

FRIPP ISLAND PUBLIC SERVICE DISTRICT

MEMORANDUM

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

FROM: Jeremy Sponseller 

SUBJECT: Commission Meeting January 09, 2024

DATE: January 8, 2024

The **December** Commission meeting is scheduled for **Tuesday, January 09, 2024 at 9:30 a.m.** The meeting will be held in the training room at the Fripp Island Fire Department and electronically via Zoom. All attendees may elect to attend in person or via Zoom. Login/call-in information appears on the agenda. The agenda and handouts are provided for your review.

Please let me know if you will be unable to attend the meeting.

Enclosures

C: Joshua Horton, Fire Chief  
Gary Pope, Jr., Esq.

FRIPP ISLAND PUBLIC SERVICE DISTRICT

Tuesday January 9, 2024  
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. Approval of December 2023 Commission Meeting Minutes
4. Reports
  - Manager Report December 2023
    - a. Accounting update=> Software Recommendation
  - Fire Department Report December 2023
  - POA shoreline Committee
5. Old Business
  -
6. New Business
  - Sea Glass Development
7. Questions and Comments from Visitors
8. Executive Session:
  - Personnel Matters
9. Adjourn

## FRIPP ISLAND PUBLIC SERVICE DISTRICT

**Minutes:** Commission Meeting on January 09, 2024

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

**Absent:**

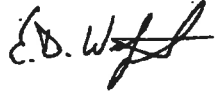
**Staff:** Jeremy Sponseller, District Manager  
Yvonne Fireall, Office Manager  
Joshua Horton, Fire Chief  
Rob Singletary, Field Operations Superintendent

**Guests:** John Derrick, Daniel Cotter, Darrin Love (Edmunds)  
Meghan Johnson (FIPOA) Gary Nizzi, Walt Daniels

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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. The Commission approved the minutes with corrections for the December 2023 regular Commission Meeting upon a motion by, Mr. Murphy (Vote: unanimous).
4. Reports
  - a) The Commission reviewed the Manager's Report for January 2024. (*Att A*)
    - a. Accounting update – Software Recommendation
  - b) The Commission reviewed the Fire Department Report for January 2024. (*Att B*)
  - c) The Commission reviewed and approved Mr. King will continue to report on POA Shoreline Committee activities upon a motion by, Mr. Perrone (Vote: unanimous).
5. Old Business
6. New Business
  - a) Sea Glass Development – has been moved to the Regular February Commission Meeting.
  - b) The Commission reviewed and approved Banyon Data as the District's new Accounting Software Company upon a motion by, Mr. Keup (Vote: unanimous). (*Att C*)
7. The Commission entertained questions and comments from visitors.
8. The Commission entered executive session to discuss personnel matters at 10:23 a.m., upon a motion by Mr. Wilt (Vote: unanimous). The Commission resumed open session at 11:16 a.m., upon a motion by Mr. Perrone (Vote: unanimous).

9. There being no further business, the meeting adjourned at 11:16 a.m., upon a motion by Mr. Murphy (Vote: unanimous).



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Edward D. Wetzel  
Chairman



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Jeremy D. Sponseller  
Secretary

**FRIPP ISLAND PUBLIC SERVICE DISTRICT  
MANAGER'S REPORT FOR November 2023**

**I. New Taps**

<u>Category</u>	FY 2024		FY 2023		FY 2022	
	<u>Nov</u>	<u>YTD</u>	<u>Nov</u>	<u>YTD</u>	<u>Nov</u>	<u>YTD</u>
Water customers	4	11	3	17	1	9
Res. Ir. customers	0	1	-	-	-	-
Sewer customers						
a. Gravity	1	7	3	13	0	7
b. Vacuum	3	4	0	4	1	2

