



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

**FEBRUARY 25, 2020 COMMISSION MEETING MINUTES**

<b><u>Attendees:</u></b>	<b><u>Commissioners:</u></b> Scott Porter, Tony Earnest, Clay Jones Ken Ledford, David Armstrong
<b><u>Attendees:</u></b>	<b><u>Staff:</u></b> Steve Cole, Dennis Hampton, Heidi McIlwain, Kris Robertson, Don Beal Kris Robertson
<b><u>Absent Attendees:</u></b>	Laura Prichard
<b><u>Third Party Attendees:</u></b>	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 – January 28, 2020

**Outcome:**

**Accepted.**

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

**2<sup>nd</sup> Motion – Scott Porter**

**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 113 and 115 Harvard Drive**

A resolution to approve the annexation of **113 and 115 Harvard Drive**. 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.**

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

**2<sup>nd</sup> Motion – Dave Armstrong**

**Commissioners Approved (5-0)**

*The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 6-22.*

**Financials – Steve Cole**

- **Financial Review for January 2020**

(Pages 6-10)

- The differentiation in salaries is because we do not accrue payroll at month end so there could be a few days of the previous month in with current month and this is the case here. It should right itself. This is the last big month of temp labor and will continue to dwindle down.
- Recycling is an unbudgeted item. Total cost for the month was \$19,994.
- Yard Waste processing is over by about \$1,200. This is very good considering we just came off the end of leaf season.
- Fuel prices continue to be in good shape.
- Parts/Outside repair is overbudget due to repairs from accidents, but we have collected \$44K in insurance proceeds to offset some of this cost. It is also over due to more vehicles on the road.
- We did not have any equipment expense for the month of January.
- As of January 2020 YTD, we are under budget by \$418K. Capital Expense is underbudget by \$505K and Operations Expense is overbudget by \$88K. \$41K of this is the unbudgeted Recycling Expense.
- Tax Collection this year for January was \$4,843,348.31, last January was \$4,558,348.13. Year to date, we are \$285,000.18 ahead on tax collections from last year.
- Total bank balances at the end of January was \$8,309,162.

- **Topic:** **Financial Review for January 2020.**

**Outcome:** **Accepted.**

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

**Recycling and Disposal – Steve Cole**

(Pages 11-13)

- Recycling tonnage for January was 308 for a cost of \$19,994.
- Disposal tonnage for November was 8,022 for a cost of \$239,031.

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

(Pages 14-16)

- Introduced Laura Prichard as the new Director of Finance.
- 0 liability claims, 1 auto claim and 1 personal injury claim.
- We currently have 121 employees and 17 temporary employees. For a total of 138 employees.
- 1 employee out on FMLA/STD.
- 2 employees out on Worker's Compensation.
- Employee Events
  - All Employee Meeting and Safety Training:  
March 10<sup>th</sup> at West End Community Development Center

### **Maintenance – Dennis Hampton**

(Pages 17-20)

- Diesel fuel gallon usage is normal for this time of year.
- Fuel prices are good. Last truck load purchased was \$1.92.
- Tire usage is slightly high due to the ones that were replaced were third round carcass's and had to be replaced with new tires.
- Parts cost was \$40,130 and cost for PM was \$9,579 for a total cost of \$49,709.
- Parts and Outside Repairs were up because we had to send a good many trucks out for repairs due to being short staffed, but we are now at full staff. We hired 3 new Diesel Mechanics. They have a minimum of 5 years so their training curve will be short. They just need to learn the GGSC way. Also, the Golden Strip Career Center is rebuilding a motor for us and the parts for this were around \$16K. This line item should go down next month.

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

(Pages 21)

- All Operations is running smoothly.
- Going through the new Kooflix training videos with all employees.

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

(Pages 22)

- Continuing to work towards a resolution for recycling.
- Hwy 124 project
  - We should have the grading permit within 2 weeks.

- Items to discuss in Executive Session: Recycling.

### **Commissioner Committee Reports**

#### **Scott Porter**

- HOA meeting on March 10 with homeowners near 124 project.

#### **Tony Earnest**

- Rode around with Don Beal last week and noticed that all crews had safety gear on and working safe.
- Staff is working hard to keep the community clean.

#### **Clay Jones**

- Glad the shop is fully staffed.
- The equipment is looking nice under the weather conditions.

#### **Ken Ledford**

- Glad our employees have few accidents.
- Pleased with the Diesel Mechanics we are getting in.

#### **David Armstrong**

- Highway 124 project is moving at a good pace. Still on track to have design work completed by the end of the week and get ready to go out for bids. Anticipated move-in date is mid-late summer 2021.

