

## FRIPP ISLAND PUBLIC SERVICE DISTRICT

Tuesday, June 8, 2021  
Electronic Meeting Via Zoom  
9:30 a.m.

### Zoom Info:

Join from PC, Mac, Linux, iOS or Android:

<https://us02web.zoom.us/j/81848836512>

Or iPhone one-tap (US Toll): +13017158592,,81848836512#  
+13126266799,,81848836512#

Or Telephone:

Dial: +1 301 715 8592 (US Toll) or +1 312 626 6799 (US Toll)

Meeting ID: 818 4883 6512

### AGENDA

1. Call to Order
  - Confirmation of the presence of a quorum
  - Confirmation of public meeting notice, as required by the SC Code of Laws 30-4-80(A).
2. Pledge of Allegiance
3. Public Hearings
  - Fiscal Year 2021 Budget Amendment
  - Fiscal Year 2022 Budget
4. Approval of May 2021 Regular Commission Meeting Minutes
5. Reports
  - Manager's Report for May 2021
  - Fire Department Report for May 2021
  - Other
6. Old Business
  - Adoption of a Resolution Approving Certain Amendments to the Fiscal Year 2020-2021 Annual Budget of the Fripp Island Public Service District and Ratifying Such Annual Budget as so Amended
  - Adoption of a Resolution Approving the Fiscal Year 2021-2022 Annual Budget of the Fripp Island Public Service District, Prescribing and Imposing the Tax Levy Necessary Therefore, and Matters Related Thereto
  - Adoption of Water and Sewer Rates for the Fiscal Year Starting July 1, 2021 and ending June 30, 2022
7. New Business
  - Review of Request for Proposals for a Cost of Service and Rate Study
  - Review of Attorney-Suggested Revisions to Employee Manual
8. Questions and Comments from Visitors
  - FIPOA Representative
9. Executive Session
  - Contractual Matters Pertaining to Cell Service Antenna Leases
  - Legal & Contractual Matters Related to Relocation of the Harbor River Water Line
10. Upon returning to public session, the Commission may take such action(s) as it deems appropriate on the items discussed in executive session.
11. Adjourn

## FRIPP ISLAND PUBLIC SERVICE DISTRICT

**Minutes:** Commission Meeting on June 08, 2021 – electronically via ZOOM

**Present:** Dan H. McCormick, Rick E. Keup, Dennis Perrone, John F. King, Edward D. Wetzel,

**Absent:** Michael J. Wilt

**Staff:** Angie Hughes, District Manager; Joshua Horton, Fire Chief; Yvonne Fireall, Office Manager

**Guests:** None

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1. Chairman McCormick called the meeting to order at 9:30 a.m., confirmed the presence of a quorum and confirmed that all requirements of the SC Code of Laws, Section 30-4-80, pertaining to the notice of meetings of public bodies, have been met for this meeting.
2. Chairman McCormick led the Commission in the Pledge of Allegiance.
3. Chairman McCormick immediately convened the public hearings for the fiscal year 2021 budget amendment and the fiscal year 2022 budgets. Chairman McCormick opened the floor to public comments. There being no comments from the floor or written comments submitted, Chairman McCormick concluded the hearings.
4. The Commission approved the minutes for the May 11, 2021 regular Commission meeting, upon a motion by Mr. Wetzel (Vote: unanimous).
5. Reports
  - a) The Commission reviewed the Manager's Report for May 2021 (*Att A*) and instructed the District Manager to proceed with the procurement of the lane striping and reflectors on the Fripp Inlet Bridge at a cost up to \$13k.
  - b) The Commission reviewed the Fire Department Report for April 2021. (*Att B*)
6. Old Business
  - a) The Commission adopted a resolution approving certain amendments to the fiscal year 2020-2021 annual budget of the Fripp Island Public Service District and ratifying such annual budget as so amended, upon a motion by Mr. Keup (Vote: unanimous). (*Att C*)
  - b) The Commission adopted a resolution approving the fiscal year 2021-2022 annual budget of the Fripp Island Public Service District, prescribing and imposing the tax levy necessary therefore, and matters related thereto, upon a motion by Mr. Keup (Vote: unanimous). (*Att D*)
  - c) The Commission adopted the water and sewer rates for the fiscal year starting July 1, 2021 and ending June 30, 2022, upon a motion by Mr. Keup (Vote: unanimous). (*Att E*)
7. New Business
  - a) The Commission discussed and reviewed the request for proposals for a cost of service and rate study. (*Att F*)
  - b) The Commission discussed and reviewed the attorney suggested revisions to the employee manual and directed the District Manager to confer with legal counsel on further changes. (*Att H*)
8. The Commission entertained questions and comments from visitors.

9. The Commission entered executive session to discuss legal and contractual matters pertaining to cell service antenna leases and the relocation of the Harbor River water line and personnel matters at 11:01 a.m., upon a motion by Mr. Wetzel (Vote: unanimous). The Commission resumed open session at 12:40 p.m., upon a motion by Mr. Wetzel (Vote: unanimous).

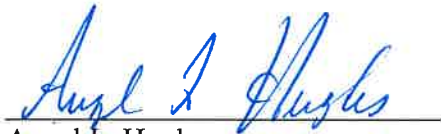
10. The Commission approved employee compensation and fringe benefits for FY2022 as discussed during executive session and authorized the Chairman to communicate these changes to the District Manager in writing, upon a motion by Mr. Keup (Vote: unanimous).

11. There being no further business, the meeting adjourned at 12:42 p.m., upon a motion by Mr. Keup (Vote: Unanimous).



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Dan H. McCormick  
Chairman



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Angel L. Hughes  
Secretary

Att A

# FRIPP ISLAND PUBLIC SERVICE DISTRICT MANAGER'S REPORT FOR MAY 2021

## I. Tap-Ins

<u>Category</u>	<u>FY 2021</u>		<u>FY 2020</u>		<u>FY 2019</u>	
	<u>May</u>	<u>YTD</u>	<u>May</u>	<u>YTD</u>	<u>May</u>	<u>YTD</u>
Water customers	6	18	-	4	3	8
Sewer customers						
a. Gravity	2	9	-	3	3	6
b. Vacuum	3	8	-	1	-	2

Total vacuum sewer customers: 573 of 726

## II. Routine Operations

### 1. Butcher's Island and Hunting Island Booster Pumps Average Daily Run Time for May

	<u>2021</u>	<u>Diff</u>	<u>2020</u>	<u>Diff</u>	<u>2019</u>	<u>Diff</u>	<u>2018</u>
Butcher's Isl Pumps Hrs/Day	7.0	0.4	6.6	0.9	5.7	1.4	4.3
Hunting Isl Pumps Hrs/Day	14.6	1.3	13.3	1.8	11.5	2.9	8.6
Total Hrs/Day	21.6	1.7	19.9	2.7	17.2	4.3	12.9

### 2. Fripp Island Master Metered Water Use for May, Average Gallons per Day

	<u>2021</u>	<u>% Change</u>	<u>2020</u>	<u>% Change</u>	<u>2019</u>	<u>% Change</u>	<u>2018</u>
BJW&SA	684,964	(0.4)	687,677	14.8	598,774	(0.4)	601,250
Harbor Island	92,232	1.0	91,277	(0.8)	91,997	9.8	83,778
Hunt Island	15,957	(61.3)	41,184	255.3	11,590	(18.3)	14,178
Fripp Island	562,929	3.9	541,645	2.8	527,000	5.8	497,906
Accountability, %	98.0	N/A	98.0	N/A	105.3	N/A	99.1
Rainfall, Inches	1.0		2.1		1.0		2.2

3. The water tank levels and water line pressures were normal for May.

### 4. Wastewater Treatment Plant Flow for May, Gallons per Day

	<u>2021</u>	<u>% Change</u>	<u>2020</u>	<u>% Change</u>	<u>2019</u>	<u>% Change</u>	<u>2018</u>
Average Daily Flow	229,739	(17.0)	276,744	32.2	209,371	1.5	206,279
Weekly Max Flow	282,000	(14.0)	328,000	28.6	255,000	(6.9)	274,000
Peak Daily Flow	404,579	(1.9)	412,607	5.2	392,394	(3.2)	405,397

Peak daily flow of 404,579 occurred on Sun., 5/30/21 (Memorial Day weekend), without rain. For May 2020, peak daily flow occurred on Mon., 5/25/20 (Memorial Day), without rain. For May 2019, peak daily flow occurred on Mon., 5/27/19 (Memorial), without rain. For May 2018, peak daily flow occurred on Sun., 5/27/18 (Memorial Day weekend), without rain.

5. The water system and wastewater treatment plant samples were satisfactory for May.

## III. Emergencies, Special Field Work and Activities

### 1. Water System

- a) The drought status was upgraded to Moderate Drought for several northeastern counties and Abnormally dry for several counties in the midsection and southeastern part of the state, including Beaufort County, during May. The District issued an email requesting that owners voluntarily conserve water by irrigating on a 3 days/week schedule on May 25<sup>th</sup>. This request will also be sent on a flyer with the June billing, as in previous years.
  - b) May 3-6 – new 10” water main in the causeway along Highway 21 on St. Helena Island was lowered 24” to allow for additional clearance between the SCDOT’s bridge drainage system and the water line.
2. Wastewater System
    - a) On May 7<sup>th</sup>, the sewer lines at Captain John Fripp Villas Phases I and II were cleaned in preparation for the busy season.
3. Top Mount Pumper Truck and Self-Contained Breathing Apparatus Procurement – The new pumper truck was delivered May 11<sup>th</sup>. The self-contained breathing apparatus were ordered on May 12<sup>th</sup> and should be received at the beginning of August.
  4. Hunting Island Booster Pump Station Rehab – LEC worked with District staff on the preferred site layout and design drawings throughout May. A preliminary cost estimate was not available at the time this report was written but should be provided by the June Commission meeting.
  5. Fripp Inlet Bridge – The District manager met with the SCDOT construction engineer leading the Hunting Island re-paving project and obtained the contact information for the lane striping contractor. A voicemail message was left for the contractor and is pending a response. Two quotes for the striping/reflector work have been received, but one is for epoxy paint, which is the requirement for all SCDOT projects, and the other is for traffic rated reflective paint, which may not last as long. Management is waiting to hear from the DOT contractor before moving forward. Due to the onset of tourist season, the work will be postponed until after Labor Day.
  6. America’s Water Infrastructure Act of 2018 requires that community water systems create a Risk & Resilience Assessment and certify it to the EPA by June 30, 2021 and update their Emergency Response Plan and certify it to the EPA within six months after the RRA certification. The District Manager has completed the RRA and will update the Emergency Response Plan during 2021 to satisfy the EPA deadline.

# ***Fripp Island Fire Department Monthly Report Summary May 2021***

## **Response Activities:**

Total emergency responses for May, 22

	May 2021	May 2020	YTD CY21	YTD CY20
• Structure Fires	00	00	00	00
• Vehicle Fire	00	00	00	00
• Medical Emergencies	13	16	36	47
• Brush Fires	00	02	00	02
• Misc. Fire	05	02	14	08
• Service Calls	02	01	08	03
• Mutual Aid	00	01	01	02
• Auto Accident	02	01	08	02
• Water Emergencies	00	03	00	03
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	22	26	67	67

## **Average emergency response time:**

4 minutes 09 seconds.

## **Inspections:**

May 2021	May 2020	YTD CY21	YTD CY20
0	0	0	0

## **Training Activities:**

No training for May.

## **Roster:**

Total personnel active for May, 21

Vol.-01

Paid-20

Att C

## RESOLUTION

### OF THE FRIPP ISLAND PUBLIC SERVICE DISTRICT COMMISSION APPROVING CERTAIN AMENDMENTS TO THE FISCAL YEAR 2020-2021 ANNUAL BUDGET OF THE FRIPP ISLAND PUBLIC SERVICE DISTRICT AND RATIFYING SUCH ANNUAL BUDGET AS SO AMENDED

**WHEREAS**, the Fripp Island Public Service District Commission (the "**Commission**") approved the annual budget of the Fripp Island Public Service District for fiscal year 2020-2021 (the "**FY21 Budget**") adopted at a regular meeting of the Commission held on June 9, 2020, at which meeting a public hearing on the FY21 Budget was held prior to its adoption, all pursuant to Section 6-1-80 of the Code of Laws of South Carolina 1976, as amended; and

**WHEREAS**, the Fripp Island Public Service District Commission (the "**Commission**") amended the annual budget of the Fripp Island Public Service District for fiscal year 2020-2021 (the "**FY21 Budget**") at a regular meeting of the Commission held on September 8, 2020, at which meeting a public hearing on the amendment of the FY21 Budget was held prior to its adoption, all pursuant to Section 6-1-80 of the Code of Laws of South Carolina 1976, as amended; and

**WHEREAS**, a Notice of Public Hearing was published in *Beaufort Gazette* on May 21, 2021, a copy of which is attached as Exhibit B hereto, and such hearing was held at a meeting of the Commission on June 8, 2021 immediately prior to consideration of this resolution; and

**WHEREAS**, the Commission desires to amend the FY21 Budget to make certain adjustments to revenues and expenditures as shown on Exhibit A attached hereto and thereby increase and/or decrease the estimated revenues and expenditures as shown on such exhibit, and, in approving such amendments, desires to ratify the FY21 Budget, as so amended;

**NOW, THEREFORE, BE IT RESOLVED** by the Commission at a regular meeting duly assembled:

The FY21 Budget is hereby amended to make certain adjustments to revenues and expenditures as shown on Exhibit A attached hereto and thereby increase and/or decrease the estimated revenues and expenditures as shown on such exhibit, and, in approving such amendment, the FY21 Budget, as amended hereby, is hereby ratified in its entirety.

**ADOPTED** this 8th day of June, 2021.

FRIPP ISLAND PUBLIC SERVICE DISTRICT  
COMMISSION

  
Chairman, Fripp Island Public Service District Commission

(SEAL)

Attest:

  
Secretary, Fripp Island Public Service  
District Commission

Exhibit A

	<b>FY 2020-2021</b>	<b>FY 2020-2021</b>	<b>Percentage</b>
	<b><u>Approved</u></b>	<b><u>Proposed Amended</u></b>	<b><u>Change</u></b>
<b>Operating Budget</b>			
Revenues	\$2,889,965	\$3,588,287	24.2%
Expenditures	\$4,744,500	\$3,238,960	-31.7%
Tax Levy (Mills)	14.7	14.7	0.0%
Tax Levy (Dollars)	\$687,710	\$686,562	-0.2%



Exhibit B

**FISCAL YEAR 2021 BUDGET AMENDMENT PUBLIC HEARING NOTICE**



Beaufort Gazette  
Belleville News-Democrat  
Bellingham Herald  
Bradenton Herald  
Centre Daily Times  
Charlotte Observer  
Columbus Ledger-Enquirer  
Frederick Bee

The Herald - Rock Hill  
Herald Sun - Durham  
Idaho Statesman  
Island Packet  
Kansas City Star  
Lexington Herald-Leader  
Merced Sun-Star  
Miami Herald

el Nuevo Herald - Miami  
Modesto Bee  
Raleigh News & Observer  
The Olympian  
Sacramento Bee  
Fort Worth Star-Telegram  
The State - Columbia  
Sun Herald - Bixby

Sun News - Myrtle Beach  
The News Tribune Tacoma  
The Telegraph - Macon  
San Luis Obispo Tribune  
Tri City Herald  
Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
20970	67255	Print Legal Ad - IPL0024458		\$103.62	2	227

### Attention:

FRIPP ISLAND PUB SERVICE DIST  
ATTN: ANGIE HUGHES  
291 TARPON BLVD  
FRIPP ISLAND, SC 29920

### Public Notice

#### Hearing on Amendment of Adopted Budget

Pursuant to Section 6-1-80 of the S. C. Code of Laws, public notice is hereby given that the Fripp Island Public Service District Commission (the "Commission"), the governing body of the Fripp Island Public Service District (the "District"), will hold a public hearing on amending the District's annual operating budget for the 2020-2021 fiscal year on 6/8/2021 at 9:30 a.m., via electronic meeting in accordance with the Commission's procedures for conducting electronic meetings. Information on how to attend the electronic meeting is available twenty-four (24) hours in advance of the meeting at <https://www.fripd.org/commission-agendas>. The proposed budget amendment does not result in any change to the millage rate or water and sewer rates. Public comments, written or oral, are invited. Those wishing to provide written public comments for the public hearing should email comments to [officemanager@fripd.org](mailto:officemanager@fripd.org) no later than one hour prior to the time set for the public hearing. Written comments may also be mailed to the Fripp Island Public Service District, 291 Tarpon Blvd., Fripp Island, S.C. 29920.

The current amended operating budget for fiscal year 2020-2021 and the proposed amended operating budget for fiscal year 2020-2021 are as follows:

	FY 2020-2021 Approved	FY 2020-2021 Proposed Amended	Percentage Change
<b>Operating Budget</b>			
Revenues	\$2,889,965	\$3,588,287	24.2%
Expenditures	\$4,744,500	\$3,238,960	-31.7%
Tax Levy (Mills)	14.7	14.7	0.0%
Tax Levy (Dollars)	\$687,710	\$686,562	0.0%
IPL0024458 May 21 2021			

STATE OF )  
SOUTH CAROLINA ) AFFIDAVIT  
COUNTY OF BEAUFORT )

I, Amy Robbins, makes oath that the advertisement, was published in The Island Packet and The Beaufort Gazette, a newspaper published in Beaufort County, State and County aforesaid, in the issue(s) of

No. of Insertions: 1  
Beginning Issue of: 05/21/2021  
Ending Issue of: 05/21/2021

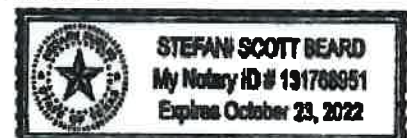
*Amy Robbins*

Amy Robbins

Sworn to and subscribed before me this 21th day of May in the year of 2021

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
Legal document please do not destroy!

ATT D

**RESOLUTION**

**OF THE FRIPP ISLAND PUBLIC SERVICE DISTRICT COMMISSION  
APPROVING THE FISCAL YEAR 2021-2022 ANNUAL BUDGET OF THE FRIPP  
ISLAND PUBLIC SERVICE DISTRICT, PRESCRIBING AND IMPOSING THE  
TAX LEVY NECESSARY THEREFORE, AND MATTERS RELATED THERETO**

**WHEREAS**, the Fripp Island Public Service District Commission (the "**Commission**") is required by the laws of the State of South Carolina to adopt an annual budget of the Fripp Island Public Service District each year;

**WHEREAS**, Section 6-1-80 of the Code of Laws of South Carolina 1976, as amended requires that the Commission publish a notice of public hearing prior to the adoption of the annual budget;

**WHEREAS**, the Fripp Island Public Service District is authorized by enabling legislation of the South Carolina General Assembly to raise funds for corporate purposes of the District by causing the levy of a tax therefore;

**WHEREAS**, the Fripp Island Public Service District is authorized by enabling legislation of the South Carolina General Assembly to levy a tax upon all taxable property within the District sufficient to pay any general obligation bond debt and associated interest due;

**WHEREAS**, a notice of public hearing was published in *Beaufort Gazette* on May 21, 2021, a copy of which is attached as Exhibit C hereto, and such hearing was held at a regular meeting of the Commission immediately prior to consideration of this resolution; and

**WHEREAS**, the Commission desires to adopt its annual budget for fiscal year 2021-2022 (the "**FY22 Budget**") as the same is included as Exhibit A attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission in meeting duly assembled that:

**Section 1 Adoption of Budget.** The FY22 Budget is hereby adopted in the form attached as Exhibit A hereto.

**Section 2 Imposition of Millage.** The tax levies and millage amounts included as Exhibit B are hereby adopted and shall be imposed for the fiscal year beginning July 1, 2021.

