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

MAY 26, 2020 COMMISSION MEETING MINUTES

Attendees:	**Commissioners:**	Scott Porter, Tony Earnest, Clay Jones Ken Ledford, David Armstrong
Attendees:	**Staff:**	Steve Cole, Laura Prichard, Heidi McIlwain Don Beal
Absent Attendees:		
Third Party Attendees:		Ed Paxton – Resident

Agenda:

1. Mr. Clay Jones called the meeting to order at 4:01pm

Invocation: Dennis Hampton

Approval of Minutes:

Last Meeting Minutes – April 28, 2020

Outcome: **Accepted.**

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

New Business:

First Reading of Annual Budget

Outcome: **Accepted.**

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

New Business:

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference page 5-7.

Annexation of 54 Old Hunts Bridge Road

A resolution to approve the annexation of **54 Old Hunts Bridge 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 – David Armstrong
2nd Motion – Ken Ledford

Commissioners Approved (5-0)

Annexation of 120 Jervey Road

A resolution to approve the annexation of **120 Jervey 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 – Scott Porter

Commissioners Approved (5-0)

Annexation of 550 Old Howell Road

A resolution to approve the annexation of **550 Old Howell 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 – David Armstrong

Commissioners Approved (5-0)

Speakers:

- **None**

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 8-27.

Financials – Laura Prichard

- **Financial Review for April**

(Pages 8-15)

  - Salaries line is under budget by $69,753 and temp labor is over by $388,930. April was a 5-week payroll and we are currently running 22 crews each day (not including Yard Waste). This is part of the reason for the increase in labor.

- Landfill for the month is over by roughly $94K. Prior to COVID-19 we picked up 55% residential garbage and 45% commercial. Since COVID-19, we are picking up the same quantity but 70% is residential and 30% is commercial. It is taking way more man capacity on our side to pick up this amount of residential, so we are taking garbage to Republic on Wednesday and Thursday. Yard Waste is around $12K over for the month due to the tornado damage. No recycling cost for April since it is being picked up with garbage.
- Fleet costs are below budget for the month and year.
- As of April 30, 2020 YTD, we are under budget by $165,527K. Capital Expense is under budget by $429,567K and Operations Expense is over budget by $264,040K.
- Tax Collection this year for April was $167,127.61, last April was $505,968.90. Month to date, we are $338,841.29 behind on tax collections from last year. These should be collected at a later time. Year to date we have collected $15,000,000 which is $2,620,897 ahead of tax collections from last year.
- Total bank balances at the end of April was $10,007,403.
- Recycling tonnage for April was 0 for a cost of $0.
- Disposal tonnage for April was 7,900 for a cost of $285,621.

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

Outcome: **Accepted.**

1st Motion – Dave Armstrong
2nd Motion – Scott Porter
Commissioners Approved (5-0)

Safety, Health and Human Services – Heidi McIlwain

(Pages 16-22)

- April: 0 liability claim and 2 auto claims (one was storm damage).
- We currently have 131 employees and 19 temporary employees. For a total of 150 employees.
- 3 employees out on FMLA/STD.

- 2 employees out on Worker's Compensation.
- Tracy Haynes, Safety Manager, is out in the field 4-6 hours per day observing the crews and making sure they are working safe.
- Pandemic Policy related to COVID-19 was created.
- Coronavirus/COVID-19 measures implemented.
- The Maintenance department is fully staffed now.
- Glen Robertson was hired as the Training Coordinator. Glen will be responsible for creation and delivery of all non-safety related training including new employee orientation.
- Employee Events
    - July 15-18 Small team meetings to launch New Mission, Vision and Values as well as release the New Employee Handbook.

Maintenance – Dennis Hampton

(Pages 22-25)

- Diesel fuel gallon usage is down as we are not traveling back and forth to the landfill every day. We are using Republic on Wednesday's and Thursday's.
- Fuel prices continue to be low. This is a good thing a being as it offsets some of our overage on parts. Last truck load purchased was $1.24.
- Tires for May were 37. Most of the changes were recaps.
- Parts cost for April was $39,472 and cost for lube was $5,033.
- We will be doing inventory this weekend.
- We are no longer in the Michelin tire program for automatic air pressure. Since we put sealer in our tires, the information that they were getting was not accurate.

