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

MARCH 23, 2021 COMMISSION MEETING MINUTES

Commissioners Present: Scott Porter, Tony Earnest, Clay Jones
Ken Ledford, Amanda Cass

Commissioners Absent:

Staff: Steve Cole, Heidi McIlwain, Laura Prichard
Dennis Hampton, Don Beal, Kris Robertson

Third Party Attendees: Ed Paxton – Resident

Agenda:

1. Mr. Tony Earnest called the meeting to order at 4:00pm

Invocation: Steve Cole

Approval of Minutes:

Last Meeting Minutes – Special Meeting January 26, 2021

Outcome: **Accepted.**

1st Motion – Ken Ledford
2nd 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 6-10.

Annexation of Sylvan Manor

A resolution to approve the annexation of **Sylvan Manor**. 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 – Clay Jones
2nd Motion – Scott Porter
Commissioners Approved (5-0)

Annexation of 2807 White Horse Road

A resolution to approve the annexation of **White Horse Road**. 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 – Scott Porter

2nd Motion – Clay Jones
Commissioners Approved (5-0)

Annexation of 1246 Altamont Road

A resolution to approve the annexation of **1246 Altamont Road**. 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 – Ken Ledford
2nd Motion – Amanda Cass
Commissioners Approved (5-0)

Annexation of 21 Butler Springs Road

A resolution to approve the annexation of **21 Butler Springs Road**. 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 – Clay Jones
2nd Motion – Amanda Cass
Commissioners Approved (5-0)

Annexation of 21 Butler Springs Road

A resolution to approve the annexation of **21 Butler Springs Road**. 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 – Clay Jones
2nd Motion – Amanda Cass
Commissioners Approved (5-0)

Annexation of 48 Laurel Ridge

A resolution to approve the annexation of **48 Laurel Ridge**. 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 – Clay Jones
2nd Motion – Amanda Cass
Commissioners Approved (5-0)

Speakers:

- **Ed Paxton – Resident**
  - Stated he had a cheap modification to load and handle yard waste. He and his friends would bear the upfront financial burden for a share in the cost savings. Mr. Paxton did not explain what the modification entailed.

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 10-29.

Financials – Laura Prichard

- **Financial Review for January 2021 and February 2021**

(Pages 11-21)

  - Salaries for the month of January were under budget by $10k for the month. Temp labor for January was over by $31k. The total amount over budget for salaries and temp labor for the month was $41k and $470k for the year. January was a 4-week payroll month.
  - Landfill, Recycling and Yard Waste for the month of January was under budget by $600 and $254k over budget for the year.
  - Recycling tonnage for January was 247 for a cost of $16k.
  - Disposal tonnage for January was 5551 for a cost of $185k. This is $46k less than December.
  - Fleet costs were under budget by $45k for January and under budget $145k for the year.

- As of January31, 2021, we were over budget by $819k. Capital Expense was over budget by $810k and Operations Expense was over budget by $9k.
- Tax Collection this year for January was $5,036,416 last January was $4,843,348. We are $193k ahead on tax collections from last year.

- Salaries for the month of February were over budget by $7k for the month. Temp labor for February was over by $14k. The total amount over budget for salaries and temp labor for the month was $21k and $491k for the year. February was a 4-week payroll month.
- Landfill, Recycling and Yard Waste for the month of February was under budget by $13k and $241k over budget for the year.
- Recycling tonnage for February was 259 for a cost of $17k.
- Disposal tonnage for February was 6685 for a cost of $175k. This is $10k less than February.
- Fleet costs were over budget by $1k for February and under budget $146k for the year.
- As of February 28, 2021, we were over budget by $597k. Capital Expense was over budget by $659k and Operations Expense was under budget by $62k.
- Tax Collection this year for February was $613,824 last February was $577,669. We $36k ahead on tax collections from last year.
- Total bank balances at the end of February were $11,274,791.

- **Topic:** **Financial Review for January 2021 and February 2021.**

<u>Outcome:</u> **Accepted.**

1st Motion – Amanda Cass
2nd Motion – Ken Ledford
Commissioners Approved (5-0)

<u>Safety, Health and Human Services – Heidi McIlwain</u>

(Pages 22-29)

- January: 1 liability claim and 0 auto claims.

