

FRIPP ISLAND PUBLIC SERVICE DISTRICT

Tuesday, October 12, 2021  
Electronic Meeting Via Zoom  
9:30 a.m.

Zoom Info:

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

<https://us02web.zoom.us/j/89474987077>

Or iPhone one-tap (US Toll): +19292056099,,89474987077#  
+13017158592,,89474987077#

Or Telephone:

Dial: +1 301 715 8592 (US Toll) or +1 312 626 6799 (US Toll)  
Meeting ID: 894 7498 7077

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. Approval of Commission Meeting Minutes
  - September 2021 Regular Meeting
  - September 28, 2021 Special Meeting
4. Reports
  - Manager's Report for September 2021  
*June 30, 2021 Unaudited Financial Statements*
  - Fire Department Report for September 2021
  - Other
5. Old Business
6. New Business
7. Questions and Comments from Visitors
  - FIPOA Representative
8. Executive Session
  - Legal Matters Pertaining to an Interim Workplace Covid-19 Policy
  - Contractual Matters Pertaining to a Cost of Service & Rate Study
9. Upon returning to public session, the Commission may take such action(s) as it deems appropriate on the items discussed in executive session.
10. Adjourn

## FRIPP ISLAND PUBLIC SERVICE DISTRICT

**Minutes:** Commission Meeting on October 12, 2021 – electronically via ZOOM

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

**Absent:**

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

**Guests:**

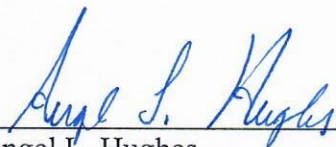
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1. Chairman McCormick called the meeting to order at 9:30 a.m., confirmed the presence of a quorum and confirmed that all requirements of the SC Code of Laws, Section 30-4-80, pertaining to the notice of meetings of public bodies, have been met for this meeting.
2. Chairman McCormick led the Commission in the Pledge of Allegiance.
3. The Commission approved the minutes for the September regular Commission meeting, upon a motion by Mr. Wilt (Vote: unanimous) and September 28, 2021 Special Commission Meeting, upon a motion by Mr. Keup (Vote: unanimous).
4. Reports
  - a) The Commission reviewed the Manager's Report for September 2021 and the June 30, 2021 unaudited financial statements and directed the District Manager to obtain quotes for complete upgrades to the wastewater treatment plant PLCs and software. (*Att A*)
  - b) The Commission reviewed the Fire Department Report for September 2021. (*Att B*)
5. Old Business
6. New Business
7. The Commission entertained questions and comments from visitors.
8. The Commission entered executive session to discuss legal matters pertaining to an interim workplace covid-19 policy and contractual matters pertaining to a cost of service & rate study at 10:34 a.m., upon a motion by Mr. Keup. (Vote: unanimous). The Commission resumed open session at 10:55 a.m., upon a motion by Mr. King (Vote: unanimous).
9. The Commission adopted an Interim Workplace Covid-19 Policy, upon a motion by Mr. Keup (Vote 5:1). (*Att C*)
10. The Commission approved an incentive of \$250.00 for full-time employees and \$100.00 for part-time employees who can provide proof, by December 31, 2021, that they are fully vaccinated against Covid-19 as defined by the CDC, upon a motion by Mr. Wetzel (Vote 5:1).
11. There being no further business, the meeting adjourned at 11:15 a.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 SEPT 2021

## I. Tap-Ins

<u>Category</u>	FY 2022		FY 2021		FY 2020	
	<u>Sept</u>	<u>YTD</u>	<u>Sept</u>	<u>YTD</u>	<u>Sept</u>	<u>YTD</u>
Water customers	3	6	-	-	-	-
Sewer customers						
a. Gravity	3	5	-	-	-	-
b. Vacuum	-	1	-	-	-	-

Total vacuum sewer customers: 580 of 726

## II. Routine Operations

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

	<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	6.0	(0.2)	6.2	2.9	3.3	(1.2)	4.5
Hunting Isl Pumps Hrs/Day	<u>11.9</u>	<u>(0.5)</u>	<u>12.4</u>	<u>6.0</u>	<u>6.4</u>	<u>(2.7)</u>	<u>9.1</u>
Total Hrs/Day	17.9	(0.7)	18.6	8.9	9.7	(3.9)	13.6

