

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 7:00 p.m. on December 12, 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, Kay Kernodle, Carter McMillan, Eugene Platt and June Waring.


Also present were: Robert Wise, District Manager; Susan Gladden, Chief Financial Officer; James Game, Assistant Financial Officer; Tamara Eberhart, Administrative Coordinator; Don Mobley and Kelly Damiano; Scott & Company, LLC; David Major, Facilities Maintenance Specialist 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 recognized former Commission Chair David Engelman and newly elected Commissioners Sandi Engelman and Kathy Woolsey in the audience.
3. Service Awards Recognitions for Commissioner June Waring and Commissioner Carter McMillan
 - A. Ms. Waring and Mr. McMillan received plaques in recognition of their years of service at the District.
4. Oral and Written Petitions
 - A. Robert Schurmeier, 706 Creekside Drive, stated that the time allowed for public speaking should remain at 2.
 - B. Patricia Damico, 1609 Terns Nest Road, thanked the District for the fast and efficient cleanup after Hurricane Matthew and further expressed concerns about flooding on her Howle Avenue property.
5. Approval of Minutes
 - A. **Mr. Platt moved to approve the Regular Commission meeting minutes of November 14, 2016, seconded by Mr. Wilder. The motion carried unanimously.**
 - B. **Mr. Wilder moved to approve the Rules of Procedure Workshop meeting minutes of December 5, 2016, seconded by Ms. Kernodle. The motion carried 6 to 1 with an abstention vote from Mr. Platt.**
6. Audit Report – Scott & Company, LLC; - Ms. Gladden & Mr. Game
 - A. Mr. Wise thanked Ms. Gladden and Mr. Game for their hard work on the audit. He also thanked Auditors for their professionalism. Mr. Mobley gave a review of the audited financials (copies provided to the Commission). Discussion followed.

7. Ordinance No. 2016-004 To Adopt the Commission Rules of Procedure
- A. Mr. Wilder moved to approve the revised Rules of Procedure, seconded by Mr. Hollingsworth. **The motion carried 4 to 3 as follows:**
- | | | |
|--------------------------|------------|------------|
| Ms. BrownCrouch | | Nay |
| Mr. Hollingsworth | Aye | |
| Ms. Kernodle | Aye | |
| Mr. McMillan | | Nay |
| Mr. Platt | | Nay |
| Ms. Waring | Aye | |
| Mr. Wilder | Aye | |
- B. **Mr. Hollingsworth moved to hold a Special meeting on January 9th at 6 p.m. for the installation of the newly and re-elected Commissioners. Mr. Wilder seconded the motion. The motion carried 6 to 1 as follows.**
- | | | |
|--------------------------|------------|----------------|
| Ms. BrownCrouch | Aye | |
| Mr. Hollingsworth | Aye | |
| Ms. Kernodle | Aye | |
| Mr. McMillan | | Abstain |
| Mr. Platt | Aye | |
| Ms. Waring | Aye | |
| Mr. Wilder | Aye | |
8. October District Management Report
- A. Mr. Wise reported on the financials.
- B. Mr. Wise thanked Commissioners BrownCrouch, Platt, Hollingsworth and Waring for attending the Employee Appreciation event and recognized the Employee Appreciation committee members (event brochure attached).
9. Committee Reports
- A. Rules of Procedure Workshop – December 5, 2016 – Mr. Hollingsworth reported on the workshop held on December 5th.
10. Unfinished Business – none
11. New Business – none
12. Correspondence and/or Newspaper Articles
- A. Mr. Hollingsworth mentioned the recent Island Update newsletter.
13. Oral and Written Petitions
- A. Alan Laughlin, 847 Darwin Street, spoke to the upcoming changes in public comment period, frequency of meetings and ordinances.
14. **Mr. Wilder moved to adjourn the meeting, seconded by Ms. Waring. The motion carried unanimously.**
15. Mr. Hollingsworth adjourned the meeting at 8:25 p.m.