- As of February 16, 2021, we have 130 employees and 16 temporary employees. For a total of 146 employees.
- 1 employee out on FMLA/STD.
- 1 employee out on Worker's Compensation.
- 2 positive COVID Tests
- Accident Review Meeting was held on February 16, 2021
    - (0) Vehicle Accidents
    - (7) Property Damage Incidents,
        - (3) at fault with minor damage
        - (2) at fault with damage > $1,000
    - (3) Employees Placed on Warning

- Our People Make the Difference
    - 131 full time employees
    - 106 male
    - 25 female
    - Average years of service is 6.3 with the longest tenure of 45 years. 25% of employees have been at GGSC for more than 10 years.
    - Class A/B CDL drivers is 55. 24% is female.
- February: 0 liability claim and 1 auto claims.
- As of March, 2021, we have 131 employees and 13 temporary employees. For a total of 144 employees.
- 1 employee out on FMLA/STD.
- 1 employee out on Worker's Compensation.
- 0 positive COVID Tests
- Accident Review Meeting was held on March 23, 2021
    - (1) Vehicle Incidents with minor employee injury
    - (1) Vehicle Accident at Fault with Minor Damage,
    - (1) Not at Fault Vehicle Accident
- Safety Update
    - Safe Driver Classes held March 5, 16, and 19
    - Annual Employee Safety Training Meetings: March 22-24
    - Upcoming Safety Training:
        - Flagger Training for Yard Waste Employees
        - CPR/First Aid Re-certification Training for Drivers

Maintenance – Dennis Hampton

(Pages 30-35)

- Total Work Orders for January 416
- Total Work Orders for February 480
- Preventative Maintenance Work Orders for January 104
- Preventative Maintenance Work Orders for February 227
- Total Gallons of Fuel for January 19,633
- Total Gallons of Fuel for February 20,547
- We changed Vendors for hydraulic hose and fittings. This change will save 28% - 30% hydraulic costs.
- 2 rear loaders are at the manufacturer, delivery estimated for mid-April. The two re-mounted chassis are here and being re-painted.

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

(Page 36)

- We revised the guidelines for the attendance and tardiness policy in an effort to stay fully staffed and reduce sublet labor. We have lost some people, but most are following the guidelines.
- We created a separation between cardboard and single stream in order to cut disposal cost.

Administration Report – Steve Cole

(Page 37-39)

- We will have an additional Front Loader running a cardboard only recycling route
  - Cardboard is currently at $70 per ton
  - Will offset the $65 per ton cost of taking material to Pratt
  - Greenville County School District produces the majority of the cardboard we collect
- We are starting to see yard waste pick back up as people get out and do spring cleaning in their yards. We are still on weekly service.
- We delivered 566 Recycle roll carts on Friday, March 11, 2021 to the City of Travelers Rest residents who were already signed up for recycling.

- Given the delay in getting vehicles right now, I suggest we order Front Loaders and Rear Loaders for the next fiscal year after our Planning and Budgeting meeting this Friday.
- We have been using the Tink Claw bucket to pick up yard waste and have found it more effective at picking up leaves than brush, although we have been using it for both. In addition, we have been using a rear loader to haul the yard waste to Carter & Republic. May need to look at purchasing additional claw buckets before the upcoming leaf season. Will give updates as we get closer.

Commissioner Committee Reports

Clay Jones

- The shop is doing a good job keeping the yard and trucks clean.
- Need to discuss what equipment to be ordered and get it on order due to long lead times.

Scott Porter

- Congratulated all staff, especially Tracy Haynes, for the great strides that have been made with regards to safety.

Tony Earnest

- Made the following subcommittee assignments:

Legal and Safety	Scott Porter
Operations and Recycling	Tony Earnest
Medical and Property	Ken Ledford
Public Relations and Human Resources	Amanda Cass
Equipment	Clay Jones

Ken Ledford

- Glad all drivers will be recertified in CPR.
- Kudos to Tiffany Young. Her quick thinking and action of dumping the truck that caught on fire saved the hydraulics of the truck. Also, thanks to all who came out and helped clean up the mess.