### 2. Fripp Island Master Metered Water Use for Sept, 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	638,893	(3.1)	659,000	24.7	528,563	(10.9)	593,393
Harbor Island	88,668	(4.4)	92,794	(1.7)	94,428	(11.4)	106,561
Hunt Island	10,311	5.3	9,794	(2.6)	10,059	(23.2)	13,104
Frapp Island	532,286	(1.5)	540,125	23.2	438,500	(8.1)	477,143
Accountability,%	98.8	N/A	97.5	N/A	102.7	N/A	100.6
Rainfall, Inches	8.8		10.9		5.3		1.2

### 3. Fripp Island Water Consumption – Recorded vs. Billed (in 1,000 gals.)

	<u>Annual</u>	<u>Qtr 3</u>	<u>Qtr 2</u>	<u>Qtr 1</u>	<u>Qtr 4</u>
	<u>Total</u>	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>
Frapp Master Meter	171,708	59,221	50,892	25,381	36,214
Billed Water	<u>157,219</u>	<u>53,521</u>	<u>46,755</u>	<u>23,178</u>	<u>33,765</u>
Total Unbilled Water	14,489	5,700	4,137	2,203	2,449
Unbilled Water Percent	8%	10%	8%	9%	7%
Flushing/Unbilled Accts	<u>1,653</u>	<u>668</u>	<u>376</u>	<u>204</u>	<u>404</u>
Unaccounted for Water	12,836	5,032	3,760	1,999	2,046
Unaccounted for Percent	7%	8%	7%	8%	6%

### 4. The water tank levels and water line pressures were normal for Sept.

### 5. Wastewater Treatment Plant Flow for Sept, 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	254,539	(8.3)	277,586	40.4	197,751	22.5	161,492
Weekly Max Flow	284,000	(2.1)	290,000	25.5	231,000	0.9	229,000
Peak Daily Flow	555,221	19.2	465,909	20.4	386,847	10.8	349,270

Peak daily flow of 555,221 occurred on Tues., 9/21/21, with 0.9" of rain and following two days of heavy rain. For Sept. 2020, peak daily flow occurred on Mon., 9/07/20 (Labor Day), without rain. For Sept. 2019, peak daily flow occurred on Fri., 9/06/19, without rain, following restart of the sewer system after returning to the island from evacuation for Hurricane Dorian. For Sept. 2018, peak daily flow occurred on Sun., 9/02/18 (Labor Day Weekend), without rain.

6. The water system and wastewater treatment plant samples were satisfactory for Sept.

### III. Emergencies, Special Field Work and Activities

#### 1. Water System

- a) Except for a few areas in the upstate, all counties in South Carolina remained under the status "Drought-free" throughout September.
- b) District field operators performed miscellaneous water system maintenance consisting of water taps, meter installations, and repairing leaking water lines and services during the month of September.
- c) On September 22, the 200k gallon tank at the front of the island was drained in preparation for repairs to a vent and hatch door and interior wet surface repainting. The tank will be washed out, disinfected and water samples taken during the second week in October. It should be back online by mid-October.

#### 2. Wastewater System

- a) On September 14 and 16, operators performed recovery cleans on trains 2 and 3 at the wastewater treatment plant.
- b) On September 21, a technician from MR Systems visited the treatment plant to review the PLCs and software to assist in determining what needs to be replaced before the PCs running the plant can be upgraded to meet the security recommendations of the District's IT support group.

#### 3. Hunting Island Booster Pump Station Rehab – The easement application was submitted to the SCPRT on September 27 and will be forwarded to the SC Department of Administration for approval. Tentative revised project schedule appears below:

Purchase Order for Pump Station	October 12
Advertise for Bids	October 13
Bid Opening	November 3
Commission Approval of Construction Contract	November 9
Notice of Intent to Award	
Contract Award	November 24
Construction	November 29-March 31
Pump Station Manufacture	October 29-March 4
Project Close-out	March 31-April 14

#### 4. Cost of Service & Rate Study – Frank Davis (Confluence Consulting) provided a preliminary data request on September 17<sup>th</sup> and District staff began compiling the information immediately. Contract negotiation was completed on September 23<sup>rd</sup>. The project schedule appears below:

Commission Review of Contract	October 12, 2021
Notice to Proceed	October 15, 2021
Kickoff Meeting w/staff	October 20, 2021
Complete Study (90 days)	January 14, 2022
Presentation to Commission	February 8, 2022

#### 5. Fripp Inlet Bridge – Peek Pavement Markings completed the lane striping on the bridge on September 17<sup>th</sup>. By the end of the month, it appeared that one reflector had become detached from the pavement. The contractor was asked to follow up and reinstall the reflector and make sure the remaining reflectors were properly attached.



6. Cybersecurity & IT Support

a) The District's main accounting software and databases must be moved to an upgraded Windows 10 computer before the Windows 7 computers can be removed from service. This process must be coordinated with our software vendor to prevent loss of use and data. One computer at the WWTP has been upgraded to Windows 10, but Suez (previously GE Zenon) has informed the District that the software that runs the PLCs is not compatible with Windows 10 and in order to upgrade the software, the firmware on the PLCs must be updated. Additionally, the SCADA software is incompatible with Windows 10 and must be upgraded. Quotes for the necessary software upgrades have been requested. MR Systems, the company that installed the PLCs in 2015, has recommended replacement of all the PLC hardware because all are at "end of life". Quotes for these replacements have also been requested, but the cost will exceed the approved budget and may need Commission approval. The recommendations made by Cyber Risk Analysis Group should be implemented by the end of the year as long as the hardware/firmware/software upgrades can be completed within that time frame.

b) Cyber Liability Insurance – the first insurance agency asked to provide quotes stated that the carriers it approached declined to quote a policy for the District because the utility industry is considered high risk at this time. Management is working to complete another application for submission to a local insurance agency.

7. 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 certified the RRA on June 28, 2021 and will be required to certify the updated Emergency Response Plan by December 28, 2021.

# FRIPP ISLAND PUBLIC SERVICE DISTRICT

July 1, 2020 through June 30, 2021

## Statement of Revenues & Expenses

### Water & Wastewater Operations

	Actual	Budget	Variance Favorable (Unfavorable)	Variance Comments
Operating revenues				
Water operations	1,085,401	1,083,320	2,081	New taps
Water Tank Leases	293,601	293,600	1	
Wastewater operations	750,888	739,520	11,368	New taps
Total operating revenues	2,129,890	2,116,440	13,450	
Cost of sales	(536,631)	(535,940)	(691)	
Gross profit from operations	1,593,259	1,580,500	12,759	
Operating expenses				
General & administrative	603,791	610,730	6,939	Salaries, legal & IT support
Water system expenses	118,534	83,310	(35,224)	Water lines (US Hwy 21 relocation)
Wastewater expenses	335,103	351,530	16,427	Bldg & grds, wwtp & pumping system
Total operating expenses	1,057,428	1,045,570	(11,858)	
Earnings (loss) from operations	535,831	534,930	901	
Nonoperating income (expenses)				
Interest earned	76,762	74,670	2,092	
Taxes & assessments collected	981,643	977,390	4,253	
Capital & Unrealized Inv Gain (Loss)	(73,674)	-	(73,674)	unrealized investment losses
Interfund Transfers (Out)	(506,772)	(510,300)	3,528	reallocated surplus to FD
Bond interest & expenses	(165,360)	(165,370)	10	
Net nonoperating income (expenses)	312,599	376,390	(63,791)	
Earnings (loss) before depreciation	848,430	911,320	(62,890)	
Depreciation/Loss on disposal	607,571	606,450	(1,121)	
Net earnings (loss)	240,859	304,870	(64,011)	
Cash available on July 1, 2020			7,133,948	
Earnings (loss) before depreciation & debt amortization			848,430	
Changes in assets & liabilities				
(Increase) decrease in accounts receivable			(1,097)	
(Increase) decrease in inventory			(3,956)	
(Increase) decrease in prepaid expenses			6,029	
(Decrease) increase in accounts payable & transfers			(45,839)	
(Decrease) increase unrealized gains			-	
Net cash provided (used)			(44,863)	
Cash flow from capital & financing activities				
Asset additions/deletions & construction in progress			(73,281)	
Principal payments on bonds & deferred debt			(810,329)	GO bonds (WWTP & WL) & Rev bond
Bond proceeds & contributed capital			-	
Net cash provided (used)			(883,610)	
Cash available on June 30, 2021			7,053,905	
Available cash includes following balance sheet accounts:	Beginning	Ending	Change Pos. (Neg.)	
Cash (gross revenue, petty cash & contingency fund)	2,965,219	3,055,582	90,363	
Due from Beaufort County Treasurer (Vac sewer assessments)	361,927	374,195	12,268	
Investments & restricted cash (Sewer const fund, DS, invest.)	3,806,802	3,624,129	(182,673)	
Total	7,133,948	7,053,906	(80,042)	



