1600 West Washington Street
Greenville, SC 29601
864-232-6721

APRIL 28, 2020 COMMISSION MEETING MINUTES

Attendees:	**Commissioners:**	Scott Porter, Tony Earnest, Clay Jones Ken Ledford, David Armstrong
Attendees:	**Staff:**	Steve Cole – due to Covid-19, he presented for everyone
Absent Attendees:		Laura Prichard, Dennis Hampton, Heidi McIlwain, Kris Robertson, Don Beal Kris Robertson
Third Party Attendees:		Ed Paxton – Resident

Agenda:

1. Mr. Clay Jones called the meeting to order at 4:00pm

Invocation: Steve Cole

Approval of Minutes:

Budget Retreat Meeting Minutes – February 22, 2020

Outcome: **Accepted.**

1st Motion – Tony Earnest
2nd Motion – Ken Ledford
Commissioners Approved (5-0)

Last Meeting Minutes – February 25, 2020

Outcome: **Accepted.**

1st Motion – Ken Ledford
2nd Motion – Tony Earnest
Commissioners Approved (5-0)

New Business:

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference page 5.

Annexation of Wildaire-Merry Oaks Condos

A resolution to approve the annexation of **Wildaire-Merry Oaks Condos**. This proposed annexation has met all requirements for consideration including a signed petition by the property owner and a Notice of a Public Hearing in the Community Journal.

Outcome: **Accepted.**

1st Motion – David Armstrong
2nd Motion – Tony Earnest
Commissioners Approved (5-0)

Speakers:

- **None**

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 6-26.

Financials – Steve Cole

- **Financial Review for February and March 2020**

(Pages 6-13)

  - Salaries line is under budget by $190,969 and temp labor is over by $331,584 for the month of February. We were working our way down on temp labor but due to the recent storms, we will need to add temps back to our work force.
  - March salaries was under budget by $141,220 and temp labor was over by $357,571.
  - Recycling is an unbudgeted item. Total cost for the month of February was $10,022 and March was 7,803. March was less due to recycling being picked up with garbage during COVID-19.
  - Fuel prices continue to go down.
  - At the end of March Parts/Outside repair is overbudget by $218,129, but we have collected $120K in insurance proceeds to offset some of this cost.
  - We had 3 rear loaders come in in February and that makes up the cost of $617,956.
  - Non-equipment in February was $88,078, this was for roll carts and software expense.
  - In the month of March, we were overbudget on Landfill Disposal. Since the middle of March and the shutdown due to COVID-19, we are collecting roughly 25% more garbage on the residential side. We will not be surprised to see the numbers go up as the Stay-at-Home order is extended.
  - $254,528 has been spent to date on the Hwy 124 Campus. This was moved out of Non-Equipment and into Building Projects.
  - As of February 29, 2020 YTD, we are under budget by $499,453K. Capital Expense is underbudget by $549,599K and Operations Expense is overbudget by $50,106K.

- As of March 31, 2020 YTD, we are under budget by $481,556K. Capital Expense is underbudget by $644,315K and Operations Expense is overbudget by $162,759K.
- Tax Collection this year for February was $584,780.40, last February was $442,019.02. Tax Collection this year for March was $354,077.75, last March was $388,500.98. Year to date, we are 134,423.23 behind on tax collections from last year.
- Total bank balances at the end of March was $10,856,461.

- **Topic:** **Financial Review for February and March 2020.**

Outcome: **Accepted.**

1st Motion – Tony Earnest
2nd Motion – Scott Porter
Commissioners Approved (5-0)

Motion: To approve Reimbursement Resolution to recapture monies spent on Architectural and Engineering services.

Outcome: **Accepted.**

1st Motion – Tony Earnest
2nd Motion – David Armstrong
Commissioners Approved (5-0)

Recycling and Disposal – Steve Cole

(Pages 14-16)

- Recycling tonnage for February was 154 for a cost of $10,022. Recycling tonnage for March was 114 for a cost of $7,802. The dollar amount is added into the Disposal cost.
- Disposal tonnage for February was 6,435 for a cost of $197,117. Disposal tonnage for March was 7,180 for a cost of $252,740.