**ADOPTED** this 8th day of June, 2021.

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
COMMISSION**

  
Chairman, Fripp Island Public Service District Commission

(SEAL)  
Attest:

  
Secretary, Fripp Island Public Service  
District Commission

Exhibit A

**FY22 BUDGET**

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
EROSION & BRIDGE BUDGET  
FISCAL YEAR 2022**

	<b>ACTUAL FY 2020</b>	<b>BUDGET FY 2021</b>	<b>ESTIMATED FY 2021</b>	<b>ADOPTED FY 2022</b>	<b>Budget Inc (Dec)</b>
<b>OPERATING EXPENSES</b>					
07-00-501-00 ADMINISTRATION	6,950	7,080	7,080	7,170	90
07-00-517-00 COMMISSIONERS EXPENSES	-	200	-	200	-
07-00-521-00 ACCOUNTING & AUDIT	1,850	2,590	2,800	3,410	820
07-00-522-00 LEGAL FEES	6,768	6,500	2,000	2,500	(4,000)
07-00-531-00 BRIDGE INSURANCE	114,274	148,530	159,816	121,100	(27,430)
07-00-533-00 LICENSES & TAXES	-	-	10	-	-
07-00-549-00 MISCELLANEOUS EXPENSE	-	-	-	-	-
07-00-562-00 GROIN REPAIR	-	-	-	-	-
07-00-564-00 REVETMENT REPAIR	4,605	33,000	6,750	-	(33,000)
07-00-566-00 BRIDGE INSPECT/MAINTENANCE	20,888	7,500	1,000	59,000	51,500
<b>TOTAL O&amp;M EXPENSES</b>	<b>155,335</b>	<b>205,400</b>	<b>179,456</b>	<b>193,380</b>	<b>(12,020)</b>
07-00-190-00 CAPITAL EXPENDITURES	5,323	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>160,658</b>	<b>205,400</b>	<b>179,456</b>	<b>193,380</b>	<b>(12,020)</b>

<b>REVENUES</b>					
07-00-408-00 TAX PENALTIES	700	-	300	-	-
07-00-411-00 BRIDGE ATTACHMENT FEES	17,510	18,035	18,035	18,570	535
07-00-416-00 INTEREST INCOME	7,227	4,000	6,800	3,840	(160)
07-00-419-00 UNREALIZED INV GAIN (LOSS)	9,632	-	(5,000)	-	-
07-00-429-00 MISC INCOME	-	-	-	-	-
	<b>35,069</b>	<b>22,035</b>	<b>20,135</b>	<b>22,410</b>	<b>375</b>

BUDGET YEAR EXCESS (REQUIRED) CASH (127,517)

<b>07-00-409-00 TAX LEVY</b>	<b>93,241</b>	<b>126,610</b>	<b>91,870</b>	<b>127,520</b>	
<b>BRIDGE RESERVE LEVY</b>	<b>51,283</b>	<b>50,000</b>	<b>50,000</b>	<b>70,840</b>	
Estimated assessed value/mill \$	47,746	\$ 47,224	\$ 47,224	\$ 47,224	-
Based on a collection rate of	99.3%	98.9%	100.0%	100.0%	
one mill equals \$	47,412	\$ 46,705	\$ 47,224	\$ 47,224	519
<b>O&amp;M TAXES LEVIED, MILLS</b>	<b>2.0</b>	<b>2.7</b>	<b>2.7</b>	<b>2.7</b>	<b>0.0</b>
<b>BRIDGE RESERVE TAXES LEVIED, MILLS</b>	<b>1.1</b>	<b>1.0</b>	<b>1.0</b>	<b>1.5</b>	<b>0.5</b>

**PROJECTED CASH FLOW**

<b>CASH BEGINNING OF PERIOD</b>	<b>724,720</b>
INTERFUND TRANSFERS	0
AR/(AP) & INVEST (GAIN)/LOSS	(3,630)
LESS EROSION RESERVES	(251,000)
LESS BRIDGE OPS RESERVES	(280,520)
LESS RESTRICTED BRIDGE RESERVE	(146,117)
<b>AVAILABLE CASH BEGINNING OF PERIOD - JULY 1</b>	<b>43,453</b>
LESS EXPENSES	(193,380)
PLUS REVENUES	22,410
PLUS OPERATIONS TAX LEVY	127,505
PLUS EROSION RESERVES	251,000
PLUS BRIDGE OPS RESERVES	280,520
PLUS RESTRICTED BRIDGE RESERVE	216,953
<b>PROJECTED FUNDS AVAILABLE @ YEAR END</b>	<b>748,461</b>

**FRIPP ISLAND PUBLIC SERVICE DISTRICT FIRE DEPARTMENT BUDGET  
FISCAL YEAR 2022**

ACCT NO	EXPENSES	ACTUAL FY-2020	BUDGET FY-2021	ESTIMATED FY-2021	ADOPTED FY-2022	BUDGET INC (DEC)
<b>EMPLOYEE EXPENSES</b>						
03-00-500-00	PAYROLL EXPENSE	1,731	1,760	1,900	1,900	140
03-00-501-00	SALARIES	332,605	387,300	351,700	399,500	12,200
03-00-504-00	FICA	20,616	24,010	21,810	24,770	760
03-00-505-00	FMED	4,820	5,620	5,100	5,790	170
03-00-506-00	RETIREMENT	53,712	60,060	57,700	61,800	1,740
03-00-509-00	MEDICAL INSURANCE	17,149	17,610	15,400	17,460	(150)
03-00-510-00	WORKMAN'S COMP	16,391	16,810	16,030	16,300	(510)
03-00-511-00	EMPLOYEE PHYSICAL	-	300	-	300	-
03-00-516-00	UNIFORMS & GEAR	3,949	3,000	3,700	3,000	-
03-00-519-00	FIREFIGHTER RECOGNITION	-	150	150	150	-
	<b>TOTAL EMPLOYEE EXPENSES</b>	<b>450,973</b>	<b>516,620</b>	<b>473,490</b>	<b>530,970</b>	<b>14,350</b>
<b>OPERATING EXPENSES</b>						
03-00-513-00	TRAINING & CONVENTION	1,925	1,400	800	1,400	-
03-00-514-00	TRAVEL & RELATED	-	200	600	200	-
03-00-517-00	COMMISSIONERS EXPENSES	-	100	-	100	-
03-00-521-00	ACCOUNTING & AUDIT	7,141	9,290	8,400	12,220	2,930
03-00-522-00	BANK SERVICE CHARGES	25	-	-	-	-
03-00-523-00	BEVERAGES & COMPLEMENTS	547	700	600	700	-
03-00-525-00	CLEAN SUPPLIES/SUNDRIES	687	1,000	1,100	1,000	-
03-00-526-00	DUES	-	300	150	300	-
03-00-532-00	GENERAL INSURANCE	15,159	16,250	15,700	20,300	4,050
03-00-533-00	LEGAL FEES & TAXES (01)	413	600	14,750	600	-
03-00-534-00	ADMINISTRATIVE SUPPORT	19,010	29,030	29,030	29,390	360
03-00-537-00	OFFICE SUPPLIES	317	350	150	350	-
03-00-539-00	PRINTING	-	-	-	-	-
03-00-542-00	SUBSCRIPTIONS	1,812	1,750	1,750	1,750	-
03-00-549-00	MISCELLANEOUS	5,896	3,700	6,200	3,700	-
03-00-581-00	ELECTRICITY	5,026	6,000	5,700	6,000	-
03-00-582-00	LP GAS & GARBAGE	1,211	1,600	1,300	1,600	-
03-00-583-00	TELEPHONE	4,788	5,000	4,700	5,000	-
	<b>G&amp;A Expenses</b>	<b>63,956</b>	<b>77,270</b>	<b>90,930</b>	<b>84,610</b>	<b>7,340</b>
03-00-527-00	FIRE FIGHTING SUPPLIES	454	1,000	1,000	1,000	-
03-00-530-00	FIRE PREVENTION	-	1,000	1,000	1,000	-
03-00-531-00	MEDICAL SUPPLIES	766	500	1,250	500	-
03-00-541-00	SMALL TOOLS	397	300	300	300	-
03-00-543-00	GAS & OIL	4,304	5,500	4,400	6,000	500
03-00-558-00	BUILDING & GROUNDS	4,984	31,100	15,500	17,000	(14,100)
03-00-561-00	FIRE HYDRANTS	-	-	-	-	-
03-00-564-00	RADIOS & PAGERS	220	350	350	350	-
03-00-568-00	EQUIPMENT MAINTENANCE	102	2,200	3,600	2,200	-
03-00-569-00	VEHICLE MAINTENANCE	5,324	4,500	4,500	4,500	-
03-00-575-00	EMERGENCY/NATURAL DISAST	1,353	500	450	500	-
03-00-589-00	PURCHASES FROM DONATIONS	316	-	-	-	-
	<b>O&amp;M Expense</b>	<b>18,219</b>	<b>46,950</b>	<b>32,350</b>	<b>33,350</b>	<b>(13,600)</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>533,149</b>	<b>640,840</b>	<b>596,770</b>	<b>648,930</b>	<b>8,090</b>
<b>ASSET ADDITIONS</b>						
03-00-590-00	PURCHASE OF FIXED ASSETS	22,395	1,412,500	510,300	11,000	(1,401,500)
03-00-591-00	FIRE TRUCK LEASE-PRINCIPAL	-	-	-	-	-
03-00-591-01	FIRE TRUCK LEASE-INTEREST	-	-	-	-	-
03-00-595-00	AMORT DEFERRED DEBT	-	-	-	-	-
09-00-595-00	NEW STATION PRINCIPAL	-	-	-	-	-
09-00-596-00	NEW STATION INTEREST	-	-	-	-	-
09-00-597-00	G.O. BOND COST	-	-	-	-	-
	<b>TOTAL ASSET ADDITIONS</b>	<b>22,395</b>	<b>1,412,500</b>	<b>510,300</b>	<b>11,000</b>	<b>(1,401,500)</b>
	<b>TOTAL EXPENDITURES</b>	<b>555,544</b>	<b>2,053,340</b>	<b>1,107,070</b>	<b>659,930</b>	<b>(1,393,410)</b>

**FRIPP ISLAND FIRE DEPARTMENT  
OPERATION & MAINTENANCE  
REVENUES & CASH FLOW  
FY-2022**

	1ST QTR JUL-SEP	2ND QTR OCT-DEC	3RD QTR JAN-MAR	4TH QTR APR-JUN	TOTAL
<b>CASH BEGINNING OF PERIOD</b>	<b>\$471,756</b>				<b>\$471,756</b>
INTERFUND TRANSFERS					0
LESS CONTINGENCY RESERVE	(50,000)				(50,000)
<b>AVAILABLE CASH BEGINNING OF PERIOD</b>	<b>\$421,756</b>	<b>\$260,424</b>	<b>\$366,591</b>	<b>\$473,059</b>	<b>\$421,756</b>
EMPLOYEE EXPENSES	\$132,743	\$132,743	\$132,743	\$132,743	\$530,970
G&A EXPENSES	21,153	21,153	21,153	21,153	84,610
OPERATING EXPENSES	8,338	8,338	8,338	8,338	33,350
ASSET ADDITIONS (CAP OUTLAY)		5,500	5,500		11,000
<b>TOTAL EXPENDITURES</b>	<b>\$162,233</b>	<b>\$167,733</b>	<b>\$167,733</b>	<b>\$162,233</b>	<b>\$659,930</b>
03-00-408-00 TAX LEVY	\$0	\$273,300	\$273,300	\$22,770	\$569,374
03-00-408-01 RESERVE TAX LEVY	\$0	\$0	\$0	\$0	\$0
03-00-406-00 TAP INS (1)	900	600	900	600	3,000
03-00-499-00 INTERFUND TRANSFERS	\$0	\$0	\$0	\$0	\$0
<b>NET CASH INCREASE</b>	<b>(\$161,333)</b>	<b>\$106,168</b>	<b>\$106,468</b>	<b>(\$138,863)</b>	<b>(\$87,560)</b>
<b>AVAILABLE CASH END OF PERIOD</b>	<b>\$260,424</b>	<b>\$366,591</b>	<b>\$473,059</b>	<b>\$334,196</b>	<b>\$334,196</b>
<b>ACTUAL CASH END OF PERIOD w/RESERVE</b>	<b>\$310,424</b>	<b>\$416,591</b>	<b>\$523,059</b>	<b>\$384,196</b>	

Required Tax Revenue: **\$569,370**  
Proposed Reserve: **\$0**

Value of mill for tax year 2020 **\$47,224**  
Provided by J. Beckert, Bft. Co. on 5/12/2020

Tax Collection Rate: **100.0%**

Value of mill @ Collection Rate: **\$47,224**

Operations Tax Levy Required, mills : **12.1**  
Reserve Tax Levy Required, mills: **0.00**

Cash Balance at the end of the year needs to be sufficient to cover 1/2 of the annual budget for FY 2022.

Employee Expenses	\$273,450
Operating Expenses	60,750
<b>Total Cash Reserve</b>	<b>\$334,200</b>

(1) For all residential & commercial water taps, the District collects a \$300.00 "Fire Flow" fee.

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
GENERAL OBLIGATION BOND DEBT SERVICE BUDGET  
REVENUES & CASH FLOW  
FISCAL YEAR 2022**

	1ST QTR JUL-SEP	2ND QTR OCT-DEC	3RD QTR JAN-MAR	4TH QTR APR-JUN	TOTAL
<b>CASH BEGINNING OF PERIOD</b>	<b>\$ 392,000</b>				
LESS DEBT SERVICE RESERVE	<b>(\$353,100)</b>				
<b>AVAILABLE CASH BEGINNING OF PERIOD</b>	<b>\$ 38,900</b>				
<b>DEBT SERVICE PAYMENTS</b>					
WWTP IMPROVEMENT PAYMENT	\$ 15,200	\$ 15,200	\$ 15,200	\$ 15,200	\$ 61,000
WWTP DEBT PAYMENT	95,540	95,540	95,540	95,540	383,000
REVTMENT DEBT SERVICE	7,780	-	7,780	-	16,000
HWY 21 WATERLINE DEBT SVC	41,870	41,870	41,870	41,870	168,000
FRIPP BRIDGE DEBT SVC	40,100	-	168,100		209,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 200,490</b>	<b>\$ 152,610</b>	<b>\$ 328,490</b>	<b>\$ 152,610</b>	<b>\$ 837,000</b>
09-00-409-01 <b>TAX LEVIES</b>	<b>0</b>	<b>387360</b>	<b>387360</b>	<b>32280</b>	<b>\$807,000</b>
NET CASH INCREASE	\$ (200,490)	\$ 234,750	\$ 58,870	\$ (120,330)	\$ (27,200)
<b>TOTAL CASH END OF PERIOD</b>	<b>\$ 191,510</b>	<b>\$ 426,260</b>	<b>\$ 485,130</b>	<b>\$ 364,800</b>	
Required Tax Revenue for WWTP Improvements:	\$ 61,000				
Required Tax Revenue for WWTP:	383,000				
Required Tax Revenue for Revetment:	16,000				
Required Tax Revenue for Hwy 21 Waterline:	168,000				
Required Tax Revenue for Fripp Bridge:	209,000				
<b>Total Required Tax Revenue:</b>	<b>\$837,000</b>				
Less Available Cash Beg of Period:	\$ (30,000)				
<b>Total Required Tax Levy</b>	<b>\$807,000</b>				
<b>Value of mill for tax year 2020</b>	<b>\$47,224</b>				
<b>New assessed values will not be available until beginning of June - use last year's value</b>					
<b>Tax Collection Rate:</b>	<b>100.0%</b>				
<b>Value of mill @ Collection Rate:</b>	<b>\$47,224</b>				
<b>Tax Levy Required, mills :</b>	<b>17</b>				

**Cash Balance at end of year needs to be sufficient to cover the annual debt service for two qtrly WWTP debt svc pymts, two qtrly waterline debt svc pymts, one biannual revetment debt svc pymt, and one biannual bridge debt svc pymt**

WWTP Improvements Debt Svc Res	\$30,400
WWTP Debt Svc Res	191,080
Revetment Debt Svc Res	7,780
Hwy 21 Waterline Debt Svc Res	83,740
Fripp Bridge Debt Svc Res	40,100
	<u>\$353,100</u>