**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

July 1, 2020 through June 30, 2021

Statement of Revenues & Expenses

Fire Department & Erosion Operations

	Fire Department Fund			Erosion & Bridge Operations Fund		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)
<b>Revenues</b>						
Taxes & penalties	573,968	560,460	13,508	174,452	176,402	(1,950)
Assessments, donations & FIPOA	7,750	3,600	4,150	-	-	-
Utility attachment fees	-	-	-	18,035	18,035	-
Interest, cap gain (loss) & miscellaneous	513,213	510,300	2,913	4,970	6,800	(1,830)
<b>Total Revenues</b>	<b>1,094,931</b>	<b>1,074,360</b>	<b>20,571</b>	<b>197,457</b>	<b>201,237</b>	<b>(3,780)</b>
<b>Expenditures</b>						
Employee expenses	460,567	473,490	12,923	-	-	-
General & Administrative	91,984	90,930	(1,054)	169,738	171,710	1,972
Operations	22,112	32,350	10,238	7,497	7,750	253
<b>Total Operating Expenses</b>	<b>574,663</b>	<b>596,770</b>	<b>22,107</b>	<b>177,235</b>	<b>179,460</b>	<b>2,225</b>
Bond Interest & expenses	-	-	-	-	-	-
Capital outlay	509,378	510,300	922	-	-	-
<b>Total Expenditures</b>	<b>1,084,041</b>	<b>1,107,070</b>	<b>23,029</b>	<b>177,235</b>	<b>179,460</b>	<b>2,225</b>
<b>Revenues over (under) expenditures</b>	<b>10,890</b>	<b>(32,710)</b>	<b>43,600</b>	<b>20,222</b>	<b>21,777</b>	<b>(1,555)</b>
<b>Cash available July 1, 2020</b>	<b>491,691</b>	<b>472,413</b>	<b>19,278</b>	<b>710,419</b>	<b>701,745</b>	<b>8,674</b>
<b>Revenues over (under) expenditures</b>	<b>10,890</b>	<b>(32,710)</b>	<b>43,600</b>	<b>20,222</b>	<b>21,777</b>	<b>(1,555)</b>
<b>Increase (decrease) payables &amp; transfers</b>	<b>155,953</b>	<b>-</b>	<b>155,953</b>	<b>290</b>	<b>5,124</b>	<b>(4,834)</b>
<b>Cash available June 30, 2021</b>	<b>658,534</b>	<b>439,703</b>	<b>218,831</b>	<b>730,931</b>	<b>728,646</b>	<b>2,285</b>

**CAPITAL PROJECT ACTIVITIES SUMMARY**

	Bridge	Revetment	Totals
Cash available July 1, 2020	279,092	92,497	371,589
Revenues (bank interest/FEMA funds)	25	-	25
Less admin exp (bank chgs)	(38)	-	(38)
Less operations fund reimbursements	-	-	-
Less bond-related expenses (P&I, misc)	-	-	-
Less capital outlay	(11,396)	-	(11,396)
<b>Cash available June 30, 2021</b>	<b>267,683</b>	<b>92,497</b>	<b>360,180</b>



