

FRIPP ISLAND PUBLIC SERVICE DISTRICT

Thursday, December 15, 2022  
Fripp Island Fire Station  
and  
Electronic Meeting Via Zoom  
9:30 a.m.

Zoom Info:

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

<https://us02web.zoom.us/j/86565978745>

Or iPhone one-tap (US Toll): +19292056099,,86565978745#  
+13017158592,,86565978745#

Or Telephone:

Dial: +1 301 715 8592 (US Toll) or +1 312 626 6799 (US Toll)  
Meeting ID: 865 6597 8745

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. Oath of Office for New Commissioners
4. Declaration of Annual Meeting
5. Approval of November Commission Meeting Minutes
6. Reports
  - Manager's Report for November 2022
    - *September 30, 2022 Unaudited Financial Statements*
  - Fire Department Report for November 2022
  - Report on POA Shoreline Committee Activities – Commissioner Wetzel
7. Old Business
  - Revised Cross Connection Policy
  - Sewer Force Main Attached to Blue Heron Lake Footbridge
8. Election of Officers
9. New Business
  - Fripp Island Fire Department Bylaws/Standard Operating Procedure
  - Fripp Island Fire Chief Job Description
  - Resolution Authorizing the Amendment of the Employee Manual
  - Revision to Receipt of Payment Policy
10. Questions and Comments from Visitors
  - FIPOA Representative
11. Executive Session
  - Legal and Contractual Matters Related to Funding Options for Capital Planning
  - Personnel Matters
12. Upon returning to public session, the Commission may take such action(s) as it deems appropriate on the items discussed in executive session.
13. Adjourn

# FRIPP ISLAND PUBLIC SERVICE DISTRICT

**Minutes:** Commission Meeting on December 15, 2022

**Present:** Michael J. Wilt, Edward D. Wetzel, John F. King, Rick E. Keup, Dennis Perrone, Mike Murphy

**Absent:**

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

**Guests:** Tony O'Rourke (FIPOA), John Newman, Gary Nizzi, John Derrick

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1. Chairman Wilt 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 Wilt led the Commission in the Pledge of Allegiance.
3. Ms. Hughes administered the Oath of Office to incumbent Commissioner Wilt and new Commissioner Murphy who were elected in the November 2022 general election.
4. Chairman Wilt announced that this is the Commission's regular monthly meeting for December that was rescheduled from its regular day and time and, as such, this meeting constitutes the Commission's annual meeting.
5. The Commission approved the minutes for the November 2022 regular Commission Meeting, upon a motion by Mr. Wetzel (Vote: unanimous).
6. Reports
  - a) The Commission reviewed the Manager's Report for November 2022 and the September 30, 2022 unaudited financial statements. (*Att A*)
  - b) The Commission reviewed the Fire Department Report for November 2022. (*Att B*)
  - c) The Commission received a report on POA Shoreline Committee activities from Commissioner Wetzel.
7. Old Business
  - a) The Commission reviewed and adopted a revised cross connection policy, upon a motion by Mr. King (Vote: unanimous). (*Att C*)
  - b) The Commission reviewed and discussed the sewer force main attached to the Blue Heron Lake Footbridge (*Att D*), and Commissioner Murphy offered to approach a contractor who does directional drill work regarding the feasibility and estimated cost of relocation of the line via HDD. The Commission agreed that it did not wish to erect barriers or otherwise restrict access to the area.
8. The meeting was turned over to Ms. Hughes for the election of officers. Mr. Wetzel was nominated for Chairman, upon a motion by Mr. Keup. No other candidates were nominated, and Mr. Wetzel was elected Chairman by acclamation. Ms. Hughes turned the meeting over to Chairman Wetzel. Mr. Murphy was nominated for Vice Chairman, upon a motion by Mr.

Perrone. No other candidates were nominated, and Mr. Murphy was elected Vice Chairman by acclamation. Ms. Hughes was nominated for Secretary/Treasurer, upon a motion by Mr. Keup. No other candidates were nominated, and Ms. Hughes was elected Secretary/Treasurer by acclamation.

9. New Business

- a) The Commission reviewed and approved a working draft of the Fripp Island Fire Department Bylaws/Standard Operating Procedure (*Att E*), upon a motion by Mr. King (Vote: unanimous). The Commission directed the District Manager and Fire Chief to incorporate further edits and obtain attorney review, then provide a revised draft at the next Commission meeting,
- b) The Commission reviewed and discussed the Fripp Island Fire Chief's job description and directed the District Manager and Fire Chief to revise the document to use the same format and content as the District Manager job description and provide another draft at the next meeting. (*Att F*)
- c) The Commission adopted a resolution authorizing the amendment of the employee manual for the Fripp Island Public Service District; and other matters related thereto, upon a motion by Mr. Wilt (Vote: unanimous). (*Att G*)
- d) The Commission reviewed and adopted a revised Receipt of Payment Policy, upon a motion by Mr. Wilt (Vote: unanimous). (*Att H*)

10. The Commission entertained questions and comments from visitors.

11. The Commission entered executive session to discuss legal and contractual matters related to funding options for capital planning and personnel matters at 11:13 a.m., upon a motion by Mr. Keup (Vote: unanimous). The Commission resumed open session at 12:03 p.m., upon a motion by Mr. King (Vote: unanimous).

12. The Commission approved the giving of Christmas gifts to the District's employees, as discussed during executive session, upon a motion by Mr. Perrone (Vote: unanimous).