Safety, Health and Human Services – Steve Cole

(Pages 17-19)

- February: 1 liability claim and 3 auto claims.
- March: 1 liability claim and 0 auto claims.
- We currently have 121 employees and 9 temporary employees. For a total of 130 employees.
- 3 employees out on FMLA/STD.
- 2 employees out on Worker's Compensation.
- Employee Events
  - Safe Driving Class was held on February 14.
  - All Employee Meeting and Safety Training including precautions for COVID-19 protections was held on March 10.
  - COVID-19 protection measures were put in place on March 16
    - Staggered start times for Operations team
    - Fever check upon arrival to work
    - Helpers required to wear safety goggles and masks
    - Sanitation of trucks

Maintenance – Steve Cole

(Pages 20-23)

- Diesel fuel gallon usage continues to be on par.
- Fuel prices are trending down. Last truck load purchased was $1.20.
- Tires for February was 28 and March was 34.
- Parts cost for February was $47,955 and cost for PM was $5,835 for a total cost of $53,879.
- Parts cost for March was $33,974 and cost for PM was $4,067 for a total cost of $38,041.

Operations (Yard Waste, Residential and Commercial Collections) – Steve Cole

(Pages 24)

- Due to COVID-19, we are combining services, picking up Garbage and Recycling together.
- Due to people being at home, there is an abundance of material both Garbage and Yard Waste.
- Yard Waste is no longer on a weekly schedule due to limited crews. More crews are being utilized to pick up Garbage and Recycling.

- Bringing on more temporary workers in order to get Flat Bed drivers back in their trucks.
- Yard Waste is also under strain due to the damage of 2 tornados in 3 weeks.

Administration Report – Steve Cole

(Pages 25-26)

- We are collecting roughly 20-25% more garbage as a result of the Stay-at-Home order.
- Hwy 124 project
  - Dennis and I completed the plan review of the Admin/Operations building last Thursday.
  - Final plan review of the Shop, Truck Wash and Fueling Station is scheduled for this Thursday.
- Grading permit application submitted. GSE working through questions from Greenville County.
- Items to discuss in Executive Session: Employee Compensation, New campus construction RFP, New campus bond issuance RFP information from Burr and Forman and New GIS implementation with GIS Inc.

Commissioner Committee Reports

Scott Porter

- Grateful for the work our employees are doing during the pandemic.
- Litter control cleaned our stretch of the road at the 124 campus.

Tony Earnest

- Due to social distancing, he did not ride with Don the past couple of months.

Clay Jones

- Complimented Lawis Taylor and the job he is doing with Yard Waste.

Ken Ledford

- Has received a few calls regarding us not picking up recycling and has explained that for the safety of our employees, we are picking up recycling with garbage during the pandemic.

David Armstrong

- Highway 124 project is moving at a good pace.
- Recycling is a concern for some of the customers.
- Concerned for the safety of our guys during the cleanup from the Tornado damage and during the pandemic.

Motion: To Enter Executive Session:

- **Topics:** Employee Compensation, New campus construction RFP, New campus bond issuance RFP information from Burr and Forman and New GIS implementation with GIS Inc.

Time: 4:45pm

1st Motion – Ken Ledford
2nd Motion – David Armstrong
Commissioners Approved (5-0)

Motion: To Exit Executive Session:

Time: 6:02pm

1st Motion – David Armstrong
2nd Motion – Tony Earnest
Commissioners Approved (5-0)

Motion: To approve ARCGIS implementation costs of $119,129.38 to include ArcGIS Enterprise Software, GIS Inc. Implementation, Amazon Web Services Cloud, GIS Inc. Managed Services, GIS Workstations per the attached list

Outcome: **Accepted.**

1st Motion – Tony Earnest
2nd Motion – David Armstrong
Commissioners Approved (5-0)

Motion: To Adjourn Meeting:

Time: 6:05pm

1st Motion – David Armstrong
2nd Motion – Ken Ledford
Commissioners Approved (5-0)

Clay C Jones

Clay Jones
Chairman

5-26-2020

Date

ESRI ArcGis

	First Year Startup Item		Startup Cost
A	ArcGIS Enterprise Software	$	28,260.00
B	GIS Inc Implementation	$	52,510.40
C	Amazon Web Services Cloud	$	10,000.00
D	GIS Inc Managed Services	$	13,860.00
E	Tablet & Mount Purchase	$	25,200.00
F	Annual Data Service ($2100 Monthly)	$	25,200.00
G	GIS Workstations	$	14,498.98
H	Camera Installation	$	29,400.00
	Total Startup	$	198,929.38

