

FRIPP ISLAND PUBLIC SERVICE DISTRICT

Tuesday, January 10, 2023
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. Recognition of Past Commissioner Dan H. McCormick
4. Approval of December Commission Meeting Minutes
5. Reports
 - Manager's Report for December 2022
 - Fire Department Report for December 2022
 - Report on POA Shoreline Committee Activities
6. Old Business
 - Research On Relocation of Blue Heron Lake Sewer Force Main – Commissioner Murphy
 - Fripp Island Fire Department Bylaws/Standard Operating Procedure
 - Fripp Island Fire Chief Job Description
7. New Business
 - Fripp Island Public Service District Manager Job Description
 - Bank Resolutions/Signature Cards
 - Fripp Inlet Bridge Insurance
8. Questions and Comments from Visitors
 - FIPOA Representative
9. Executive Session
 - Legal and Contractual Matters Related to Funding Options for Capital Planning
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 January 10, 2023

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

Absent:

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

Guests: Collin McDonald (Snotherly Insurance) Dan McCormick, Dennis Kautz, Gary Nizzi, John Derrick, Jeanne Sergeant

1. Chairman Wetzel 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 Wetzel led the Commission in the Pledge of Allegiance.
3. Chairman Wetzel presented an engraved plaque and Fripp Island PSD jacket to former Commissioner Dan H. McCormick in recognition of his service on the Commission from November 2014 through November 2022.
4. The Commission approved the minutes for the December 2022 regular Commission Meeting, upon a motion by Mr. Murphy (Vote: unanimous).
5. Reports
 - a) The Commission reviewed the Manager's Report for December 2022. (*Att A*)
 - b) The Commission reviewed the Fire Department Report for December 2022. (*Att B*)
 - c) The Commission received a report on POA Shoreline Committee activities from Commissioner King.
6. Old Business
 - a) Commissioner Murphy reported on his research regarding the relocation of Blue Heron Lake Sewer Force Main. The Commission directed the District Manager to procure a proposal from an engineer for services related to the relocation.
 - b) The Commission reviewed and adopted Standard Operational and Relationship Expectations for the Fripp Island Fire Department, upon a motion by Mr. Murphy. (Vote: unanimous) (*Att C*)
 - c) The Commission reviewed and adopted a Position Description for the Fripp Island Fire Chief, upon a motion by Mr. Keup. (Vote: unanimous) (*Att D*)
7. New Business
 - a) The Commission reviewed and adopted a Position Description for the Fripp Island Public Service District Manager, upon a motion by Mr. Murphy (Vote: unanimous). (*Att E*)
 - b) The Commission approved Vice-Chairman Murphy as a signatory on the District's bank and investment accounts, amended the Wells Fargo commercial account signature card

to reflect this change and adopted a new Multi Bank Securities, Inc. Non-Corporate Resolution, upon a motion by Mr. Keup (*Att F*)

c) The Commission entertained Collin McDonald (Snotherly Insurance) via Zoom, who spoke regarding the Fripp Inlet Bridge insurance options.

8. The Commission entertained questions and comments from visitors.

9. The Commission entered executive session to discuss legal and contractual matters related to funding options for capital planning at 11:25 a.m., upon a motion by Mr. Murphy (Vote: unanimous). The Commission resumed open session at 12:07 p.m., upon a motion by Mr. King (Vote: unanimous).

10. There being no further business, the meeting adjourned at 12:08 p.m., upon a motion by Mr. Keup (Vote: unanimous).



Edward D. Wetzel
Chairman



Angel L. Hughes
Secretary

Att A

FRIPP ISLAND PUBLIC SERVICE DISTRICT MANAGER'S REPORT FOR DECEMBER 2022

I. Tap-Ins

Category	FY 2023		FY 2022		FY 2021	
	<u>Dec</u>	<u>YTD</u>	<u>Dec</u>	<u>YTD</u>	<u>Dec</u>	<u>YTD</u>
Water customers	3	20	1	10	2	2
Sewer customers						
a. Gravity	3	16	-	7	1	1
b. Vacuum	-	4	1	3	1	1

Total vacuum sewer customers: 591 of 726

II. Routine Operations

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

	<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	0.8	0.8	0.0	(0.3)	0.3	(0.4)	0.7
Hunting Isl Pumps Hrs/Day	<u>2.0</u>	<u>2.0</u>	<u>0.0</u>	<u>(0.5)</u>	<u>0.5</u>	<u>(0.9)</u>	<u>1.4</u>
Total Hrs/Day	2.8	2.8	0.0	(0.8)	0.8	(1.3)	2.1