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

(Page 26)

- We are adjusting to our new normal and are continuing to combine services, picking up Garbage and Recycling together.
- Commercial routes are light due to a lot of business and schools being closed.
- Yard Waste has additional temporary employees to assist with the workload. We make a complete cycle about every week and a half.

Administration Report – Steve Cole

- April Tax Receipts as noted earlier were lower than expected and as a result, recommends we delay the RFP for a Revenue Bond and for Construction Services until after July 15th which will mark the end of collections for the current fiscal year.
- GIS implementation is under way.
- Crews will begin coming in at 5:30am starting June 1st.
- Items to discuss in Executive Session: City of Travelers Rest.

Commissioner Committee Reports

Scott Porter

- Glad Tracy is out in the field daily. This is important and plays a large role in accidents being down.

Tony Earnest

- Reported that there are 33 people in Yard Waste and 105 in Operations.

Clay Jones

- Complimented the Yard Waste team on a job well done with the hurricane cleanup.
- All of the new programs the maintenance program is putting in place

Ken Ledford

- Glad there have been no serious accidents.

David Armstrong

- Kudos to Steve and Operations team for a job well done during the COVID-19 circumstances.
- Would like to go into Executive Session to discuss Highway 124 project.

Motion: To Enter Executive Session:

- **Topics:** City of Travelers Rest and Highway 124 Project.

Time: 4:50pm

1st Motion – Ken Ledford

2nd Motion – David Armstrong
Commissioners Approved (5-0)

Motion: To Exit Executive Session:

Time: 5:27pm

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

Motion: To approve PO being issued for 6 Freightliner Flatbeds for a total of $486,834.

Outcome: **Accepted.**

1st Motion – Scott Porter
2nd Motion – David Armstrong
Commissioners Approved (5-0)

Motion: To Adjourn Meeting:

Time: 5:29pm

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

Clay C Jones III

Clay Jones
Chairman

6-23-2020

Date

Prepared for:
Dennis Hampton
Greater Greenville Sanitation Commission
1501 West Washington St
Greenville, SC 29601
Phone: 864-232-6721 xt 208

Prepared by:
BRUCE PONDER
CHRISTOPHER TRUCKS, INC.
1601 WHITE HORSE ROAD
GREENVILLE, SC 29605
Phone: 864-269-2131

QUOTATION

M2 106 CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK
CUM B6.7 250 HP @ 2400 RPM, 2600 GOV, 660 LB/FT @ 1600 RPM
ALLISON 2500 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION
MS-17-14X 17,500# R-SERIES SINGLE REAR AXLE
23,000# 52 INCH VARIABLE RATE MULTI-LEAF SPRING REAR SUSPENSION WITH LEAF SPRING HELPER
DETROIT DA-F-8.0-3 8,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE
8,000# TAPERLEAF FRONT SUSPENSION
106 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
5550MM (219 INCH) WHEELBASE
9/32X3-7/16X10-1/16 INCH STEEL FRAME (7.14MMX255.6MM/0.281X10.06 INCH) 120KSI
1600MM (63 INCH) REAR FRAME OVERHANG

			PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (6)	$	64,126	$	384,756
EXTENDED WARRANTY		$	2,088	$	12,528
DEALER INSTALLED OPTIONS		$	14,425	$	86,550
CUSTOMER PRICE BEFORE TAX		**$**	***80,639***	**$**	***483,834***
TAXES AND FEES					
TAXES AND FEES		$	500	$	3,000
OTHER CHARGES		$	0	$	0
TRADE-IN					
TRADE-IN ALLOWANCE		$	(0)	$	(0)
BALANCE DUE	**(LOCAL CURRENCY)**	**$**	**81,139**	**$**	**486,834**

COMMENTS:
Projected delivery on ___ / ___ / ___ provided the order is received before ___ / ___ / ___.

APPROVAL:
Please indicate your acceptance of this quotation by signing below:

Customer: X_____ Date: ___ / ___ / ___.

Daimler Truck Financial
Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at Information@dtfoffers.com.
Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at www.daimler-truckfinancial.com.