13. There being no further business, the meeting adjourned at 12:04 p.m., upon a motion by Mr. King (Vote: unanimous).



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Edward D. Wetzel  
Chairman



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Angel L. Hughes  
Secretary

ATT A

# FRIPP ISLAND PUBLIC SERVICE DISTRICT MANAGER'S REPORT FOR NOVEMBER 2022

## I. Tap-Ins

<u>Category</u>	FY 2023		FY 2022		FY 2021	
	<u>Nov</u>	<u>YTD</u>	<u>Nov</u>	<u>YTD</u>	<u>Nov</u>	<u>YTD</u>
Water customers	3	17	1	9	-	-
Sewer customers						
a. Gravity	3	13	-	7	-	-
b. Vacuum	-	4	1	2	-	-

Total vacuum sewer customers: 591 of 726

## II. Routine Operations

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

	<u>2022</u>	<u>Diff</u>	<u>2021</u>	<u>Diff</u>	<u>2020</u>	<u>Diff</u>	<u>2019</u>
Butcher's Isl Pumps Hrs/Day	1.2	(0.1)	1.3	(0.5)	1.8	0.2	1.6
Hunting Isl Pumps Hrs/Day	<u>2.3</u>	<u>(0.3)</u>	<u>2.6</u>	<u>(1.1)</u>	<u>3.7</u>	<u>0.5</u>	<u>3.2</u>
Total Hrs/Day	3.5	(0.4)	3.9	(1.6)	5.5	0.7	4.8

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

	<u>2022</u>	<u>% Change</u>	<u>2021</u>	<u>% Change</u>	<u>2020</u>	<u>% Change</u>	<u>2019</u>
BJW&SA	466,281	0.7	463,156	(3.2)	478,520	3.4	462,607
Harbor Island	64,222	16.3	55,228	2.6	53,828	(14.9)	63,236
Hunt Island	5,769	(20.9)	7,294	(13.0)	8,388	4.0	8,064
Frapp Island	389,781	(0.6)	392,063	(3.3)	405,240	3.6	391,071
Accountability, %	98.6	N/A	98.1	N/A	97.7	N/A	99.9
Rainfall, Inches	2.9		2.5		6.4		3.1

### 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>2022</u>	<u>2022</u>	<u>2022</u>	<u>2021</u>
Frapp Master Meter	164,914	56,707	48,428	26,671	33,108
Billed Water	<u>151,273</u>	<u>52,740</u>	<u>44,995</u>	<u>22,255</u>	<u>31,283</u>
Total Unbilled Water	13,641	3,967	3,433	4,416	1,825
Unbilled Water Percent	8%	7%	7%	17%	6%
Flushing/Unbilled Accts	<u>2,539</u>	<u>239</u>	<u>560</u>	<u>1,250</u>	<u>490</u>
Unaccounted for Water	11,102	3,728	2,873	3,166	1,335
Unaccounted for Percent	7%	7%	6%	12%	4%

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

### 5. Wastewater Treatment Plant Flow for November, Gallons per Day

	<u>2022</u>	<u>% Change</u>	<u>2021</u>	<u>% Change</u>	<u>2020</u>	<u>% Change</u>	<u>2019</u>
Average Daily Flow	164,321	(18.6)	201,860	1.7	198,512	16.1	170,994
Weekly Max Flow	190,000	(14.0)	221,000	(7.5)	239,000	19.5	200,000
Peak Daily Flow	274,539	(23.6)	359,558	20.0	299,602	14.9	260,752

Peak daily flow of 274,539 occurred on Thurs., 11/24/22 (Thanksgiving Day), without rain. For Nov. 2021, peak daily flow occurred on Sun., 11/07/21, with 0.4 inches of rain. For Nov. 2020,

peak daily flow occurred on Sat., 11/28/20 (Thanksgiving weekend), with 0.6 inches of rain. For Nov. 2019, peak daily flow occurred on Thurs., 11/28/19 (Thanksgiving Day), without rain.

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

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

#### 1. Water System

- a) Beaufort County was upgraded to "Incipient" drought status on November 9<sup>th</sup>.
- b) Field operators performed miscellaneous water system maintenance consisting of meter installations and replacements and repairing leaking water lines and services.
- c) November 1 – 7 – Operators continued to flush lines island-wide in conjunction with BJW&SA's annual chlorination treatment.
- d) November 14 – 8" water main relocated by Malphrus Utilities to allow for installation of a new storm drain station on Tarpon Boulevard near River Club.

#### 2. Wastewater System

- a) Field operators performed miscellaneous sewer system maintenance consisting of recovery cleans on trains at wastewater treatment plant and manhole repairs.
- b) November 4 - Replacement drum screen installed at WWTP. Total cost of this repair: \$47,800 (Parts-\$43,800, Installation-\$4,000). Costs for these and other emergency repairs are covered by the District's budgeted contingency reserves.
- c) November 16 – The director of the laboratory that analyzes samples from the wastewater treatment plant notified the District that the fecal coliform sample collected at the plant on November 15<sup>th</sup> returned a result that exceeded the daily maximum level for that sampling parameter. Since all other results were within normal range, we believe the sample may have been contaminated. An additional, unrequired sample was collected the following week and returned a non-detect result. Exceedance of the daily maximum constitutes a violation of the permit, but since our facility has an excellent history of sampling results and no other violations have occurred, the District should not face any kind of enforcement action. We'll know more after the November Discharge Monitoring Report has been filed.
- d) November 29 – Taylor Construction connected to the 8" main and installed sewer services for two lots in Fiddlers Trace that were included in the Fripp Island Master Plan, but no sewer service was installed by the original developer.

#### 3. Administrative & Personnel Activities

- a) Migration to the District's new IT vendor was completed in November and remaining recommended cybersecurity measures will be implemented over the next couple of months.
- b) Upgrade to the financial and billing software vendor's cloud-based system is ongoing.
- c) The update to the District's drought response regulation has been deferred to allow for revisions to BJW&SA's plan that are currently ongoing. The District's drought response must be aligned with the response of its source water provider.
- d) The search for a fourth field operator is ongoing – no qualified candidates have submitted resumes or applications.
- e) We're still waiting on responses from BJW&SA and SC Water Utility regarding potential agreements for assistance in case of an emergency staff shortage and contract operations.

4. Hunting Island Booster Pump Station Rehab – The remaining site work was completed in November. Final project cost numbers should be available by the next Commission meeting.

5. Captain John Fripp Villas Sewer Rehab Study – Ongoing. The engineer procured two preliminary cost estimates for CCTV of the lines – one was \$10,000, the other \$20,000. We're working to schedule a site visit with a local contractor so we can get a firm quote.