Annual Item		Annual Cost
ArcGIS Enterprise Software	$	28,260.00
Amazon Web Services Cloud	$	10,000.00
GIS Inc Managed Services	$	13,860.00
Annual Data Services	$	25,200.00
Total Annual Fees	$	77,320.00
Monthly Fee	$	6,443.33

510 REPORT

APRIL 30, 2020

37		SHOP SUPPLIES	1,000	5,569	10,000	48,561	(38,561)
38		JANITORAL SUPPLIES & SERVICES	1,000	57	10,000	1,432	8,568
39		BUILDINGS & GROUNDS	5,833	6,561	58,333	68,506	(10,172)
40		UTILITIES	6,667	6,291	66,667	65,358	1,309
41		SECURITY	5,833	6,139	58,333	62,993	(4,660)
42		ENVIRONMENTAL REPAIRS	500	-	5,000	-	5,000
43		DOT TESTING & COMPLIANCE	1,667	1,158	16,667	6,448	10,218
44		OFFICE SUPPLIES	15,000	15,917	150,000	174,017	(24,017)
45		PROFESSIONAL SERVICES	6,667	12,771	66,667	86,109	(19,442)
46		AUDIT FEES	1,250	-	12,500	14,500	(2,000)
47		BUSINESS LUNCHEON, MEETING,ETC	625	33	6,250	7,936	(1,686)
48		PROFESSIONAL DUES	208	-	2,083	459	1,624
49		BUSINESS TRAVEL	2,083	(550)	20,833	5,177	15,656
50		LEGAL ADVERTISING	458	-	4,583	1,081	3,502
51		TAX REFUNDS	667	-	6,667	-	6,667
52		RECYCLING EDUCATION	1,250	-	12,500	35,101	(22,601)
53		RECYCLING MARKETING	1,250	-	12,500	-	12,500
54		PROMOTING COMMUNITY GREEN	-	-	-	-	-
55		DEBT SERVICE	100,958	-	1,009,581	553,201	456,380
56							
57	TOTAL OPERATIONAL EXPENSE		1,164,471	1,265,752	11,765,612	12,029,652	(264,040)
58							
59		EQUIPMENT (VEHICLES)	-	-	1,870,000	1,330,892	539,108
60		NON-EQUIP (CONT, CARTS, ETC.)	40,000	-	440,000	294,793	145,207
		CAP-NON EQUIP-YW REMOVAL	-	-	-	-	-
		ENVIRONMENTAL-MISC	-	-	-	-	-
		BUILDING PROJECTS	-	220	-	254,748	(254,748)
61							
62	TOTAL CAPITAL EXPENSE		40,000	220	2,310,000	1,880,433	429,567
63							
64	TOTAL COMPANY WIDE EXPENSE		$ 1,204,471	1,265,972	14,075,612	13,910,085	$ 165,527

OPERATIONS UNDER/(OVER) BUDGET $ (264,040)