2. Fripp Island Master Metered Water Use for December, 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	412,607	7.8	382,714	(2.0)	390,469	0.4	389,086
Harbor Island	44,264	7.5	41,164	(13.4)	47,534	16.8	40,691
Hunt Island	5,175	(26.4)	7,036	(3.3)	7,275	5.9	6,869
Frapp Island	352,036	7.1	328,786	0.7	326,438	(5.1)	344,057
Accountability,%	97.3	N/A	98.5	N/A	97.6	N/A	100.7
Rainfall, Inches	3.0		1.1		1.9		9.2

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>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%

NOTE: 2022 4th quarter information has not been compiled and entered in worksheet for calculations. The data will be available for the January Manager's report.

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

5. Wastewater Treatment Plant Flow for December, 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	142,062	(12.2)	161,741	(2.5)	165,848	(16.4)	198,448
Weekly Max Flow	193,000	(14.2)	225,000	8.7	207,000	(35.7)	322,000
Peak Daily Flow	218,528	(33.5)	328,830	27.9	257,136	(48.6)	500,728

Peak daily flow of 218,528 occurred on Mon., 12/26/21, without rain. For Dec. 2021, peak daily flow occurred on Fri., 12/31/21 (New Year's Eve), without rain. For Dec. 2020, peak daily flow occurred on Thurs., 12/31/20 (New Year's Eve), without rain. For Dec. 2019, peak daily flow occurred on Tues., 12/24/19 (Christmas Eve), with 2.9 inches of rain.

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

III. Emergencies, Special Field Work and Activities

1. Water System

- a) Beaufort County remained at "Incipient" drought status throughout December.
- b) Field operators performed miscellaneous water system maintenance consisting of meter installations and replacements and repairing leaking water lines and services.
- c) December 15 – 20 – Operators conducted meter reading and performed re-reads on high usage meters.
- d) December 28 – Operators discovered a tee and a secondary meter installed for Harbor Island's water system to bypass Harbor Island's storage tank. The tee and meter might be installed on the main before BJW&SA's master meter for Harbor. If this is the case, water going through the secondary meter is not being recorded by the BJW&SA meter and the District is being billed for the water instead of SC Water Utilities. If we find this to be true, steps will be taken to correct the problem and ensure that the District isn't paying for water that is serving Harbor Island.

2. Wastewater System

- a) Field operators performed miscellaneous sewer system maintenance consisting of equipment and instrument repairs at the wastewater treatment plant.

3. Administrative & Personnel Activities

- a) The District's IT vendor completed the process of cloning and creating a virtual copy of the District's server holding the financial software databases during December. This is the first step in replacing the server with a cloud-based alternative, which provides increased security.
- b) Upgrade to the financial and billing software vendor's cloud-based system is ongoing. Difficulties with the cloud-based utility billing software continue to disrupt normal daily activities and require large amounts of admin staff time to track and correct errors. These difficulties have prevented further conversion of the financial software.
- c) The search for a fourth field operator is ongoing – one qualified candidate has submitted a resume but has not responded to phone calls or emails.
- d) 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 is approximately \$386,000.00. The budget for the project was \$500,000.00.

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 SC DOT has confirmed that the Federal Highway Administration considers the Fripp Inlet bridge to be a public roadway. SC DOT has requested the most recent inspection records, any special inspection records, load rating documentation and analysis, and scour analysis so they can determine if any additional work should be done. The requested information is being compiled and will be provided to SC DOT by the end of January.

7. Seaglass Development – Nothing new on this development. District staff continue to work with the developer regarding development and infrastructure plans and any necessary upgrades to the District's existing infrastructure.
8. A request for a Maintenance and Repair Permit for adding rock to the revetment along Porpoise Drive was submitted on October 26th. After following up on the request in early December, we were informed that SCDHEC-OCRM would begin reviewing our request in mid-December. We are still waiting for the permit.
9. Meter and other system information was provided to Veolia (formerly Suez) to begin exploring options for automated metering infrastructure. We're still waiting on their response. 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. Due to supply chain issues, the District purchased several meters with these capabilities about nine months ago because our usual type and brand were unavailable. These meters have proven to be substandard and inferior – one has already failed and requires repair or replacement. The cost per meter was approximately \$150.
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. This item will remain on this report until the EPA and DHEC requirements have been met. Noteworthy progress will be reported as it occurs.