**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
WATER & WASTEWATER OPERATIONS BUDGET  
FISCAL YEAR 2022**

<b>ACCT NO</b>		<b>ACTUAL FY 2020</b>	<b>BUDGET FY 2021</b>	<b>ESTIMATED FY 2021</b>	<b>ADOPTED FY 2022</b>	<b>BUDGET INC (DEC)</b>
<b>OPERATING REVENUES</b>						
01-00-401-00	WATER CONSUMPTION	985,047	1,013,620	1,036,170	1,026,120	12,500
01-00-402-00	SEWER USE	702,244	722,350	720,570	728,830	6,480
01-00-403-00	PENALTIES	6,414	5,000	7,300	7,000	2,000
01-00-404-03	VACUUM SEWER ASSESSMENT	367,483	366,990	366,990	366,990	-
01-00-406-02	WATER TAP FEES	3,500	2,500	7,000	5,000	2,500
01-00-406-03	SEWER TAP FEES	8,400	6,000	16,800	12,000	6,000
01-00-407-00	ADMINISTRATIVE FEES	2,975	2,800	6,200	7,910	5,110
01-00-408-00	RECONNECTION FEES	1,695	1,000	2,650	3,190	2,190
01-00-410-00	WATER TRANSPORT FEE	9,533	10,580	10,800	14,240	3,660
01-00-410-01	EFFLUENT DISPOSAL FEE	1,292	2,290	2,150	6,740	4,450
01-00-412-00	WATER TANK LEASE	282,151	189,560	293,600	299,530	109,970
01-00-429-00	MISCELLANEOUS REVENUE	14,924	12,490	13,200	14,010	1,520
	<b>TOTAL OPERATING REVENUES</b>	<b>2,385,657</b>	<b>2,335,180</b>	<b>2,483,430</b>	<b>2,491,560</b>	<b>156,380</b>
<b>COST OF SALES</b>						
01-00-451-00	WAREHOUSE SALES	937	-	-	-	-
01-00-452-00	WATER PURCHASES	517,599	498,960	535,940	537,870	38,910
	<b>TOTAL COST OF SALES</b>	<b>518,535</b>	<b>498,960</b>	<b>535,940</b>	<b>537,870</b>	<b>38,910</b>
	<b>GROSS PROFIT FROM OPERATIONS</b>	<b>1,867,121</b>	<b>1,836,220</b>	<b>1,947,490</b>	<b>1,953,690</b>	<b>117,470</b>
<b>GENERAL &amp; ADMINISTRATION</b>						
01-01-500-00	PAYROLL EXPENSE	509	570	530	650	80
01-01-501-00	SALARIES	314,229	328,000	322,270	370,000	42,000
01-01-502-00	OVERTIME LABOR	14,567	16,400	15,700	18,500	2,100
01-01-504-00	FICA	19,890	21,350	20,950	24,090	2,740
01-01-505-00	FMED	4,652	4,990	4,900	5,630	640
01-01-506-00	SC RETIREMENT	62,813	53,070	50,380	63,750	10,680
01-01-509-00	MED., LIFE & DISABILITY INSURANCE	51,839	71,500	51,790	69,600	(1,900)
01-01-509-01	OPEB EXPENSE	17,800	-	10,350	4,200	4,200
01-01-510-00	WORKMAN'S COMPENSATION	5,013	5,110	5,110	5,370	260
01-01-512-00	LICENSE RENEWAL	-	360	410	480	120
01-01-513-00	TRAINING & CONVENTION FEES	1,834	4,000	2,500	3,500	(500)
01-01-514-00	UNIFORMS	108	500	400	600	100
01-01-515-00	TRAVEL	-	1,200	-	800	(400)
01-01-516-00	BUSINESS MEALS	-	100	-	100	-
01-01-517-00	COMMISSIONER'S EXPENSES	37	2,000	1,260	2,500	500
01-01-518-00	FIRE DEPART ADMIN SUPPORT	(19,010)	(29,030)	(29,030)	(29,390)	(360)
01-01-519-00	EROSION ADMIN SUPPORT	(6,950)	(7,080)	(7,080)	(7,170)	(90)
01-01-521-00	ACCOUNTING & AUDIT	9,429	9,720	9,070	12,790	3,070
01-01-522-00	BAD DEBT	-	200	650	500	300
01-01-523-00	BANK SERVICE CHARGES	9,864	8,900	9,600	9,500	600
01-01-523-01	CREDIT CARD SERVICE FEES	1,478	-	850	2,990	2,990
01-01-526-00	DUES & SUBSCRIPTIONS	5,358	5,700	5,000	4,950	(750)

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
WATER & WASTEWATER OPERATIONS BUDGET  
FISCAL YEAR 2022**

<b>ACCT NO</b>	<b>ACTUAL FY 2020</b>	<b>BUDGET FY 2021</b>	<b>ESTIMATED FY 2021</b>	<b>ADOPTED FY 2022</b>	<b>BUDGET INC (DEC)</b>
01-01-528-00 ENGINEERING & CONSULTING	-	5,000	-	40,000	35,000
01-01-531-00 INSURANCE	51,703	57,130	56,820	57,950	820
01-01-532-00 LEGAL FEES	23,045	15,000	15,000	15,000	-
01-01-533-00 LICENSES, TAXES & PERMIT FEES	11,084	11,880	11,880	11,880	-
01-01-535-00 METER READING & RELATED	-	-	-	-	-
01-01-537-00 OFFICE SUPPLIES	3,319	3,200	3,200	3,200	-
01-01-538-00 POSTAGE & FREIGHT	8,272	5,450	5,520	5,520	70
01-01-539-00 PRINTING	1,447	1,500	1,500	1,500	-
01-01-540-00 PROGRAM MAINTENANCE	18,025	12,700	10,000	16,550	3,850
01-01-543-00 VEHICLE GAS & OIL	10,723	11,000	9,500	12,000	1,000
01-01-549-00 MISCELLANEOUS	3,358	4,300	4,300	4,300	-
01-01-558-00 BUILDING & GROUNDS MAINTENANCE	5,334	6,080	5,500	6,080	-
01-01-562-00 GRAPHIC SERVICES	-	200	-	200	-
01-01-568-00 SUPPORT EQUIPMENT MAINTENANCE	1,873	2,200	2,000	1,850	(350)
01-01-569-00 VEHICLE MAINTENANCE	3,418	3,500	3,500	2,500	(1,000)
01-01-581-00 ELECTRICITY & LP GAS, OFFICE	1,787	1,950	1,900	2,000	50
01-01-583-00 TELEPHONE & COMMUNICATIONS	5,207	3,500	4,500	4,000	500
<b>TOTAL G &amp; A EXPENSES</b>	<b>642,056</b>	<b>642,150</b>	<b>610,730</b>	<b>748,470</b>	<b>106,320</b>
<b>WATER SYSTEM EXPENSES</b>					
01-02-524-00 CHEMICALS	-	200	-	200	-
01-02-542-00 SMALL TOOLS & SUPPLIES	647	1,000	1,000	1,700	700
01-02-545-00 WATER TAP COSTS	1,123	2,200	2,200	2,200	-
01-02-557-00 BOOSTER PUMPS	21	1,500	500	1,000	(500)
01-02-560-00 CONTROLS & INSTRUMENTATION	1,628	500	500	500	-
01-02-561-00 FIRE HYDRANTS	316	1,000	2,150	3,000	2,000
01-02-568-00 SUPPORT EQUIPMENT MAINT	-	500	-	500	-
01-02-570-00 WATER LINES	9,988	15,100	10,000	8,100	(7,000)
01-02-571-00 WATER METER REPAIR	5,759	5,500	5,500	5,500	-
01-02-572-00 WATER QUAL MONITORING	2,040	2,180	1,940	2,120	(60)
01-02-573-00 WATER TANKS	41,564	44,930	44,540	46,680	1,750
01-02-581-00 ELECTRICITY	10,411	10,700	12,680	12,930	2,230
01-02-583-00 TELEPHONE/SCADA	2,254	2,500	2,300	2,500	-
<b>TOTAL WATER O&amp;M EXPENSES</b>	<b>75,749</b>	<b>87,810</b>	<b>83,310</b>	<b>86,930</b>	<b>(880)</b>
<b>WASTEWATER EXPENSES</b>					
01-03-524-00 CHEMICALS	3,366	4,100	10,500	7,300	3,200
01-03-525-00 CLEANING SUPPLIES	56	150	150	150	-
01-03-527-00 EFFLUENT MONITORING, WWTP	22,928	25,150	25,150	25,340	190
01-03-529-00 GENERATOR FUEL/MAINT, WWTP	1,032	4,000	4,020	6,300	2,300
01-03-529-02 GENERATOR FUEL/MAINT, VAC SEW	717	3,000	2,030	4,600	1,600
01-03-541-00 SLUDGE DISPOSAL, WWTP	68,079	61,000	99,500	80,000	19,000
01-03-542-00 SMALL TOOLS & SUPPLIES	1,168	1,800	1,800	1,800	-
01-03-545-00 SEWER TAP COSTS	-	-	-	-	-
01-03-558-00 BUILDING & GROUNDS, WWTP	5,361	36,000	26,000	20,900	(15,100)

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
WATER & WASTEWATER OPERATIONS BUDGET  
FISCAL YEAR 2022**

<b>ACCT NO</b>	<b>ACTUAL FY 2020</b>	<b>BUDGET FY 2021</b>	<b>ESTIMATED FY 2021</b>	<b>ADOPTED FY 2022</b>	<b>BUDGET INC (DEC)</b>
01-03-559-00 UV DISINFECTION SYSTEM, WWTP	-	500	-	500	-
01-03-560-00 CONTROLS/INSTRUMENTS, WWTP	6,102	11,000	8,820	11,000	-
01-03-563-00 GRAVITY SEWER LINES	1,797	6,000	4,500	4,500	(1,500)
01-03-563-02 VAC SEWER LINES & SUMPS	2,771	4,500	7,700	5,500	1,000
01-03-564-00 EFFLUENT DISPOSAL, WWTP	2,473	4,640	2,800	3,520	(1,120)
01-03-565-00 WASTEWATER TREATMENT	62,505	101,000	61,240	65,000	(36,000)
01-03-566-00 SEWER FORCE MAINS	-	1,000	-	31,000	30,000
01-03-567-00 WASTEWATER PUMPING STATIONS	57,570	25,000	17,000	18,000	(7,000)
01-03-567-02 VACUUM SEWER STATION	4,657	15,500	1,000	15,500	-
01-03-581-00 ELECTRICITY-WWPS	12,068	12,210	12,730	12,990	780
01-03-581-01 ELECTRICITY-WWTP	54,893	54,880	54,770	55,870	990
01-03-581-02 ELECTRICITY-VAC SEWER	10,646	11,900	11,820	12,060	160
01-03-583-00 TELEPHONE	413	200	-	200	-
<b>TOTAL WASTEWATER O&amp;M EXPENSES</b>	<b>318,602</b>	<b>383,530</b>	<b>351,530</b>	<b>382,030</b>	<b>(1,500)</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,036,408</b>	<b>1,113,490</b>	<b>1,045,570</b>	<b>1,217,430</b>	<b>103,940</b>
<b>NET OPERATING REVENUES</b>	<b>830,713</b>	<b>722,730</b>	<b>901,920</b>	<b>736,260</b>	<b>13,530</b>
<b>OTHER INCOME</b>					
01-00-416-00 INTEREST/NOT RESTRICTED	48,437	52,000	58,070	50,500	(1,500)
01-00-417-00 INTEREST/RESTRICTED	38,790	20,000	16,600	12,250	(7,750)
01-00-418-00 CAPITAL GAIN (LOSS)	-	-	-	-	-
01-00-419-00 UNREALIZED INV GAIN (LOSS)	161,177	(161,177)	-	-	-
<b>TOTAL OTHER INCOME</b>	<b>248,404</b>	<b>(89,177)</b>	<b>74,670</b>	<b>62,750</b>	<b>(9,250)</b>
<b>OTHER EXPENSES</b>					
01-01-595-00 AMORT OF DEFERRED DEBT	-	-	-	-	-
01-01-596-00 INTEREST ON BONDS	186,735	164,210	164,170	146,790	(17,420)
01-01-597-00 BOND PAYMENT FEES	1,200	1,200	1,200	1,200	-
01-01-598-00 BOND ISSUE FEES	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>	<b>187,935</b>	<b>165,410</b>	<b>165,370</b>	<b>147,990</b>	<b>(17,420)</b>
01-00-499-00 INTERFUND TRANSFERS IN (OUT)	595,956	610,400	610,400	610,440	40
<b>NET INCOME BEFORE DEPRECIATION</b>	<b>1,487,139</b>	<b>1,078,543</b>	<b>1,421,620</b>	<b>1,261,460</b>	<b>21,740</b>
<b>DEPRECIATION</b>					
01-01-611-00 G&A DEPRECIATION	37,642	27,870	28,670	37,450	9,580
01-02-611-00 WATER SYSTEM DEPRECIATION	154,287	151,680	149,680	151,840	160
01-03-611-00 WASTEWATER SYS DEPRECIATION	436,467	436,470	428,100	418,380	(18,090)
<b>TOTAL DEPRECIATION</b>	<b>628,395</b>	<b>616,020</b>	<b>606,450</b>	<b>607,670</b>	<b>(8,350)</b>
<b>NET INCOME (LOSS)</b>	<b>858,743</b>	<b>462,523</b>	<b>815,170</b>	<b>653,790</b>	<b>30,090</b>

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
WATER & WASTEWATER OPERATIONS BUDGET  
FISCAL YEAR 2022**

<b>ACCT NO</b>		<b>ACTUAL FY 2020</b>	<b>BUDGET FY 2021</b>	<b>ESTIMATED FY 2021</b>	<b>ADOPTED FY 2022</b>	<b>BUDGET INC (DEC)</b>
	<b>ASSET ADDITIONS &amp; IMPROVEMENTS</b>					
01-00-172-00	BUILDINGS & GROUNDS	-	-	-	-	-
01-00-173-00	WATER SYSTEM	23,758	-	3,150	60,000	60,000
01-00-174-00	OFFICE FURNITURE & EQUIPMENT	4,740	-	-	3,600	3,600
01-00-175-00	FIELD SUPPORT EQUIPMENT	-	-	2,830	-	-
01-00-176-00	WELLS & PUMP STATIONS	4,883	500,000	-	500,000	-
01-00-177-00	LIFT STATIONS	-	-	-	-	-
01-00-179-00	WASTEWATER TREATMENT PLANT	-	-	-	-	-
01-00-180-00	COMPUTERS, SOFTWARE, ETC	-	3,000	4,100	-	(3,000)
01-00-181-00	VEHICLES	-	-	-	30,000	30,000
	<b>TOTAL ASSET ADD. &amp; IMPROVEMENTS</b>	<b>33,382</b>	<b>503,000</b>	<b>10,080</b>	<b>593,600</b>	<b>90,600</b>
	<b>CAPITAL PROJECTS IN PROGRESS</b>					
	- INTENTIONALLY BLANK	-	-	-	-	-
	- INTENTIONALLY BLANK	-	-	-	-	-
	- INTENTIONALLY BLANK	-	-	-	-	-
	<b>TOTAL CAPITAL PROJECTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL ASSETS &amp; CAPITAL PROJECTS</b>	<b>33,382</b>	<b>503,000</b>	<b>10,080</b>	<b>593,600</b>	<b>90,600</b>

**WATER & WASTEWATER OPERATIONS BUDGET  
ASSET ADDITIONS & CAPITAL IMPROVEMENTS IN PROGRESS  
FISCAL YEAR 2022**

	ADOPTED FY 2022	PROPOSED FY 2023	BEYOND FY 2023
<b>Field Support Equipment</b>			
Vac (Sludge hauling) Truck with Trailer Jetter	-	200,000	100,000
		-	-
<b>Total Field Support Equipment</b>	-	200,000	100,000
<b>Water System Improvements</b>			
Rehab Hunting Island Water Pumping Station	500,000	-	-
Replace Fripp Inlet Bridge Water Line Exp Joints	60,000		
Asbestos/Concrete Pipelines (replace or line)			N/A
<b>Total Water System Improvements</b>	560,000	-	-
<b>Wastewater System Improvements</b>			
CJFV Sewer Line Rehab/Lining		500,000	-
		-	-
<b>Total Wastewater System Improvements</b>	-	500,000	-
<b>Wastewater Treatment Plant Improvements</b>			
		-	-
<b>Total Wastewater Treatment Plant Improvements</b>	-	-	-
<b>Office Furniture, Computers, Software &amp; Equipment</b>			
Canon Copier/Scanner/Fax	3,600	-	-
Upgrade Software	-	-	-
<b>Total Furniture &amp; Equipment</b>	3,600	-	-
<b>Vehicles</b>			
Field truck	30,000	-	-
<b>Total Vehicles</b>	30,000	-	-
<b>Total Proposed Asset Additions &amp; Improvements</b>	593,600	700,000	100,000
<b>Capital Projects in Progress</b>			
	-	-	-
<b>Total Capital Projects in Progress</b>	-	-	-
<b>Total Asset Additions/Improvements &amp; CIP</b>	593,600	700,000	100,000

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
WATER & WASTEWATER OPERATIONS BUDGET  
INCOME PROJECTION  
FISCAL YEAR 2022**

	<b>WATER</b>	<b>WASTEWATER</b>	<b>TOTAL</b>
<b>REVENUES</b>			
WATER & WASTEWATER SALES	1,026,120	728,830	1,754,950
VACUUM SEWER ASSESSMENT	-	366,990	366,990
TAP FEES	5,000	12,000	17,000
WATER TANK LEASE	299,530	-	299,530
OTHER REVENUES	37,300	15,790	53,090
<b>TOTAL OPERATING REVENUES</b>	<b>1,367,950</b>	<b>1,123,610</b>	<b>2,491,560</b>
<b>COST OF SALES</b>	<b>537,870</b>	<b>-</b>	<b>537,870</b>
<b>GROSS PROFITS FROM OPERATIONS</b>	<b>830,080</b>	<b>1,123,610</b>	<b>1,953,690</b>
<b>EXPENSES</b>			
GENERAL & ADMINISTRATIVE	374,235	374,235	748,470
WATER & WASTEWATER SYSTEM	86,930	382,030	468,960
<b>TOTAL OPERATING EXPENSES</b>	<b>461,165</b>	<b>756,265</b>	<b>1,217,430</b>
<b>NET OPERATING REVENUES</b>	<b>368,915</b>	<b>367,345</b>	<b>736,260</b>
<b>OTHER INCOME (EXPENSE)</b>			
INTEREST EARNED	50,500	12,250	62,750
AMORT OF DEFERRED DEBT	-	-	-
INTEREST ON BONDS	(45,440)	(101,350)	(146,790)
BOND PAYMENT FEES	-	(1,200)	(1,200)
BOND ISSUE FEES	-	-	-
<b>TOTAL OTHER INCOME (EXPENSE)</b>	<b>5,060</b>	<b>(90,300)</b>	<b>(85,240)</b>
INTERFUND TRANSFERS IN (OUT)	167,480	442,960	610,440
<b>NET INCOME BEFORE DEPRECIATION</b>	<b>541,455</b>	<b>720,005</b>	<b>1,261,460</b>
<b>DEPRECIATION/LOSS ON DISPOSAL</b>	<b>170,565</b>	<b>437,105</b>	<b>607,670</b>
<b>NET INCOME (LOSS)</b>	<b>370,890</b>	<b>282,900</b>	<b>653,790</b>

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
WATER & WASTEWATER OPERATIONS BUDGET  
CASH REQUIREMENTS  
FISCAL YEAR 2022**

	<b>CASH ON HAND 04/30/21 FY2021</b>	<b>CASH REQUIRED 07/01/21 FY2022</b>	<b>CASH REQUIRED 07/01/22 FY2023</b>
<b>AVAILABLE FUNDS</b>			
GROSS REVENUE/O&M FUNDS	957,903		
BEAUFORT CO VAC SEWER ASSESSMENTS	369,164		
ACCOUNTS RECEIVABLE	30,490		
ACCOUNTS PAYABLE/TRANSFERS	4,375		
<b>TOTAL OPERATING FUNDS</b>	<b>1,361,932</b>		
DEPRECIATION & CONTINGENCY FUNDS	4,937,863		
WWTP CONSTRUCTION FUND	-		
VAC SEWER CONST/PREPAY FUNDS	828,016		
2013 REVENUE BOND DS FUND (1)	27,268		
<b>TOTAL AVAILABLE FUNDS/INVEST</b>	<b>7,155,079</b>		
<b>REQUIRED CASH &amp; DEBT SERVICE RESERVES</b>			
OPERATING FUNDS			
(20% over O&M budget & Cost of Sales for one quarter)		570,990	593,830
13 BOND DEBT SERVICE FUND (matures 10/01/28) (1)	(27,268)	364,040	363,980
ASSET ADDITIONS/CAPITAL IMPROVEMENTS (2)	(3,000)	593,600	700,000
WATER SYSTEM CONTINGENCY RESERVE (3)		484,860	525,100
WASTEWATER SYSTEM CONTINGENCY RESERVE (3)		484,860	525,100
WWTP MEMBRANE REPLACEMENT (4)		281,400	321,600
13 REVENUE BOND PREPAYMENT (5)		710,280	745,280
<b>TOTAL REQUIRED CASH RESERVES</b>	<b>(30,268)</b>	<b>3,490,030</b>	<b>3,774,890</b>
<b>TOTAL CASH</b>	<b>7,124,811</b>	<b>3,490,030</b>	<b>3,774,890</b>

- Bond Resolutions require funding a debt service account to pay the annual debt service.**  
The required funds are transferred from the Beaufort County Treasurer upon collection of the annual vacuum sewer assessments. The 2013 bond proceeds prepaid the 2005 bond on 10/1/2014. Required cash for 7/1/2021 & 7/1/2022 DOES NOT include debt service funds for SRF G.O. bonds, which are funded by taxes, not revenues, and listed in the G.O. Bond Debt Service schedule.
- Asset additions & capital improvements include remaining current year improvements funded by the District's cash reserves & on-going projects funded by bonds.** FY2021 credit includes est cost office computer and laptop for field staff to be purchased before the end of FY2021.
- Contingency Reserves increased each year by 1/12 (8.3%) of the currently approved sum for the current fiscal year per the District's bond resolution requirements.** For fiscal year 2021, the the approved contingency reserve was \$447,700 for water and \$447,700 for sewer. Contingency reserves are used for emergencies, major repairs , and "as needed" capital improvements such as small water line extensions and pump station rehab.
- WWTP membranes installed March 2015 at a cost of \$263,951 and have a life of 8 years.**  
Required cash based on original cost increased by 2.5% per year accrued over eight years. Includes new frames & shipping. Does not include installation.
- 2013 refunding bond matures 10/01/28. 2005 refunded bond would have matured 10/01/25.**  
Vacuum sewer assessments end in 2025 with \$1,397,200 owed on 2013 refunding revenue bond. Sewer const fund increased annually by approx. \$35,000 to prepay debt (see 5/14/13 minutes).