510 REPORT
March 31, 2020

		March BUDGET	March ACTUAL	YTD BUDGET	YTD ACTUAL	YTD 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	-	68,404	-	427,916	
8						
9	TOTAL REVENUES	-	681,561	-	15,259,269	
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	FLEET CONSUMABLES & SERVICE		-	-	-	-	-
38	SHOP SUPPLIES		1,000	1,175	9,000	42,992	(33,992)
39	JANITORAL SUPPLIES & SERVICES		1,000	422	9,000	1,375	7,625
40	BUILDINGS & GROUNDS		5,833	12,993	52,500	61,945	(9,445)
41	UTILITIES		6,667	6,277	60,000	59,067	933
42	SECURITY		5,833	7,001	52,500	56,854	(4,354)
43	ENVIRONMENTAL REPAIRS		500	-	4,500	-	4,500
44	DOT TESTING & COMPLIANCE		1,667	1,120	15,000	5,290	9,710
45	OFFICE SUPPLIES		15,000	37,040	135,000	158,101	(23,101)
46	PROFESSIONAL SERVICES		6,667	6,328	60,000	73,338	(13,338)
47	AUDIT FEES		1,250	-	11,250	14,500	(3,250)
48	BUSINESS LUNCHEON, MEETING,ETC		625	129	5,625	7,904	(2,279)
49	PROFESSIONAL DUES		208	319	1,875	459	1,416
50	BUSINESS TRAVEL		2,083	845	18,750	5,727	13,023
51	LEGAL ADVERTISING		458	244	4,125	1,081	3,044
52	TAX REFUNDS		667	-	6,000	-	6,000
53	RECYCLING EDUCATION		1,250	-	11,250	35,101	(23,851)
54	RECYCLING MARKETING		1,250	-	11,250	-	11,250
55	PROMOTING COMMUNITY GREEN		-	-	-	-	-
56	DEBT SERVICE		100,958	-	908,623	553,201	355,422
57							
58	TOTAL OPERATIONAL EXPENSE		1,164,471	1,277,124	10,601,141	10,763,900	(162,759)
59							
60	EQUIPMENT (VEHICLES)		-	72,123	1,870,000	1,330,892	539,108
61	NON-EQUIP (CONT, CARTS, ETC.)		40,000	(126,879)	400,000	294,793	105,207
	BUILDING PROJECTS		-	254,528	-	254,528	(254,528)
62							
63	TOTAL CAPITAL EXPENSE		40,000	199,772	2,270,000	1,880,213	389,787
64							
65	TOTAL COMPANY WIDE EXPENSE		$ 1,204,471	1,476,896	12,871,141	12,644,113	$ 227,028

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

TOTAL UNDER/(OVER) BUDGET $ 227,028

APPROVED BY: Clay C Jarrett DATE: 6-23-2020

510 REPORT
May 31, 2020

		May BUDGET	May ACTUAL	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	94,498	-	4,788,458	
3	SANITATION FEES	-	70,190	-	10,127,352	
4	INTEREST INCOME	-	1,382	-	21,211	
5	RECYCLING REVENUE	-	-	-	29,428	
6	SUBSCRIPTION SERVICES	-	36,309	-	488,339	
7	OTHER INCOME	-	60,496	-	535,409	
8						
9	TOTAL REVENUES	-	262,875	-	15,990,197	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	$ 366,667	384,022	4,284,926	4,232,528	$ 52,398
13	SUBLET LABOR	-	29,822	200,000	618,752	(418,752)
14	SAFETY & TRAINING	3,500	4,326	38,500	46,242	(7,742)
15	EMPLOYEE AWARDS	1,667	3,123	18,333	37,564	(19,231)
16	SOCIAL SECURITY TAXES	27,549	28,253	327,139	312,776	14,363
17	RETIREMENT/ SCRS	55,493	58,310	658,981	659,665	(684)
18	UNEMPLOYMENT TAXES	2,692	384	31,971	4,513	27,458
19	EMPLOYEE WELLNESS	5,417	83	59,583	20,900	38,683
20	MEDICAL INSURANCE	108,333	103,175	1,191,667	1,122,292	69,375
21	WORKER'S COMP	20,833	15,321	229,167	258,967	(29,801)
22	LIABILITY INSURANCE	5,000	5,922	55,000	60,977	(5,977)
23	VEHICLE & PROPERTY INSURANCE	5,833	9,988	64,167	101,681	(37,515)
24	LANDFILL DISPOSAL	158,333	238,851	1,741,667	2,054,655	(312,988)
25	RECYCLING DISPOSAL	-	-	-	58,832	(58,832)
26	YARDWASTE PROCESSING	33,333	59,591	366,667	388,116	(21,449)
27	OPERATING SUPPLIES	5,000	5,759	55,000	82,689	(27,689)
28	DAMAGE REPAIRS & CLAIMS	1,000	93	11,000	73,895	(62,895)
29	TELEPHONE	4,000	4,794	44,000	57,787	(13,787)
30	FINES & ASSESSMENTS	1,250	-	13,750	7,672	6,078
31	LANDFILL CLOSURE	83	-	917	-	917
32	UNIFORM RENTAL	4,167	2,925	45,833	60,814	(14,980)
33	FUEL	72,917	(18,212)	802,083	495,859	306,224
34	LUBRICANTS	6,667	5,047	73,333	65,097	8,236
35	PARTS/OUTSIDE REPAIRS	52,083	160,994	572,917	928,141	(355,224)
36	TIRES	29,167	27,487	320,833	278,416	42,418

