent from the meeting were the following members: Kay Kernodle (vacation) and June Waring (ill).

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

Mr. Hollingsworth called the meeting to order.

Mr. Wilder 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. Mr. Hollingsworth thanked the staff and Commission for their thoughts and prayers during his illness. He went on to say that Ms. Waring is in rehab and Ms. Kernodle is on vacation.
3. Oral and Written Petitions
  - A. Alan Laughlin, 847 Darwin Street, invited everyone to attend the 2<sup>nd</sup> Annual National Night Out hosted by the Town on August 2<sup>nd</sup> from 6 to 7:30 p.m.
4. Approval of Minutes
  - A. **Mr. Platt moved to approve the Regular Commission meeting minutes of July 11, 2016, seconded by Mr. Wilder. The motion carried unanimously.**
5. June District Management Report
  - A. Mr. Wise stated that the final complete FY 2017 budget is on the website.
  - B. Mr. Wise summarized June's report (attached).
  - C. Mr. Wise stated that on July 12<sup>th</sup>, 20 people participated in the employee health screening.
6. Committee Reports
  - A. Mr. McMillan asked about the committee assignments. Mr. Hollingsworth stated that they will be available at the next meeting.
7. Unfinished Business – none
8. New Business – none
9. Correspondence and/or Newspaper Articles – none
10. Oral and Written Petitions – none
11. **Mr. Platt moved to adjourn the meeting, seconded by Mr. Wilder. The motion carried unanimously.**
12. Mr. Hollingsworth adjourned the meeting at 7:05 p.m.

  
Bill Cubby Wilder  
Secretary  
BCW/TE

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

Wastewater Project Updates (1)

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

**Financial (Unaudited)**

Budget Comparison:	Jun-15	Jun-16	% Change	Jun-15	Jun-16	% Change
	General			Proprietary		
Budget Revenues:	\$ 6,081,559	\$ 6,204,519		\$ 6,245,470	\$ 6,354,031	
Current Month	\$ 557,905	\$ 488,410		\$ 499,887	\$ 527,463	
Year to Date	\$ 6,156,249	\$ 7,313,138		\$ 6,086,832	\$ 6,196,634	
Actual %	101%	118%		97%	98%	
Budget Expenses:	\$ 6,384,212	\$ 6,413,323		\$ 4,284,177	\$ 4,542,901	
Current Month	\$ 563,565	\$ 471,583	-16%	\$ 715,491	\$ 683,855	-4%
Year to Date	\$ 6,249,055	\$ 6,418,173	3%	\$ 4,805,734	\$ 5,588,931	16%
Remaining Budget	\$ 135,157	\$ (4,850)		\$ 258,720	\$ (1,046,030)	
Goal %	100%	100%		100%	100%	
Actual % Expensed	98%	100%		112%	123%	
+ Over/-Under	-2%	0%		12%	23%	
Cash Position:	Jun-15	Jun-16	% Change	Jun-15	Jun-16	% Change
	General			Proprietary		
Beginning Cash	\$ 3,289,093	\$ 3,285,801		\$ 5,972,422	\$ 5,593,447	
Taxes Collected	\$ 437,551	\$ 86,602		\$ -	\$ -	
Customer Service Charges	\$ -	\$ -		\$ 465,839	\$ 483,078	
Fees and Permits	\$ -	\$ -		\$ 25,690	\$ 24,060	
Other Income	\$ 120,354	\$ 401,808		\$ 8,358	\$ 20,326	
Less: Operating Expenses	\$ (563,565)	\$ (471,583)		\$ (715,491)	\$ (683,855)	
Ending Cash	\$ 3,283,433	\$ 3,302,628	1%	\$ 5,756,818	\$ 5,437,055	-6%
Restricted Cash	\$ 149,646	\$ 5,700		\$ 2,287,266	\$ 2,732,039	
Unrestricted Cash	\$ 3,133,787	\$ 3,296,928		\$ 3,469,552	\$ 2,705,015	