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
WATER & WASTEWATER OPERATIONS BUDGET  
CASH FLOW PROJECTION  
FISCAL YEAR 2022**

	<b>WATER</b>	<b>WASTEWATER</b>	<b>TOTAL</b>
<b>CASH AT BEGINNING OF PERIOD</b>			<b>7,124,811</b>
<b>REVENUES &amp; INCOME</b>			
WATER & SEWER SALES	1,026,120	728,830	1,754,950
VACUUM SEWER ASSESSMENT	-	366,990	366,990
TAP FEES	5,000	12,000	17,000
WATER TANK LEASE	299,530	-	299,530
OTHER REVENUES	37,300	15,790	53,090
INTEREST EARNED	50,500	12,250	62,750
INTERFUND TRANSFERS IN (OUT)	167,480	442,960	610,440
<b>TOTAL REVENUES &amp; INCOME</b>	<b>1,585,930</b>	<b>1,578,820</b>	<b>3,164,750</b>
<b>COST OF SALES</b>	<b>537,870</b>	<b>-</b>	<b>537,870</b>
<b>EXPENSES</b>			
GENERAL & ADMINISTRATIVE	374,235	374,235	748,470
WATER & WASTEWATER SYSTEM	86,930	382,030	468,960
<b>EXPENSES BEFORE DEPRECIATION</b>	<b>461,165</b>	<b>756,265</b>	<b>1,217,430</b>
<b>ANNUAL BOND DEBT SERVICE</b>			
BONDS - PRINCIPAL (1)	122,040	705,670	827,710
- INTEREST (2)	45,440	101,350	146,790
BOND PAYMENT FEES	-	1,200	1,200
BOND ISSUE FEES	-	-	-
<b>TOTAL DEBT EXPENDITURES</b>	<b>167,480</b>	<b>808,220</b>	<b>975,700</b>
<b>OPERATING CASH INCREASE (DECREASE)</b>	<b>419,415</b>	<b>14,335</b>	<b>433,750</b>
<b>CAPITAL CONTRIBUTIONS (EXPENDITURES)</b>			
ASSET ADDITIONS	(576,800)	(16,800)	(593,600)
CONSTRUCTION IN PROGRESS	-	-	-
<b>TOTAL CAPITAL CONTRIB. (EXPENDITURES)</b>	<b>(576,800)</b>	<b>(16,800)</b>	<b>(593,600)</b>
<b>TOTAL CASH INCREASE (DECREASE)</b>	<b>(157,385)</b>	<b>(2,465)</b>	<b>(159,850)</b>
<b>CASH @ END OF PERIOD</b>			<b>6,964,961</b>
<b>REQUIRED CASH @ END OF PERIOD (3)</b>			<b>(3,774,890)</b>
<b>CASH OVER (UNDER) RESERVE REQUIREMENTS (4)</b>			<b>3,190,071</b>

1. Debt service principal in the wastewater column includes revenue bond principal of \$312,670
2. Debt service interest in the wastewater column includes revenue bond interest of \$51,370
3. Required cash includes operating funds for one quarter (three months) & debt service reserves.
4. Funds in excess of cash requirements are available for contingencies, the purchase of assets, & capital improvements.



**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
WATER & WASTEWATER OPERATIONS BUDGET  
REVENUE TEST FOR SERIES 2013 REVENUE BOND ISSUE  
FISCAL YEAR 2022**

	<b>WATER</b>	<b>WASTEWATER</b>	<b>TOTAL</b>
OPERATING REVENUES	1,367,950	1,123,610	2,491,560
(LESS) AD VALOREM TAX REVENUE (1)	167,480	442,960	610,440
(LOSS) ON SALE OF FIXED ASSETS	-	-	-
INTEREST INCOME	50,500	12,250	62,750
(LESS) VAC SEWER FUNDS INTEREST (2)	-	(12,250)	(12,250)
<b>GROSS REVENUES</b>	<b>1,585,930</b>	<b>1,566,570</b>	<b>3,152,500</b>
LESS COST OF SALES	537,870	-	537,870
LESS OPERATING EXPENSES (3)	461,165	756,265	1,217,430
LESS BOND PAYMENT FEES	-	1,200	1,200
<b>NET REVENUES</b>	<b>586,895</b>	<b>809,105</b>	<b>1,396,000</b>
G.O./REVENUE BOND DEBT SERVICE			
CURRENT- PRINCIPAL	122,040	705,670	827,710
- INTEREST	45,440	101,350	146,790
LESS REFUNDED BOND DEBT (4)	-	-	-
<b>TOTAL DEBT SERVICE</b>	<b>167,480</b>	<b>807,020</b>	<b>974,500</b>
<b>ACTUAL NET REVENUE / DEBT SERVICE</b>	<b>3.50</b>	<b>1.00</b>	<b>1.43</b>
<b>REQUIRED NET REVENUE / DEBT SERVICE</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>

(1) Ad valorem property taxes are excluded from calculating net earnings for revenue test unless used for O&M or for payment of G.O. bonds

(2) Interest earned on vacuum sewer construction and assessment funds was excluded from net earnings.

(3) Depreciation, amortization of debt expenses, bond interest, & bond issue expense are not included in O&M expenses for revenue test.

(4) N/A in FY22

Exhibit B

**FY22 BUDGET TAX LEVIES**

<b>Tax Authority</b>	<b>Tax Collection Account</b>	<b>Tax Levy</b>
Erosion/Bridge		
Erosion/Bridge O&M	7031-Erosion & Bridge Ops	2.7 Mills
Erosion/Bridge Reserve	7031-Erosion & Bridge Res	1.5 Mills
	<b>Total Erosion/Bridge</b>	<b>4.2 Mills</b>
Fire District		
Fire Operations	7041-Fire Department Ops	12.1 Mills
General Obligation Bonds	7033-PSD Debt	17.0 Mills
	<b>Total PSD Debt &amp; Fire Ops</b>	<b>33.3 Mills</b>

Exhibit C

**FISCAL YEAR 2022 PUBLIC HEARING NOTICE**



Beaufort Gazette  
Belleville News-Democrat  
Bellingham Herald  
Bradenton Herald  
Centre Daily Times  
Charlotte Observer  
Columbus Ledger-Enquirer  
Fresno Bee

The Herald - Rock Hill  
Herald Sun - Durham  
Idaho Statesman  
Island Packet  
Kansas City Star  
Lexington Herald-Leader  
Merced Sun-Star  
Miami Herald

el Nuevo Herald - Miami  
Modesto Bee  
Raleigh News & Observer  
The Olympian  
Sacramento Bee  
Fort Worth Star-Telegram  
The State - Columbia  
Sun Herald - Biloxi

Sun News - Myrtle Beach  
The News Tribune Tacoma  
The Telegraph - Macon  
San Luis Obispo Tribune  
Tri-City Herald  
Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
20970	67322	Print Legal Ad - IPL0024469		\$172.17	2	3.77

### Attention:

FRIPP ISLAND PUB SERVICE DIST  
ATTN: ANGIE HUGHES  
291 TARPON BLVD  
FRIPP ISLAND, SC 29920

#### FRIPP ISLAND PUBLIC SERVICE DISTRICT NOTICE OF PUBLIC HEARING Tuesday, June 8, 2021 Electronic Meeting Via Zoom 9:30 a.m.

Notice is hereby given that the Fripp Island Public Service District Commission (the "Commission"), the governing body of the Fripp Island Public Service District (the "District"), will hold a public hearing via an electronic meeting on the District's annual budget for the fiscal year beginning July 1, 2021, and ending June 30, 2022. The hearing will be held at 9:30 a.m. on June 8, 2021. In accordance with the Commission's procedures for conducting electronic meetings, Copies of the proposed budget and water and sewer rates are available at the Fripp Island PSD office. Public comments, written or oral, are invited. Those wishing to provide written public comments for the public hearing should email comments to [officemanager@fripsd.org](mailto:officemanager@fripsd.org) no later than one hour prior to the time set for the public hearing. Written comments may also be mailed to the Fripp Island Public Service District, 291 Tarpon Blvd., Fripp Island, S.C. 29920. Those wishing to make oral comments at the public hearing should email [officemanager@fripsd.org](mailto:officemanager@fripsd.org) or call (843) 838-2400 to request instructions on how to attend the public hearing electronically.

The current budget for fiscal year 2020-2021 and the proposed budget for fiscal year 2021-2022 are as follows:

	FY 2020-2021 Approved	FY 2021-2022 Proposed	Percentage Change
<b>Operating Budget</b>			
Revenues	\$3,588,287	\$3,272,770	-8.8%
Expenditures *	\$3,238,960	\$3,567,470	10.1%
Tax Levy (Mills)	14.7	14.8	0.7%
Tax Levy (Dollars)	\$686,562	\$696,890	1.5%
<b>Reserve Levy</b>			
Tax Levy (Mills)	1.0	1.5	50.0%
Tax Levy (Dollars)	\$50,000	\$70,840	41.7%
<b>Debt Service Budget</b>			
Revenues	\$647,000	\$807,000	24.7%
Debt Service *	\$837,000	\$837,000	0.0%
Tax Levy (Mills)	13.8	17.0	23.2%
Tax Levy (Dollars)	\$647,000	\$807,000	24.7%

\* Operating budget expenditures and debt service include planned expenditures of fund balances and other carry-over funds, and use of moneys on deposit in sinking funds, respectively.  
IPL0024469  
May 21 2021

STATE OF )

SOUTH CAROLINA ) AFFIDAVIT

COUNTY OF BEAUFORT )

I, Amy Robbins, makes oath that the advertisement, was published in The Island Packet and The Beaufort Gazette, a newspaper published in Beaufort County, State and County aforesaid, in the issue(s) of

No. of Insertions: 1

Beginning Issue of: 05/21/2021

Ending Issue of: 05/21/2021

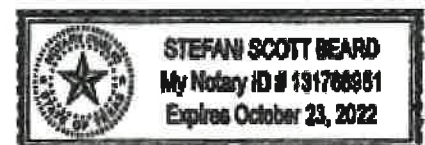
*Amy Robbins*

Amy Robbins

Sworn to and subscribed before me this 21th day of May in the year of 2021

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
Legal document please do not destroy!

Att E

**RESOLUTION  
WATER & SEWER RATES FOR FISCAL YEAR 2022**

**ADOPTION OF WATER AND SEWER RATES FOR THE FISCAL YEAR STARTING  
JULY 01, 2021 AND ENDING JUNE 30, 2022**

**WHEREAS**, the Fripp Island Public Service District has prepared and adopted a budget for the fiscal year starting July 01, 2021, which requires the imposition of water and sewer rates on the residents receiving service.

**NOW, THEREFORE, BE IT RESOLVED**, that the following water and sewer rates schedule will be in effect for the fiscal year starting July 01, 2021.

**WATER RATES**

<b>Customer Category</b>	<b>Minimum Bill/Quarter</b>	<b>Water Consumption Over Minimum</b>
Residential		
Single family lots	\$ 46.00	
Multi-family units	\$ 46.00	
0-10,000 gals./qtr./unit		\$3.65/1,000 gals.
10,001-50,000 gals./qtr./unit		\$3.85/1,000 gals.
50,001-150,000 gals./qtr./unit		\$4.25/1,000 gals.
over 150,000 gals./qtr./unit		\$4.55/1,000 gals.
Commercial/Irrigation		Same as residential
¾" meter	\$ 46.00	
1" meter	\$ 78.20	
1½" meter	\$ 151.80	
2" meter	\$ 243.80	
3" meter	\$ 463.80	
Hotel/Motel per Room (Sunsuites)	\$ 25.00	
0-5,000 gals./qtr./unit		\$3.65/1,000 gals.
5,001-25,000 gals./qtr./unit		\$3.85/1,000 gals.
25,001-75,000 gals./qtr./unit		\$4.25/1,000 gals.
over 75,000 gals./qtr./unit		\$4.55/1,000 gals.
Jetting (Hydrant Meter)	N/A	Same as residential
Off Island Individual Customers	\$ 64.60	Same as residential
Hunting Island Fishing Pier	\$ 174.20	Same as residential
Hunting Island State Park	\$8,833.83	
0-7,200,000 gals./qtr.		\$3.65/1,000 gals.
Over 7,200,000 gals./qtr.		\$4.05/1,000 gals.

**RESOLUTION  
WATER & SEWER RATES FOR FISCAL YEAR 2022**

Hunting Island State Park, South	\$ 262.50	Same as Hunting Isl. S.P.
Harbor Island Transportation Fee	N/A	\$0.52/1,000 gals.

1. Where a single water meter serves more than one unit, multiply the minimum rate for the customer category by the number of units.
2. Delinquent accounts will be charged a 1.5% finance charge on the unpaid balance not paid by the date due.

**SEWER RATES**

<b>Customer Category</b>	<b>Minimum Bill/Quarter</b>	<b>Excess Over 22,500 Gals.</b>
Residential (Single family or multi-family)	\$105.00	N/A - Flat Rate
Commercial	\$105.00	\$6.30/1,000 gals.
Hotel/Motel Room (Sunsuites)	\$56.50	N/A - Flat Rate
Harbor Island Effluent Disposal Fee	N/A	\$0.42/1,000 gals.

1. Where a single water meter serves more than one unit, multiply the sewer rate by the number of units.
2. Delinquent accounts will be charged a 1.5% finance charge on the unpaid balance not paid by the date due.
3. If Harbor Island's wastewater effluent requires additional treatment prior to disposal, the Harbor Island effluent disposal fee increases to \$6.30/1,000 gallons.

**TAP FEES**

**WATER**

5/8" Meter	\$ 500.00
3/4" Meter (commercial only)	\$ 600.00
1" Meter (commercial only)	\$ 700.00
1½" Meter (commercial only)	\$ 900.00
2" Meter (commercial only)	\$1000.00
One meter for multiple units	\$500.00/unit
Hydrant Meter (Jetting)	\$ 100.00
Fire Flow (not required for irrigation meters or hydrant meter installation)	\$ 300.00

1. Where a single water meter serves more than one residential unit, multiply the 5/8" water meter tap-in rate by the number of units.

**RESOLUTION  
WATER & SEWER RATES FOR FISCAL YEAR 2022**

2. Where a single water meter serves more than one residential unit, multiply the fire flow fee by the number of units.
3. An advance payment of \$150.00 will be collected for water used during construction.
4. An advance payment of \$50.00 will be collected for water used with a hydrant meter.

**SEWER**

Residential	\$1,200.00
Commercial	\$200.00/toilet or \$1,200.00 whichever is greater

1. Where a single water meter serves more than one residential unit, multiply the residential sewer tap-in rate by the number of units.

**WATER CAPACITY FEES**

All new development or expansions to existing development including, but not limited to, residential subdivisions, condominiums (villas), motels/hotels, and commercial facilities shall pay a \$3.00 per gallon water capacity capital contribution fee prior to receiving water service. The amount of water capacity required and purchased shall be adequate to meet the peak daily demand of the new development as determined solely by the Fripp Island Public Service District.

**MISCELLANEOUS FEES**

<b>Non-Payment Fee</b>	<b>\$60.00</b>
Fee added if payment is not received by date noted in past-due notice mailed to delinquent accounts.	
<b>Reconnection Fees</b>	<b>\$45.00</b>
Fee for service reconnection. Applies to non-payment and customer requested cutoffs.	
<b>After Hours Trip Fee</b>	<b>\$150.00</b>
Fee for service reconnection outside of normal business hours.	
<b>Administrative Fee</b>	<b>\$35.00</b>
A non-refundable fee to establish a new account, transfer service to a new customer or to re-establish a terminated account.	
<b>Meter Tampering Fee</b>	<b>\$100 plus costs</b>
For unauthorized meter tampering (i.e., turn-on, etc.)	
<b>Theft of Service Fees</b>	
Theft of meter equipment, bypassing meter, unauthorized use (i.e., after non-payment cutoff)	
First Offense	<b>\$250.00 plus costs</b>
Second Offense (Charged in magistrate court)	<b>\$500.00 plus costs</b>

**RESOLUTION  
WATER & SEWER RATES FOR FISCAL YEAR 2022**

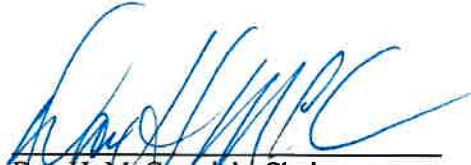
**Returned Payment Fee**

**\$35.00**

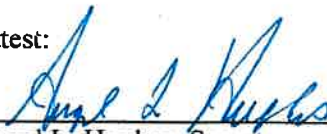
Fee charged if any method of payment by customer is returned or dishonored by the bank.

