



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

**MAY 28, 2019 COMMISSION MEETING MINUTES**

**Attendees:**                      **Commissioners:** Scott Porter, Tony Earnest, Clay Jones, Ken Ledford, David Armstrong

**Attendees:**                      **Staff:** Steve Cole, Chuck LaGrange, Brandon Hunter, Dennis Hampton, Bobby Freeman, Don Beal, Heidi McIlwain, Tracy Haynes, Tonya Vaughn, Jewell Brown (temporary employee),

**Absent Attendees:**

**Third Party Attendees:** Ed Paxton – Resident

**Agenda:**

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

**Invocation:**

Dennis Hampton

**Approval of Minutes:**

Last Meeting Minutes – April 23, 2019

**Outcome:**

**Accepted.**

**1<sup>st</sup> Motion – Dave Armstrong**

**2<sup>nd</sup> Motion – Ken Ledford**

**Commissioners Approved (5-0)**

**New Business:**

First Reading of Annual Budget

**Outcome:**

**Accepted.**

**1<sup>st</sup> Motion – Dave Armstrong**

**2<sup>nd</sup> Motion – Ken Ledford**

**Commissioners Approved (5-0)**

*The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 5-27.*

**Financials – Steve Cole**

- **Financial Review for April 2019**

(Pages 5-9)

- Worker's Compensation is over due to a claim being settled for around \$50K.
- Non-equip line is over budget by 60K due to engineering fees, topo, etc for Blackberry Valley property.

- Medical Insurance is over budget due to April being a catch up month for employees hired in February and March.
- Fuel, Lubricants, Parts and Tires are all under budget. Kudos to Dennis for doing such a great job!
- April Operations Budget is \$950,538 and actual is \$998,020. We were over budget approximately \$48K.
- April Capital Expense is \$40K and actual is \$102,138K. We were over budget by \$62K
- If you remove the purchase of the property, paying the bond off and professional services from the overall budget, Total Company Wide we are over approximately \$200K from our original budget.
- Tax Collection this year for April was \$537,489.56 last April was \$471,691.17. YTD we are \$66K ahead in tax collections.
- Total bank balances at the end of March was \$10,035,178.

● **Topic:** **Financial Review for April 2019.**

**Outcome:**

**Accepted.**

**1<sup>st</sup> Motion – Ken Ledford**

**2<sup>nd</sup> Motion – Tony Earnest**

**Commissioners Approved (5-0)**

**Safety, Health and Human Services – Heidi McIlwain**

(Pages 10-14)

- 2 liability claims and 4 auto claims.
- We currently have 116 employees and 15 temporary employees. For a total of 131 employees.
- 2 employees out on FMLA/STD.
- 3 employees out on Worker’s Compensation.
- Employee Events
  - Health Fair and Screenings for New Employees: June 4<sup>th</sup> and June 11<sup>th</sup>.
  - All Employee Meeting and Service Awards: June 18<sup>th</sup>.
  - Family Fun Day at the Greenville Zoo: Saturday, September 21<sup>st</sup>.

## **Maintenance – Dennis Hampton**

(Pages 15-18)

- Diesel fuel usage trend line continues down but expect to see this pick up some over the next few months.
- Fuel cost up is trending down despite what's going on in the world.
- Tires usage is slightly up due to the heat in the summer months.
- Parts budget should stay around 21K per month barring nothing catastrophic.
- The PM schedule is changing. It will now be 150 check points starting from bumper to bumper. This will assist us in cutting down small repair items.

## **Public Affairs – Chuck LaGrange**

(Pages 19-23)

- 642 units are scheduled to be built in our district over the next 12-24 months. This will be an additional \$75K – 100K in revenue.
- We had 74 new recyclers for the month of April. The average tonnage of FY is 317. FY total tonnage is 3,170 and total FY rebate is \$104,978.

## **Education – Brandon Hunter**

(Pages 24)

- WasteLAB is wrapping up due to the end of the school year.
- The Community Stewardship Award was presented to Tina Belge and DeAnna Demato.
- Belle Meade has formed a New Community Group.
- Westside Public Services Fair is June 29<sup>th</sup>.