 Bill Cubby Wilder
 Secretary
 BCW/TE

District Manager's Report to Date:

Attended the Annual Employee Appreciation Event: December 8, 2016, 11:30 am

Attended a FEMA kick off meeting: November 28, 2016, 1pm

Wastewater Projects Update (1)

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

Highlighted items will be addressed during the meeting.

Financial (Unaudited)

Budget Comparison:	Oct-15			Oct-16			Oct-15			Oct-16		
	General						Proprietary					
Budget Revenues:	\$	6,204,519	\$	6,617,366			\$	6,354,031	\$	7,645,854		
Current Month	\$	26,566	\$	111,595			\$	522,974	\$	571,313		
Year to Date	\$	360,069	\$	1,325,338			\$	2,129,350	\$	2,244,651		
Actual %		6%		20%				34%		29%		
Budget Expenses:	\$	6,413,323	\$	6,571,416			\$	4,542,901	\$	4,701,673		
Current Month	\$	645,595	\$	512,045		-21%	\$	395,157	\$	378,121		-4%
Year to Date	\$	2,128,183	\$	2,162,810		2%	\$	1,356,608	\$	1,410,207		4%
Remaining Budget	\$	4,285,140	\$	4,408,606			\$	3,186,293	\$	3,291,466		
Goal %		33%		33%				33%		33%		
Actual % Expensed		33%		33%				30%		30%		
+ Over/-Under		0%		0%				-3%		-3%		

Cash Position:	Oct-15			Oct-16			Oct-15			Oct-16		
	General						Proprietary					
Beginning Cash	\$	1,947,954	\$	969,602			\$	4,824,362	\$	5,185,305		
Taxes Collected	\$	16,028	\$	86,612			\$	-	\$	-		
Customer Service Charges	\$	-	\$	-			\$	496,446	\$	547,068		
Fees and Permits	\$	-	\$	-			\$	17,715	\$	14,445		
Other Income	\$	10,538	\$	635,756			\$	8,813	\$	9,801		
Less: Operating Expenses	\$	(645,595)	\$	(512,045)			\$	(395,157)	\$	(378,121)		
Ending Cash	\$	1,328,925	\$	1,179,925		-11%	\$	4,952,179	\$	5,378,497		9%
Restricted Cash	\$	22,713	\$	46,721			\$	2,842,351	\$	2,959,867		
Unrestricted Cash	\$	1,306,212	\$	1,133,205			\$	2,109,828	\$	2,418,630		

District-wide

	Oct-15			Oct-16			FY15 YTD			FY16 YTD		
			% Change			% Change			% Change			% Change
New Hires	1	0	-100%	3	5	67%						
Voluntary Separations	1	0	-100%	8	5	-38%						
Involuntary Separations	0	0	0%	2	1	-50%						
Grievances	0	0	0%	0	0	0%						
Hours Annual Leave Used	1,886	1,035	-45%	7,294	6,663	-9%						
Hours Sick Leave Used	1,036	728	-30%	4,156	3,594	-14%						
OSHA Recordable Incidents	0	0	0%	1	6	500%						
Non-Recordable Incidents	0	15	100%	0	19	100%						
Vehicular Incidents	0	4	100%	6	9	50%						
Motor Vehicular Accidents	0	3	100%	6	4	-33%						
Mechanical/Spill/Leak	0	2	100%	0	3	100%						
# of Lost Time Injuries	0	0	0%	0	3	100%						
Budgeted Overtime Expense	\$389,510	\$412,197										
Current Month	\$84,612	\$105,550	25%									
Year to Date	\$203,349	\$242,106										
Remaining Overtime	\$186,161	\$170,091										
Goal %	33%	33%										
Actual % Expensed	52%	59%	13%									
+ Over/-Under	19%	26%										