#### **Speakers:**

- **Ed Paxton – Resident – Came in late, did not sign up to speak but Clay called on him as he raised his hand.**
  - Commented that he had some papers (he did not leave them with us) that the Executive Session we went into on Saturday were outside of state law. He stated that budgets could not be discussed during an Executive Session.

**Motion:** To Enter Executive Session:

- **Topics:** Recycling.

Time: 4:25pm

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

**Motion:** To Exit Executive Session:


Time: 5:02pm

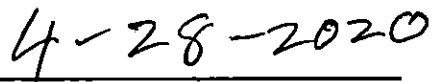
**1<sup>st</sup> Motion – David Armstrong**  
**2<sup>nd</sup> Motion – Tony Earnest**  
**Commissioners Approved (5-0)**

**Motion:** To Adjourn Meeting:

Time: 5:03pm

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

  
\_\_\_\_\_  
Clay Jones  
Chairman

  
\_\_\_\_\_  
Date

510 REPORT  
FEBRUARY 29, 2019

		February BUDGET	February ACTUAL	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	1,592,998	-	4,323,379	
3	SANITATION FEES	-	3,237,175	-	9,503,262	
4	INTEREST INCOME	-	661	-	15,266	
5	RECYCLING REVENUE	-	-	-	29,428	
6	SUBSCRIPTION SERVICES	-	33,954	-	346,862	
7	OTHER INCOME	-	54,543	-	359,512	
8						
9	TOTAL REVENUES	-	4,919,332	-	14,577,709	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	\$ 352,463	348,397	3,125,218	2,934,249	\$ 190,969
13	SUBLET LABOR	-	49,277	200,000	531,584	(331,584)
14	SAFETY & TRAINING	3,500	384	28,000	15,299	12,701
15	EMPLOYEE AWARDS	1,667	3,044	13,333	29,051	(15,717)
16	SOCIAL SECURITY TAXES	27,549	25,653	237,606	217,045	20,561
17	RETIREMENT/ SCRS	55,493	53,016	478,628	430,118	48,511
18	UNEMPLOYMENT TAXES	2,692	604	23,221	3,050	20,171
19	EMPLOYEE WELLNESS	5,417	286	43,333	19,581	23,752
20	MEDICAL INSURANCE	108,333	118,479	866,667	812,967	53,699
21	WORKER'S COMP	20,833	44,367	166,667	210,293	(43,626)
22	LIABILITY INSURANCE	5,000	5,922	40,000	43,210	(3,210)
23	VEHICLE & PROPERTY INSURANCE	5,833	16,042	46,667	71,718	(25,051)
24	LANDFILL DISPOSAL	158,333	167,422	1,266,667	1,356,417	(89,751)
25	RECYCLING DISPOSAL	-	10,022	-	51,030	(51,030)
26	YARDWASTE PROCESSING	33,333	22,670	266,667	257,276	9,390
27	OPERATING SUPPLIES	5,000	8,514	40,000	54,108	(14,108)
28	DAMAGE REPAIRS & CLAIMS	1,000	4,823	8,000	57,669	(49,669)
29	TELEPHONE	4,000	5,828	32,000	43,050	(11,050)
30	FINES & ASSESSMENTS	1,250	-	10,000	7,672	2,328
31	LANDFILL CLOSURE	83	-	667	-	667
32	UNIFORM RENTAL	4,167	2,889	33,333	52,100	(18,767)
33	FUEL	72,917	43,888	583,333	426,974	156,359
34	LUBRICANTS	6,667	6,086	53,333	49,625	3,709
35	PARTS/OUTSIDE REPAIRS	52,083	61,859	416,667	617,313	(200,647)