## **Operations (Yard Waste, Residential and Commercial Collections) – Don Beal**

(Pages 25-26)

- We have added 3 CDL drivers and several helpers on the Residential Collection side. The additional personnel allows us not to have to pull from Yard Waste to assist with Residential Collection keeping Yard Waste fully staffed!
- We currently have 7 tractor drivers, so we are fully staffed. Several are new drivers and are not as skilled as the veteran drivers, but they are learning quickly and doing a good job.

- Yard Waste has worked the last 2 Friday's and will work the next 2 as well so they can get caught up and stay ahead.
- We have 2 new permanent Front Load drivers, Donna Griffin and Cindy Davis, and are training a spare driver.

### **Administration Report – Steve Cole**

(Pages 27)

- All routes have been sent to RouteWare for the pilot program and it should roll out by mid-June.
- Hwy 124 should close the first week of June.
- The 2019-2020 Budget should go before the Finance Subcommittee by July 8<sup>th</sup> and before Council by July 16<sup>th</sup>.
- We are going to put an additional flat bed with each tractor so there will be 3 flat beds with each crew. In the future, we will add 3 more Yard Waste crews for a total of 10 crews.
- More than likely we will also need to add another rear loader for a total of 17 in the next 12-18 months due to the growth in the district.
- Items to discuss in Executive Session: Vendor Contracts and Hwy 124 Property.

### **Commissioner Committee Reports**

#### **Scott Porter**

- No report this month.

#### **Tony Earnest**

- No report this month.

#### **David Armstrong**

- There will be a lot of activity at the 124 property as soon as we close.

#### **Ken Ledford**

- No report this month.

**Clay Jones**

- All the new safety programs we are putting in place will take time to go into effect and time to see the outcome of each of them.

**Motion:** To Enter Executive Session:

- **Topics:** Vendor Contracts, Hwy 124 Property.

Time: 4:52pm

**1<sup>st</sup> Motion – Dave Armstrong**  
**2<sup>nd</sup> Motion – Ken Ledford**  
**Commissioners Approved (5-0)**

**Motion:** To Exit Executive Session:

Time: 5:50pm

**1<sup>st</sup> Motion – Tony Earnest**  
**2<sup>nd</sup> Motion – Dave Armstrong**  
**Commissioners Approved (5-0)**

**Motion:** To issue Purchase Order in the amount of \$619,455.99 for 3 Mac Loadmasters.

**Outcome:**

**Accepted.**

**1<sup>st</sup> Motion – Ken Ledford**  
**2<sup>nd</sup> Motion – Scott Porter**  
**Commissioners Approved (5-0)**

**Motion:** To issue Purchase Order up to \$105K for 5 tractors and to start lease process.

**Outcome:**

**Accepted.**

**1<sup>st</sup> Motion – Scott Porter**  
**2<sup>nd</sup> Motion – Dave Armstrong**  
**Commissioners Approved (5-0)**

**Motion:** To issue Purchase Order in the amount of \$124,275.00 for 3 Leaf Vacuum's.

**Outcome:**

**Accepted.**

**1<sup>st</sup> Motion – Ken Ledford**

**2<sup>nd</sup> Motion – Tony Earnest**

**Commissioners Approved (5-0)**

**Motion:** To issue Purchase Order in the amount of \$44,402.00 for 1 Dodge truck.

**Outcome:**

**Accepted.**

**1<sup>st</sup> Motion – Ken Ledford**

**2<sup>nd</sup> Motion – Tony Earnest**

**Commissioners Approved (5-0)**

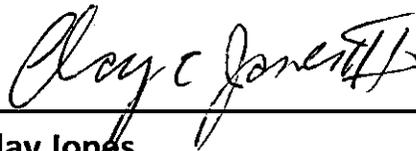
**Motion:** To Adjourn Meeting:

Time: 5:53pm

**1<sup>st</sup> Motion – Tony Earnest**

**2<sup>nd</sup> Motion – Ken Ledford**

**Commissioners Approved (5-0)**



**Clay Jones**

**Chairman**

**6-25-19**

**Date**

510 REPORT  
MAY 30, 2019

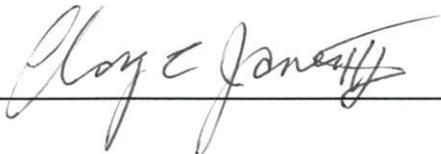
		MAY	MAY	YTD	YTD	YTD
		BUDGET	ACTUAL	BUDGET	ACTUAL	VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	362,968	-	4,799,228	
3	SANITATION FEES	-	141,805	-	7,509,200	
4	INTEREST INCOME	-	4,220	-	36,823	
5	RECYCLING REVENUE	-	5,186	-	92,601	
6	SUBSCRIPTION SERVICES	-	32,584	-	424,334	
7	OTHER INCOME	-	66,640	-	5,069,727	
8						
9	TOTAL REVENUES	-	613,402	-	17,931,912	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	\$ 389,934	396,933	3,898,073	3,843,481	\$ 54,591
13	SUBLET LABOR	-	35,502	150,000	566,302	(416,302)
14	SAFETY & TRAINING	3,500	25	38,500	12,742	25,758
15	EMPLOYEE AWARDS	-	419	17,000	31,807	(14,807)
16	SOCIAL SECURITY TAXES	29,454	29,241	297,641	282,616	15,025
17	RETIREMENT/ SCRS	55,481	51,778	560,655	486,713	73,942
18	UNEMPLOYMENT TAXES	3,197	653	32,308	5,338	26,970
19	EMPLOYEE WELLNESS	5,417	6,250	59,583	48,288	11,295
20	MEDICAL INSURANCE	104,167	102,960	1,145,833	1,077,112	68,722
21	WORKER'S COMP	16,667	18,774	183,333	287,599	(104,266)
22	LIABILITY INSURANCE	4,792	4,791	52,708	54,591	(1,882)
23	VEHICLE & PROPERTY INSURANCE	5,125	6,953	56,375	81,137	(24,762)
24	LANDFILL DISPOSAL	141,667	181,370	1,558,333	1,827,915	(269,582)
25	YARDWASTE PROCESSING	-	36,542	-	120,458	(120,458)
26	OPERATING SUPPLIES	5,000	5,996	55,000	46,442	8,558
27	DAMAGE REPAIRS & CLAIMS	1,000	6,270	11,000	57,405	(46,405)
28	TELEPHONE	4,000	5,628	44,000	64,854	(20,854)
29	FINES & ASSESSMENTS	1,250	-	13,750	6,985	6,765
30	LANDFILL CLOSURE	83	-	917	-	917
31	UNIFORM RENTAL	2,000	3,432	48,000	77,070	(29,070)
32	FUEL	72,917	40,248	802,083	533,440	268,643
33	LUBRICANTS	6,667	6,947	73,333	70,838	2,496
34	PARTS/OUTSIDE REPAIRS	52,083	58,053	572,917	577,753	(4,836)

510 REPORT  
MAY 30, 2019

35	TIRES	29,167	24,537	320,833	266,876	53,957
36	SHOP SUPPLIES	1,000	1,364	11,000	40,743	(29,743)
37	JANITORAL SUPPLIES & SERVICES	1,000	-	11,000	1,564	9,436
38	BUILDINGS & GROUNDS	5,833	6,936	64,167	63,978	189
39	UTILITIES	6,667	5,236	73,333	73,595	(262)
40	SECURITY	5,833	5,346	64,167	68,760	(4,593)
41	ENVIRONMENTAL REPAIRS	500	-	5,500	-	5,500
42	DOT TESTING & COMPLIANCE	1,667	506	18,333	4,392	13,941
43	OFFICE SUPPLIES	15,000	16,410	165,000	192,160	(27,160)
44	PROFESSIONAL SERVICES	6,667	108	73,333	274,206	(200,873)
45	AUDIT FEES	-	-	15,000	15,500	(500)
46	BUSINESS LUNCHEON, MEETING, ETC	625	165	6,875	3,094	3,781
47	PROFESSIONAL DUES	208	-	2,292	1,470	822
48	BUSINESS TRAVEL	3,000	191	25,000	6,477	18,523
49	LEGAL ADVERTISING	458	352	5,042	1,640	3,402
50	TAX REFUNDS	-	-	8,000	-	8,000
51	RECYCLING EDUCATION	1,250	687	13,750	21,509	(7,759)
52	RECYCLING MARKETING	1,250	-	13,750	-	13,750
53	PROMOTING COMMUNITY GREEN	1,250	-	13,750	345	13,406
54	DEBT SERVICE	20,277	-	223,051	1,170,036	(946,985)
55						
56	TOTAL OPERATIONAL EXPENSE	1,006,052	1,060,603	10,804,519	12,367,230	(1,562,711)
57						
58	EQUIPMENT (VEHICLES)	-	-	1,245,000	3,307,823	(2,062,823)
59	NON-EQUIP (CONT, CARTS, ETC.)	30,000	20,891	470,000	530,026	(60,026)
60						
61	TOTAL CAPITAL EXPENSE	30,000	20,891	1,715,000	3,837,849	(2,122,849)
62						
63	TOTAL COMPANY WIDE EXPENSE	\$ 1,036,052	1,081,494	12,519,519	16,205,079	\$ (3,685,560)

