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

NOVEMBER 26, 2019 COMMISSION MEETING MINUTES

Attendees:	**Commissioners:**	Scott Porter, Tony Earnest, Clay Jones Ken Ledford, David Armstrong
Attendees:	**Staff:**	Steve Cole, Brandon Hunter, Dennis Hampton, Heidi McIlwain, Tracy Haynes
Absent Attendees:		Don Beal
Third Party Attendees:		Ed Paxton – Resident

Agenda:

1. Mr. Clay Jones called the meeting to order at 4:03pm

Invocation: Dennis Hampton

Approval of Minutes:

Last Meeting Minutes – October 22, 2019

Outcome: **Accepted.**

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

Approval of Minutes:

Last Meeting Minutes – October 31, 2019

Outcome: **Accepted.**

1st Motion – Tony Earnest
2nd Motion – Ken Ledford
Commissioners Approved (4-0)
David Armstrong abstained from vote as he was absent from meeting

New Business:

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

Annexation of 263 Phillips Trail

A resolution to approve the annexation of certain properties located at **263 Phillips Trail.** 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:

- **No Speakers**

The following sections can be reviewed with the enclosed Greater Greenville Sanitation Power Point Slide Packet. Reference pages 6-30.

Financials – Steve Cole

- **Financial Review for September 2019**

(Pages 6-11)

  - Salaries is underbudget but temp labor is overbudget. The 2 are an offset.
  - Parts/Outside repair is overbudget due to repairs from accidents.
  - YTD we are under budget by $550K. Capital Expense is underbudget by $368K and Operations Expense is underbudget by $182K.
  - Tax Collection this year for October was $220,705.76 last October was $120,139.01. YTD we are $131K ahead in tax collections.
  - Total bank balances at the end of October was $4,073,331.

- **Topic:** **Financial Review for October 2019.**

Outcome: **Accepted.**

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

Safety, Health and Human Services – Heidi McIlwain

(Pages 12-18)

- 2019: to date, 9 claims reported to OSHA with 76 days away from work. 2018 total reported claims were 17 with 749 days away from work.
- 1 liability claims and 5 auto claims.
- We currently have 115 employees and 37 temporary employees. For a total of 152 employees.
- 2 employees out on FMLA/STD.
- 1 employee out on Worker's Compensation.
- Employee Events
  - Equipment Expo and Training for all Drivers: November 15th
  - Employee Holiday Luncheon: December 10th at Saskatoon

Maintenance – Dennis Hampton

(Pages 19-22)

- The numbers continue to be slightly skewed due to the switch over to the new program. Some may be inflated, so may be low but are very close.
- Diesel fuel usage is up due to more trucks being on the road.
- Fuel price is maintaining. We are paying between $2.10 and $2.15.
- Tire usage is down but price is because we are coming on the short side of our casings. You can only use steer axle casings twice and drive axle casings 3 times. We sell the casings and get what we can for them and replace with new tires.
- Parts are high due to parts carrying over from RTA and some trucks having major issues.

Public Affairs and Education – Brandon Hunter

(Pages 23-26)

- Mixed tonnage for October was 324 with no rebate. Beginning in November we will pay for recycling.
- Disposal tonnage for October was 7,310.

- We have seen 450 students with WasteLab.
- Continuing to work GGSC Career Center and Green Steps.
- Community Outreach: Meeting with Greenville County Sheriff's Office.

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

(Pages 27)

- Commercial Single Stream collection is successful.
- Residential Garbage continues to run efficiently.
- Yard Waste is running 10 tractor crews and 6 leaf vacuum crews with proper personnel and equipment. This is allowing us to run on a weekly schedule and we hope to continue with weekly pickup, but the bulk of the season's waste has not been put out yet.

Administration Report – Steve Cole

(Pages 28-30)

- We hired a new Finance Director, Laura Prichard. Laura will start with us on December 16.
- We are starting to use S.H. Carter to dump yard waste on Wednesday's as a trial and hope to start using their location on Thursday's if all goes well.
- We closed on the lease and now have 5 new John Deere articulating tractors. We also have a new front loader, 3 new tow behind leaf vacuums and will have 3 rear loaders within a couple of weeks.
- Kris and Meghan are working on getting routes exported and formatted to sent to RouteWare.
- We are looking at RouteSmart for route maintenance to keep up with route changes due to growth.
- Items to discuss in Executive Session: Personnel and Equipment

Commissioner Committee Reports

Scott Porter

- Will begin to attend the monthly Safety Committee meetings.

Tony Earnest

- Stated the Vehicle Training was fantastic and very informative.

Clay Jones

- Stated that it sounded as is the Vehicle Training was a success and already helping to find small items before they become issues.

Ken Ledford

- Glad we have a great Safety Program.

David Armstrong

- Continuing to work on design for the 124 project.

Motion: To Enter Executive Session:

- **Topics:** Personnel and Equipment.

Time: 4:48pm

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

Motion: To Exit Executive Session:

Time: 5:15pm

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

Motion: To approve purchase of 2 new leaf vacuums.