***Fripp Island Fire Department
Monthly Report Summary
December 2022***

Response Activities:

Total emergency responses for December 9

	Nov 2022	Nov 2021	YTD CY22	YTD CY21
• Structure Fires	00	00	02	01
• Vehicle Fire	00	00	00	01
• Medical Emergencies	07	10	131	144
• Brush Fires	00	00	00	02
• Misc. Fire	02	00	27	32
• Service Calls	00	00	14	21
• Mutual Aid	00	00	06	03
• Auto Accident	00	02	09	15
• Water Emergencies	00	00	14	06
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	09	12	203	225

Average emergency response time:

3 minutes 34 seconds.

Roster:

Total personnel active for December, 21

Paid-21

Activities of Note:

On Christmas Day around 2:00 pm I received a call that we had a major water leak in the station and water was flowing into the lounge from under the wall on the bay side and also had water running out from under the garage door to the maintenance shop in the bay. The fire sprinkler pipe had frozen and busted above the maintenance garage. We salvaged everything as best as we could in the garage and used an extractor to remove water from the carpet, and used fans to dry it out. We filed an insurance claim as the entire ceiling and insulation needs replacing along with about 15 feet of fire sprinkler pipe.

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

Standard Operational and Relationship Expectations

Adopted/Revised 01/10/2023

It is the expectation of the Fripp Island Public Service District "The Commission" 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 Commission at a single meeting without need for public hearing or comment.

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

Name

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

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 occupancies within the district to discover, report and correct life safety hazards, fire breeding conditions and violations of accepted codes and Public Fire and Life Safety Education.

Organization and Administration

- 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 without restriction, may address and report to the entire commission, or commissioners without restriction if deemed appropriate.
- The Chief shall serve as an "at will" employee of the FIPSD.

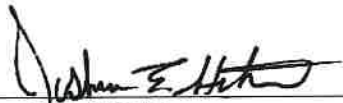
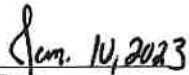



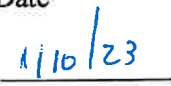
- The Chief of the FIFD shall be responsible and report to The Commission no less than monthly as to the activities, preparedness and capacity of the FIFD.
- The Chief shall coordinate and maintain close relationships with the District Manager "The Manager" and shall keep The Manager informed of significant issues and or any issues regarding FIFD readiness or other issues deemed to be significant by The Chief.
- The 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.
- The Manager will work with The Chief on issues of budget and other issues deemed administrative including payroll of firefighters and other matters of finance as has been customary in the past.
- The Chief will provide to The Manager, in a timely manner, any request for information for compliance and/or budgetary needs and any other pertinent information as requested by The Commission and or The Manager.
- The Chief will attend meetings with The Manager and or The Commission and others to prepare the District's Budget.
- There shall be no separation of the FIFD financial activities and The 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.

Expectations Regarding Part Time and Full Time Employess

- Full time employees of the FIFD shall be governed by the FIPSD Employee Manual. All personnel matters will be subject to the conditions of such Manual to include grievance, retirement matters and other matters related to human resources.
- The Chief may negotiate separate vacation and personal leave days with the Commission but shall inform the Chair of the Commission or The Manager of any planned and/or unplanned periods of leave or vacation.
- Part time firefighter personnel matters are to be handled, and brought to resolution as a matter between The Chief and the part time employee as specified in the FIPSD Employee Manual. Matters of part time personnel are expected to be resolved in a way that will not jeopardize or expose the PSD to any potential legally compromising position. Any matter that has legal implications shall be brought to the attention of The Commission immediately.