**District-wide**

	Jun-15	Jun-16	% Change	FY15 YTD	FY16 YTD	% Change
New Hires	0	5	500%	19	18	-5%
Voluntary Separations	0	1	100%	10	18	80%
Involuntary Separations	1	0	-100%	2	5	150%
Grievances	0	0	0%	0	0	0%
Hours Annual Leave Used	1,421	1,455	2%	18,903	19,452	3%
Hours Sick Leave Used	564	595	6%	20,735	8,886	-57%
OSHA Recordable Incidents	0	0	0%	7	6	-14%
Non-Recordable Incidents	0	0	0%	7	0	-100%
Vehicular Incidents	0	2	200%	13	15	15%
Motor Vehicular Accidents	1	0	-100%	3	9	200%
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	\$50,348	\$40,010	-21%			
Year to Date	\$452,144	\$596,101				
Remaining Overtime	-\$66,869	(\$206,591)				
Goal %	100%	100%				
Actual % Expensed	117%	153%	30%			
+ Over/-Under	17%	53%				

Events:  
Employee Health Screening - July 12, 2016



### Administration

	Jun-15	Jun-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	\$213	\$146	0%			
Year to Date	\$1,236	\$1,740				
Remaining Overtime	\$764	-\$740				
Goal %	100%	100%				
Actual % Expensed	62%	174%	182%			
+ Over/-Under	-38%	74%				

### Solid Waste

Tonnage Collected:	Jun-15	Jun-16	% Change	FY15 YTD	FY16 YTD	% Change
Garbage	504	570	13%	5,554	5,887	6%
Yard Debris	482	593	23%	5,512	5,777	5%
Manmade	232	240	3%	2,206	2,712	23%
Total Tonnage	1219	1403	15%	13,275	14,375	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	9	29%
Motor Vehicular Accidents	1	0	-100%	2	3	50%
Mechanical/Spill/Leak	0	0	0%	4	3	-25%
# of Lost Time Injuries	0	0	0%	1	1	0%
Budgeted Overtime Expense	\$26,000	\$11,500				
Current Month	\$2,218	\$1,081	-51%			
Year to Date	\$24,343	\$51,963				
Remaining Overtime	\$1,657	-\$40,463				
Goal %	100%	100%				
Actual % Expensed	94%	452%	383%			
+ Over/-Under	-6%	352%				

**Fire**

	<b>Jun-15</b>	<b>Jun-16</b>	<b>% Change</b>	<b>FY15 YTD</b>	<b>FY16 YTD</b>	<b>% Change</b>
Fire Calls	10	9	-10%	64	74	16%
Working Structure Fires	4	1	-75%	27	17	-37%
EMS Calls	143	120	-16%	1,387	1,375	-1%
Motor Vehicle Accidents	9	9	0%	151	150	-1%
Good Intent Call	72	71	-1%	756	921	22%
Hazardous Conditions	4	12	200%	88	100	14%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	38	31	-18%	275	288	5%
Other Situation	0	2	200%	7	15	114%
Overpressure Rupture	0	0	0%	3	2	-33%
Rescue	3	0	-100%	3	5	67%
Service Call	7	34	386%	215	287	33%
Public Service (Safety House, Etc.)	0	4	400%	61	68	11%
<b>Total Call Count</b>	<b>290</b>	<b>289</b>	<b>0%</b>	<b>2,977</b>	<b>3,234</b>	<b>9%</b>
Automatic/Mutual Aid Given	9	6	-33%	130	123	-5%
Automatic/Mutual Aid Received	6	4	-33%	70	47	-33%
Employee Training Hours	10,445	1,188	-89%	25,358	15,820	-38%
OSHA Recordable Incidents	0	0	0%	3	3	0%
Non-Recordable Incidents	0	0	0%	4	0	-100%
Vehicular Incidents	0	1	100%	6	4	-33%
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	\$39,190	\$36,058	-8%			
Year to Date	\$395,369	\$490,004				
Remaining Overtime	-\$58,814	-\$136,994				
Goal %	100%	100%				
Actual % Expended	117%	139%	18%			
+ Over/-Under	17%	39%				
Station Responses:						
Station 1	126	133	6%	1,307	1,514	16%
Station 2	55	73	33%	698	753	8%
Station 3	34	31	-9%	407	456	12%
Station 4	45	52	16%	500	518	4%
<b>Total Responses</b>	<b>260</b>	<b>289</b>	<b>11%</b>	<b>2,912</b>	<b>3,241</b>	<b>11%</b>
Inspections:						
Commercial	24	19	-21%	167	163	-2%
Residential	0	0	0%	0	2	200%
Fireworks Stands	0	0	0%	8	0	-100%
Events:						
Recruit School Graduation						
Charleston 9 Memorial Service						
Servicemaster Firefighter Appreciation night Riverdogs						