**This Resolution ratified and adopted by the FRIPP ISLAND PUBLIC SERVICE DISTRICT COMMISSION on June 8, 2021.**

(SEAL)

  
\_\_\_\_\_  
Dan H. McCormick, Chairman  
Fripp Island Public Service District  
South Carolina

Attest:

  
\_\_\_\_\_  
Angel L. Hughes, Secretary  
Fripp Island Public Service District  
South Carolina



**FRIPP ISLAND PUBLIC SERVICE DISTRICT**  
**REQUEST FOR PROPOSALS FOR A COST OF SERVICE AND RATE STUDY**  
**JULY 1, 2021**

The Fripp Island Public Service District (FIPSD) is issuing this Request for Proposals (RFP) for qualified rate consultants to perform a “Cost of Service and Rate Study” for the water and wastewater customers located on Fripp Island, SC. Fripp Island is a 6.5 square mile barrier island located on the coast of South Carolina approximately 20 miles southeast of Beaufort, SC. The FIPSD is a special purpose district created by the South Carolina General Assembly in 1962. The purpose of the FIPSD is to preserve the public health and safety of the island by providing potable water service, wastewater collection, treatment and disposal, fire-fighting services, controlling beach erosion and maintaining the Fripp Inlet Bridge, the only access to the island.

### **Background**

The FIPSD provides water and wastewater services to residential and commercial customers on Fripp Island, wholesale water service to Hunting Island State Park, residential and commercial water service to select customers on Harbor Island, and water transportation services to the Harbor Island gated community. Treated water is provided to the FIPSD by the Beaufort Jasper Water and Sewer Authority (BJWSA) through a master meter located just north of the Harbor River Bridge on St. Helena Island, at a cost of \$2.97/1,000 gallons, billed monthly. Wastewater is collected by both gravity sewers and vacuum sewers, transported to an on-island wastewater treatment plant through a network of pump stations and force mains, and disposed of as reclaimed water through golf course irrigation.

Fripp Island is a resort-based community, with a full-time resident population of approximately 800 that typically grows to more than 5,000 people during peak summer vacation season. The FIPSD customer base currently numbers 1637 water and wastewater accounts, with an average customer growth of 8 accounts per year over the past three years. Average daily water consumption ranges from 145 gallons per day in the winter to 350 gallons per day in the summer. Similarly, average wastewater flows range from 110 gallons per day to 180 gallons per day. Water and wastewater operations receive annual revenues of approximately \$3.2 million from a combination of user fees, special assessments, water tank leases and ad valorem taxes. Ad valorem taxes are imposed and placed on annual county tax bills to pay for debt service on General Obligation bonds that have been used historically to finance large capital projects. A copy of the recently adopted Fiscal Year 2022 Budget is attached to this RFP.

Water and wastewater fees are billed quarterly. The current water rate structure charges a minimum fee plus a volumetric charge based on metered consumption. The minimum bill is based on meter size and type of customer, while consumption rates are conservation-based and range from \$3.65 per 1,000 gallons to \$4.55 per 1,000 gallons. Wastewater is charged as a flat fee for both residential and commercial customers with an additional charge to commercial customers for excess usage over 22,500 gallons per quarter. The recently adopted Water and Sewer Rates for Fiscal Year 2022 are attached to this RFP.

## Scope of Work

The purpose of the study is to develop a rate structure and financial model that can be used by the FIPSD for future rate analyses and financial planning activities. The study should be conducted in accordance with industry standards as outlined in the relevant American Water Works Association (AWWA) and Water Environment Federation (WEF) guidance documents. To that end, the FIPSD expects the following to be included in the study.

1. **Site Visit and Kickoff Meeting.** Attend a one-day on-site visit to tour the island and meet with the key FIPSD staff members. Request/receive additional data as needed to complete the study.
2. **Revenue Requirements.** Develop revenue requirements for water and wastewater operations for a five-year period. The revenue requirements should include forecasts of operating and maintenance expenses, documentation of existing debt service, capital investments and financing for these projects. Fund balances and capital reserves should be evaluated and modified as necessary consistent with industry standards.
3. **Cost of Service Analysis.** Conduct a cost of service analysis resulting in the appropriate allocation of costs across the various customer classes, including water vs. wastewater and residential vs. commercial.
4. **Rate Design.** The study should include an evaluation of the District's current water and wastewater rate/charge structure. Consider appropriate rate/charge structure alternatives, including a base fee/volumetric charge for wastewater. A recommended rate/charge structure should be provided with specific recommended rates/charges for a five-year projection period.
5. **Financial Model.** Develop a user-friendly Excel based financial model that will become the property of the FIPSD as a useful tool for future rate evaluations and tracking of the utility funds.
6. **Documentation.** The results of the study should be documented in a public-friendly PowerPoint presentation that outlines the analysis, key assumptions, findings, conclusions and study recommendations. The presentation shall be made to the FIPSD Commission via Zoom.

## Proposal Content

Proposals should be organized according to the following outline for ease of review and comparison. Please include a one-page cover letter summarizing your interest in the FIPSD study and include the name, address, email address and phone number of your assigned contact person for this project.

**Section 1 - General Information.** Provide basic information about your organization, including:

- Company name and subsidiary if relevant
- Ownership structure
- Office locations, and primary office conducting the study
- Number of employees by category (i.e. Project Managers, Analysts, Engineers, Admin, etc)
- Insurance coverage by type

**Section 2 - Company Experience.** Provide your firm's experience with similar cost of service and rate studies conducted over the past five years. Include at least three specific project examples, with client references and contact information. Cross reference the project examples with the staff proposed in Section 3.

**Section 3 - Project Staffing.** Provide the experience and qualifications of staff who will be utilized for this assignment. Include a proposed organization chart if appropriate. A summary of each staff members' qualifications should be provided in the body of the proposal, with full resumes included in an appendix.

**Section 4 - Project Understanding and Approach.** Include a brief description of the study needs and your specific approach to accomplishing the goals and objectives articulated herein. Highlight any suggested alternatives to the Scope of Work shown above or the current rate design for FIPSD, and indicate the potential benefits of such ideas.

**Section 5 - Project Cost.** Include a lump sum cost for completing the study as outlined in the above scope of work. If you are proposing to modify the scope, please indicate the increase or decrease to the lump sum cost for those modifications. Please also include a rate table by staffing category, in the event additional services are requested in the future that are beyond the scope of this study.

**Proposals should be limited to twenty (20) pages single spaced with a minimum font size of 11, including the cover letter.** Resumes included in an appendix are not included in the 20-page limit. 11" by 17" fold-out pages will be counted as one page.

## **Evaluation Criteria**

The FIPSD will use a "best value" approach to evaluating the proposals. Company experience, staff qualifications, project understanding and approach and cost will all be considered as part of the evaluation process.

## **Schedule**

The FIPSD has established the following target dates for this RFP and subsequent project execution, in order that a new rate structure can be incorporated into the budgeting process for FY 2023.

Issue RFP	July 1, 2021
Last Day to Submit Questions	July 16, 2021
FIPSD Response to Questions	July 23, 2021
Receive Submittals	August 6, 2021
Proposal Review	
Commission Approval of Selection	September 14, 2021
Negotiate Contract with Selected Firm	
Commission Approval of Contract	October 12, 2021
Notice to Proceed	October 15, 2021
Complete Study (90 days)	January 14, 2022
Presentation to Commission	February 8, 2022

## **Submission Requirements**

Proposals should be submitted electronically via email in pdf format. An acknowledging email will be provided to the sender as proof that your proposal was received by the FIPSD. Submittals should be addressed to:

Ms. Angel Hughes, General Manager  
Fripp Island Public Service District  
291 Tarpon Boulevard  
Fripp Island, SC 29920  
843-838-2400  
[angiehughes@fipspd.org](mailto:angiehughes@fipspd.org)

## **Communication**

Any questions pertaining to this RFP or other information contained herein or requested must be submitted in writing via email to Ms. Hughes at the email address shown above. Questions will be received until July 16, after which responses to all questions will be posted on the FIPSD web site at [www.fipspd.org](http://www.fipspd.org) no later than July 23. No communication with any other staff member or Commissioner is permitted after release of this RFP, and could result in disqualification from the selection process.

## **Additional Information**

**Costs.** Proposers shall be responsible for all costs associated with responses to this RFP.

**Rejection of All Proposals.** The FIPSD reserves the right to reject any and all responses and reissue the RFP at any time prior to execution of a final contract. The FIPSD further reserves the right to reject the response of any proposer that, as determined by the FIPSD, is not financially or technically capable, or otherwise is not a responsible proposer.

**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

**EMPLOYEE MANUAL**

(NOT A CONTRACT)



**ACKNOWLEDGMENT OF EMPLOYMENT AT WILL  
AND CONTRACT DISCLAIMER**

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**(EMPLOYER COPY)**

I HAVE RECEIVED A COPY OF THE FRIPP ISLAND PUBLIC SERVICE DISTRICT, ("FIPSD" OR "COMPANYDISTRICT") EMPLOYEE MANUAL AND HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY ITS POLICIES AND PROCEDURES. I UNDERSTAND THAT THIS IS NOT A CONTRACT FOR EMPLOYMENT.

**Commented [CG1]:** I have beefed up the contract disclaimer. Under SC state law to avoid the manual from creating a contract of employment this disclaimer must be on the first page after the cover, and must be all caps, underlined, and signed by the employee. A good practice is to have two copies of the disclaimer on consecutive pages both numbered "1" and keep one for the employee's personnel file and leave the other in the manual that the employee receives.

If you only make it available electronically then you need for the contract disclaimer to be the first page the employee sees, and have them sign electronically in a way that has a date stamp that you can access to prove they signed.

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I UNDERSTAND THAT FIPSD IS AN "AT-WILL" EMPLOYER AND, AS SUCH, MY EMPLOYMENT WITH FIPSD IS NOT FOR A FIXED TERM OR FOR A DEFINITE PERIOD AND MY EMPLOYMENT MAY BE TERMINATED AT THE WILL OF EITHER FIPSD OR ME WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT PRIOR NOTICE. NOTHING IN THIS EMPLOYEE MANUAL IN ANY WAY CREATES AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT. FURTHER, I UNDERSTAND THAT THIS EMPLOYEE MANUAL MAY BE AMENDED, MODIFIED, OR TERMINATED AT ANY TIME AND WITHOUT PRIOR NOTICE TO ME. I UNDERSTAND THAT NOTHING CONTAINED IN THIS EMPLOYEE MANUAL MAY BE CONSTRUED AS CREATING A PROMISE OF FUTURE BENEFITS OR FOR ANY SPECIFIC POLICY OR PROCEDURE REGARDING MY EMPLOYMENT OR TERMINATION THEREOF. I ALSO UNDERSTAND THAT NO REPRESENTATIVE OF FIPSD HAS THE AUTHORITY TO MAKE ANY ASSURANCE TO THE CONTRARY, INCLUDING TO BIND FIPSD TO A CONTRACT OF EMPLOYMENT FOR A DEFINITE PERIOD OF TIME OR FOR EMPLOYMENT AT WILL, EXCEPT FOR FIPSD'S MANAGER WITH THE APPROVAL OF FIPSD'S BOARD OF COMMISSIONERS. ANY PROPERLY APPROVED CONTRACT OF EMPLOYMENT MUST BE IN WRITING AND SIGNED BY THE MANAGER AND THE EMPLOYEE.

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UNLESS AN EMPLOYEE HAS A WRITTEN INDIVIDUAL EMPLOYMENT CONTRACT AUTHORIZED AND SIGNED BY THE DISTRICT FOR A SPECIFIC FIXED TERM OF EMPLOYMENT, SUCH EMPLOYEE IS AN AT WILL EMPLOYEE. THIS MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME. HOWEVER, TO RESIGN IN GOOD STANDING, THE EMPLOYEE MUST FOLLOW THE PROCEDURES SET FORTH IN THIS MANUAL. THE DISTRICT MAY TERMINATE HIS/HER EMPLOYMENT AT ANY TIME WITH OR WITHOUT NOTICE FOR ANY OR NO REASON. THIS MANUAL DOES NOT CONSTITUTE, AND SHOULD NOT BE READ TO CREATE ANY PROMISE BY THE DISTRICT THAT THE POLICIES AND PROCEDURES SET FORTH HEREIN WILL BE FOLLOWED IN EVERY CASE, AND NOTHING IN THIS MANUAL ALTERS AN EMPLOYEE'S AT WILL STATUS.

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THE EMPLOYEE ACKNOWLEDGES RECEIPT OF THIS  
MANUAL AND OF THE EMPLOYEE'S AT-WILL EMPLOYMENT,  
THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 20 \_\_\_\_.

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EMPLOYEE

FRIPP ISLAND PUBLIC SERVICE DISTRICT

EMPLOYEE MANUAL

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## FRIPP ISLAND PUBLIC SERVICE DISTRICT

### EMPLOYEE MANUAL

#### A. Policy Manual Introductory Materials

1. Information Concerning this Manual - This Employee Manual has been written to tell you in summary form about your job, pay, benefits, and the working conditions you can expect while working for the District. While Fripp Island Public Service District believes wholeheartedly in the plans, policies, and procedures described herein, they are not conditions of employment. **The District reserves the right to modify or revoke or change any or all such plans, policies and procedures at any time at its sole discretion. The policies and statements contained in this Manual and in other material that you may receive from time to time are not a contract of any kind and are not intended to alter the at-the will relationship between the District and any employee. The District may choose not to apply a policy or policies outlined in this Manual in cases where circumstances warrant.**

#### B. Supervisor-Employee Relations

1. Your Supervisor - Your supervisor has been trained and is qualified to help you perform your job in the most efficient possible manner. Listen to the instructions of your supervisor and complete each assignment. Following the instructions of your supervisor is the surest way for all of us to make progress. Your supervisor wants and expects your best effort on each assignment. Feel free to ask questions or to make suggestions.

#### C. Employment, Induction and Opportunity

1. Equal Employment Opportunity - The District believes that all persons are entitled to equal employment opportunity and will not discriminate against its employees in any aspect of employment or its applicants for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, physical or mental disability, handicaps, genetic information, age, or veteran's status, provided they are qualified and meet the physical and mental requirements established by the District for the job.

**Commented [CG2]:** Now that the U.S. Supreme Court has held these to be protected as part of "sex" under Title VII of the Civil Rights Act, they need to be specifically listed.

#### 2. Workplace Harassment And Discrimination

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The District is committed to the premise that all employees have a right to work in an environment free from all forms of discrimination and harassment. The District will not tolerate discrimination or harassment of employees by anyone, including any supervisor, manager, co-worker, vendor, client or customer. It is the District's policy to prohibit all harassment and discrimination based on characteristics such as race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. Regardless of whether the harassment or discrimination qualifies as a violation of the law, discipline may result under this policy. The District strives to ensure that all of its employees enjoy a workplace free of harassment and discrimination.

Sexual harassment includes unwelcome sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same or opposite sex. Unlawful sexual harassment exists when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

The following is a partial list of conduct that may be sexual harassment: (1) unwelcome sexual advances, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations; (2) making or threatening reprisals after a negative response to sexual advances; (3) visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters; (4) foul or obscene language or gestures and displays of foul or obscene printed or visual materials (i.e., pictures, magazines, videos); and (5) patting, pinching or intentional brushing against another person's body.

Harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status or any other characteristic exists when: (1) the conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment; (2) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) the conduct otherwise adversely affects an individual's employment opportunities.

Any employee who experiences or observes prohibited harassment or discrimination by a co-worker, supervisor, customer, contractor or vendor should promptly report the conduct to their supervisor or the Manager. Employees may bypass their supervisor or the Manager if their supervisor or Manager is engaging in the prohibited conduct and report directly to a member of the Board of Commissioners. Supervisors must report to the Manager all harassment or discrimination complaints they receive, and harassment or discrimination they witness or become aware of, even if no employee complains.

The District will promptly investigate complaints of harassment and discrimination. The investigation will be conducted in a timely, impartial manner. Complaints will be kept confidential to the extent possible, consistent with the need to conduct an appropriate investigation and the goal to encourage employees to report harassment and to protect the reputation of any employee alleged to have committed harassment that cannot be substantiated. The investigation may include conferring with all parties and witnesses named by the complainant. Any employee found to have engaged in harassment or discrimination will be subject to discipline, up to and including termination.

The District strictly prohibits retaliation against any person who has, in good faith, opposed harassment or discrimination, has filed a complaint of harassment or discrimination, or has testified, assisted or participated in any proceeding involving a complaint of harassment or discrimination. Any employee who experiences or observes prohibited retaliatory conduct should immediately report the conduct in the manner described above. Any employee found to have committed such retaliation will be subject to discipline, up to and including termination.



Anyone who knowingly makes a false claim or knowingly provides false information during an investigation will be subject to disciplinary action, up to and including termination.

32. Definition of Employee Status

a. **Regular Full-Time Employees** - For purposes of the District's operations and policies, and all insurance plans unless noted otherwise, "full-time" employees are those who have satisfactorily completed at least three (3) months of continuous employment and who work a minimum 40-hour week and maintain continuous regular employment status. For purposes of the District's current health insurance plan, full-time employees are those who regularly work more than 29 hours per week. The definition of "full-time" for each insurance benefit is determined by that particular plan. All regular full-time employees are currently eligible for all employee benefits, including pension and retirement plans, group health and life insurance, paid vacation, paid holidays and paid sick leave, and disability insurance from date of hire. There is no employment contract. ~~A regular full-time employee, who retires or resigns from the District for at least, but not more than, fifteen consecutive calendar days, may be rehired as a regular full-time employee.~~

b. **Regular Part-Time Employees** - For purposes of the District's operations and policies, and all insurance plans unless noted otherwise, "part-time" employees are those employees who work less than a 3040-hour week, but in no event less than 20 hours per week, for a minimum of 48 weeks per year. The employee benefits for which regular part-time employees are eligible are specified discussed in subsequent chapters, but are always subject to the terms of the applicable benefit plan documents.

c. **Part-Time Firefighters** - Class II firefighters hired in positions that require no more than 103 hours per pay period and are therefore exempt from the overtime provisions of the Fair Labor Standards Act (Wages/Hour Law) as amended.

d. **Temporary Employees** - Any employee hired in any position that is not considered permanent, either as a temporary replacement for a permanent full-time position, or for a position that is temporary. Temporary employees are also at-will employees subject to the contract disclaimer on the first page of this manual, regardless of the intended duration of a temporary assignment.

e. **Nonexempt Employees** - Employees who are nonexempt from minimum wage, overtime, and time card record-keeping provisions of the Fair Labor Standards Act (Wages/Hour Law) as amended.

f. **Exempt Employees** - Employees who are exempt from the minimum wage and overtime provision of the Fair labor Standards Act (Wage/Hour Law) as amended.

**Commented [CG3]:** Be sure that the employee benefits plans also define full-time employment for eligibility purposes as 40 hours per week.

**Commented [AH4R3]:** Does this include the State Health Plan, because they define full-time as anything over 29 hours in a week.

**Commented [CG5R3]:** Yes, it would include the state health plan. Since leave benefits are also determined based on full-time vs. part-time status, I made an addition so that those working 29-40 hours do not get full leave benefits.

**Commented [AH6]:** I deleted this section, as it was included for a specific employee who has since retired. Do we need to spell out that a resigned or retired employee can return to work?

**Commented [CG7R6]:** No, you do not need to say that explicitly. But I added to the separation of employment policy that if terminated by the District that typically means not eligible for re-hire unless the Manager makes an exception.

**Commented [CG8]:** Where do those who work between 30 and 40 hours per week fall? Consider changing this to anyone who regularly works less than 40 if that remains the definition of full-time employee.