AMENDMENT

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

 _____ Fire Chief FIFD	 _____ Date
 _____ District Manager FIPSD	 _____ Date
 _____ Chairman, FIPSD	 _____ Date

FRIPP ISLAND PUBLIC SERVICE DISTRICT FRIPP ISLAND FIRE DEPARTMENT POSITION DESCRIPTION FIRE CHIEF

SUMMARY: Under direct guidance from the Fripp Island Public Service District (FIPSD) Commission and in coordination with the FIPSD Manager, plans, organizes, integrates, directs, administers, reviews and evaluates the activities, operations, and services of the Fripp Island Fire Department (FIFD); ensures execution of short- and long-term goals and objectives; ensures operations and functions effectively serve the needs of Fripp Island's residents, property owners and guests, while complying with applicable laws and regulations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: The Fire Chief is selected by the Commission and serves as the Chief Administrative Officer for the Fire Department. The Fire Chief is accountable for developing, implementing and executing short- and long-term plans, policies, budgets, and strategies to accomplish the FIFD's responsibilities as delineated in the FIPSD's enabling legislation and by Commission priorities. The Fire Chief operates within broad general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of FIPSD resources for the protection of life and property in the District.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Essential duties and responsibilities represent the key areas of performance for the Fire Chief. These areas, as detailed below, will be considered during performance evaluations, together with any performance goals that are established and approved annually by the Commission.

Essential Functions include but are not limited to:

1. Establish and maintain productive working relationships with staff, Commission members, community organizations, other agencies, and the public.
2. Represent Fripp Island Fire Department (FIFD) with effective verbal and written presentations.
3. Advise District management and the Commission of Fire Department progress.
4. Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints.
5. Plan, organize, and direct a progressive public Fire Department with several functional areas.
6. Organize and direct the activities of staff engaged in providing emergency service delivery.
7. Plan, direct, and control department activities such as recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and budgeting and control of expenditures.
8. In coordination with the District Manager and the Commission, plan, organize, coordinate, prepare, administer, and monitor the Fire Department budget.
9. Responsible for all personnel matters, which include employment and termination of all Fire Department personnel.
10. Analyze and resolve operational, procedural, and personnel problems.
11. Develop plans designed to maintain department efficiency and responsiveness.

Beyond the core functional responsibilities, there are a number of additional leadership and interpersonal skills that are important to the Fire Chief's success.

- First class service through commitment

**FRIPP ISLAND PUBLIC SERVICE DISTRICT
FRIPP ISLAND FIRE DEPARTMENT
POSITION DESCRIPTION
FIRE CHIEF**

- 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
- Provide outstanding customer service to internal and external customers
- Willingness to seek out all possible alternative revenue sources, including grants, bonds, etc.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of: Theory, principles, and practices of effective public administration, with particular reference to Fire Department policies, personnel, and budget administration; modern management techniques, supervisory practices, and evaluation methods; governmental organization management; principles and practices of effective administration with particular attention to short- and long-term strategic planning; the activities, objectives, and ideals of fire services and operations; the facilities, equipment, and personnel needed to provide fire and medical services and operations; and federal, state, and local laws, rules, and regulations as they pertain to Fire Department activities.

Ability to: Demonstrate a basic understanding of the principles and methods of governmental funding, budget presentation, and monitoring; organize and direct the activities of staff engaged in providing optimum fire services; plan, prepare, and administer an annual department budget; effectively analyze and resolve operational, procedural, and personnel problems; develop formal agreements and contracts with other agencies and communities to be presented to the Commission for discussion and adoption/approval; make effective verbal and written presentations; and establish and maintain effective working relationships with District and Fire Department staff, the Commission, community organizations, other agencies, and the public.

EDUCATION and/or EXPERIENCE: Bachelor's degree in fire science, business administration, or public administration and a minimum of ten years of experience in fire prevention and suppression work with progressive responsibility, including administrative, supervisory and budgetary experience, preferably at the Chief Officer's rank. Additional years of related experience may be substituted for a Bachelor's degree.

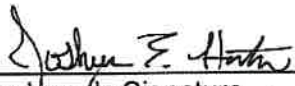
CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license.

DISCLAIMER AND ACKNOWLEDGMENT

**FRIPP ISLAND PUBLIC SERVICE DISTRICT
FRIPP ISLAND FIRE DEPARTMENT
POSITION DESCRIPTION
FIRE CHIEF**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.



Employee's Signature



Commission Chair's Signature

1-11-2023

Date

1/18/23

Date

FRIPP ISLAND PUBLIC SERVICE DISTRICT FRIPP ISLAND FIRE DEPARTMENT POSITION DESCRIPTION DISTRICT MANAGER

SUMMARY: Under general policy guidance from the Fripp Island Public Service District Commission, plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, and services of the Fripp Island Public Service District (FIPSD); recommends Commission adoption of FIPSD's annual budget, utility rates, and tax levies; ensures execution of short- and long-term goals and objectives; ensures operations and functions effectively serve the needs of Fripp Island's residents and property owners and the FIPSD's water and sewer utility customers throughout the service area, while complying with applicable laws and regulations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: The District Manager is selected by the Commission and serves as the Chief Executive Officer. The District Manager is accountable for developing, implementing and executing short- and long-term plans, policies, budgets, and strategies to accomplish the FIPSD's responsibilities as delineated in its enabling legislation, and Commission priorities. The District Manager operates within broad general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of the resources in serving the constituencies and utility customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core responsibilities and essential duties represent the key areas of performance for the District Manager. These areas (planning, administration, financial management, Commission relations and communication and public relations), as detailed below, align with the annual performance evaluation and should be considered with the performance goals that are established and approved annually by the Commission.