**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

July 1, 2020 through June 30, 2021

**Statement of Revenues & Expenses**

**Debt Service Fund**

	Actual	Budget	Variance Favorable (Unfavorable)	Comments
<b>Revenues</b>				
Tax levies-wwtp, waterline, bridge, revetment	660,362	647,000	13,362	
Service assessments	-	-	-	
Interest, penalties & misc	10,511	-	10,511	pen & interest
<b>Total Revenues</b>	<b>670,874</b>	<b>647,000</b>	<b>23,874</b>	
<b>Expenditures</b>				
Interfund Transfers (wwtp & wtrline GO bond P&I)	610,394	612,000	1,606	
Governmental bonds (revmt & bridge P&I)	224,149	225,000	851	
Bond payment fees	-	-	-	
<b>Total Expenditures</b>	<b>834,543</b>	<b>837,000</b>	<b>2,457</b>	
<b>Revenues over (under) expenditures</b>	<b>(163,669)</b>	<b>(190,000)</b>	<b>26,331</b>	
 Cash available July 1, 2020	 572,863	 548,600	 24,263	 pen, int & higher mill value
Revenues over (under) expenditures	(163,669)	(190,000)	26,331	
Increase (decrease) payables & transfers	-	-	-	
<b>Cash available June 30, 2021</b>	<b>409,194</b>	<b>358,600</b>	<b>50,594</b>	<b>pen, int &amp; higher mill value</b>

For 1st quarter budget, assume zero tax revenue. Actual taxes collected during 1st quarter are delinquent taxes for prior fiscal year. Budget assumes 50% collection in 2nd quarter & 50% collection in 3rd quarter.

Expenditures include interfund transfers of quarterly SRF (wwtp & wl) & biannual BB&T (revetment & bridge) debt payments.

Available cash on July 1, 2021 needs to be sufficient to cover Sept. 1, 2021 revetment biannual debt payment of \$7,780, Oct 1 & Dec 1, 2021 wwtp & wl quarterly debt payments totalling \$305,220 and Oct. 1, 2021 bridge biannual debt payment of \$40,100 (Grand Total - \$353,100)

**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

Combined Balance Sheet

All Fund Types and Account Groups

June 30, 2021

	Proprietary Fund Type	Governmental Fund Types				Totals
		Erosion & Bridge	Fire Dept.	Debt Service	Capital Projects	
<b>ASSETS</b>						
Available Cash	3,055,582	92,019	182,607			3,330,208
Due from Beaufort County Treasurer	374,195	438,372	475,928	409,194		1,697,688
Accounts receivable water & sewer system	470,324					470,324
Accounts receivable-other	7,204					7,204
Interfund receivable / transfer accounts						-
Inventory	22,749					22,749
Prepaid expenses	35,740					35,740
Restricted cash, debt service funds & investments	3,624,129	200,542			360,180	4,184,850
Fixed assets (net of accumulated depreciation)	13,245,661					13,245,661
Unamortized debt acquisition costs	-					-
Deferred Outflows-Pension & OPEB	149,665					149,665
Amount provided for retirement of long term debt	-					-
<b>Total Assets</b>	<b>20,985,248</b>	<b>730,932</b>	<b>658,535</b>	<b>409,194</b>	<b>360,180</b>	<b>23,144,089</b>
<b>LIABILITIES</b>						
Vouchers & accounts payable	112,460	147	181,208			293,815
Accrued employee expenses	27,832		13,737			41,568
Payable from restricted assets (accrued bond int.)	43,530					43,530
Deferred revenue & receivable clearing accounts	(711)					(711)
General obligation & revenue bonds payable	7,341,067					7,341,067
Pension & OPEB liability & deferred inflows	1,838,235					1,838,235
Interfund payable / transfer accounts	4,800		(4,800)			-
<b>Total liabilities</b>	<b>9,367,212</b>	<b>147</b>	<b>190,145</b>	<b>-</b>	<b>-</b>	<b>9,557,504</b>
<b>FUND EQUITY</b>						
Beginning Fund Balance/Net Position	11,377,177	710,562	457,500	572,863	371,589	13,489,691
Fund Balance/Net Position YTD increase (decrease)	240,859	20,223	10,890	(163,669)	(11,409)	96,894
<b>Total fund equity</b>	<b>11,618,036</b>	<b>730,785</b>	<b>468,390</b>	<b>409,194</b>	<b>360,180</b>	<b>13,586,585</b>
<b>Total liabilities &amp; fund equity</b>	<b>20,985,248</b>	<b>730,932</b>	<b>658,535</b>	<b>409,194</b>	<b>360,180</b>	<b>23,144,089</b>