6. Fripp Inlet Bridge – Still waiting for news regarding a grant award from SCIIP. The manager, the FIPOA General Manager and members of the FIPOA Shoreline Committee met with representatives of SC DOT on November 18<sup>th</sup> to discuss erosion concerns at the bridge landing on Hunting Island. The SC DOT confirmed that it would address any erosion issues or storm damage to the road approach on the Hunting Island side.
7. Seaglass Development – The manager, the District's engineer and two Commission members met via Zoom with representatives of the developer on November 30<sup>th</sup>. Provision of sewer service to the development will require some upgrades to the District's sewer system and staff will continue to work with the developer on these items.
8. A request for a Maintenance and Repair Permit for adding rock to the revetment along Porpoise Drive was submitted on October 26<sup>th</sup>. We are still waiting for a response.
9. Meter and other system information was provided to Veolia (formerly Suez) to begin exploring options for automated metering infrastructure. Staff are also researching pricing for meters that can be read via radio or touch read and the software upgrades necessary to support such meters.
10. Staff have begun the process of compiling a complete lead service line inventory, as required by the EPA's Lead and Copper Rule Revisions. Every service line must be inventoried and categorized as a lead or a non-lead service line, both on the public water system and customer sides of the water meter. Any line for which lead status is unknown must be categorized as lead unless it can be demonstrated that it is not. The lead service line inventory will require a great deal of staff time and must be completed by October 16, 2024.

**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

July 1, 2022 through September 30, 2022

**Statement of Revenues & Expenses**

**Water & Wastewater Operations**

	Actual	Budget	Variance Favorable (Unfavorable)	Variance Comments
Operating revenues				
Water operations	332,601	325,619	6,982	Water use, new taps
Water Tank Leases	142,347	126,300	16,047	Timing of pymts
Wastewater operations	234,558	196,674	37,884	Sewer use (timing), new taps
Total operating revenues	709,506	648,593	60,913	
Cost of sales	(173,436)	(167,922)	(5,514)	
Gross profit from operations	536,070	480,671	55,399	
Operating expenses				
General & administrative	175,227	228,742	53,515	Salaries, engineering/consulting
Water system expenses	19,380	24,304	4,924	Field WO expenses not yet posted
Wastewater expenses	56,608	103,462	46,854	Sludge disp/wwtp, force mains
Total operating expenses	251,215	356,508	105,293	
Earnings (loss) from operations	284,855	124,163	160,692	
Nonoperating income (expenses)				
Interest earned	19,050	14,278	4,772	
Taxes & assessments collected	155,102	152,600	2,502	VS assmt late pymts
Capital & Unrealized Inv Gain (Loss)	(113,233)	-	(113,233)	unrealized investment losses
Interfund Transfers (Out)	-	-	-	reallocated surplus to FD
Bond interest & expenses	(22,076)	(22,080)	4	
Net nonoperating income (expenses)	38,843	144,798	(105,955)	
Earnings (loss) before depreciation	323,698	268,961	54,737	
Depreciation/Loss on disposal	151,494	153,200	1,706	
Net earnings (loss)	172,204	115,761	56,443	
Cash available on July 1, 2022			7,024,006	
Earnings (loss) before depreciation & debt amortization			323,698	
Changes in assets & liabilities				
(Increase) decrease in accounts receivable			(44,597)	
(Increase) decrease in inventory			(4,593)	
(Increase) decrease in prepaid expenses			17,540	
(Decrease) increase in accounts payable & transfers			(43,376)	
(Decrease) increase unrealized gains			-	
Net cash provided (used)			(75,026)	
Cash flow from capital & financing activities				
Asset additions/deletions & construction in progress			(175,955)	
Principal payments on bonds & deferred debt			(130,522)	GO bonds (WWTP & WL) & Rev bond
Bond proceeds & contributed capital			-	
Net cash provided (used)			(306,478)	
Cash available on September 30, 2022			6,966,200	
Available cash includes following balance sheet accounts:	Beginning	Ending	Change Pos. (Neg.)	
Cash (gross revenue, petty cash & contingency fund)	3,155,257	3,005,579	(149,678)	
Due from Beaufort County Treasurer (Vac sewer assessments)	381,365	41,392	(339,972)	
Investments & restricted cash (Sewer const fund, DS, invest.)	3,487,384	3,919,229	431,845	
Total	7,024,006	6,966,201	(57,805)	

**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

July 1, 2022 through September 30, 2022

**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	6,359	-	6,359	2,193	-	2,193
Assessments, donations & FIPOA	3,000	900	2,100	-	-	-
Utility attachment fees	-	-	-	-	-	-
*Interest, cap gain (loss) & miscellaneous	348	-	348	(4,614)	825	(5,439)
<b>Total Revenues</b>	<b>9,707</b>	<b>900</b>	<b>8,807</b>	<b>(2,421)</b>	<b>825</b>	<b>(3,246)</b>
<b>Expenditures</b>						
Employee expenses	105,971	140,833	34,862	-	-	-
General & Administrative	15,615	21,963	6,348	2,760	3,475	715
Operations	4,309	8,588	4,279	225	3,500	3,275
<b>Total Operating Expenses</b>	<b>125,895</b>	<b>171,384</b>	<b>45,489</b>	<b>2,985</b>	<b>6,975</b>	<b>3,990</b>
Bond Interest & expenses	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>125,895</b>	<b>171,384</b>	<b>45,489</b>	<b>2,985</b>	<b>6,975</b>	<b>3,990</b>
<b>Revenues over (under) expenditures</b>	<b>(116,188)</b>	<b>(170,484)</b>	<b>54,296</b>	<b>(5,406)</b>	<b>(6,150)</b>	<b>744</b>
 Cash available July 1, 2022	495,672	453,980	41,692	753,011	759,150	(6,139)
Revenues over (under) expenditures	(116,188)	(170,484)	54,296	(5,406)	(6,150)	744
Increase (decrease) payables & transfers	(14,012)	-	(14,012)	(16,203)	(22,630)	6,427
<b>Cash available September 30, 2022</b>	<b>365,472</b>	<b>283,496</b>	<b>81,976</b>	<b>731,402</b>	<b>730,370</b>	<b>1,032</b>