Duties include but are not limited to:

1. Planning for the future is one of the most critical leadership responsibilities of the District Manager. Working with the Commission and the Fire Chief, the District Manager:
 - a) Plans, organizes, controls, integrates and evaluates the work of all departments to ensure that operations and services comply with the policies and direction set by the Commission and with all applicable laws and regulations.
 - b) Develops and recommends adoption of the annual budget, utility rates, and tax levies; directs the development and implementation and monitors the accomplishment of short- and long-term plans, goals and objectives to accomplish the FIPSD's responsibilities, Commission Priorities and compliance with applicable laws and regulations; directs the development of operating and capital improvement budgets for approval and adoption by the Commission; directs the annual setting of utility rates and taxes and participates in public and Commission discussion on proposed utility rates and taxes.
2. Financial Management – Ensuring that resources are managed wisely is especially important for a nonprofit local government operating in the public trust. The District Manager's role is to see that the FIPSD's goals serve as the basis for sound financial management, that solid budgeting and accounting systems are in place, and that appropriate financial controls and risk management strategies protect the FIPSD's assets.
 - a) Prepares budgets, rate proposals, capital improvement plans and other financial reports. Monitors income and expenses, audits and other financial activities to ensure FIPSD's ability to meet its customer's current and future demands.
 - b) Directs and monitors implementation of adopted budgets and all major engineering and construction projects; directs and monitors the development, implementation and evaluation of plans, policies, systems, financial strategies and procedures to achieve short- and long-term organizational goals, objectives and work standards.

**FRIPP ISLAND PUBLIC SERVICE DISTRICT
FRIPP ISLAND FIRE DEPARTMENT
POSITION DESCRIPTION
DISTRICT MANAGER**

3. Administration – The District Manager has overall responsibility for the day-to-day operations of the FIPSD. The District Manager works with the staff to develop, maintain and use the systems and resources that facilitate the effective operation of the FIPSD.
 - a) Performs a variety of administrative tasks on a regular basis that include but are not limited to preparing, reviewing and evaluating engineering and other technical and financial reports, operational reports, preparing correspondence and agendas, gathering information for Commission members.
 - b) Directs and oversees the creation and maintenance of comprehensive, effective human resource management programs, policies and systems; directs the improvement of management systems, processes and measurement techniques to improve FIPSD's operations and effectiveness; directs the development and implementation of a long-range technology plan.
 - c) Plans and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with FIPSD's policies.
 - d) Resolves complex customer service complaints as requested. Assists with the resolution of customer service billing, metering, and system capability questions, customer requests and complaints.
4. Commission Relations – Together, the District Manager, the Fire Chief and the Commission form the leadership team of the FIPSD. Each arm of the team draws upon its own unique strengths and abilities. The District Manager, Fire Chief and Commission have joint responsibility for developing and maintaining a strong working relationship and a system for sharing information that enables the Commission to effectively carry out its governance role.
 - a) Interacts with legal counsel as necessary and appropriate.
 - b) Provides assistance to the Commission; prepares, submits, and presents staff reports and other necessary staff correspondence and recommendations to the Commission on issues for its consideration and action; oversees the preparation and administration of the Commission agendas; keeps Commission advised of financial conditions, programs progress, and presents the future needs of FIPSD; prepares recommendations and advises the Commission on matters requiring legislative action; carries out direction of the Commission by assigning tasks and evaluating results.
5. Communications and Public Relations – The District Manager serves as the primary spokesperson and "public face" for the FIPSD. This role has three major components: effectively promoting the FIPSD, advocating for the responsibilities and work of the FIPSD, and building relationships with the constituent or stakeholder groups critical to the success of the FIPSD.
 - a) Participates in regional, state and national water, wastewater and water reclamation meetings and conferences to stay abreast of trends and technology related to FIPSD operations. Participates in professional and community organizations on behalf of FIPSD and as part of FIPSD's community involvement and public affairs activities.
 - b) Serves as primary liaison between FIPSD and news media, press and the public. Prepares communications both written and verbal for Commission members.
 - c) Directs and oversees the analysis of proposed legislation and regulation; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with FIPSD's interests and needs; serves as the chief representative in dealings with constituents in the service area and with other industry and governmental agencies, professional FIPSD and elected officials.
 - d) Performs other duties as required within the scope of responsibility.