Outcome: **Accepted.**

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

Motion: To Adjourn Meeting:

Time: 5:16pm

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

Clay Jones
Chairman

1-28-2020
Date

November 30, 2019

NAME OF BANK ACCOUNT	ACCOUNT BALANCE	TRUST INSTITUTION	GL NUMBER
TD - CAPITAL ACCOUNT	250,316	TD BANK	1125000
TD - HEALTH & DENTAL	284,527	TD BANK	1135000
TD - WORKER'S COMP	1,003,273	TD BANK	1155000
TD - TPA WORK COMP	24	TD BANK	1156000
TD - BOND ESCROW	200,238	TD BANK	1175000
TD - OPERATIONS	992,525	TD BANK	1195000
TD - PAYROLL	-	TD BANK	1196000
TOTAL BANK BALANCE	$ 2,730,903		
	APPROVED:	DATE: 1-28-2020	

Mary C Jones III
1-28-2020

510 REPORT
NOVEMBER 30, 2019

		November BUDGET	November ACTUAL	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
1	REVENUES					
2	PROPERTY TAXES	-	90,607	-	300,573	
3	SANITATION FEES	-	122,575	-	268,065	
4	INTEREST INCOME	-	554	-	14,438	
5	RECYCLING REVENUE	-	-	-	29,428	
6	SUBSCRIPTION SERVICES	-	32,829	-	218,805	
7	OTHER INCOME	-	46,989	-	219,285	
8						
9	TOTAL REVENUES	-	293,554	-	1,050,593	
10						
11	OPERATIONAL EXPENSES					
12	SALARIES	$ 366,667	340,060	1,937,101	1,739,563	$ 197,537
13	SUBLET LABOR	30,000	103,093	150,000	297,137	(147,137)
14	SAFETY & TRAINING	3,500	2,493	17,500	13,247	4,254
15	EMPLOYEE AWARDS	1,667	7,800	8,333	17,294	(8,961)
16	SOCIAL SECURITY TAXES	27,549	25,072	148,073	128,186	19,887
17	RETIREMENT/ SCRS	55,493	51,921	298,276	250,096	48,179
18	UNEMPLOYMENT TAXES	2,692	106	14,471	1,594	12,877
19	EMPLOYEE WELLNESS	5,417	1,557	27,083	14,409	12,674
20	MEDICAL INSURANCE	108,333	101,776	541,667	474,718	66,949
21	WORKER'S COMP	20,833	25,365	104,167	131,679	(27,512)
22	LIABILITY INSURANCE	5,000	6,279	25,000	25,443	(443)
23	VEHICLE & PROPERTY INSURANCE	5,833	7,366	29,167	35,449	(6,283)
24	LANDFILL DISPOSAL	158,333	158,374	791,667	830,099	(38,433)
25	RECYCLING DISPOSAL	-	7,245	-	7,245	(7,245)
26	YARDWASTE PROCESSING	33,333	35,804	166,667	130,630	36,037
27	OPERATING SUPPLIES	5,000	8,168	25,000	36,344	(11,344)
28	DAMAGE REPAIRS & CLAIMS	1,000	22,241	5,000	43,602	(38,602)
29	TELEPHONE	4,000	3,931	20,000	24,988	(4,988)
30	FINES & ASSESSMENTS	1,250	-	6,250	-	6,250
31	LANDFILL CLOSURE	83	-	417	-	417
32	UNIFORM RENTAL	4,167	917	20,833	27,981	(7,147)
33	FUEL	72,917	54,543	364,583	271,737	92,846
34	LUBRICANTS	6,667	5,594	33,333	24,821	8,512

510 REPORT
NOVEMBER 30, 2019

35		PARTS/OUTSIDE REPAIRS	52,083	91,805	260,417	413,279	(152,862)
36		TIRES	29,167	29,997	145,833	129,659	16,174
37		SHOP SUPPLIES	1,000	5,282	5,000	35,113	(30,113)
38		JANITORAL SUPPLIES & SERVICES	1,000	195	5,000	889	4,111
39		BUILDINGS & GROUNDS	5,833	4,092	29,167	33,880	(4,714)
40		UTILITIES	6,667	4,687	33,333	30,022	3,311
41		SECURITY	5,833	7,481	29,167	32,215	(3,048)
42		ENVIRONMENTAL REPAIRS	500	-	2,500	-	2,500
43		DOT TESTING & COMPLIANCE	1,667	-	8,333	3,193	5,140
44		OFFICE SUPPLIES	15,000	14,864	75,000	74,398	602
45		PROFESSIONAL SERVICES	6,667	11,281	33,333	40,525	(7,192)
46		AUDIT FEES	1,250	-	6,250	14,500	(8,250)
47		BUSINESS LUNCHEON, MEETING,ETC	625	647	3,125	3,298	(173)
48		PROFESSIONAL DUES	208	-	1,042	-	1,042
49		BUSINESS TRAVEL	2,083	833	10,417	2,002	8,414
50		LEGAL ADVERTISING	458	67	2,292	574	1,717
51		TAX REFUNDS	667	-	3,333	-	3,333
52		RECYCLING EDUCATION	1,250	1,206	6,250	7,992	(1,742)
53		RECYCLING MARKETING	1,250	-	6,250	-	6,250
54		PROMOTING COMMUNITY GREEN	-	-	-	-	-
55		DEBT SERVICE	100,958	189,749	504,790	553,201	(48,411)
56							
57	TOTAL OPERATIONAL EXPENSE		1,153,901	1,331,890	5,905,419	5,901,004	4,415
58							
59		EQUIPMENT (VEHICLES)	600,000	456,298	1,070,000	550,074	519,926
60		NON-EQUIP (CONT, CARTS, ETC.)	80,000	87,372	240,000	255,835	(15,835)
61							
62	TOTAL CAPITAL EXPENSE		680,000	543,670	1,310,000	805,909	504,091
63							
64	TOTAL COMPANY WIDE EXPENSE		$ 1,833,901	1,875,560	7,215,419	6,706,913	$ 508,506

OPERATIONS UNDER/(OVER) BUDGET $ 4,415

TOTAL UNDER/(OVER) BUDGET $ 508,506

APPROVED BY: Joyce Jones DATE: 1-28-2020