Amanda Cass

- Glad to finally be appointed and can't wait to serve.

- It's great that we have so many females in the Operations Department of GGSC.

Motion: To Adjourn Meeting:

Time: 5:05pm

1st Motion – Scott Porter
2nd Motion – Ken Ledford
Commissioners Approved (5-0)

Tony Earnest

Tony Earnest
Chairman

April 27, 2021

Date

510 REPORT
MARCH 31, 2021

		MARCH BUDGET	MARCH ACTUAL	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	157,986	-	5,117,759	
3	SANITATION FEES	-	274,185	-	10,085,660	
4	INTEREST INCOME	-	544	-	2,831	
5	RECYCLING REVENUE	-	6,344	-	6,344	
6	SUBSCRIPTION SERVICES	-	44,022	-	452,362	
7	OTHER INCOME	-	70,284	-	1,335,935	
8						
9	TOTAL REVENUES	-	553,364	-	17,000,892	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	$ 452,566	500,671	3,807,103	4,022,544	$ (215,441)
13	SUBLET LABOR	16,667	33,356	150,000	491,408	(341,408)
14	SAFETY & TRAINING	2,500	534	22,500	6,458	16,042
15	EMPLOYEE AWARDS	3,333	7,262	30,000	44,843	(14,843)
16	SOCIAL SECURITY TAXES	35,369	36,757	290,400	296,595	(6,196)
17	RETIREMENT/ SCRS	75,870	77,038	622,936	594,007	28,929
18	UNEMPLOYMENT TAXES	3,213	772	26,377	2,842	23,535
19	EMPLOYEE WELLNESS	1,250	1,151	11,250	12,192	(942)
20	MEDICAL INSURANCE	104,167	119,907	937,500	991,719	(54,219)
21	WORKER'S COMP	20,833	42,433	187,500	203,927	(16,427)
22	LIABILITY INSURANCE	5,917	7,550	53,250	61,298	(8,048)
23	VEHICLE & PROPERTY INSURANCE	10,000	12,351	90,000	115,772	(25,772)
24	LANDFILL DISPOSAL	175,000	220,319	1,575,000	1,894,535	(319,535)
25	RECYCLING DISPOSAL	22,500	12,613	202,500	67,237	135,263
26	YARDWASTE PROCESSING	37,500	43,547	337,500	436,136	(98,636)
27	OPERATING SUPPLIES	5,000	1,886	45,000	42,496	2,504
28	DAMAGE REPAIRS & CLAIMS	4,167	1,255	37,500	58,304	(20,804)
29	TELEPHONE	5,000	5,200	45,000	53,402	(8,402)
30	FINES & ASSESSMENTS	833	-	7,500	7,645	(145)
31	LANDFILL CLOSURE	-	-	-	-	-
32	UNIFORM RENTAL	3,500	11,671	59,500	84,484	(24,984)
33	FUEL	66,667	63,513	600,000	375,371	224,629
34	LUBRICANTS	6,667	1,471	60,000	47,052	12,948
35	PARTS/OUTSIDE REPAIRS	56,250	85,556	506,250	672,153	(165,903)
36	TIRES	27,083	21,121	243,750	184,554	59,196