MINIMUM QUALIFICATIONS

**FRIPP ISLAND PUBLIC SERVICE DISTRICT
FRIPP ISLAND FIRE DEPARTMENT
POSITION DESCRIPTION
DISTRICT MANAGER**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of: Theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a small, local government providing fire protection, public water and wastewater service, erosion control, and bridge maintenance and repair; principles, practices and techniques involved in the construction, maintenance and operation of potable water distribution, wastewater collection, water reclamation system; federal, state and local laws, regulations and court decisions applicable to a water distribution and reclamation system; organizational functions and associated management, financial and public policy issues; principles and practices of budgeting, purchasing and maintenance of public records; FIPSD and functions of a Commission of directors; laws and regulations governing the conduct of public meetings; social, political and environmental issues influencing program/project development and implementation; research methods and analysis techniques; principles and practices of effective human resource management and supervision; organizational personnel rules, policies and employment law; principles and practices of sound business communications.

Ability to: Analyze and make sound recommendations on management and administrative issues; plan, organize and direct the operations of a small, local government providing fire protection, public water and wastewater service, erosion control, and bridge maintenance and repair; understand, interpret, explain and apply organizational policy and procedures; present proposals and recommendations clearly, logically and persuasively in public meetings; represent FIPSD effectively in negotiations; establish and ensure compliance with appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports and other written materials; exercise sound, expert independent judgment within broad general policy guidelines; establish and maintain effective working relationships with Commission members, executives and managers, other elected and appointed governmental officials, industry and business executives, professional and community groups, consultants, developers, employees, media representatives and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

EDUCATION and/or EXPERIENCE: Bachelor's degree in engineering, public administration, natural sciences, planning or related field, with a minimum of five years of experience in water and sewer operations and a minimum of six years administrative and financial experience. Additional years of related experience may be substituted for a Bachelor's degree. A successful candidate will have at least ten years public agency administrative and financial experience preferably in the field of public water and/or sewer works. Experience managing employees is preferred. A strong financial background with a demonstrated ability to develop and manage a multi-million dollar annual operating budget is also preferred.

Beyond the core functional responsibilities, there are a number of additional leadership and interpersonal skills that are important to the District Manager's success.

- **Leadership skills include:** a clear commitment to the FIPSD's mission and values; an ability to motivate and engage others in advancing the mission of the FIPSD; an ability to learn from the successes and failures of the past in planning for the future; a willingness to ask difficult questions and challenge organizational assumptions; an awareness of trends and information in the external environment that may impact the FIPSD and a sense of innovation and creativity.

**FRIPP ISLAND PUBLIC SERVICE DISTRICT
FRIPP ISLAND FIRE DEPARTMENT
POSITION DESCRIPTION
DISTRICT MANAGER**

- Interpersonal skills include: effective problem-solving skills; good judgment in decision making; effective communication skills; the ability to build trusting relationships; the ability to balance diverging and competing points of view and the ability to accept construction criticism.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license.

DISCLAIMER AND ACKNOWLEDGMENT

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

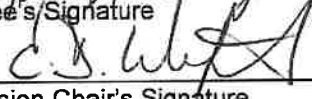
THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.



Employee's Signature

1/11/2023

Date



Commission Chair's Signature

1/18/23

Date

Authorization Certificate

Deposit Accounts and Treasury Management Services

The undersigned hereby certifies to Wells Fargo Bank, National Association (Bank) that:

1. **Fripp Island Public Service District**

(Account holder's complete legal entity/company name),

a **government entity**

(description of Account holder's business entity type)

("Customer"), has authorized the undersigned to make the certifications in this Certificate on Customer's behalf.