**Commented [AH9R8]:** Changed it to those who work less than 40 hours

**Commented [CG10]:** I didn't see a definition of Class II firefighters, so unless industry standard, that term may need to be defined.

43. Probationary Period - New employees must serve a three (3) months probationary period. During this period, the employee's performance will be observed to determine fit in the position, and the fitness and ability to carry out the responsibilities of the position. During this time, the employee remains an at-will employee and the probationary period is not a guarantee of employment for three months. During the probationary period an employee may resign without advance notice. Similarly, an employee may be terminated during this period (with or without cause). Upon completion of the probationary period, the employee becomes a regular employee as of the original date of hire.

#### D. **Hours of Work, Attendance and Absenteeism**

The District will maintain work schedules dictated by its operations that may vary by the employee's position and are subject to change at the District's discretion, and pursuant to applicable laws, hours of work which are compatible with Federal and State legislation and maintain an effective and efficient schedule of work.

In accordance with the Federal Wage/Hour Law (Fair Labor Standards Act), the District will maintain an accurate accounting of hours worked and will pay 1-1/2 times the regular rate of pay to every nonexempt employee, other than firefighters, who works more than 40 hours in one work week or who works any hours outside the normal work day. The specific overtime policy is spelled out in subsequent paragraphs.

The normal work week consists of forty (40) hours.

1. For record keeping purposes, the work week starts at 12:01 a.m. Wednesday and ends at midnight on Tuesday.

2. The pay period covers two (2) work weeks. It typically consists of ten (10) working days. The normal work day typically consists of eight (8) hours.

a. The normal working hours are 7:30 a.m. to 12:00 noon and 12:30 p.m. to 4:00 p.m. - an elapsed time of eight (8) hours with the normal lunch period consisting of thirty (30) minutes. Employees must take their full 30-minute lunch break without working during that time, unless directly instructed to work by a supervisor. Employees should report all time worked during a lunch break whether instructed to perform the work or not so that the District can correctly pay employees for all time worked.

b. Department supervisors may modify the normal working hours for one or all personnel within their department to accommodate special or job related circumstances provided the employee still works an eight (8) hour day without a detrimental impact on job performance.

c. Part-time firefighters are scheduled for twenty-four (24) hour shifts, with beginning and ending times determined by the Fire Chief, as is standard for fire department employees.

3. Overtime - All nonexempt employees, other than firefighters, will be paid one and one-half (1-1/2) times their hourly rate for all hours worked in excess of forty

**Commented [CG11]:** Do you pay daily overtime, i.e. two hours of OT for a 10-hour day? If so, that is not required but can be done voluntarily. I would not recommend it b/c otherwise you can avoid weekly overtime if necessary by preventing an employee from working over 40, e.g. if the employee works 30 hours in three workdays then you could allow the employee to work 8 hours on the fourth day and just 2 on the last workday of the workweek.

**Commented [AH12R11]:** We've always paid overtime for any hours worked outside the regular work day. It only affects on-call folks, and it allows a premium for call-out time.

**Commented [CG13]:** An uninterrupted meal break of at least 30 minutes is required to avoid having to pay for the break.

**Commented [AH14R13]:** Does this wording cover that or do we need to add the work uninterrupted?

(40) in any one work week and for all hours worked outside the normal daily schedule. Part-Time Firefighters will be paid one and one-half (1-1/2) times their hourly rate for all hours worked in excess of 103 hours per biweekly pay period. Paid holidays and paid vacation days will be counted as hours worked in computing weekly overtime.

Non-exempt employees should not work more than 40 hours in the workweek unless instructed by, or with the permission of, their supervisor. However, non-exempt employees should record all overtime (time over 40 hours in a workweek) regardless of whether they were instructed or approved to work that time.

Non-exempt employees should not work from home, check e-mails or correspond with other employees related to work, outside of their regular hours unless instructed to by their supervisor, or responding to time-sensitive communications by their supervisor. Unnecessary and unrequested work outside of an employee's regular hours will be paid but is subject to discipline including termination of employment.

4. Holiday Overtime Premium - A nonexempt employee who is required to work on an official holiday shall be paid at one and one-half (1-1/2) times his/her hourly rate for all hours worked on the holiday. An exempt employee who is required to work on an official holiday shall be allowed to take the paid holiday on a normal work day provided it does not interfere with the performance of his/her routine duties.

5. Emergency Calls & Weekend Work (other than fire and medical emergencies) - The District must have the necessary personnel available to respond to emergency calls after regular work hours and/or available to work on weekends and holidays. All nonexempt employees, other than firefighters, will be scheduled for this "on-call" duty on a weekly basis. There will be one (1) employee on call for the water system, wastewater collection system and wastewater treatment plant. In addition, a District Supervisor will be available for emergency calls in support to the "on-call" personnel.

a. **Emergency Calls** - Emergency calls, other than fire and medical emergencies, will be handled by the District's after-hours paging-emergency call forwarding system. The paging-call forwarding system will forward the call to the "on-call" employee on duty. The "on-call" employee receiving the page-call will return the emergency call/respond to the emergency. If additional help is needed the "on-call" supervisor will be contacted for assistance and direction.

b. **On-Call Duty** - Employees will be scheduled to be on call for a week at a time. Duty will start at 4:00 p.m. on Monday afternoon and will conclude at 7:30 a.m. on the following Monday morning. An employee will be paid for a predetermined number of hours for routine weekend work such as inspection of the wastewater treatment plant. For emergency calls or non-routine work, an employee will be paid from portal to portal the time the employee begins response to the time the response ends for the total number of hours worked. An employee will be paid at 1-1/2 times his/her regular pay rate for each hour worked.

**Commented [CG15]:** Same comment as above.

**Commented [CG16]:** I think we should explain how OT for full-time firefighters works.

**Commented [AH17R16]:** This provision is based on the standard included in the overtime law for firefighters (and other emergency responders) who work 24 hour shifts. I believe the law specifically outlines these provisions.

**Commented [CG18R16]:** You're right that the FLSA addresses overtime for firefighters. Most firefighters are probably aware of those provisions. Since we explain overtime for non-firefighters, and part-time firefighters, I thought it would be helpful to explain it for full-time firefighters also. If you don't include it here, you should include it as a poster in a conspicuous place.

**Commented [CG19]:** You do not have to count paid time off in any form towards calculating overtime. Most employers do not.

**Commented [AH20R19]:** We've always counted paid time off towards the hours worked for calculating overtime. Just another perk we offer.

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**Commented [CG21]:** Need to clarify: does this mean paid from the time the employee begins response (for example leaves home) to the time the response ends (for example returns home)? If so that is fine. You can also deduct for the regular commute, even when responding to a call.

**Commented [AH22R21]:** Changed it to say from the time the employee begins response to the time the response ends. We've always paid for call-outs this way.

**Commented [AH23R21]:**



c. **Scheduling** - All hourly paid (nonexempt) District employees, other than some administrative personnel will be scheduled to perform overtime duty. An employee may exchange the duty with another employee only after receiving approval from their supervisor.

d. **Transportation** - Since it is necessary for the District to have personnel available to respond to emergency calls during nonscheduled work periods, District vehicles ~~will~~may be provided to those personnel required to respond. In no event are District vehicles to be used for personal use.

e. **Fire and Medical Emergency Calls** - For fires and medical emergencies, firefighters are on duty twenty-four hours per day, and are typically dispatched by Beaufort County 911.

6. **Time Sheets:** The District intends to pay all employees accurately for all time worked. Employees are responsible for keeping and submitting accurate time sheets. For all hours worked, each hourly employee must enter time daily on a time sheet and complete a bi-weekly review of his/her time sheet and address any questions or errors before submitting it. Time sheets must be initialed by the employee's supervisor. Falsification of any sheet in any way is cause for separation. Employees are also responsible for reviewing their pay stubs to ensure accuracy of their pay and must address any questions or errors in their paychecks immediately with their supervisors. No employee will be retaliated against in any way by the District for asking questions about time records or pay stubs, or correcting any errors found. However, failure to promptly ask questions about or correct pay errors is cause for separation from employment.

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7. **Tardiness:** An employee is expected to be at the work area on time and repeated tardiness regardless of the reason may result in disciplinary action. If an emergency is likely to cause tardiness, the supervisor should be phoned or the District's office should be notified with the expected time of arrival.

If an employee is late for a reason unacceptable to the District, the employee shall be subject to the proper disciplinary action. The disciplinary procedure to be followed for noncompliance for the rules governing lateness shall be as specified in Paragraph H, Group I, except that the District may issue the discipline it deems most appropriate in its sole discretion up to and including termination of employment.

8. **Absenteeism:** When employees are absent, their share of the work must be performed by others - lost time must be controlled. Short-term and frequent absences, as determined in the District's sole discretion, constitute an unsatisfactory record, because it they involves both dependability and attitude. One, who is chronically excessively absent, whether for excused or unexcused absences, whatever the reasons, simply does not do the work for which the person was hired, and may be disciplined up to and including termination of employment

in the District's sole discretion. The attendance and tardiness policy of the District will be consistently applied and will be fairly enforced by the supervisor. All absences will be recorded as either excused or unexcused. Absences falling into the "Excused" category may be given more deference in determining discipline but can still constitute excessive absenteeism.

9. Excused Absence: It will be classified as excused when the absence is due to one of the following reasons:
  - a. Personal sickness or injury beyond 3 days which may require proof of illness at the Supervisor's discretion. (see Section F8, subparagraph f)
  - b. Industrial injury.
  - c. Prearranged absence (a prearranged absence may be granted only when approved by the supervisor based on the ability to ~~can~~ fill the job without using overtime or when the assignment does not need to be filled).
  - d. Personal leave of absence. (see Section F4, subparagraph c)
  - e. Death in immediate family. (see Section F4, subparagraph a)
  - f. Jury duty in the Magistrate's Court, State Court or Federal Court for the locality in which the employee resides or works.
  - g. In addition, if any absence occurs, which is not covered by any of the above (a-f), but in the opinion of the supervisor is justified and confirmed by the Manager, then the absence warrants being excused.
10. Unexcused Absence: An unexcused absence will be classified as such when the reason or reasons are not covered by the factors listed above.
11. Unreported Absence: An unreported absence may be reason for separation.

#### E. **Wage & Salary Administration**

1. Basic Wage and Salary Policies - ~~It is the~~The District's ~~policy will endeavor~~ to maintain wages of its employees at a level that is competitive with wages paid for similar jobs and skills in the local labor market.
2. How Wages and Salaries are Determined:

Performance Appraisal Plan - A job performance appraisal for each employee ~~is~~ may be made on an annual basis. A new employee ~~will~~ may have an appraisal after 3 months employment with the District has been completed; thereafter, the appraisal will be on an annual basis.
3. Cost of Living Adjustments and Merit Pay Salary Increases

The District may adjust employees' wages and salaries based on changes in the cost of living or based on an employee's individual job performance. Wage and ~~s~~Salary increases will be considered in the last month of each fiscal year and if warranted and feasible based on the District's finances, will be awarded during the first month of the following fiscal year. Salary increases paid to an employee are at the discretion of management and the Commission. Salary increases may vary from year to year and are not guaranteed every year.



4. Payroll Deductions

a. Standard-Legally required deductions are FICA, FICA Medicare, Federal income tax ~~W~~withholding, and State income tax ~~W~~withholding.

b. Employer deductions are S.C. Retirement and any other authorized deductions by the employee.

c. Salary Deduction Safe Harbor: The District intends to pay all exempt employees their regular salary by only making proper deductions from their regular salaries. If an exempt employee believes that the District has improperly deducted from employee's salary, the employee should immediately contact the Manager who will review the deductions in question, and will correct any deductions found to be improper by providing for compensation for the improper deductions and taking steps to prevent them in the future.

F. **Employee Benefits**

1. Vacations - Regular full-time employees of the District receive ~~an~~ annual vacation leave with pay pursuant to the accrual schedule below. Regular part-time employees will earn vacation time on a pro-rata basis as ~~authorized by the Manager on an individual basis determined by the Manager.~~ Vacations are meant to be taken and compensation will not be paid for unused vacation days except when an employee ~~terminates-resigns with at least two-weeks advanced notice and works the entire notice period to the District's satisfaction unless released sooner by the District. employment with accrued vacation days.~~

a. Regular full-time employees are eligible for:

- (1) 1.75 hours for each pay period worked, for a maximum of 45.50 hours annually the first year of continuous service.
- (2) 3.75 hours for each pay period worked for a maximum of 97.50 hours annually, starting with the second year through the 8th year of continuous service.
- (3) 5.50 hours for each pay period worked, for a maximum of 143 hours annually starting with the 9th year of continuous service.

b. Vacation credit is accrued from date of hire, but a vacation may not be taken until an employee has completed 6 months of continuous service.

c. Unused ~~V~~vacation days can be carried from one year to the next, but may never be greater than 120 hours. Any hours over 120 will be forfeited at fiscal year end.

**Commented [CG24]:** Does this mean that the Manager will determine on an individual basis how much vacation part-time employees will accrue? And how, does a pro-rata accrual work? Be careful if the amount accrued varies per employee b/c that can set up allegations of discrimination.

**Commented [AH25R24]:** I revised it to say, as determined by the Manager-would this work? For our part-time employees, we calculate their vacation earnings using a ratio of their hours to the full-time 40 hours.

**Commented [CG26R24]:** Yes, this works.

**Commented [CG27]:** You do not have to pay accrued unused vacation upon separation of employee for any reason.

**Commented [AH28R27]:** I always thought the law required payout of earned vacation time at the time of termination. Nice to know that we can put some stipulations on it.

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- d. A vacation year will start on the day following the last pay period of the fiscal year and end on the last day of the last pay period of the fiscal year. The fiscal year ends June 30.

~~e. Any accrued vacation days will be paid upon termination of employment.~~

Commented [CG29]: I think this is adequately stated above.

~~f. A regular full-time employee, who resigns or retires from the District for at least, but not more than, fifteen consecutive calendar days, may be rehired as a regular full-time employee and continue to earn vacation credit at the same accrual rate provided immediately prior to retirement.~~

Commented [CG30]: Can someone resign or retire, get paid out up to 120 hours of accrued vacation and then return within 15 days and then accrue at the same rate?

Commented [AH31R30]: I think this should be removed altogether. It was included to address one specific employee's situation. That employee has resigned permanently and we are unlikely to have this situation again.

Commented [CG32R30]: I agree.

2. Vacation Scheduling

- a. Supervisors arrange and approve vacation schedules. Supervisors post vacation schedules in their department after approval.
- b. Employees must request time off for vacations from their supervisors 90 days in advance; whether a less advance notice is acceptable is up to the discretion of the supervisor. Any amount of time can be requested up to the total accrued at the time vacation is taken, but the supervisor may refuse ~~a-any~~ request, ~~particularly those~~ greater than one (1) week (5 working days), if it will adversely affect the operations of the department and subject to department coverage needs if other employees' vacations have already been approved.
- c. Employees are encouraged to take vacations on a schedule which assures that operations are not impeded. In case of conflict of ~~scheduled~~ vacation requests before any of the conflicting vacations has already been approved, the employee with the greater service will have the priority.

3. Paid Holidays — The District provides paid holidays ~~To~~ give employees of the District an opportunity to spend certain recognized holidays with family and friends.

- a. Regular full-time employees are given days off with pay on the following designated holidays:

- |       |   |
|-------|---|
| (1)   | New Year's Day                              |
| (2)   | Martin Luther King, Jr. Day                 |
| (3)   | George Washington's Birthday/Presidents Day |
| (4)   | Confederate Memorial Day                    |
| (2)   | Good Friday                                 |
| (35)  | National Memorial Day                       |
| (46)  | July 4th Independence Day                   |
| (57)  | Labor Day                                   |
| (68)  | Veteran's Day                               |
| (79)  | Thanksgiving Day                            |
| (810) | The day after Thanksgiving                  |
| (911) | Christmas Eve                               |
| (12)  | Christmas Day                               |

(1013) One additional holiday associated with either Christmas or New Year's according to the following schedule:

**Commented [AH33]:** This schedule matches the state and local government schedule, and includes all the Federal Holidays

- (a) If Christmas/New Year's is celebrated on Monday, the extra holiday will be the following day, Tuesday.
- (b) If Christmas/New Year's is celebrated on Tuesday, the extra holiday will be the day before it, Monday.
- (c) If Christmas/New Year's is celebrated on Wednesday, the extra holiday will be either the day before or the day after.
- (d) If Christmas/New Year's is celebrated on Thursday, the extra holiday will be the following day, Friday.
- (e) If Christmas/New Year's is celebrated on Friday, the extra holiday will be on the day before, Thursday.

- b. Not all regular full-time employees of a department may take the same holiday provided under (10) above unless previously scheduled and approved by the District Manager.
- c. All employees are expected to work on the day before and the day after each holiday. They may take such days as vacation days with approval in advance from their supervisor.
- d. For each paid holiday, each regular full-time employee shall receive a holiday allowance equal to his/her normal pay for one eight-hour work day.
- e. Nonexempt, part-time firefighters, will be paid one and one-half (1-1/2) times their hourly rate for all hours worked on the following designated holidays:
  - (1) New Year's Day
  - (2) Easter Sunday
  - (3) Memorial Day
  - (4) ~~July 4th~~ Independence Day
  - (5) Labor Day
  - (6) Thanksgiving Day
  - (7) Christmas Day
- f. Holidays falling on nonworking days - a holiday falling on Saturday ~~shall be-is typically~~ observed on Friday. A holiday falling on Sunday ~~shall be-is typically~~ observed on Monday. Management shall determine which day the holiday will be observed.

#### 4. Personal Leaves of Absence

- a. **Funeral Leave** – Regular full-time employees shall be granted paid leave without loss of vacation or sick leave for the following: death of husband, wife, child, mother, father, brother, sister, step-parent, or in-laws. The amount of time taken shall be up to the discretion of the supervisor.



- b. **Administrative Leave** – Regular full-time employees may be granted administrative leave with pay for a reasonable length of time for emergencies at the discretion of the superintendent and/or the District Manager. The District may place any parameters governing the length and use of approved administrative leave it deems appropriate and an employee's failure to comply with those parameters may be subject to loss of the leave and/or discipline up to and including termination of employment.
- c. **Leave Without Pay** - The Commissioners, upon recommendation from the Manager, may grant an emergency leave without pay (and benefits pursuant to the applicable benefits plans) for a period not to exceed one year. The District may place any parameters governing the length and use of leave without pay it deems appropriate and an employee's failure to comply with those parameters may be subject to loss of the leave and/or discipline up to and including termination of employment.