510 REPORT
MARCH 31, 2021

37	SHOP SUPPLIES	1,667	6,090	15,000	27,482	(12,482)
38	JANITORAL SUPPLIES & SERVICES	500	1,905	4,500	9,817	(5,317)
39	BUILDINGS & GROUNDS	6,250	3,163	56,250	61,618	(5,368)
40	UTILITIES	6,667	7,761	60,000	58,857	1,142
41	SECURITY	5,833	5,704	52,500	57,280	(4,780)
42	ENVIRONMENTAL REPAIRS	500	-	4,500	2,327	2,173
43	DOT TESTING & COMPLIANCE	833	2,235	7,500	13,231	(5,731)
44	OFFICE SUPPLIES	16,000	19,616	144,000	176,012	(32,012)
45	PROFESSIONAL SERVICES	4,167	11,614	60,000	119,119	(59,119)
46	AUDIT FEES	-	-	15,000	16,000	(1,000)
47	BUSINESS LUNCHEON, MEETING,ETC	625	34	5,625	1,459	4,166
48	PROFESSIONAL DUES	208	223	1,875	223	1,652
49	BUSINESS TRAVEL	2,083	4,255	18,750	5,262	13,488
50	LEGAL ADVERTISING	458	98	4,125	1,310	2,815
51	TAX REFUNDS	417	-	3,750	-	3,750
52	RECYCLING EDUCATION	-	-	25,000	27,085	(2,085)
53	RECYCLING MARKETING	417	3,160	3,750	3,961	(211)
54	PROMOTING COMMUNITY GREEN	-	-	-	-	-
55	DEBT SERVICE	99,111	-	891,996	-	891,996
56						
57	TOTAL OPERATIONAL EXPENSE	1,287,587	1,373,792	11,322,436	11,348,018	(25,582)
58						
59	EQUIPMENT (VEHICLES)	-	-	1,733,000	2,307,677	(574,677)
60	NON-EQUIP (CONT, CARTS, ETC.)	42,500	-	382,500	414,773	(32,273)
61	BUILDING PROJECTS	-	-	-	9,478	(9,478)
62						
63	TOTAL CAPITAL EXPENSE	42,500	-	2,115,500	2,731,928	(616,428)
64						
65	TOTAL COMPANY WIDE EXPENSE	1,330,087	1,373,792	13,437,936	14,079,946	(642,010)
	OPERATIONS UNDER/(OVER) BUDGET					(25,582)
	TOTAL UNDER/(OVER) BUDGET					$ (642,010)

APPROVED BY: Tony Ennett DATE: April 27, 2021

TAX COLLECTION SUMMARY 2020-2021 AS OF MARCH 31, 2021

	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-20	116,562.87	71,687.54	112,545.00	37,745.94	1,985.02	297.80	-	-	231,092.89	109,731.28	121,361.61
Aug-20	84,632.08	75,051.33	73,485.00	58,419.06	1,102.42	253.64	7,111.42	6,992.15	166,330.92	140,716.18	25,614.74
Sep-20	78,412.21	68,075.02	52,765.00	49,765.00	962.55	301.05	-	-	132,139.76	118,141.07	13,998.69
Oct-20	69,111.09	90,607.48	46,770.00	122,600.00	-	506.13	-	6,992.15	115,881.09	220,705.76	(104,824.67)
Nov-20	422,390.90	484,606.96	1,089,525.00	1,254,002.20	2,398.60	566.44	7,111.42	-	1,521,425.92	1,739,175.60	(217,749.68)
Dec-20	2,071,108.91	1,947,202.16	4,920,555.00	4,744,985.00	1,236.35	-	-	-	6,992,900.26	6,692,187.16	300,713.10
Jan-21	1,872,307.67	1,600,049.85	3,155,660.00	3,242,515.00	1,256.15	783.46	7,191.84	-	5,036,415.66	4,843,348.31	193,067.35
Feb-21	249,541.02	252,131.91	363,000.00	325,045.00	1,283.33	492.07	-	-	613,824.35	577,668.98	36,155.37
Mar-21	165,940.81	118,839.83	275,005.00	234,665.00	1,386.44	572.92	-	-	442,332.25	354,077.75	88,254.50
Apr-21		-		-		-	-		-	-	-
May-21		-		-		-	-		-	-	-
Jun-21		-		-		-	-		-	-	-
TOTALS	5,130,007.56	4,708,252.08	10,089,310.00	10,069,742.20	11,610.86	3,773.51	21,414.68	13,984.30	15,252,343.10	14,795,752.09	456,591.01

March 31, 2021			
NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	50,539	TD BANK	1125000
TD - HEALTH & DENTAL	150,632	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	23	TD BANK	1156000
TD - BOND ESCROW	50,456	TD BANK	1175000
TD - OPERATIONS	9,470,375	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	$ 10,725,299		
	APPROVED: Tony Earnest	DATE: APRIL 27, 2021	