510 REPORT  
FEBRUARY 29, 2019

36	TIRES	29,167	22,332	233,333	192,335	40,999
37	SHOP SUPPLIES	1,000	463	8,000	41,818	(33,818)
38	JANITORIAL SUPPLIES & SERVICES	1,000	64	8,000	953	7,047
39	BUILDINGS & GROUNDS	5,833	6,001	46,667	48,952	(2,286)
40	UTILITIES	6,667	7,296	53,333	52,790	543
41	SECURITY	5,833	4,446	46,667	49,853	(3,187)
42	ENVIRONMENTAL REPAIRS	500	-	4,000	-	4,000
43	DOT TESTING & COMPLIANCE	1,667	-	13,333	4,170	9,163
44	OFFICE SUPPLIES	15,000	14,564	120,000	121,061	(1,061)
45	PROFESSIONAL SERVICES	6,667	10,361	53,333	67,010	(13,677)
46	AUDIT FEES	1,250	-	10,000	14,500	(4,500)
47	BUSINESS LUNCHEON, MEETING,ETC	625	3,362	5,000	7,775	(2,775)
48	PROFESSIONAL DUES	208	40	1,667	140	1,527
49	BUSINESS TRAVEL	2,083	2,880	16,667	4,882	11,784
50	LEGAL ADVERTISING	458	102	3,667	837	2,830
51	TAX REFUNDS	667	-	5,333	-	5,333
52	RECYCLING EDUCATION	1,250	852	10,000	35,101	(25,101)
53	RECYCLING MARKETING	1,250	-	10,000	-	10,000
54	PROMOTING COMMUNITY GREEN	-	-	-	-	-
55	DEBT SERVICE	100,958	-	807,665	553,201	254,464
56						
57	TOTAL OPERATIONAL EXPENSE	1,109,696	1,072,237	9,436,670	9,486,776	(50,106)
58						
59	EQUIPMENT (VEHICLES)	710,000	617,956	1,870,000	1,258,769	611,231
60	NON-EQUIP (CONT, CARTS, ETC.)	40,000	88,078	360,000	421,672	(61,672)
	CAP-NON EQUIP-YW REMOVAL	-	-	-	-	-
	ENVIRONMENTAL-MISC	-	-	-	-	-
	BUILDING PROJECTS	-	-	-	-	-
61						
62	TOTAL CAPITAL EXPENSE	750,000	706,034	2,230,000	1,680,441	549,559
63						
64	TOTAL COMPANY WIDE EXPENSE	\$ 1,859,696	1,778,271	11,666,670	11,167,217	\$ 499,453

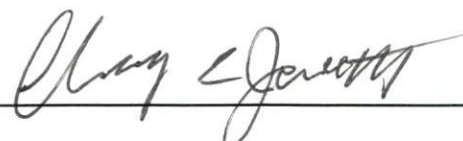
OPERATIONS UNDER/(OVER) BUDGET

\$ (50,106)

TOTAL UNDER/(OVER) BUDGET

\$ 499,453

APPROVED BY:



DATE:

4-28-2020

**February 29, 2020**

NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	50,434	TD BANK	1125000
TD - HEALTH & DENTAL	196,526	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	24	TD BANK	1156000
TD - BOND ESCROW	50,351	TD BANK	1175000
TD - OPERATIONS	10,068,175	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	\$ 11,368,783		

*Clayton J. Smith*

APPROVED:

*Clayton J. Smith*

DATE:

*4-28-2020*

510 REPORT  
MARCH 31, 2020

		March	March	YTD	YTD	YTD
		BUDGET	ACTUAL	BUDGET	ACTUAL	VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	252,132	-	4,575,510	
3	SANITATION FEES	-	319,235	-	9,822,497	
4	INTEREST INCOME	-	2,411	-	17,677	
5	RECYCLING REVENUE	-	-	-	29,428	
6	SUBSCRIPTION SERVICES	-	39,379	-	386,241	
7	OTHER INCOME	-	68,344	-	427,856	
8						
9	TOTAL REVENUES	-	681,501	-	15,259,209	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	\$ 396,521	446,269	3,521,738	3,380,518	\$ 141,220
13	SUBLET LABOR	-	25,987	200,000	557,571	(357,571)
14	SAFETY & TRAINING	3,500	24,456	31,500	39,756	(8,256)
15	EMPLOYEE AWARDS	1,667	5,098	15,000	34,148	(19,148)
16	SOCIAL SECURITY TAXES	30,992	33,077	268,598	250,121	18,477
17	RETIREMENT/ SCRS	62,430	99,584	541,058	529,702	11,357
18	UNEMPLOYMENT TAXES	3,029	719	26,250	3,769	22,481
19	EMPLOYEE WELLNESS	5,417	1,237	48,750	20,818	27,932
20	MEDICAL INSURANCE	108,333	109,777	975,000	922,745	52,255
21	WORKER'S COMP	20,833	16,059	187,500	226,351	(38,852)
22	LIABILITY INSURANCE	5,000	5,922	45,000	49,132	(4,132)
23	VEHICLE & PROPERTY INSURANCE	5,833	9,988	52,500	81,706	(29,206)
24	LANDFILL DISPOSAL	158,333	219,597	1,425,000	1,576,014	(151,014)
25	RECYCLING DISPOSAL	-	7,803	-	58,832	(58,832)
26	YARDWASTE PROCESSING	33,333	25,341	300,000	282,617	17,383
27	OPERATING SUPPLIES	5,000	9,152	45,000	63,260	(18,260)
28	DAMAGE REPAIRS & CLAIMS	1,000	7,051	9,000	64,719	(55,719)
29	TELEPHONE	4,000	5,262	36,000	48,311	(12,311)
30	FINES & ASSESSMENTS	1,250	-	11,250	7,672	3,578
31	LANDFILL CLOSURE	83	-	750	-	750
32	UNIFORM RENTAL	4,167	3,195	37,500	55,295	(17,795)
33	FUEL	72,917	41,609	656,250	468,583	187,667
34	LUBRICANTS	6,667	4,312	60,000	53,937	6,063
35	PARTS/OUTSIDE REPAIRS	52,083	69,566	468,750	686,879	(218,129)
36	TIRES	29,167	32,173	262,500	224,508	37,992