#### 5. Military Leaves of Absence

All regular full-time employees who are members of the S. C. National Guard or any reserve unit of the U. S. Armed Forces shall be entitled to military leave without loss of pay or any other benefit up to 15 working days (including Saturdays, Sundays, and holidays if they are regularly scheduled work days) in any one calendar year so that they may participate in training or other such duties ordered by the appropriate military authority, and up to an additional 30 days for required service for an emergency including service in a combat zone. The Commission will pay the difference between the salary earned while on duty and the regular salary earned for the normal work performed for the Commission, as allowed by law. Employees in the Armed Forces of the United States or any compulsory service to the federal government for national defense are entitled to an unpaid leave of absence for the length of service plus 90 days after service ends, up to five years from the date of entry into the service. Additional military leave, if granted, shall be charged against the employee's accrued annual leave. Otherwise, it shall be charged as leave without pay. This is in accordance with Title 44, Chapter 12, Section 44-861, Code of Laws of S. C., 1962. An employee going on military leave must present a copy of his orders to his Supervisor not more than 3 days after receiving them. In addition to these leave rights, employees serving in the Armed Forces, the Army National Guard, or the Air National Guard may have additional rights related to leave for their military service. Employees must communicate their need for leave due to these types of military service so that the District's Manager can address potentially available rights and responsibilities.

#### 6. Maternity Leave

- a. Pregnant employees may request a maternity leave of absence without pay by submitting such request to their Supervisor. The Supervisor concerned will notify the Superintendent/Manager of such actions as soon as the request has been made. The request must be submitted in writing no less than 90 days before the anticipated birth date.

**Commented [CG34]:** There is at least one case holding that you cannot deduct the service pay from their paid leave, so there is some risk to doing that. It is not explicitly stated in the statute.

**Commented [CG35]:** This is in reference to the federal Uniformed Services Employment and Re-employment Rights Act (USERRA) which has more provisions than need to be listed in a policy.

All of the leave entitlements stated before this reference are provided by state statute that gives these leave entitlements to employees of the state or a political subdivision of the state. My understanding from a prior communication is that FIPSD considers itself a local government. Please let me know if you want me to look more closely at FIPSD's status as a political subdivision.

**Commented [AH36R35]:** We are a political subdivision of the state (a special purpose district), which, as I understand it, makes us a form of local government. Our District was created by enabling legislation of the General Assembly.

**Commented [CG37]:** Under the Pregnancy Discrimination Act (PDA) employers must treat women affected by pregnancy, childbirth, or related medical conditions the same for all employment-related purposes including receipt of benefits and fringe benefit programs as other employees. Thus, employers cannot maintain policies that adversely affect female employees b/c of pregnancy, childbirth, or related medical conditions. The PDA also requires employers to provide accommodations for pregnancy-related disabilities the same as it would for non-pregnancy-related disabilities.

Employees falling in these categories are not entitled to any more leave than other employees, but it is common practice to provide maternity leave, particularly where, as with FIPSD, no employee will be eligible for FMLA leave for pregnancy, child birth, and care of a new baby. While FIPSD is technically subject to the FMLA b/c of its governmental status, since it has fewer than 50 employees no employee will qualify to take FMLA leave. However, maternity leave cannot be mandatory.

Like maternity leave, "paternity leave" more commonly referred to as "family leave" (since it should apply to any spouse and not just fathers) is not required. However, the EEOC and some federal courts take the position that a policy that allows for time to care for a newborn child, i.e. more than leave for the birth and any related medical conditions must be applied equally to parents other than the mother. The federal courts covering South Carolina have not made a decision about applying maternity leave equally to parents other than the mother. Therefore, that is not currently a legal requirement for SC employers, but if a father or other parent were ever to file a charge of discrimination with the EEOC, then we know the EEOC would find the policy discriminatory and would try to get relief for the parent.

Let's discuss if and how you want to make this a family leave policy and how it might impact the maternity leave aspect. For example, if you make it a family leave policy then you probably want to reduce the allowed pre-birth period from 6 weeks and instead say that ... [1]

**Commented [AH38R37]:** Could this just be incorporated into the Family Leave statement that appears later in the employee manual, rather than a specific leave policy?

**Commented [CG39R37]:** No employee will ever technically qualify for FMLA leave, and you don't want to voluntarily subject yourself to the FMLA b/c it sets up potential legal claims for violation of the FMLA's many provisions. However, you could take basic FMLA provisions, e.g. 12 weeks of unpaid leave for the birth and care of a child (the care part applies to spouses too) and create a new child birth policy that mirrors the FMLA. You could also apply it more broadly (like the FMLA does) to the adoption and placement of a foster child, and/or to employees' and immediate family members' serious illnesses. In other words, you can have an FMLA-lite policy. Let me know if you would like to discuss further, or want me to put one together.

- b. A maternity leave of absence will start no sooner than 6 weeks before the due date and extend no more than 90 days after delivery. The length and duration within these limitations will be decided by the pregnant woman and her physician.
- c. After the delivery, the employee should notify the Manager if she desires to return to work. If the employee fails to indicate within 3 months whether or not she plans to return to work, and her attending physician feels that she is physically capable of performing her responsibilities, she will be considered as an automatic termination. The earliest possible notice would be desirable.
- d. Reinstatement is contingent upon presentation of a certificate from the employee's doctor, stating she is physically able to work.
- e. The position of employment of the employee who has expressed a desire to return to work after delivery will be held available if at all possible. If the position must be filled before the employee's return, the employee will be placed in a position with comparable status, pay and responsibility.

There may be times, as listed below; when because of "business necessity" a position may not be able to be held open:

- (1) A position may be required to be filled at all times because of the constant business requirements of the business position and in the event of a prolonged disability, the position would be filled.
- (2) Operational changes may result in the termination of a position.
- (3) Economic necessity requires that an individual not be rehired.

#### 7. Jury Duty and Civic Duty Leaves of Absence

- a. **Pay Arrangements** - All full-time employees ~~selected complying with a summons~~ for jury duty shall be entitled to civil leave with pay for the period of absence required. ~~An employee shall be entitled to all fees received as a juror. All full-time employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the Commission District, Town, County, State or the Federal Government shall be entitled to leave with pay for such period as his/her court attendance may require.~~ considered working during the time of appearance and shall be paid accordingly.
- b. **Obligations and Procedures for Employees** - An employee ~~requesting a civil or summoned for jury duty leave of absence~~ must present a copy of the request or court order to his/her Supervisor not more than 3 days after receiving them. ~~When employees are dismissed from jury service, either for the day, or for the remaining period of the summons, they must immediately contact their supervisor for instructions on when to report to work.~~

**Commented [CG40]:** You can but don't have to also allow this to cover time responding to a subpoena that is not work related.

**Commented [CG41]:** You can deduct pay for jury service from non-exempt employees.

8. Sick Leave - The District will provide sick leave with compensation to all regular full-time employees whose absence from work is a result of personal illness or injury. Sick leave days will be accumulated on a monthly pay-period basis and limits will be placed on total number of days that can be taken within a year.

The purpose of sick leave is to provide a benefit to employees to help minimize the monetary loss resulting from absences from work due to personal illness or injury.

- a. An employee will accrue sick leave days at the rate of 2.00 hours per pay period for a total of 52.00 hours per year.
- b. Sick leave may be taken because of an employee's illness or non-work related injury, or that of or to go to the doctor or dentist for personal or an immediate family member (spouse, child, foster child, step-child, parent, step-parent), including doctor or dentist visits. Employees must notify their supervisor in advance and otherwise as soon as possible of the need to use sick leave. Sick leave is not automatically granted upon request but must be approved in each instance, including the length of sick leave needed, and additional parameters governing the employee's use of sick leave. An employee's failure to comply with the District's parameters placed on the leave may result in discipline up to and including termination of employment.
- c. Sick leave may be taken only to the extent of total hours accrued. If no sick time has been accrued or the needed time exceeds the available accrual then accrued vacation time must be taken or leave without pay.
- d. A maximum of 520 hours of sick leave can be accrued. Any hours accrued over 520 will be forfeited. Once sick leave has been used reducing the accrual below 520 hours, then sick time accrual will begin again.
- e. Computation of pay for sick leave taken for non-exempt employees will be based on the regular straight time rate in effect at the time the employee takes sick leave, and for exempt employees will be based on the employee's salary per pay period divided by the regularly scheduled hours (40-hour work week).
- f. Proof of illness may be required at the Supervisor's discretion. Such proof will be in the form of a written statement by the attending physician healthcare provider stating the nature and length of the employee's illness or injury requiring sick leave and the inability of the employee to perform assigned job duties during that period.
- g. If proof of illness is not furnished when requested, an employee will forfeit the right to be paid for the sick leave.
- h. Times when sick leave is not in effect are:



- (1) Days on which an employee is not scheduled to work.
  - (2) Days on which the employee is taking paid vacation.
  - (3) Days on which an employee is on an authorized leave of absence ~~of from~~ work.
- i. Sick leave is in no instance to be substituted for paid vacation and if this is found to be abused, it could be grounds for termination.

9. Group Insurance Policies – The following are brief descriptions of group insurance benefits offered at the time this Manual was issued. These descriptions are not intended to be complete descriptions of the terms or benefits of the group policies offered by the District. You should see the Manager or Benefits Administrator for complete and up to date information about group benefit offerings that can only be provided through the benefits plan documents.

- a. **Group Life Insurance** - Each full-time employee receives group term life insurance at no expense to the employee in the amount of 1 times the annual salary coverage from the South Carolina State Retirement System. The District also provides each employee, through the South Carolina Employee Insurance Program at no cost to the employee, term life insurance in the amount of 3 times the employee's annual salary, not to exceed \$220,000 (rounded down to the nearest \$10,000) and term life insurance for the employee's spouse, not to exceed \$20,000.
- b. **Group Medical and Major Medical Insurance** - As a participant in the South Carolina Employee Insurance Program, the District provides medical, major medical, and basic dental insurance for full-time employees. All premiums for the Standard State Health Plan for the individual employees' and their families' coverage are paid by the District except the tobacco-use surcharge. An employee may elect to participate in other available plans instead of the Standard Plan, but the employee shall be required to pay the employee's portion of the premium. Specifics on the available plans are available in the Insurance Benefits Guide published annually by the South Carolina Employee Insurance Program.
- c. **Group Disability Insurance** - Supplemental long term disability insurance will be provided to full-time employees through the South Carolina Employee Insurance Program with the 90-day waiting period to be self-insured by the District for all employees.
- d. **Additional Insurance Coverage** - Full-time employees may, at their own expense, participate in additional insurance programs offered by the South Carolina Employee Insurance Program such as long term care insurance and the MoneyPlu\$ flexible benefits program. The District will pay the administrative fee for employees participating in the MoneyPlu\$ flexible benefits program.

10. Post-Employment Benefits

- a. Post-employment benefits are described in the District's Post-Employment Benefit Policy and are subject to change at the discretion of the District.

G. **Safety, Security & Operating Regulation**

Health & Safety Check List

1. It is the policy of the District to provide safe and healthful working conditions consistent with the standards of the Occupational Safety and Health Act. ~~All District supervisors are charged with responsibility for the safety of the employees they supervise. This responsibility goes beyond the responsibility for maintaining high levels of efficiency in the operations they are supervising.~~ The District's operation will continually be conducted on the principle that "our work is never so urgent or important that we cannot take time to do it safely." Unsafe work habits will not be tolerated. Violators will be disciplined which may include termination depending upon the nature of the violation.

If an employee is injured on the job, the employee must report the injury immediately to the supervisor. The District will not retaliate against employees for reporting on-the-job injuries or honest concerns about unsafe working conditions. The supervisor is responsible for ensuring adequate first-aid treatment and acquiring professional medical help if necessary. The supervisor, if necessary, will have the injured party transported to the Beaufort Memorial Hospital Emergency Room or summons an ambulance for transportation to the hospital.

It is the responsibility of the supervisor to insure that employees carefully follow safety regulations.

The supervisor provides complete instructions to employees covering safe working methods and any special equipment required to protect employees from particular hazards. It is the obligation of each employee to observe the safety regulations, to use the safety equipment provided him/her and to practice safety at all times.

2. Physical Examinations

**Employment** - All prospective regular employees of the District may be required to submit to a physical examination by a qualified physician after an offer of employment has been made and before the employee begins work. The examination, **which shall include a pre-employment drug screening**, will be conducted prior to the commencement of the 90-day introduction period employment. The District will schedule and pay the cost for the physical examinations.

**Commented [CG42]:** It is important that pre-employment physicals be performed post job offer and pre-employment. This is the window when the Americans with Disabilities Act allows you to do medical examinations and ask disability-related questions. Outside this window, you are much more restricted on what can be asked and potentially subjected to greater liability.

The purpose of the physical examination is to determine if the prospective regular employee is physically able to perform the job for which he/she is being considered. It is also a consideration that the physical condition of the prospective employee shall not endanger the health, safety or well-being of the prospective employee or existing employees.

**Special** - Physical examinations may be required of a regular employee at any time a supervisor decides when it is job-related and consistent with business necessity, as



~~determined in the District's sole discretion, such as when it is~~ necessary to determine whether an employee is physically or mentally fit for duty. Such examination will be at the expense of the District.

Commented [CG43]:

~~If a disability of any kind is discovered that impairs an employee's performance or makes his/her continuance on the job a danger to himself/herself or others, the following action shall be taken:~~

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~~(1) If the disability is correctable, the employee shall be allowed a specified time to have it corrected.~~

~~(2) If the disability cannot be corrected and the employee is unable to perform his/her duties, attempts shall be made to place him/her in another position in which the employee can perform satisfactorily. If the employee cannot be placed in another position, action shall be taken to separate the employee through retirement termination.~~

Commented [CG44]: I recommend deleting this because you want a lot of flexibility when handling a situation that requires a fitness for duty examination in order to take action necessary for the District and to minimize legal considerations. Giving them notice that a post-employment physical examination is possible is enough.

## H. Social Media Policy

The District understands that employees will use social media and does not discourage employees from doing so.

For this policy, "social media" includes all platforms for communicating with an audience, including communications made in any online or web-based forum, through an electronic application "app," or otherwise, regardless of the permanence of such communications, and regardless of whether those communications are made via a public or private setting ("posts"). Posts include all forms of communications, such as written or recorded statements, hashtags, pictures, videos, etc. Social media includes all posts by employees regardless of whether they were made on personal (non-work) time and made using personal (non-work) devices.

The District may review employees' public posts, and private posts made available to the District through any source.

Employees' use of social media must meet the following guidelines. Violation of any one of these guidelines may result in discipline, in the District's discretion, up to and including termination of employment.

Social media guidelines:

- Employees' use of social media must not violate any of the District's policies, specifically including its discrimination and harassment policy, and employee code of conduct, as determined by the District in its sole discretion.
- Employees' use of social media must not have the potential to unreasonably interfere with the District's operations or work relationships.
- Employees may not share any trade secret or confidential information, including customer information, related to their work for the District on social media.
- Employees' are not to view or post on social media during work time or using the District's devices, unless part of employees' approved work duties, or unless on a District-owned cell phone on non-work time.

- Employees may not post on their personal or the District's social media accounts as a representative of the District unless instructed to do so by the District Manager or the Chairman of the Board of Commissioners.
- If employees post to social media about the District, they should identify themselves as employees of the District and include a statement that the post was not made with the authority of, or on behalf of, the Fripp Island Public Service District and represents only the personal views of the maker of the post.

The District encourages employees to communicate work-related issues or problems directly with the District, through a supervisor, the General Manager, or the Board of Commissioners so that those issues/problems can be addressed.

#### Acceptable Use of IT Systems

- o You may access, use, or share the District's proprietary information or systems only to the extent it is authorized and necessary to fulfill your assigned job duties.
- o The District's proprietary information stored on electronic and computing devices, whether owned by the District or the employee, remains the sole property of the District.
- o Employees are responsible for exercising good judgment regarding the reasonableness of personal use of IT Systems. If there is any uncertainty, employees should consult their supervisor.
- o Employees must exercise care to safeguard the valuable electronic equipment assigned to them.
- o Employees have a responsibility to promptly report the theft, loss, or unauthorized disclosure of the District's proprietary information or assigned electronic equipment.
- o For security and network maintenance purposes, the District may monitor or audit equipment, systems, and network traffic at any time.
- o Upon termination of employment, the employee must return all company issued equipment and provide all passwords and PIN numbers that may be needed.

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#### Security And Proprietary Information

- o All mobile and computing devices that connect to the internal corporate network must be approved by management or the District's IT professional.
- o All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended.
- o Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware, and should not open any suspicious e-mail attachment without direction from management or the District's ~~or its~~ IT professional.
- o Download files only from known good sources.

#### UNACCEPTABLE USE

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities if approved by management or the District's IT professional. Under no circumstances is an employee authorized to engage in

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any activity that is illegal under local, state, federal, or international law while utilizing District-owned resources. The lists below are not exhaustive, but an attempt to provide a framework for activities which fall into the category of unacceptable use.

#### IT System and Network Activities

Intentionally executing the following activities is strictly prohibited, with no exceptions:

- o Installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the District.
- o Accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access.
- o Viewing, editing, or destroying data, software, or communications belonging to the District or another individual without authorized permission.
- o Introduction of malicious programs into the network or servers (e.g., viruses, DoS attacks, etc.).
- o Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- o Circumventing security of any device, network, or account including antivirus, web filtering, or mobile device management software.
- o Providing confidential, business related information to parties outside of the District.
- o Storing business related information on unsecured devices such as flash drives, laptops, or employee-owned cloud storage applications.
- o Accessing company resources remotely via unsecured wireless networks (hotels, coffee shops, etc.).

#### Email and Communication Activities

When using company IT Systems to access and use the Internet, users must realize they represent the Company. The following are prohibited:

- o Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- o Any form of harassment via IT Systems, such as email, telephone or other, whether through content, language, frequency, or size of messages.

Any exception to the policy must be approved by ~~management or the District's~~ the IT team in advance.

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#### NON-COMPLIANCE

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, even for a first offense.

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### **I. Discipline & Performance Rules**

1. Performance Rules: Regulations-The District requires that employees conduct themselves and complete their job duties professionally, responsibly, safely, timely, with

Adopted 04/20/99

18Revised 09/08/20



a positive attitude, in compliance with all of the District's policies and procedures, and as directed by their supervisors. Employees' failure to do so may result in disciplinary action up to and including termination of employment for a single occurrence, as determined by the District in its sole discretion. The following list of misconduct is offered as specific examples of the District's conduct and performance requirements to help guide employees, but is not a complete list of misconduct that could result in disciplinary action. The acceptable conduct of employees are necessary for the ordinary and efficient performance of the District's operations and for the benefit and protection and safety of all employees. Certain regulations may be published from time to time. ~~The procedure for disciplinary action is set forth to provide a general guideline of what is considered unacceptable conduct and to encourage corrective action in the event of violations. for the District's consideration. The District can impose any level of discipline, including termination of employment for a first offense, that it deems necessary for any conduct it deems unacceptable and may not follow the progressive steps discussed in this policy. Rules set forth may not be followed in all instances, at the sole discretion of the District Manager.~~

2. **Disciplinary Procedure:** ~~The District can impose any level of discipline, including termination of employment for a first offense, that it deems necessary for any conduct it deems unacceptable. Imposition of discipline other than termination of employment for any single, or group of offenses, does not guarantee any particular disciplinary action for that employee or any other employee. In many cases, potential problems can be corrected by an informal discussion between the employee and the supervisor. However, whenever an employee's comments or actions are offensive, warranting disciplinary action, the supervisor will, depending upon the seriousness of the offense committed, initiate disciplinary action based on the criteria listed below.~~

#### Group I Violations Examples of Misconduct:

- a. Failure to follow oral or written instructions.
- b. Inefficiency or lack of application in the performance of duties.
- c. Careless, negligent or improper use of the District's property or equipment.
- d. Thoughtless conduct which endangers others or results in minor property damage.
- e. Failure to maintain satisfactory and/or harmonious working relations with fellow employees.
- f. Tardiness and unexcused absences.
- ~~g. Willful failure to use safety equipment or refusal to comply with the Department's safety rules.~~
- ~~h. Unauthorized sleeping while on duty.~~
- ~~i. Thoughtless conduct which results in injury to others or in more than minor property damage.~~
- ~~j. Improper use of sick leave.~~
- k. Falsification of records or misrepresentation of material information.
- l. Improper or unauthorized use or disclosure of Commission records or documents.
- m. ~~Causing damage or destruction of equipment or property belonging to the District or to fellow workers or to the public.~~
- n. Abusive language or actions toward fellow workers, customers, or supervisors.
- o. Using alcohol or illegal drugs on the job or to be under the influence of either while on the job.