510 REPORT
May 31, 2020

37	FLEET CONSUMABLES & SERVICE		-	(74)	-	(74)	74
38	SHOP SUPPLIES		1,000	1,701	11,000	50,263	(39,263)
39	JANITORAL SUPPLIES & SERVICES		1,000	5,779	11,000	7,211	3,789
40	BUILDINGS & GROUNDS		5,833	15,261	64,167	83,767	(19,600)
41	UTILITIES		6,667	6,192	73,333	71,550	1,783
42	SECURITY		5,833	7,225	64,167	70,218	(6,051)
43	ENVIRONMENTAL REPAIRS		500	-	5,500	-	5,500
44	DOT TESTING & COMPLIANCE		1,667	-	18,333	6,448	11,885
45	OFFICE SUPPLIES		15,000	15,169	165,000	189,187	(24,187)
46	PROFESSIONAL SERVICES		6,667	14	73,333	86,123	(12,790)
47	AUDIT FEES		1,250	-	13,750	14,500	(750)
48	BUSINESS LUNCHEON, MEETING,ETC		625	127	6,875	8,064	(1,189)
49	PROFESSIONAL DUES		208	-	2,292	459	1,833
50	BUSINESS TRAVEL		2,083	-	22,917	5,177	17,740
51	LEGAL ADVERTISING		458	146	5,042	1,227	3,814
52	TAX REFUNDS		667	-	7,333	-	7,333
53	RECYCLING EDUCATION		1,250	663	13,750	35,763	(22,013)
54	RECYCLING MARKETING		1,250	-	13,750	-	13,750
55	PROMOTING COMMUNITY GREEN		-	-	-	-	-
56	DEBT SERVICE		100,958	-	1,110,539	553,201	557,338
57							
58	TOTAL OPERATIONAL EXPENSE		1,123,901	1,182,262	12,889,513	13,211,914	(322,402)
59							
60	EQUIPMENT (VEHICLES)		-	-	1,870,000	1,330,892	539,108
61	NON-EQUIP (CONT, CARTS, ETC.)		40,000	9,635	480,000	304,428	175,572
	BUILDING PROJECTS		-	127,300	-	382,048	(382,048)
62							
63	TOTAL CAPITAL EXPENSE		40,000	136,935	2,350,000	2,017,367	332,633
64							
65	TOTAL COMPANY WIDE EXPENSE		$ 1,163,901	1,319,197	15,239,513	15,229,282	$ 10,231

OPERATIONS UNDER/(OVER) BUDGET $ (322,402)

TOTAL UNDER/(OVER) BUDGET $ 10,231

APPROVED BY: Clay C Jones III DATE: 6-23-2020

TAX COLLECTION SUMMARY 2019-2020 AS OF May 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	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	364,338.56	87,823.58	82,540.00	64,300.00	325.13	385.55		-	447,203.69	152,509.13	294,694.56
Jun-20		-		-		-		-	-	-	-
TOTALS	5,167,088.93	4,887,051.28	10,224,172.20	7,582,914.95	4,837.96	10,398.55	21,095.72	21,238.11	15,417,194.81	12,501,602.89	2,915,591.92

May 31, 2020

NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	50,472	TD BANK	1125000
TD - HEALTH & DENTAL	158,840	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	316	TD BANK	1156000
TD - BOND ESCROW	50,389	TD BANK	1175000
TD - OPERATIONS	7,805,808	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	$ 9,069,099		
	APPROVED:	DATE:	6-23-2020