***Fripp Island Fire Department  
Monthly Report Summary  
September 2021***

**Response Activities:**

Total emergency responses for September, 16

	Sept 2021	Sept 2020	YTD CY21	YTD CY20
• Structure Fires	00	00	01	00
• Vehicle Fire	00	00	01	00
• Medical Emergencies	13	07	110	100
• Brush Fires	00	00	02	04
• Misc. Fire	01	01	29	23
• Service Calls	01	05	19	14
• Mutual Aid	00	00	03	06
• Auto Accident	01	00	13	06
• Water Emergencies	00	01	06	13
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	16	14	184	166

**Average emergency response time:**

3 minutes 51 seconds.

**Inspections:**

Sept 2021	Sept 2020	YTD CY21	YTD CY20
0	0	0	1

**Training Activities:**

No training for September.

**Roster:**

Total personnel active for September, 21

Vol.-01

Paid-20

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
INTERIM WORKPLACE COVID-19 POLICY**

**POLICY:** The District will implement certain interim protocols and procedures related to COVID-19 for administrative offices, public buildings and all employees, as described herein.

**PURPOSE:** To establish uniform procedures for District employees to protect employees and the public and to minimize the spread of COVID-19 within the workplace.

**POLICIES & PROCEDURES**

1. The District administrative office and Fire Department building will be closed to the public until further notice. Administrative office staff will assist customers, residents, and other visitors by phone, email and mail. If face-to-face contact is required, all employees must wear masks and practice social distancing whenever they are in contact with any member of the public.
2. Employees must wear masks when in the company of other employees unless they are able to maintain 6 feet of distance between themselves and the other employee(s).
3. Protocols and procedures for controlling the spread of infection recommended by the CDC will be followed by all employees. These protocols and procedures include the following protective measures:
  - A. Quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been fully vaccinated. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.
  - B. Quarantine should continue for 14 days after your last contact with someone who has COVID-19. During this time, you should watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19. Stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19.
  - C. If you do not develop symptoms after exposure to someone who has COVID-19, you may stop quarantine after day 10 without testing, or after day 7 with a negative test.
  - D. If you test positive and develop COVID-19 symptoms, you can return to work after 10 days have elapsed since your first symptoms if you have not had a fever for at least 24 hours without using fever-reducing medications, AND your other symptoms of COVID-19 are improving. If you are severely ill with COVID-19 or you are immunocompromised, you may need to remain home longer. Please follow CDC guidelines for your situation, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.
  - E. All employees must report any known exposure to someone with COVID-19 to their supervisor or manager immediately and follow the CDC recommendations listed above.



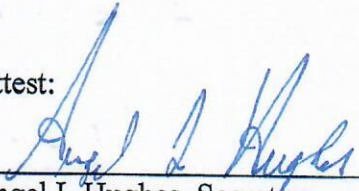
- F. Employees who test positive must immediately report this information to their supervisor or the District Manager, so contact tracing can be done and the proper precautions can be taken to protect other individuals who may have had contact with them in the workplace.
4. The District encourages its employees to be vaccinated against Covid 19. To this end, the District may offer a cash incentive bonus to any employee who becomes fully vaccinated as defined by the CDC.

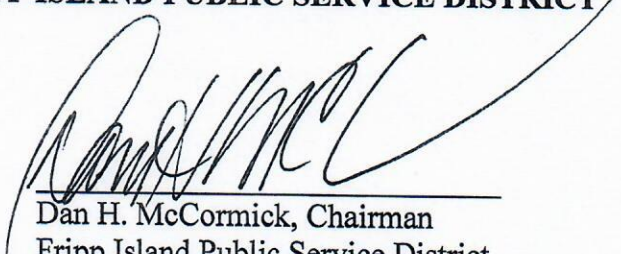
AUTHORITY: This policy approved and adopted by the Fripp Island Public Service District Commission on October 12, 2021, to become effective October 12, 2021.

**This Policy approved and adopted by the FRIPP ISLAND PUBLIC SERVICE DISTRICT COMMISSION on October 12, 2021.**

(SEAL)

Attest:

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

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