Events:
HR hosted annual open enrollment
HR hosted annual flu shot



Administration

	Oct-15	Oct-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	1	100%
Motor Vehicular Accidents	0	0	0%	1	0	-100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$1,000	\$1,000				
Current Month	\$854	\$0	0%			
Year to Date	\$1,079	\$77				
Remaining Overtime	-\$79	\$923				
Goal %	33%	33%				
Actual % Expensed	108%	8%	-93%			
+ Over/-Under	75%	-25%				

Solid Waste

Tonnage Collected:	Oct-15	Oct-16	% Change	FY15 YTD	FY16 YTD	% Change
Garbage	492	526	7%	1,905	2,032	7%
Yard Debris	529	1125	113%	1,807	3,064	70%
Manmade	255	68	-73%	903	645	-29%
Total Tonnage	1276	1719	35%	4,615	5,741	24%
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	1	100%	0	4	100%
Vehicular Incidents	0	1	100%	5	4	-20%
Motor Vehicular Accidents	0	1	100%	2	1	-50%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$11,500	\$15,000				
Current Month	\$11,919	\$12,051	1%			
Year to Date	\$19,014	\$31,252				
Remaining Overtime	-\$7,514	-\$16,252				
Goal %	33%	33%				
Actual % Expensed	165%	208%	26%			
+ Over/-Under	132%	175%				



Fire

	Oct-15	Oct-16	% Change	FY15 YTD	FY16 YTD	% Change
Fire Calls	4	10	150%	22	27	23%
Working Structure Fires	0	5	100%	5	12	140%
EMS Calls	117	114	-3%	460	446	-3%
Motor Vehicle Accidents	10	7	-30%	54	58	7%
Good Intent Call	88	89	1%	316	335	6%
Hazardous Conditions	12	23	92%	42	67	60%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	30	34	13%	103	89	-14%
Other Situation	1	10	900%	9	19	111%
Overpressure Rupture	0	2	100%	1	2	100%
Rescue	3	1	-67%	4	1	-75%
Service Call	29	43	48%	112	118	5%
Total Call Count	294	338	15%	1,128	1,174	4%
Automatic/Mutual Aid Given	16	2	-88%	57	13	-77%
Automatic/Mutual Aid Received	3	2	-33%	11	8	-27%
Public Service (Safety House, Etc.)	26	28	8%	47	49	4%
Employee Training Hours	1,477	1,723	17%	5,229	5,860	12%
Station Responses:						
Station 1	143	121	-15%	518	475	-8%
Station 2	60	77	28%	251	247	-2%
Station 3	42	67	60%	169	229	36%
Station 4	49	73	49%	190	223	17%
Total Responses	294	338	15%	1,128	1,174	4%
Inspections:						
Commercial	20	4	-80%	45	20	-56%
Residential	0	0	0%	0	0	0%
Fireworks Stands	0	0	0%	0	0	0%
OSHA Recordable Incidents	0	0	0%	0	4	100%
Non-Recordable Incidents	0	13	100%	0	14	100%
Vehicular Incidents	0	2	100%	1	3	200%
Motor Vehicular Accidents	0	1	100%	1	1	0%
Mechanical/Spill/Leak	0	2	100%	0	2	100%
# of Lost Time Injuries	0	0	0%	0	3	100%
Budgeted Overtime Expense	\$353,010	\$ 362,197				
Current Month	\$57,012	\$71,916	26%			
Year to Date	\$161,987	\$178,535				
Remaining Overtime	\$191,023	\$183,662				
Goal %	33%	33%				
Actual % Expensed	46%	49%	7%			
+ Over/-Under	13%	16%				