**CAPITAL PROJECT ACTIVITIES SUMMARY**

	Bridge	Revetment	Totals
Cash available July 1, 2022	263,980	92,497	356,477
Revenues (bank interest/FEMA funds)	-	-	-
Less admin exp (bank chgs)	-	-	-
Less operations fund reimbursements	-	-	-
Less bond-related expenses (P&I, misc)	-	-	-
Less capital outlay	-	-	-
<b>Cash available September 30, 2022</b>	<b>263,980</b>	<b>92,497</b>	<b>356,477</b>



**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

July 1, 2022 through September 30, 2022

**Statement of Revenues & Expenses**

**Debt Service Fund**

	Actual	Budget	Variance Favorable (Unfavorable)	Comments
<b>Revenues</b>				
Tax levies-wwtp, waterline, bridge, revetment	8,548	-	8,548	late pymts
Service assessments	-	-	-	
Interest, penalties & misc	760	-	760	pen & interest
<b>Total Revenues</b>	<u>9,308</u>	<u>-</u>	<u>9,308</u>	
<b>Expenditures</b>				
Interfund Transfers (wwtp & wtrline GO bond P&I)	152,598	152,610	12	
Governmental bonds (revtmt & bridge P&I)	46,121	46,130	9	
Bond payment fees	-	-	-	
<b>Total Expenditures</b>	<u>198,719</u>	<u>198,740</u>	<u>21</u>	
<b>Revenues over (under) expenditures</b>	<u>(189,411)</u>	<u>(198,740)</u>	<u>9,329</u>	
 <b>Cash available July 1, 2022</b>	 403,482	 367,430	 36,052	 pen, int & higher mill value
<b>Revenues over (under) expenditures</b>	(189,411)	(198,740)	9,329	
<b>Increase (decrease) payables &amp; transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Cash available September 30, 2022</b>	<u>214,071</u>	<u>168,690</u>	<u>45,381</u>	<u>pen, int &amp; higher mill value</u>

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, 2022 needs to be sufficient to cover Sept. 1, 2022 revetment biannual debt payment of \$7,780, Oct 1 & Dec 1, 2022 wwtp & wl quarterly debt payments totalling \$305,220, and Oct. 1, 2022 bridge biannual debt payment of \$38,350 (Grand Total - \$351,350)

**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

Combined Balance Sheet

All Fund Types and Account Groups

September 30, 2022

	Proprietary Fund Type	Governmental Fund Types					Totals
		Wtr & Sew Dept.	Erosion & Bridge	Fire Dept.	Debt Service	Capital Projects	
<b>ASSETS</b>							
Available Cash	3,005,579		24,960	89,689			3,120,227
Due from Beaufort County Treasurer	41,392		552,722	275,378	214,071		1,083,563
Accounts receivable water & sewer system	522,982						522,982
Accounts receivable-other	12,853			405			13,258
Lease receivable-current & noncurrent	975,286						975,286
Interfund receivable / transfer accounts							-
Inventory	33,983						33,983
Prepaid expenses	23,882						23,882
Restricted cash, debt service funds & investments	3,919,229		153,720			356,477	4,429,425
Fixed assets (net of accumulated depreciation)	12,955,846						12,955,846
Unamortized debt acquisition costs	-						-
Deferred Outflows-Pension & OPEB	160,275						160,275
Amount provided for retirement of long term debt	-						-
<b>Total Assets</b>	<b>21,651,308</b>		<b>731,401</b>	<b>365,471</b>	<b>214,071</b>	<b>356,477</b>	<b>23,318,728</b>
<b>LIABILITIES</b>							
Vouchers & accounts payable	74,081		-	3,875			77,957
Accrued employee expenses	16,072						16,072
Payable from restricted assets (accrued bond int.)	34,835						34,835
Deferred revenue & receivable clearing accounts	(1,898)						(1,898)
General obligation & revenue bonds payable	6,382,859						6,382,859
Pension & OPEB liability & deferred inflows	1,213,279						1,213,279
Lease deferred inflows	974,662						974,662
Interfund payable / transfer accounts	2,269		(735)	(2,713)			(1,179)
<b>Total liabilities</b>	<b>8,696,160</b>		<b>(735)</b>	<b>1,162</b>	<b>-</b>	<b>-</b>	<b>8,696,587</b>
<b>FUND EQUITY</b>							
Beginning Fund Balance/Net Position	12,782,945		737,543	480,497	403,482	356,477	14,760,944
Fund Balance/Net Position YTD increase (decrease)	172,204		(5,406)	(116,188)	(189,411)	-	(138,802)
<b>Total fund equity</b>	<b>12,955,149</b>		<b>732,136</b>	<b>364,309</b>	<b>214,071</b>	<b>356,477</b>	<b>14,622,142</b>
<b>Total liabilities &amp; fund equity</b>	<b>21,651,309</b>		<b>731,401</b>	<b>365,471</b>	<b>214,071</b>	<b>356,477</b>	<b>23,318,729</b>

# ***Fripp Island Fire Department Monthly Report Summary November 2022***

## **Response Activities:**

Total emergency responses for November 10

	Nov 2022	Nov 2021	YTD CY22	YTD CY21
• Structure Fires	00	00	02	01
• Vehicle Fire	00	00	00	01
• Medical Emergencies	08	19	124	134
• Brush Fires	00	00	00	02
• Misc. Fire	02	02	25	32
• Service Calls	00	01	14	21
• Mutual Aid	00	00	06	03
• Auto Accident	00	00	09	13
• Water Emergencies	00	00	14	06
	-----	-----	-----	-----
	10	22	194	213

## **Average emergency response time:**

3 minutes 34 seconds.

## **Inspections:**

Nov 2022	Nov 2021	YTD CY22	YTD CY21
0	0	0	0

## **Training Activities:**

No training for November.