TOTAL UNDER/(OVER) BUDGET $ 165,527

APPROVED BY: Cloy C Jarrett DATE: 5-26-2020

510 REPORT

APRIL 30, 2020

		APRIL BUDGET	APRIL ACTUAL	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	118,450	-	4,693,960	
3	SANITATION FEES	-	234,665	-	10,057,162	
4	INTEREST INCOME	-	2,152	-	19,829	
5	RECYCLING REVENUE	-	-	-	29,428	
6	SUBSCRIPTION SERVICES	-	65,789	-	452,030	
7	OTHER INCOME	-	46,996	-	474,912	
8						
9	TOTAL REVENUES	-	468,052	-	15,727,321	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	$ 396,521	467,988	3,918,259	3,848,506	$ 69,753
13	SUBLET LABOR	-	31,358	200,000	588,930	(388,930)
14	SAFETY & TRAINING	3,500	2,161	35,000	41,917	(6,917)
15	EMPLOYEE AWARDS	1,667	292	16,667	34,441	(17,774)
16	SOCIAL SECURITY TAXES	30,992	34,402	299,590	284,523	15,067
17	RETIREMENT/ SCRS	62,430	71,653	603,488	601,354	2,134
18	UNEMPLOYMENT TAXES	3,029	360	29,279	4,129	25,150
19	EMPLOYEE WELLNESS	5,417	-	54,167	20,818	33,349
20	MEDICAL INSURANCE	108,333	96,373	1,083,333	1,019,117	64,216
21	WORKER'S COMP	20,833	17,295	208,333	243,646	(35,313)
22	LIABILITY INSURANCE	5,000	5,922	50,000	55,054	(5,054)
23	VEHICLE & PROPERTY INSURANCE	5,833	9,988	58,333	91,694	(33,360)
24	LANDFILL DISPOSAL	158,333	239,789	1,583,333	1,815,803	(232,470)
25	RECYCLING DISPOSAL	-	-	-	58,832	(58,832)
26	YARDWASTE PROCESSING	33,333	45,907	333,333	328,525	4,808
27	OPERATING SUPPLIES	5,000	13,669	50,000	76,930	(26,930)
28	DAMAGE REPAIRS & CLAIMS	1,000	9,082	10,000	73,802	(63,802)
29	TELEPHONE	4,000	4,682	40,000	52,993	(12,993)
30	FINES & ASSESSMENTS	1,250	-	12,500	7,672	4,828
31	LANDFILL CLOSURE	83	-	833	-	833
32	UNIFORM RENTAL	4,167	2,593	41,667	57,888	(16,222)
33	FUEL	72,917	45,489	729,167	514,072	215,095
34	LUBRICANTS	6,667	6,113	66,667	60,050	6,616
35	PARTS/OUTSIDE REPAIRS	52,083	80,267	520,833	767,146	(246,313)
36	TIRES	29,167	26,421	291,667	250,929	40,738

TAX COLLECTION SUMMARY 2019-2020 AS OF APRIL 30, 2020

	CURRENT TAX MILL	LAST YR TAX MILL	CURRENT FEE	LAST YR FEE	CURRENT MOTOR C	LAST YR MOTOR C	CURRENT MER INV	LAST YR MER INV	TOTAL CURRENT	TOTAL LAST YR	VARIANCE
Jul-19	71,687.54	70,235.13	37,745.94	34,595.00	297.80	1,928.14	-	7,122.98	109,731.28	113,881.25	(4,149.97)
Aug-19	75,051.33	66,696.12	58,419.06	46,090.00	253.64	3,991.98	6,992.15	-	140,716.18	116,778.10	23,938.08
Sep-19	68,075.02	62,939.25	49,765.00	43,625.00	301.05	640.93	-	-	118,141.07	107,205.18	10,935.89
Oct-19	90,607.48	69,086.69	122,600.00	50,780.00	506.13	272.32	6,992.15	-	220,705.76	120,139.01	100,566.75
Nov-19	484,606.96	223,150.83	1,254,002.20	491,800.00	566.44	152.85	-	-	1,739,175.60	715,103.68	1,024,071.92
Dec-19	1,947,202.16	1,751,619.38	4,744,985.00	3,515,415.00	-	-	-	7,122.98	6,692,187.16	5,274,157.36	1,418,029.80
Jan-20	1,600,049.85	1,879,902.32	3,242,515.00	2,677,470.00	783.46	975.81	-	6,992.15	4,843,348.31	4,565,340.28	278,008.03
Feb-20	252,131.91	163,544.79	325,045.00	277,129.95	492.07	1,344.28	7,111.42	-	584,780.40	442,019.02	142,761.38
Mar-20	118,839.83	149,085.20	234,665.00	239,380.00	572.92	35.78	-	-	354,077.75	388,500.98	(34,423.23)
Apr-20	94,498.29	362,967.99	71,890.00	142,330.00	739.32	670.91	-	-	167,127.61	505,968.90	(338,841.29)
May-20		-		-		-		-	-	-	-
Jun-20		-		-		-		-	-	-	-
TOTALS	4,802,750.37	4,799,227.70	10,141,632.20	7,518,614.95	4,512.83	10,013.00	21,095.72	21,238.11	14,969,991.12	12,349,093.76	2,620,897.36

April 30, 2020

NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	50,463	TD BANK	1125000
TD - HEALTH & DENTAL	166,728	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
~~TD - TPA WORK COMP~~	~~24~~	~~TD BANK~~	~~1156000~~
TD - BOND ESCROW	50,381	TD BANK	1175000
TD - OPERATIONS	8,736,534	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	$ 10,007,403		
	APPROVED:	DATE:	5-26-2020.