Maintenance

	Oct-15	Oct-16	% Change			% Change
Preventive Maintenance:						
Administration	3	0	-100%	4	1	-75%
Fire	3	5	67%	9	9	0%
Maintenance	0	0	0%	0	0	0%
Solid Waste	11	4	-64%	33	35	6%
Wastewater	1	10	900%	6	16	167%
Total	18	19	6%	52	61	17%
Repairs (In-house):						
Administration	0	2	100%	1	6	500%
Fire	3	4	33%	24	35	46%
Maintenance	0	0	0%	0	0	0%
Solid Waste	16	26	63%	95	121	27%
Wastewater	3	10	233%	7	15	114%
Total	22	42	91%	127	177	39%
Service (In-house):						
Administration	4	1	-75%	5	8	60%
Fire	9	9	0%	16	45	181%
Maintenance	0	0	100%	0	2	100%
Solid Waste	52	59	13%	153	239	56%
Wastewater	8	9	13%	21	31	48%
Total	73	78	7%	195	325	67%
Repairs (Outside):						
Administration	1	0	-100%	2	1	-50%
Fire	1	1	0%	3	1	-67%
Maintenance	0	0	0%	0	0	0%
Solid Waste	6	0	-100%	12	8	-33%
Wastewater	1	0	-100%	3	3	0%
Total	9	1	-89%	20	13	-35%
OSHA Recordable Incidents	0	0	0%	0	0	0%
Non-Recordable Incidents	0	1	100%	0	1	100%
Veicular Incidents	0	1	100%	0	1	100%
Motor Veicular Accidents	0	1	100%	0	1	100%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$4,000	\$4,000				
Current Month	\$1,777	\$2,533	43%			
Year to Date	\$2,727	\$4,441				
Remaining Overtime	\$1,273	-\$441				
Goal %	33%	33%				
Actual % Expensed	68%	111%	63%			
+ Over/-Under	35%	78%				



Wastewater

	Oct-15	Oct-16	% Change	FY15 YTD	FY16 YTD	% Change
PSD Sewer Line Backups	8	12	50%	17	18	6%
Customer Sewer Line Backups	17	8	-53%	30	28	-7%
Total Sewer Backup Calls	25	20	-20%	47	46	-2%
Disconnects	75	56	-25%	279	242	-13%
Reconnects	60	48	-20%	244	210	-14%
Gallons Transported	79,299,000	90,396,000	14%	284,099,000	329,958,000	16%
Gravity Lines (In Feet):						
Cleaned	3,673	3,775	3%	11,773	12,097	3%
Televised	0	250	100%	5,544	1,060	-81%
Clean Outs Raised	0	10	100%	0	64	100%
Clean Outs Repaired	0	17	100%	0	72	100%
Pump Stations:						
Stations Cleaned	0	5	100%	0	38	100%
Floats/Transducers Cleaned	0	39	100%	0	215	100%
Street Named Signs:						
Cleaned/Repaired	0	0	0%	0	0	0%
Replaced/Installed	0	0	0%	4	0	-100%
OSHA Recordable Incidents	0	0	0%	1	2	100%
Non-Recordable Incidents	0	0	0%	0	0	0%
Vehicular Incidents	0	0	0%	0	0	0%
Motor Vehicular Accidents	0	0	0%	2	1	0%
Mechanical/Spill/Leak	0	0	0%	0	0	0%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$20,000	\$30,000				
Current Month	\$1,207	\$19,050	1478%			
Year to Date	\$5,492	\$27,801				
Remaining Overtime	\$14,508	\$2,199				
Goal %	33%	33%				
Actual % Expensed	27%	93%	237%			
+ Over/-Under	-6%	60%				
Developments:						
None				Available:	Jurisdiction:	

WW Project Status Updates

Week Ending: 12/08/2016

PS-11 Upgrade and Phase 2 Force Main Replacement Project:

- SCDHEC issued a permit to operate on November 28th

Beefield Project:

- The contractor is installing service laterals and grinder pumps; missing easements delay total installation
- As of 12/05/2016, 5 signed easements are still needed
- As of 12/05/2016, 2 complete applications for financial assistance through grant funding have been received

For additional information regarding these projects, please contact David Hoffman, Director of Wastewater Services, at 762-5258 or hoffmand@jipsd.org.