## **Roster:**

Total personnel active for November, 21

Paid-21

## FRIPP ISLAND PUBLIC SERVICE DISTRICT CROSS CONNECTION POLICY

**POLICY:** The District shall require the use of backflow prevention devices on all existing and future connections to its water system. Such backflow prevention devices shall meet or exceed the South Carolina State Primary Drinking Water Regulations R.61-58.7 (F) and shall be tested and/or replaced in accordance with R.61-58.7 (F).

**PURPOSE:** To establish a uniform policy and procedure for the District to comply with State-mandated regulations regarding potential cross connections within its public water system.

**PROCEDURE:** **Single-family Residential Water Services**

1. All single-family residential water services shall have a dual check backflow prevention device installed by District personnel at the time the water meter is installed.
2. A single-family residential water service with a dedicated landscape irrigation meter, in parallel to the main residential service meter, shall also have a dual check backflow prevention device installed by District personnel.
3. Any existing single-family residential water service that does not have a dual check backflow prevention device installed shall have one installed upon the replacement of the water meter serving the property.
4. Dual check backflow prevention devices installed on residential water services shall be replaced upon replacement of the water meter serving the property.
5. Any existing single-family residence as of June 8, 2010 with an available water source other than an approved public water supply for landscape irrigation including, but not limited to, wells, irrigation lagoons or ponds and cisterns, shall be considered a low hazard cross connection and must follow the procedures for "Low Hazard Cross Connections."
6. The physical connection of an existing alternate water source to the District's approved public water supply shall not be permitted. Connection of an alternate water source to the District's approved public water supply shall result in termination of service until the customer provides satisfactory evidence of disconnection.
7. For single-family residences requesting water service after June 8, 2010, the installation of alternate water sources shall be prohibited.
8. Any residential lawn irrigation system that includes chemical addition shall be considered a high hazard cross connection and must follow the procedures for "High Hazard Cross Connections."

**Low Hazard Cross Connections**

1. All landscape irrigation systems not classified as single-family residential systems and that do not include chemical addition shall be protected by an approved double check valve assembly backflow prevention device installed at the owner's expense. Examples within this category include, but are not limited to, irrigation systems for road right-of-ways, common areas, multi-family complexes, offices, shops and other public buildings.
2. Any existing single-family residence as of June 8, 2010 with an available water source other than an approved public water supply for landscape irrigation including, but not limited to, wells, irrigation lagoons or ponds and

## **FRIPP ISLAND PUBLIC SERVICE DISTRICT CROSS CONNECTION POLICY**

cisterns, shall be protected by an approved double check valve assembly backflow prevention device installed at the owner's expense.

3. All swimming pools and bath facilities not classified as single-family residential shall be protected by an approved double check valve assembly backflow prevention device installed at the owner's expense.
4. All fire line sprinkler systems connected directly to the public water system, except those classified as a "high hazard cross connection", shall be protected by a double check valve assembly backflow prevention device installed at the owner's expense.

### **High Hazard Cross Connections**

1. Any connection to the District's water system that may have any material in the water dangerous to health or handles or stores any material dangerous to health that may be handled under pressure or subject to negative pressure shall be protected by an approved reduced pressure principle backflow prevention device installed at the owner's expense. Examples include, but are not limited to wastewater treatment facilities, golf maintenance facilities, chemical storage areas, laundry facilities, and equipment maintenance areas.
2. Any landscape irrigation system that includes chemical addition shall be protected by an approved reduced pressure principle backflow prevention device installed at the owner's expense.
3. High hazard fire sprinkler systems shall be protected by an approved reduced pressure principle backflow prevention device installed at the owner's expense. High hazard fire sprinkler systems shall include, but not be limited to: antifreeze systems, foam systems, systems charged from or tied into ponds, lakes, streams, or any water source other than the approved public water system.
4. Reduced pressure principle backflow prevention devices shall not be installed in a manner or in any location subject to possible flooding. This includes pits or vaults which are not provided with a gravity drain to the ground's surface that is capable of exceeding the discharge rate of the relief valve.

### **Annual Backflow Prevention Device Testing**

1. The District shall require annual testing at the owner's expense of all backflow prevention devices installed on water services identified as low and high hazard cross connection.
2. The District shall mail the approved backflow prevention device test report form to the service owner and shall require the original, completed form to be returned to the District's administrative office no later than two (2) months after the form was mailed to the customer.
3. Should the service owner fail to return the completed test form within the time frame allotted, a reminder letter shall be mailed. The reminder letter shall include another copy of the test report form and shall state that if the form is not returned within thirty (30) days, the water service will be disconnected from the public water system. Should a water service be disconnected from the public water system for failure to return the required backflow prevention device test report form, it shall remain off until satisfactory arrangements for testing have been made, at the discretion of the District Manager. A reconnection fee in accordance with the current rate schedule shall be added to the water service account upon reconnection.

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
CROSS CONNECTION POLICY**

**AUTHORITY:** This policy approved and adopted by the Fripp Island Public Service District Commission on December 15, 2022, to become effective immediately. This policy replaces the policy adopted June 8, 2010.

**This Policy approved and adopted by the FRIPP ISLAND PUBLIC SERVICE DISTRICT COMMISSION on December 15, 2022.**

(SEAL)

Attest:

  
Secretary

Fripp Island Public Service District  
South Carolina



Chairman

Fripp Island Public Service District  
South Carolina

**FRIPP ISLAND PUBLIC SERVICE DISTRICT**

291 Tarpon Boulevard  
Fripp Island, South Carolina 29920

Telephone: 843-838-2400 Facsimile: 843-838-4900

## Memorandum

To: FIPSD Commission  
From: Angie Hughes  
Date: 12/15/2022  
Re: Blue Heron Lake Footbridge

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The Fripp Island Property Owners Association owns the footbridge over Blue Heron Lake between the Deer Lake and Skimmer Cove subdivisions. The District's sewer force main transporting wastewater to the Fairway Club pump station is attached to the substructure of the bridge. The bridge was recently inspected and recommended for replacement. The POA board doesn't wish to repair or replace the bridge and the PSD Commission doesn't want to take conveyance of the bridge.