Name	Title	Country of permanent residence	Business phone number	Business email address

is referred to in this Certificate as an "Authorized Representative" with full authority, acting alone, to:

- enter into those agreement(s) that Bank requires regarding opening, operating, and closing deposit accounts for Customer at Bank (each, an Account) and enrolling in, using, and terminating Bank services including Bank's non-deposit sweep services used in connection with the Account(s) (each, a Service);
- authorize transactions of all types on the Accounts and instruct Bank regarding Accounts and Services; and
- designate individuals as additional Authorized Representatives.

3. This Certificate reflects actions duly taken by Customer in accordance with its governing documents. It shall continue in effect until Bank has received and had a reasonable time to act on Customer's written notice revoking it, which shall be effective only as to actions which are taken by Customer thereafter. Actions authorized in this Certificate but performed prior to its execution are approved and ratified.

Certified to:

By/Signature: _____

Printed Name: _____

Title: _____

Date: _____

Tax Identification Number of Customer: _____

(TIN of the Account holder as assigned by the IRS)

Amendment to Commercial Account Signature Card

1. Account Title(s)

Account #1: _____ CoID: _____	Account #2: _____ CoID: _____
Title Line 1: _____ Customer's full legal name matching Customer's formation documents – 40 characters max.	Title Line 1: _____ Customer's full legal name matching Customer's formation documents – 40 characters max.
Title Line 2: _____	Title Line 2: _____
Title Line 3: _____	Title Line 3: _____
Title Line 4: _____ If applicable, enter DBA name on last available title line.	Title Line 4: _____ If applicable, enter DBA name on last available title line.

2. Amendment to Account Signers - Add

Signer #1

Signature _____

Printed Name _____

Signer role; please select one. If none selected, the default will be limited signer. Refer to section 4 for authority definitions.

☐ Limited Signer ☐ Authorized Signer

Internal use only: CIS customer number for above signer: _____

Signer #2

Signature _____

Printed Name _____

Signer role; please select one. If none selected, the default will be limited signer. Refer to section 4 for authority definitions.

☐ Limited Signer ☐ Authorized Signer

Internal use only: CIS customer number for above signer: _____

Signer #3

Signature _____

Printed Name _____

Signer role; please select one. If none selected, the default will be limited signer. Refer to section 4 for authority definitions.

☐ Limited Signer ☐ Authorized Signer

Internal use only: CIS customer number for above signer: _____

3. Amendment to Account Signers - Delete

Signer Name	Signer Name
Signer Name	Signer Name
Signer Name	Signer Name

4. Customer's Certification, Acknowledgement, and Agreement

By signing below, I certify that the Customer has designated each of the individuals named in Section 2 above as

- a) a "Limited Signer" who is authorized, acting alone, to (i) sign checks drawn on the account(s) and (ii) instruct Wells Fargo with respect to stop payment order(s); or
- b) an "Authorized Signer" who is authorized, acting alone, to (i) sign checks drawn on and make cash withdrawals from the accounts(s), (ii) instruct Wells Fargo with respect to stop payment order(s) and (iii) initiate funds transfers between accounts on Business Online Banking, and (iv) perform other branch transactions in accordance with the customer's contractual arrangements with Wells Fargo.

Designating signers on the signature card does not authorize the signer to access CEO®.

Wells Fargo may obtain credit reports or other information about the customer. Wells Fargo may disclose information about each account to its affiliates, to credit reporting agencies, and to other persons or agencies that, in Wells Fargo's judgement, have a legitimate purpose for obtaining the information.

I acknowledge that the customer has received the Wells Fargo Commercial Account Agreement and agrees its terms and conditions, as amended from time to time, will govern the account(s).

Printed Name	Position/Title
Signature	Date

5. Bank Use Only		
Banker Name:	Banker Telephone:	Banker MAC:
AU:	RAU:	Officer #:
Submitter Name:		Submitter Phone:



I. IDENTIFICATION OF QUALIFIED INTERMEDIARY / WITHHOLDING ENTITY

LEGAL NAME OF ORGANIZATION: Fripp Island Public Service DistrictTYPE OF ORGANIZATION: Local Government, State of South Carolina

ACCOUNT NUMBER: _____

Be it resolved that each of the following has been duly elected or appointed and is now legally holding the title set opposite his/her name.