OPERATIONS UNDER/(OVER) BUDGET \$ (1,562,711)

TOTAL UNDER/(OVER) BUDGET \$ (3,685,560)

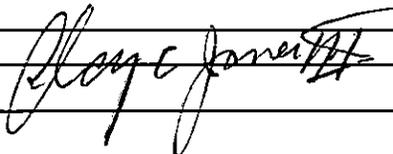
APPROVED BY: 

DATE: 6-25-19

**TAX COLLECTION SUMMARY 2018-2019 AS OF MAY 31, 2019**

	<b>CURRENT TAX MILL</b>	<b>LAST YR TAX MILL</b>	<b>CURRENT FEE</b>	<b>LAST YR FEE</b>	<b>CURRENT MOTOR C</b>	<b>LAST YR MOTOR C</b>	<b>CURRENT MER INV</b>	<b>LAST YR MER INV</b>	<b>TOTAL CURRENT</b>	<b>TOTAL LAST YR</b>	<b>VARIANCE</b>
Jul-18	70,235.13	61,881.34	34,595.00	40,708.90	1,928.14	2,394.42	7,122.98	-	113,881.25	104,984.66	8,896.59
Aug-18	66,696.12	75,535.44	46,090.00	56,941.10	3,991.98	1,974.59	-	7,438.13	116,778.10	141,889.26	(25,111.16)
Sep-18	62,939.25	65,184.21	43,625.00	45,825.00	640.93	800.24	-	-	107,205.18	111,809.45	(4,604.27)
Oct-18	77,883.88	88,570.44	50,780.00	130,765.00	272.32	298.87	-	7,438.13	128,936.20	227,072.44	(98,136.24)
Nov-18	224,443.81	462,910.19	491,800.00	898,698.62	152.85	341.43	-	-	716,396.66	1,361,950.24	(645,553.58)
Dec-18	1,754,470.34	1,474,614.76	3,515,415.00	3,048,416.38	150.66	421.05	7,122.98	-	5,277,158.98	4,523,452.19	753,706.79
Jan-19	1,883,646.61	1,844,845.64	2,677,470.00	2,639,150.00	975.81	1,170.99	6,992.15	-	4,569,084.57	4,485,166.63	83,917.94
Feb-19	164,972.55	130,212.80	277,129.95	204,815.00	1,344.28	792.03	-	7,122.98	443,446.78	342,942.81	100,503.97
Mar-19	149,085.20	103,436.23	239,380.00	174,675.00	35.78	159.16	-	-	388,500.98	278,270.39	110,230.59
Apr-19	387,496.50	356,477.85	142,330.00	108,000.00	670.91	90.34	6,992.15	7,122.98	537,489.56	471,691.17	65,798.39
May-19	89,086.18	99,423.63	64,300.00	81,490.00	385.55	158.70	-	-	153,771.73	181,072.33	(27,300.60)
Jun-19	-	-	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>4,930,955.57</b>	<b>4,763,092.53</b>	<b>7,582,914.95</b>	<b>7,429,485.00</b>	<b>10,549.21</b>	<b>8,601.82</b>	<b>28,230.26</b>	<b>29,122.22</b>	<b>12,552,649.99</b>	<b>12,230,301.57</b>	<b>322,348.42</b>

May 31, 2019

NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	698,675	TD BANK	1125000
TD - HEALTH & DENTAL	363,758	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	25	TD BANK	1156000
TD - BOND ESCROW	244,313	TD BANK	1175000
TD - CD	262,862	TD BANK	1185000
TD - OPERATIONS	6,872,378	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
<b>TOTAL BANK BALANCE</b>	<b>\$ 9,445,284</b>		
			
	<b>APPROVED:</b>		<b>DATE:</b> 6-25-19