On October 31, 2022, I sent a letter to the FIPOA stating that the sewer force main is located within an easement and the PSD would ask for financial assistance with any costs associated with relocation of the line due to POA's decision to remove the bridge from service. On November 19<sup>th</sup>, the POA met and voted to remove the bridge from service, erect signs instructing people to keep off the bridge, and ask the PSD to install fences or gates to prevent access to the bridge and pipeline and to provide assurance that the substructure of the bridge can continue to support the force main if the POA removes the pedestrian walkway.

Repair records from 2007 show additional pilings added to the substructure of the bridge. These records were provided to Thai Trinh, of JMT, Inc., for his review. He stated that after removal of the pedestrian walkway and traffic, the support structure is probably adequate to support the pipeline for the foreseeable future but he is unable to provide a professional opinion to that effect without more information on how the newer piles were installed. He suggested that, after removal of the walkway, additional pilings could be driven to further support the structure, which would be substantially less costly than performing a directional bore to relocate the sewer main.

My recommendation is to research options for both shoring up the structure and relocation of the sewer main to determine what is the most beneficial to the District's constituents. In the meantime, the POA has asked the PSD to cover the full cost of access control to prevent anyone from climbing on the sewer main and supporting structure. I'm still conducting research, but one option – fan gates – has been estimated to cost \$7-8,000 and may not be feasible because of how the line is attached to the bridge. Fencing and/or gates would be a lower-cost option and are being explored further.

Introduction and Justification: As a quick explanation, the Fire Department does not need bylaws. Bylaws are intended for "internal" use of a legally formed corporation because by definition a corporation is a collective of individuals (i.e. the Commissioners of the PSD) and therefore need rules to maintain consistent order in the operations and functions. The Fire Department (FD) is not a separate corporation and therefore is not self-governed. The FD is governed by the PSD and falls under the broad powers and authorities of the PSD legislative authority and the bylaws of the PSD. Since the FD is governed by the PSD but we have a Fire Chief in charge of daily operations, all we need is a document to inform and guide the Fire Chief regarding our expectations, primarily as a means of management of how we evaluate and ensure expect the Chief to act and conduct himself and the department.

The following **Standard Operating Procedures and Relationship Expectations** is an initial attempt at that clarification. Since this document is a PSD internal document, it may have any conditions you want to add/delete. That said, if you have a clause that is not legal and could be challenged on firm grounds, you would simply back off from attempting to enforce. Feel free to modify in any manner you may choose.



**Fripp Island Public Service District (FIPSD)**  
**Fripp Island Fire Department (FIFD)**  
**Fripp Island, South Carolina**

**Standard Operational and Relationship Expectations**

Adopted/Revised \_\_\_\_\_

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It is the expectation of the Fripp Island Public Service District (PSD) that the following conditions shall be observed and followed by the Fire Chief, or persons acting in his or her role. These expectations may be modified from time to time by a vote of the Commissioners of the PSD at a single meeting without need for public hearing or comment.

This document is an internal procedural document intended for the use of the PSD and is expected to be observed by the Fripp Island Fire Chief or persons acting in that role.

**1) Name**

The organization shall be known as the FRIPP ISLAND FIRE DEPARTMENT (FIFD).

**2) Mission**

The mission of the Fripp Island Fire Department is to protect the residents and visitors of Fripp Island and the property therein. The mission shall be accomplished through; the maintenance of suitable fire extinguishing apparatus and lifesaving equipment, maintaining the appropriate level of a trained, qualified and able workforce, the continued inspection of all commercial buildings within the district and other areas to discover, report and correct life safety hazards, fire breeding conditions and violations of accepted codes and Public Fire and Life Safety Education.

**3) Organization and Administration**

- a. The PSD shall employ a Fire Chief (The Chief) that shall report directly to the Commission. The Chief will communicate primarily with the Chairperson of the Commission, but may, without restriction address and report to the entire commission, or commissioners without restriction if deemed appropriate.

- b. The Chief shall serve as an "at will" employee of the PSD.
- c. The Chief of the FIFD shall be responsible to PSD Commission and shall report no less than monthly to the Commission as to the activities, preparedness and capacity of the FIFD.
- d. The Chief shall coordinate and maintain close relationships with the District Manager and shall keep the District Manager informed of significant issues and or any issues regarding FIFD readiness or other issues deemed to be significant by the Chief.
- e. The District Manager will continue the role of administration of the District including the essential administrative functions excluding responsibility for the employment and management of -part time and full time FIFD personal.
- f. The District Manager will work with the Chief on issues of budget and other ~~administrative~~ issues deemed administrative including payroll of firefighters and other matters of finance as has been customary in the past.
- g. The Chief will provide to the District manager, in a timely manner, any request for information for compliance and/or budgetary needs and any other pertinent information ~~as~~ requested by the ~~PSD~~ PSD Commission and or the District Manager.
- h. The Chief will attend meetings with the District Manager and or Commissioners and others to prepare the District's Budget.
- i. There shall be no separation of the FIFD financial activities and the District Manager shall continue to oversee the Budget of the FIFD and bring to the attention of the Commission any irregularities of compliance or unauthorized expenditures.

#### 4) DUTIES OF THE FIRE CHIEF

- a) Set strategic goals, objectives, and direction for the Fripp Island Fire Department and inform the Commission of long and short term needs to ensure the readiness of the FIFD.
- b) To respond to all alarms and to direct the incident control operations. To investigate the source and circumstances of incidents to determine their cause, if possible.