**Commented [CG45]:** Even though the progressive discipline outlined in the policy has been thoroughly disclaimed as mere guidelines, consider removing all references to first, second, third, etc. offenses and just having a list that says these are examples of unacceptable conduct any of which will result in discipline up to and including termination of employment. That gives FISPd maximum flexibility and takes away any employee expectation that progressive discipline will be followed. If you think your supervisors need the guidance created by a progressive discipline guideline like this, it is fine to leave them, but no matter how much you say FISPd can take whatever action it chooses employees will always say they should have received lesser discipline.

**Commented [AH46R45]:** I think this is a good idea. Can you provide a revision that accomplishes this?

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**Commented [CG47]:** Even though the progressive discipline outlined in the policy has been thoroughly disclaimed as mere guidelines, consider removing all references to first, second, third, etc. offenses and just having a list that says these are examples of unacceptable conduct any of which will result in discipline up to and including termination of employment. That gives FISPd maximum flexibility and takes away any employee expectation that progressive discipline will be followed. If you think your supervisors need the guidance created by a progressive discipline guideline like this, it is fine to leave them, but no matter how much you say FISPd can take whatever action it chooses employees will always say they should have received lesser discipline.

**Commented [AH48R47]:** I think this is a good idea. Can you provide a revision that accomplishes this?

**Commented [CG49]:** I removed "Willfully" from the start of this b/c that creates a question of fact that an employee could use to argue against discipline and sometimes you will want to discipline for negligent or careless damage to property.

- p. Causing the District to violate any State or Federal regulation
- q. Violation of any District policy or procedure.

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First Violation: Verbal warning; a memo will be placed in the employee's file confirming the warning, one copy to the Supervisor, and one to the Manager.

Second Violation: Written notification confirming suspension; up to 10 days off without pay. The employee will acknowledge receipt of the confirmation by signing the Supervisor's copy.

Third Violation: Subject to Discharge.

#### Group II Violations:

~~a. Willful failure to use safety equipment or refusal to comply with the Department's safety rules.~~

~~b. Unauthorized sleeping while on duty.~~

~~c. Thoughtless conduct which results in injury to others or in more than minor property damage.~~

~~d. Improper use of sick leave.~~

First Violation: Suspension; up to 10 days off without pay at discretion of the Manager.

Second Violation: Subject to discharge.

#### Group III Violations:

~~a. Falsification of records or misrepresentation of material information.~~

~~b. Improper or unauthorized use or disclosure of Commission records or documents.~~

~~c. Willfully causing damage or destruction of equipment or property belonging to the District or to fellow workers or to the public.~~

~~e. Abusive language or actions toward fellow workers, customers, or supervisors.~~

~~f. Using alcohol or illegal drugs on the job or to be under the influence of either while on the job.~~

~~g. Causing the District to violate any State or Federal regulation~~

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First Violation: Subject to discharge.

#### 3. Unacceptable Job Performance:

The following procedure is followed:

a. The supervisor discusses the problem with the employee in private and through counseling tries to help the employee solve the problem. A memo to that effect is written and put in the employee's personnel file.

b. If the problem continues, the supervisor will write a reprimand and in a private meeting present it to the employee. The reprimand will very clearly and thoroughly explain exactly what the employee's problem areas are and give recommendations for

corrections. The employee will be asked to sign or initial a statement saying that the contents of the reprimand are understood. The supervisor will then discuss the problem and the meeting held with the employee with the Manager and perhaps also the Manager and the Personnel Committee for their suggestions. All documented facts will be put into the employee's personnel file.

c. If the problem continues, the employee will be terminated.

#### J. Unqualified Employee

Any employee who is unable to do the job adequately because of loss of a necessary license, or the inability to obtain a license or other legal requirement is subject to termination. Licenses may consist of drivers, or water and/or wastewater, or any other required license.

#### K. Grievances

The District wants all employees to be fully informed on all policies and procedures affecting them and has established a procedure to provide employees an opportunity to express opinions and/or to discuss their complaints and misunderstandings with supervisors and management at all levels.

The policy for grievances, suggestions and complaints is to have a clear and open channel for the expression of employee suggestions and complaints. Each employee is encouraged to talk with the supervisor about any problem, complaint, or suggestion that might arise concerning the employee's work.

##### Procedures:

1. The employee may talk about a problem or suggestion ~~with~~ the immediate supervisor and the supervisor will take the opportunity to act on the suggestion or to settle the complaint if warranted.
2. If the employee is not fully satisfied with the supervisor's decision, or if there is any uncertainty in the employee's mind, the employee is at liberty to take the problem to the Manager.

When an employee's complaint moves beyond the immediate supervisor, the complaint will be reduced to writing to ~~mutually~~ establish the facts ~~and issues of the case and prevent the facts from being changed~~. This will assure those to whom the case is appealed that they are considering the same problem that was presented to the immediate supervisor.

3. If the complaint or suggestion is still not settled to the employee's satisfaction ~~after being addressed by the Manager~~, the employee has the right to ask for a review by the Grievance Committee comprised of the ~~Manager, and the Chairman of the Commission, and another member of the Commission chosen by the Chairman. Any decision by the Grievance Committee is the final decision of the District and will conclude the matter.~~

**Commented [CG50]:** Consider adding a third person, so that there can be a vote without a tie, and since the Manager made the decision that is being taken to the Grievance Committee.

**Commented [AH51R50]:** The only option for a third person would be another member of the Commission chosen by the Chairman.

**Commented [CG52R50]:** That works.



## L. ResignationsSeparation of Employment

PolicyResignations: An employee is expected to give the supervisor at least two (2) weeks notice in writing. If proper notice is given and worked by the employee (unless excused before the end of the notice period by the District), then Accrued vacation time will be paid at time of resignation; however, accrued sick leave will not be paid.

**Commented [CG53]:** Make sure this is consistent with final decisions on payout made in the vacation and sick leave policies.

DismissalsTermination of Employment by the District: Dismissals or discharges are made because of delinquency, inefficiency or inability to perform the work satisfactorily. A regular statement of reasons for the dismissal shall be submitted to the District's Manager. The employees may be provided a document with the reasons for termination of their employment by the District. Employees will be furnished a copy of the written statement of reasons for the dismissal and shall be allowed to reply in writing within five (5) working days of receipt of statement notice of termination of employment. In the event the dismissal is disallowed, the employee shall be entitled to all back pay and employee benefits. Termination of Employment by the District will prevent the employee from being eligible for re-hire unless an exception is made in unusual circumstances by the Manager.

**Commented [CG54]:** What does this mean? Is it if there is a successful grievance about the termination? The Grievance Policy doesn't explicitly state that terminations can be grieved, although it may have that intent. I suggest deleting this sentence.

Exit Interviews: The Manager will may conduct an exit interview and complete the Separation of Employment Form, as noted below, with each employee who is leaving the employment of the District. Before receiving his last pay check, a An employee must have surrendered any District property or materials assigned him, and will have completed all other separation actions and procedures.

The Separation of Employment Form (a copy of which is attached) will be completed by the Manager after the completion of the exit interview for the termination.

**Commented [CG55]:** You can leave this sentence in but you cannot withhold a paycheck for unreturned property. You can deduct property value from the final paycheck, but for a non-exempt employee that deduction cannot result in the employee receiving less than minimum wage.

**Commented [AH56R55]:** If we cannot withhold final pay for unreturned property, what is the benefit of leaving this sentence in?

**Commented [CG57R55]:** I think it's still worth telling them via the policy that they have to return it but I have deleted the "before receiving the last paycheck" so no one argues that you don't have an unlawful policy on its face, even if you never withheld a paycheck.

**Commented [CG58]:** Is this the same form that the supervisor completes to recommend/explain termination? If so, is it completed again after the exit interview?

**Commented [AH59R58]:** We don't have a regular form for the supervisor to fill out recommending/explaining termination. Rather, it is just a statement in the supervisor's words. The Separation of Employment form is a final form for the employee file after the employee is gone. Ideally, it would be completed after the exit interview, but truthfully, we rarely conduct exit interviews.

## FAMILY AND MEDICAL LEAVE POLICY

The District provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances. Note that while the District provides leave pursuant to the FMLA, because of its number of employees, individual employees are not eligible for leave under the FMLA.

*The information listed below highlights the rights and obligations of employees and employers under the FMLA. This information is intended to be a summary, and in any particular case, the law itself governs the precise rights and obligations of employees and the District. The District also endeavors to post the FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the FMLA (<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>).*

### Eligibility

The FMLA only applies to certain companies, and certain eligible employees within those companies. You may not have reached these eligibility requirements. To qualify for FMLA leave, you must: (1) have worked for the District for at least 12 months, though it need not be

consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a work site that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact the Manager.

#### **Leave Policy**

If and to the extent your specific employment by the District is subject to the FMLA, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, the District will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, *Medical and Other Benefits*. Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

#### **Leave Year**

The District uses a “rolling” 12-month period to determine your eligibility for leave on any given date. The 12-month period is measured backward from the date you use your FMLA leave. This means that every time you take FMLA leave, your remaining leave entitlement equals any balance of the 12 weeks that you did not use during the preceding 12 months.

#### **Qualifying Events/Reasons for FMLA**

You may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period (see *Leave Year* above) for any of the following reasons:

- the birth of a son or daughter and in order to care for such son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

#### **Serious Health Condition**

A “serious health condition” under the FMLA is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing



treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

#### **Both Spouses Employed by the District**

Spouses who are both employed by the District and eligible for FMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
  - for the birth of a son or daughter and in order to care for such son or daughter;
  - for the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; or
  - to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
  - military caregiver leave; or
  - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

#### **Notice of Leave**

If your need for FMLA leave is foreseeable, you must give the District at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (usually one to two business days of learning of your need for leave). Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with the District first regarding the dates of such treatment to work out a schedule that best suits the needs of both the employee or the covered military member, if applicable, and the District.

Where the need for leave is not foreseeable, you are expected to notify the District within one to two business days of learning of your need for leave, unless unusual circumstances prevent doing so. The District has Family and Medical Leave Act request forms available from the Manager.

Generally, you will need to give notice in writing and set forth the following information: (1) the reason for the requested leave; (2) the expected duration of the leave; and (3) the anticipated starting date for the leave.

If you seek FMLA leave on an intermittent or reduced work schedule basis, in addition to the above information, you will need to state: (1) why the intermittent or reduced schedule is necessary; and (2) the schedule of treatment.

If you fail to give the required advance notice with no reasonable excuse, your leave may be delayed.

#### **Certification of Need for Leave**

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Manager. When you request leave, the District will notify you of the requirement for medical certification and when it is due (15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

The District, at its expense, may require an examination by a second health care provider designated by the District. If the second health care provider's opinion conflicts with the original medical certification, the District, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The District may require subsequent medical recertification. Failure to provide requested certification within 15 days, or additional time if granted by the District, may result in delay of further leave until it is provided.

The District also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

#### **Reporting While on Leave**

If you take leave because of your own serious health condition or to care for a covered relation, you must contact the District at the requested frequency or during the time of leave regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

#### **Obligations of the Employee**

An employee on approved FMLA leave with the District may be prohibited from working a second job, whether full-time, part-time or temporary, for another employer.

#### **Leave Is Unpaid**

FMLA leave is unpaid. You will be required to substitute any accrued and unused paid time off for unpaid FMLA leave as described below:

- If you request leave because of a birth, adoption or foster care placement of a child, any accrued and unused paid leave will first be substituted for unpaid family/medical leave and run concurrently with your FMLA leave.

- If you request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid time off will be substituted for any unpaid family/medical leave and run concurrently with your FMLA leave.

The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

#### **Medical and Other Benefits**

During approved FMLA leave, the District will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, the District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, a letter to this effect will be sent to you. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the District for the cost of the health benefit premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

#### **Exemption for Key Employees**

Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid 10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and serious economic injury to the operations of the District. This fact-specific determination will be made by the District on a case-by-case basis. The District will notify you if you qualify as a key employee, if the District intends to deny reinstatement and of your rights in such instances.

#### **Intermittent and Reduced Schedule Leave**

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

Intermittent leave means you are off work for separate blocks of time. An example of intermittent leave would be taking every Monday and Friday off in order to undergo prescribed treatment. Reduced work schedule leave means the number of hours in a day or week is reduced in order to give you the necessary time off. An example of reduced leave would be taking off

every Monday, Wednesday, and Friday at 1:00 p.m. in order to attend required physical therapy. If you take leave intermittently or on a reduced work schedule basis, you must attempt to schedule the leave so as not to unduly disrupt the District's operations.

Leave to care for a newborn or for a newly placed child must be taken all at once and may not be taken intermittently or on a reduced work schedule. If leave is unpaid, the District will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the District may temporarily transfer you to an alternative position with equivalent pay and benefits for which you are qualified and which better accommodates recurring periods of leave.

#### **Returning From Leave**

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

#### **Enforcement: State or Local Family and Medical Leave Laws**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

#### **Non-discrimination/Non-Retaliation Policy Statement**

The Company's policy prohibits: (1) interfering with, restraining or denying the exercise of (or any attempts to exercise) any right provided under the FMLA; or (2) discharging or discriminating against any person for opposing any practice made unlawful by the FMLA; or (3) discharging or discriminating against any person for his or her involvement in any proceeding under or relating to the FMLA.

#### **Additional Information**

For additional information about the FMLA, contact the Manager or see the "Employee Rights and Responsibilities under the Family and Medical Leave Act" poster posted [in the \_\_\_\_\_ room at our facilities].

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
SEPARATION OF EMPLOYMENT**

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

This date the above-named employee was separated from the employer for the following reason/reasons:

**Discharged**

- ☐ Dishonesty
- ☐ Poor Work
- ☐ Violation of District Rules
- ☐ Absenteeism
- ☐ Insubordination
- ☐ Carelessness
- ☐ Unreported Accident
- ☐ Rough Handling Equipment
- ☐ Other

**Resigned**

- ☐ Voluntary Resignation
- ☐ Other Job
- ☐ Ill Health
- ☐ Self Employment
- ☐ Attend School
- ☐ To Marry
- ☐ Unhappy Here
- ☐ Moved Away
- ☐ Other

**Laid Off**

- ☐ Lack of Work
- ☐ General Reduction in Force
- ☐ Other

**Leaves of Absence**

- ☐ Enter Military Service
- ☐ Sick Leave
- ☐ Other

Explanation of reason for separation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Supervisor's Signature

Original to Personnel File

FRIPP ISLAND PUBLIC SERVICE DISTRICT

EMPLOYEE MANUAL

This Employee Manual approved and adopted as revised by the FRIPP ISLAND PUBLIC SERVICE DISTRICT COMMISSION on September 8, 2020. (This Employee Manual was originally approved on April 4, 1999, retroactively effective to February 1, 1999.)

(SEAL)

Dan H. McCormick, Chairman  
Fripp Island Public Service District  
South Carolina

Attest:

Angel L. Hughes, Secretary  
Fripp Island Public Service District  
South Carolina

STATE OF SOUTH CAROLINA     )  
   )  
COUNTY OF BEAUFORT         )

I, the undersigned Secretary of the Fripp Island Public Service District Commission (the "Commission"), the governing body of the Fripp Island Public Service District, DO HEREBY CERTIFY THAT:

1. The foregoing constitutes a true, correct and verbatim copy of the Fripp Island Public Service District Employee Manual duly adopted by the Commission at a meeting duly called and held on September 8, 2020 (the "Employee Manual"), at which meeting the majority of the membership of the Commission were present, and voted in favor of the adoption thereof.
2. The meeting held on September 8, 2020 was a duly called meeting of the Commission. As required by Chapter 4, Title 30 of the Code of Laws of South Carolina 1976, as amended, a notice of said meeting (including the date, time, and place thereof, as well as an agenda) was posted prominently in the offices of the Commission at least twenty-four hours prior to said meeting. In addition, the local news media and all persons requesting notification of meetings of the Commission were notified of the time, date, and place of such meeting, and were provided with a copy of the agenda therefor at least twenty-four hours in advance of such meeting.
3. The original of the Employee Manual is duly entered in the permanent records of the Commission, in my custody as such Secretary of the Commission. The Employee Manual is now of full force and effect, and has not been modified, amended or repealed.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the Commission, this 8th day of September, 2020.

(SEAL)

Secretary  
Fripp Island Public Service District Commission

Under the Pregnancy Discrimination Act (PDA) employers must treat women affected by pregnancy, childbirth, or related medical conditions the same for all employment-related purposes including receipt of benefits and fringe benefit programs as other employees. Thus, employers cannot maintain policies that adversely affect female employees b/c of pregnancy, childbirth, or related medical conditions. The PDA also requires employers to provide accommodations for pregnancy-related disabilities the same as it would for non-pregnancy-related disabilities.

Employees falling in these categories are not entitled to any more leave than other employees, but it is common practice to provide maternity leave, particularly where, as with FIPSD, no employee will be eligible for FMLA leave for pregnancy, child birth, and care of a new baby. While FIPSD is technically subject to the FMLA b/c of its governmental status, since it has fewer than 50 employees no employee will qualify to take FMLA leave. However, maternity leave cannot be mandatory.

Like maternity leave, "paternity leave" more commonly referred to as "family leave" (since it should apply to any spouse and not just fathers) is not required. However, the EEOC and some federal courts take the position that a policy that allows for time to care for a newborn child, i.e. more than leave for the birth and any related medical conditions must be applied equally to parents other than the mother. The federal courts covering South Carolina have not made a decision about applying maternity leave equally to parents other than the mother. Therefore, that is not currently a legal requirement for SC employers, but if a father or other parent were ever to file a charge of discrimination with the EEOC, then we know the EEOC would find the policy discriminatory and would try to get relief for the parent.

Let's discuss if and how you want to make this a family leave policy and how it might impact the maternity leave aspect. For example, if you make it a family leave policy then you probably want to reduce the allowed pre-birth period from 6 weeks and instead say that if there is a medical need related to pregnancy then the mother gets pre-birth leave for that.

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