510 REPORT  
MARCH 31, 2020

37	SHOP SUPPLIES	1,000	1,175	9,000	42,992	(33,992)
38	JANITORAL SUPPLIES & SERVICES	1,000	422	9,000	1,375	7,625
39	BUILDINGS & GROUNDS	5,833	12,993	52,500	61,945	(9,445)
40	UTILITIES	6,667	6,277	60,000	59,067	933
41	SECURITY	5,833	7,001	52,500	56,854	(4,354)
42	ENVIRONMENTAL REPAIRS	500	-	4,500	-	4,500
43	DOT TESTING & COMPLIANCE	1,667	1,120	15,000	5,290	9,710
44	OFFICE SUPPLIES	15,000	37,040	135,000	158,101	(23,101)
45	PROFESSIONAL SERVICES	6,667	6,328	60,000	73,338	(13,338)
46	AUDIT FEES	1,250	-	11,250	14,500	(3,250)
47	BUSINESS LUNCHEON, MEETING,ETC	625	129	5,625	7,904	(2,279)
48	PROFESSIONAL DUES	208	319	1,875	459	1,416
49	BUSINESS TRAVEL	2,083	845	18,750	5,727	13,023
50	LEGAL ADVERTISING	458	244	4,125	1,081	3,044
51	TAX REFUNDS	667	-	6,000	-	6,000
52	RECYCLING EDUCATION	1,250	-	11,250	35,101	(23,851)
53	RECYCLING MARKETING	1,250	-	11,250	-	11,250
54	PROMOTING COMMUNITY GREEN	-	-	-	-	-
55	DEBT SERVICE	100,958	-	908,623	553,201	355,422
56						
57	TOTAL OPERATIONAL EXPENSE	1,164,471	1,277,124	10,601,141	10,763,900	(162,759)
58						
59	EQUIPMENT (VEHICLES)	-	72,123	1,870,000	1,330,892	539,108
60	NON-EQUIP (CONT, CARTS, ETC.)	40,000	(126,879)	400,000	294,793	105,207
	CAP-NON EQUIP-YW REMOVAL	-	-	-	-	-
	ENVIRONMENTAL-MISC	-	-	-	-	-
	BUILDING PROJECTS	-	254,528	-	254,528	(254,528)
61						
62	TOTAL CAPITAL EXPENSE	40,000	(54,756)	2,270,000	1,625,685	644,315
63						
64	TOTAL COMPANY WIDE EXPENSE	\$ 1,204,471	1,222,368	12,871,141	12,389,585	\$ 481,556

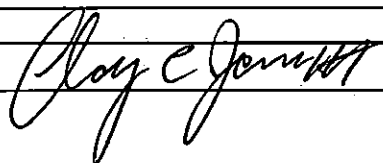
OPERATIONS UNDER/(OVER) BUDGET \$ (162,759)

TOTAL UNDER/(OVER) BUDGET \$ 481,556

APPROVED BY: 

DATE: 4-28-2020

**March 31, 2020**

NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	50,455	TD BANK	1125000
TD - HEALTH & DENTAL	174,731	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	24	TD BANK	1156000
TD - BOND ESCROW	50,373	TD BANK	1175000
TD - OPERATIONS	9,577,606	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	\$ 10,856,461		
	APPROVED:	DATE: 4-28-2020	

**TAX COLLECTION SUMMARY 2019-2020 AS OF MARCH 31, 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		-		-		-		-	-	-	-
May-20		-		-		-		-	-	-	-
Jun-20		-		-		-		-	-	-	-
<b>TOTALS</b>	<b>4,708,252.08</b>	<b>4,436,259.71</b>	<b>10,069,742.20</b>	<b>7,376,284.95</b>	<b>3,773.51</b>	<b>9,342.09</b>	<b>21,095.72</b>	<b>21,238.11</b>	<b>14,802,863.51</b>	<b>11,843,124.86</b>	<b>2,959,738.65</b>