- c) To keep accurate and required records of FIFD activities, missions, responses and other pertinent issues as required and deemed appropriate and such records should be always up to date.
- d) To recruit and hire the appropriate level of trained, capable -firefighters to ensure an adequate number of qualified full time and part time firefighters are available on Fripp Island at all times.
- e) To manage the scheduling of firefighters and all daily operations of the FIFD.
- f) To be responsible for the maintenance of the apparatus, equipment, buildings, and all other property of the Department.
- g) To prepare and present annual budgets to the Fripp Island Public Service District Manager. Such budgets shall cover both operating expenses and equipment purchases as well as supplies for general operations.
- h) To submit to the Fripp Island Public Service District Commission reports on the activities of the Department.
- i) To perform the functions of Resident State Fire Marshal according to Chapter 9, section 23-9-30, of the laws of the State of South Carolina.
- j) To represent the Department at training, planning, and organizational meetings with County or State Emergency and other Agencies.
- k) To control the use of the firehouse in such a manner that will not impair the readiness, response time and or any other functional aspects of the FIFD.
- l) To maintain the physical condition of the Firehouse not only from an operational perspective but including the cleanliness and attractiveness of the facility. Note: this also includes the crew quarters and all public areas.
- m) To ensure the Firehouse, internally and externally, and its grounds does harbor nor present any political information and no part of the facility may be used for political meetings at any time. Further the firehouse and its facilities may not be used to conduct any form of commerce or business.
- n) To represent the PSD on all Fripp Island community, Property Owners Association Committees and with County and other agencies when deemed appropriate and/or requested to do so.
- o) To maintain mechanical appearance, operation, testing and flushing of fire hydrants (in coordination with PSD field personnel) to include painting of

hydrants and other visible equipment and not allow any apparatus of the FIFD to become unsightly or visibly in a state of disrepair.

- p) To perform quarterly fire prevention inspections on Fripp Island in all public, commercial, industrial, and other premises under his jurisdiction.
- q) To prepare quarterly reports of such inspections for Commissioners and to forward such required reports to the Office of the State Fire Marshal and any other required agencies.
- r) To keep an accurate record of all alarms including the names of members responding, date, time, location of the incident, and other pertinent data.
- s) To keep records of attendance, and subjects covered by each member present at all training drills and ensure the preparedness of all FIFD fire personnel.
- t) To perform such other duties and functions as assigned by the Commission and is considered typically expected actions by a fire chief.
- u) To present a clean and friendly public appearance to the Community and
- v) ready, highly supportive community safety asset. Is something missing here?

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##### 5: EXPECTATIONS REGARDING PART TIME AND FULL TIME PERSONNEL

a) Full time personnel of the FIFD shall be governed under the personal handbook of the FIPSD and all personnel matters will be subject to the conditions of such handbook to include grievance, retirement matters and other matters related to human resources.

b) the Fire Chief may negotiate separate vacation and personal leave days with the Commission but shall inform the Chair of the Commission or the District Manager of any planned and/or unplanned periods of leave or vacation.

c) Part-time firefighter personnel matters are expected to be handled, and brought to resolution as a matter between the Fire Chief and the Part-time employee as specified in the PSD personnel handbook. Matters of part-time personnel are expected to be resolved in a way that will not jeopardize or expose the PSD to any potential legal compromising position. Any matter that has legal implications shall be brought to the attention of the Commission immediately.

## 6: AMENDMENT

- a) This document may be amended, restated, revised and or appealed at any time at any meeting of the PSD Commission without notice or public reading.

_____	_____
Firs Chief Fripp IS Fire Department	Date

_____	_____
District Manager Fripp IS PSD	Date

_____	_____
Chair, Fripp Is PSD	Date

## Fire Chief Job Description

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<b>Job Title:</b>	Fire Chief	<b>Reports to:</b>	PSD Commission
<b>Type:</b>	Appointment	<b>FLSA Class:</b>	Exempt
<b>Salary Range:</b>	\$85,000 - \$105,000	<b>Status :</b>	Full Time

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### Position Summary:

The Fire Chief provides administrative direction for all Fire District functions, operations, and personnel through the supervision of subordinate staff and review of their activities.

Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, developing and implementing policies and procedures. In addition, the Fire Chief is responsible, through study and consultation with elected officials, for developing recommendations for the protection of life and property in the District.

The Fire Chief will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The PSD Commission "The Commission" appoints the Fire Chief. The Fire Chief receives general supervision from the The Commission, who reviews work based on overall results achieved. The Fire Chief may consult with The Commission on problems relating to policy planning, but works independently in supervising the overall operations and is responsible for the proper administration of all affairs of the Fire District.

### Essential Functions:

- Establish and maintain productive working relationships with staff, board members, community organizations, other agencies, and the public.
- Represent Fripp Island Fire District (FIFD) with effective verbal and written presentations.
- Advise District management and the Board of Directors of Fire District progress.
- Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.
- Plan, organize, and direct a progressive public Fire District with several functional areas.
- Organize and direct the activities of staff engaged in providing emergency service delivery.

- Plan, direct, and control district activities such as recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and the budgeting and control of expenditures.
- Plan, organize, coordinate, prepare, administer, and monitor the Fire District budget.
- Responsible for all personnel matters, which include employment and termination of all fire district personnel.
- Analyze and resolve operational, procedural, and personnel problems.
- Develop plans designed to maintain district efficiency and responsiveness.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the theories, principles, and practices of effective public administration, with particular reference to Fire District policies, personnel, and budget administration.
- Knowledge of modern management techniques, supervisory practices, and evaluation methods.
- Knowledge of governmental organization management.
- Knowledge of the principles and practices of effective administration with particular attention to short- and long-term strategic planning.
- Knowledge of the activities, objectives, and ideals of fire services and operations.
- Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Knowledge of federal, state, and local laws, rules, and regulations as they pertain to Fire District activities.
- Ability to demonstrate a basic understanding of the principles and methods of governmental funding, budget presentation, and monitoring.
- Ability to organize and direct the activities of staff engaged in providing optimum fire services.
- Ability to plan, prepare, and administer an annual district budget.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Ability to develop formal agreements and contracts with other agencies and communities to be presented to The Commission for discussion and adoption/approval.
- Ability to make effective verbal and written presentations.
- Ability to establish and maintain effective working relationships with district staff, The Commission, community organizations, other agencies, and the public.

### **Required Training and Experience:**

- Minimum bachelor's degree from an accredited university with a major in Fire Science, Business Administration, Public Administration, or related field.
- Minimum rank of Battalion Chief with extensive experience (5 years plus) and progressive responsibility, including administrative, supervisory, and budgetary experience in fire prevention and suppression work.