_____ (Name of Authorized Person)	<u>Chairman</u> _____ (Title)
_____ (Name of Authorized Person)	<u>Vice-Chairman</u> _____ (Title)
_____ (Name of Authorized Person)	<u>Secretary/Treasurer</u> _____ (Title)

II. CERTIFICATION

I, _____ of
(Name and Title of Officer or Partner signing this Non-Corporate Resolution)

Fripp Island Public Service District hereby certify that said organization is duly and legally
(Name of Organization)

organized and existing and that a quorum of the Fripp Island Public Service District Commission
(Name of Governing Body of Organization)

of said Organization attended a meeting duly held on the _____ day of _____, 20____

at which the following resolutions were duly adopted, and that such resolutions are in full force and effect on this date and

do not conflict with the Enabling Legislation of said organization.
(Name of Governing Rules)

I further certify that I have the authority to execute this Non-Corporate Resolution on behalf of said Organization, and that the Commission of the Organization which took the action called for by the
(Name of Governing Body of Organization)
resolutions annexed hereto has the power to take such action.

*SIGNATURE: _____ DATE: _____

TITLE: Secretary/Treasurer

*The signer should be someone other than one of the authorized person(s) named above. However, if signed by an authorized person named above, the Fed Wire Letter of Authorization and/or ACH Authorization Agreement must be signed by an authorized person other than the signer of this document.

III. RESOLUTIONS

Certified Copy Of Certain Resolutions by the Governing Body of Said Organization Whereby the Establishment and Maintenance of Accounts Have Been Authorized.

RESOLVED –

FIRST: That the named Authorized Persons of this organization or N/A or N/A be and they hereby are, and each of them is, authorized and empowered, for and on behalf of this organization (herein called the “Organization”), to establish and maintain one or more accounts with Multi-Bank Securities, Inc. (herein called the “Brokers”) and Pershing LLC, its successors or assigns, and for the purpose of purchasing, investing in, or otherwise acquiring, selling, possessing, transferring, exchanging, pledging, or otherwise disposing of or realizing upon, and generally dealing in and with;

(a) THIS PARAGRAPH PERMITS CASH TRANSACTIONS IN SECURITIES

any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, chooses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise;

(b) THIS PARAGRAPH PERMITS CASH AND MARGIN TRANSACTIONS IN SECURITIES

any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, chooses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise; and margin transactions, including short sales;

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said Authorized Persons and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to the Brokers with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such Authorized Persons and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with any of the said accounts to deposit funds with the Brokers; to deliver securities and/or contracts to the Brokers; to order the transfer or delivery thereof to any other person whatsoever, and/or to order the transfer record of any securities, or contracts, or titles, to any name selected by any of the said Authorized Persons or agents; to affix the Organization’s seal to any documents or agreements, or otherwise; to endorse any securities and/or contracts in order to pass title thereto; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct the Brokers to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities, to borrow money and securities, if applicable, and to secure repayment thereof with the property of the Organization; to appoint any other person or persons to do any and all things which any and all things which any of the said Authorized Persons and/or agents is hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such Authorized Persons and/or agents with respect thereto.

SECOND: That the Brokers may deal with any and all of the persons directly or indirectly by the foregoing resolution empowered, as though they were dealing with the Organization directly.

THIRD: That the person signing this Non-corporate Resolution on behalf of the Organization be and hereby is authorized, empowered and directed to certify to the Brokers:

- (a) a true copy of these resolutions;
- (b) specimen signatures of each and every person by these resolutions empowered;
- (c) a certificate (which, if required by brokers, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to the Brokers) that the Organization is duly organized and existing, that its governing rules empower it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the governing rules of the Organization or otherwise.

FOURTH: That the Brokers may rely upon the certified copy of the resolutions, specimen signatures, and certificate, as continuing fully effective unless and until the Brokers shall receive due written notice of change or rescission, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision. nor shall the fact that any person hereby empowered ceases to be an Authorized Person of the Organization or becomes an Authorized Person under some title, in any way affect the powers hereby conferred, but the failure to supply any specimen signature shall not invalidate any transaction where the party authorizing the same has been actually empowered thereto by or in conformity with these resolutions.

FIFTH: That in the event of any change in the office of powers of persons hereby empowered, an Authorized Person shall certify such changes to the Brokers in writing in the manner herein above provided, which notification, when received, shall be adequate both to terminate the powers of the persons therefore authorized, and to empower the persons thereby substituted.

SIXTH: That the Authorized Persons of the Organization be, and hereby is, authorized and empowered to countersign items as aforesaid.

SEVENTH: That the foregoing resolutions and the certificates actually furnished to the Brokers by the Authorized Person of pursuant thereto, be and they hereby are made irrevocable until written notice of the revocation thereof shall have been received by the Brokers.