**Maintenance**

Preventive Maintenance:

	Jun-15	Jun-16	% Change	FY15 YTD	FY16 YTD	% Change
Administration	1	0	-100%	17	3	-82%
Fire	2	3	50%	31	10	-68%
Maintenance	1	0	-100%	4	1	-75%
Solid Waste	6	10	67%	110	32	-71%
Wastewater	3	4	33%	32	15	-53%
<b>Total</b>	<b>13</b>	<b>17</b>	<b>31%</b>	<b>194</b>	<b>61</b>	<b>-69%</b>

Repairs (In-house):

Administration	0	0	0%	8	4	-50%
Fire	1	8	700%	78	87	12%
Maintenance	0	0	0%	0	0	0%
Solid Waste	19	27	42%	256	247	-4%
Wastewater	2	2	0%	31	26	-16%
<b>Total</b>	<b>22</b>	<b>37</b>	<b>68%</b>	<b>373</b>	<b>364</b>	<b>-2%</b>

Service (In-house):

Administration	1	0	-100%	12	12	0%
Fire	16	5	-69%	81	81	0%
Maintenance	0	1	100%	0	2	0%
Solid Waste	73	59	-19%	597	617	3%
Wastewater	11	5	-55%	62	68	10%
<b>Total</b>	<b>101</b>	<b>70</b>	<b>-31%</b>	<b>752</b>	<b>780</b>	<b>4%</b>

Repairs (Outside):

Administration	0	0	0%	2	2	0%
Fire	2	0	-100%	13	10	-23%
Maintenance	0	0	0%	0	0	0%
Solid Waste	5	4	-20%	23	35	52%
Wastewater	1	1	0%	9	9	0%
<b>Total</b>	<b>8</b>	<b>5</b>	<b>-38%</b>	<b>47</b>	<b>56</b>	<b>19%</b>

OSHA Recordable Incidents	0	0	0%	0	1	100%
Non-Recordable Incidents	0	0	0%	0	0	0%
Veicular 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	\$274	\$330	21%
Year to Date	\$1,748	\$4,290	
Remaining Overtime	\$3,972	-\$290	
Goal %	100%	100%	
Actual % Expensed	31%	107%	251%
+ Over/-Under	-69%	7%	



**Wastewater**

	<b>Jun-15</b>	<b>Jun-16</b>	<b>% Change</b>	<b>FY15 YTD</b>	<b>FY16 YTD</b>	<b>% Change</b>
PSD Sewer Line Backups	1	2	100%	22	49	123%
Customer Sewer Line Backups	9	5	-44%	73	87	19%
Total Sewer Backup Calls	10	7	-30%	95	136	43%
Disconnects	93	50	-46%	759	717	-6%
Reconnects	99	46	-54%	705	645	-9%
Gallons Transported	64,967,000	92,481,000	42%	977,911,000	1,011,345,000	3%
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	0	3,740	100%	39,680	39,051	-2%
Televised	0	1,672	100%	25,696	16,280	-37%
Budgeted Overtime Expense	\$15,000	\$20,000				
Current Month	\$8,453	\$2,395	-72%			
Year to Date	\$29,448	\$48,104				
Remaining Overtime	-\$14,448	-\$28,104				
Goal %	100%	100%				
Actual % Expensed	196%	241%	23%			
+ Over/-Under	96%	141%				

Developments: James Island Elementary School Bus Parking Facility Available: 3 ERUs Jurisdiction: JIPSD