**Manager/Supervisor Expected Behavior:**

The Fire Chief is expected to embrace, support, and promote the Fire District's core values, beliefs, and culture, which include, but are not limited to, the following:

- High ethical standards
- Train, develop, nurture, and mentor all employees.
- Encourage teamwork and participation by all employees
- Lead by example
- Institutionalize and promote safety principles and safety awareness as a culture for FIFD.
- Provide outstanding customer service to internal and external customers
- Willingness to seek out all possible alternative revenue sources, including grants, bonds, etc.



**A RESOLUTION**

**AUTHORIZING THE AMENDMENT OF THE EMPLOYEE MANUAL FOR THE FRIPP ISLAND PUBLIC SERVICE DISTRICT; AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the Fripp Island Public Service District Commission (the "**Commission**"), the governing body of the Fripp Island Public Service District, South Carolina (the "**District**"), is a special purpose district, and political subdivision of the State of South Carolina created pursuant to the provisions of Act No. 1042 of 1962 of the Acts and Joint Resolutions of the General Assembly of South Carolina, as amended ("**Enabling Act**");

**WHEREAS**, pursuant to the Enabling Act the Commission may prescribe the duties of employees and "[t]o do all other acts and things necessary or convenient to carry out any function or power committed or granted to the District";

**WHEREAS**, the Commission adopted an Employee Manual on September 14, 2021;

**WHEREAS**, the Commission voted, in a meeting duly assembled on November 8, 2022, to change the organizational structure of the District so that the Fire Chief reports directly to the Commission, effective on January 1, 2023;

**WHEREAS**, the Commission hereby finds that the Employee Manual, as adopted on September 14, 2021, requires revisions to the Grievance Procedure to allow for the change in the organizational structure of the District;

**NOW THEREFORE**, be it resolved by the Commission, in a meeting duly assembled, as follows:

**Amendment of Section L of the Employee Manual.** The District hereby amends Section L of the Employee Manual as contained in the attached Exhibit A hereto, and the amendment shall be effective as of January 1, 2023.

**DONE, RATIFIED, AND ADOPTED** this 15th day of December 2022.

(SEAL)

  
\_\_\_\_\_  
Chairman, Fripp Island Public Service  
District Commission

Attest:

  
\_\_\_\_\_  
Secretary, Fripp Island Public Service  
District Commission

Exhibit A  
Employee Manual Section L

**L. 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.

1. Procedures:

a. 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.

b. 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 may take the problem to the Manager, if employed in any department other than the Fire Department, or to the Fire Chief, if employed in the Fire Department. When an employee's complaint moves beyond the immediate supervisor, the complaint will be reduced to writing to mutually establish the facts and issues. This will assure those to whom the case is appealed that they are considering the same problem that was presented to the immediate supervisor.

c. If the complaint or suggestion is still not settled to the employee's satisfaction after being addressed by the Manager or the Fire Chief, the employee has the right to ask for a review by the Grievance Committee. The Grievance Committee shall be comprised of the Chairman of the Commission, another member of the Commission chosen by the Chairman, and the Fire Chief, if the employee works for the Fire Department, or the Manager, if the employee works for any other department. Any decision by the Grievance Committee is the final decision of the District and will conclude the matter.

Att H

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
RECEIPT OF PAYMENT POLICY**


- POLICY:** The District will accept payment during regular business hours. Payments received after 3:00 p.m. ET will be posted to the account the following business day. Payments mailed to the remittance address noted on the invoice should be accompanied by the remittance advice from the invoice being paid. Payments may also be made in person or by phone at the District's office. Any check or electronic transfer item used to pay the District that is dishonored, refused, or returned for any reason will be charged back to the customer, and a returned item fee in accordance with the current adopted rates schedule will be added to the account balance.
- PURPOSE:** To establish a uniform procedure for the District to accept payment of regular quarterly utility bills and other miscellaneous payments.
- PROCEDURE:**
1. The District will accept payments during its regular business hours. Payments received after 3:00 p.m. Eastern Time will be posted the following business day.
  2. Payment of regular quarterly utility bills in the form of a check or money order should be mailed to the remittance address noted on the bill and should be accompanied by the remittance advice from the bill. Failure to include the remittance advice with payment could delay the processing of the payment by up to ten (10) days. Payment of regular quarterly utility bills may also be remitted in person or by phone to the District's office using cash, check, credit card, or money order. Utility billing account numbers must accompany all payments.
  3. Quarterly utility bills may be paid using Automated Clearing House (ACH) bank drafts. A completed "Bank Draft Authorization Form" with a voided check from the bank account to be drafted must be on file in the District's office. The authorization form must be received at least fifteen (15) days prior to a billing in order to be implemented for that billing. Customers using this payment option will continue to receive an invoice for their records. The ACH bank draft will be scheduled on the due date of the invoice, or, should the due date fall on a Saturday, Sunday, or holiday, the first business day after the due date.
  4. Payment of miscellaneous invoices for services performed or goods provided must be made at the District's office location in the form of cash, check, or money order.
  5. Any check or electronic transfer transaction used to pay the District, including an ACH bank draft or credit card payment, that is dishonored, refused, or returned for any reason, will be charged back to the customer, and a returned item fee in accordance with the current adopted rates schedule will apply. The District will notify the customer, in writing, that their payment has been dishonored and payment of the balance and the returned item fee is due immediately. If payment of a utility bill by check, electronic transaction, credit card, or ACH bank draft is dishonored, the customer will be subject to service termination and all applicable fees including, but not limited to, finance charges, non-payment fees, and reconnection fees.

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
RECEIPT OF PAYMENT POLICY**

AUTHORITY: This policy approved and adopted by the Fripp Island Public Service District Commission on December 15, 2022, to become effective immediately. This policy replaces the policy adopted on June 10, 2008.

**This Policy approved and adopted by the FRIPP ISLAND PUBLIC SERVICE DISTRICT COMMISSION on December 15, 2022.**

(SEAL)

  
Chairman  
Fripp Island Public Service District  
South Carolina

Attest:

  
Secretary  
Fripp Island Public Service District  
South Carolina