Total vacuum sewer customers: 598 of 726

**II. Operations Update Through Numbers**

**1. Butcher's Island and Hunting Island Booster Pumps Avg Daily Run Time for November**

	<u>2023</u>	<u>Diff</u>	<u>2022</u>	<u>Diff</u>	<u>2021</u>	<u>Diff</u>	<u>2020</u>
Butcher's Isl Pumps Hrs/Day	0.5	(0.7)	1.2	(0.1)	1.3	(0.5)	1.8
Hunting Isl Pumps Hrs/Day	1.5	(0.8)	2.3	(0.3)	2.6	(1.1)	3.7
Total Hrs/Day	2.0	(1.5)	3.5	(0.4)	3.9	(1.6)	5.5

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

	<u>2023</u>	<u>% Change</u>	<u>2022</u>	<u>% Change</u>	<u>2021</u>	<u>% Change</u>	<u>2020</u>
BJW&SA	489,286	4.9	466,281	0.7	463,156	(3.2)	478,520
Harbor Island	60,496	(5.8)	64,222	16.3	55,228	2.6	53,828
Hunt Island	8,525	47.8	5,769	(20.9)	7,294	(13.0)	8,388
Frripp Island	412,750	5.9	389,781	(0.6)	392,063	(3.3)	405,240
Accountability,%	98.5	N/A	98.6	N/A	98.1	N/A	97.7
Rainfall, Inches	1.3		2.9		2.5		6.4

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

	<u>Annual</u>	<u>Qtr 1</u>	<u>Qtr 4</u>	<u>Qtr 3</u>	<u>Qtr 2</u>
	<u>Total</u>	<u>2024</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
Frripp Master Meter	163,224	54,268	48,488	26,235	34,233
Billed Water	<u>152,564</u>	<u>52,194</u>	<u>44,705</u>	<u>23,520</u>	<u>32,145</u>
Total Unbilled Water	10,660	2,074	3,783	2,715	2,088
Unbilled Water Percent	7%	4%	8%	10%	6%
Flushing/Unbilled Accts	<u>221</u>	<u>0</u>	<u>0</u>	<u>51</u>	<u>170</u>
Unaccounted for Water	10,439	2,074	3,783	2,664	1,918
Unaccounted for Percent	6%	4%	8%	10%	6%

**4. Wastewater Treatment Plant Flow for November, Gallons per Day**

	<u>2023</u>	<u>% Change</u>	<u>2022</u>	<u>% Change</u>	<u>2021</u>	<u>% Change</u>	<u>2020</u>
Average Daily Flow	167,906	2.2	164,321	(18.6)	201,860	1.7	198,512
Weekly Max Flow	203,000	6.8	190,000	(14.0)	221,000	(7.5)	239,000
Peak Daily Flow	313,972	14.4	274,539	(23.6)	359,558	20.0	299,602

5. All water and wastewater sampling was satisfactory for the month of November
6. There were no issues with the water tower levels or flows in November.

### III. Operations Update Through Field Work and Projects

#### 1. General Water and Wastewater System Activities

- a. Various utility locates, Daily
- b. Regular lift station inspections
- c. Regular WWTP maintenance
- d. AirVac maintenance
- e. Performed required sampling
- f. Meter repairs
- g. New customer installs

#### 2. Administrative & Personnel Activities (status is continuing this month)

- a. I plan to introduce Uvette Pope-Rogers, our accounting consultant at the meeting. She and I will give an update on the 2023 audit and our plan forward.
- b. We are continuing our research into accounting software packages. We have met with several different I plan to bring you a recommendation in January 2024.
- c. Development of a lead service line inventory, as required by the EPA's lead and copper rule revision, is underway. The deadline for completion of the inventory is October 16, 2024. Dhec has appointed a consultant to assist with the inventory. Their services will include, mostly, data review and organizing for the report that will be submitted.
- d. We submitted an application to Beaufort County for a State Accommodations Tax Grant. Josh and I attended the county presentation meeting and stated our case. We were not selected. It seems as though, since we had our funding in place, we did not need any grant money from them. The HTAX is hospitality money that I will apply for by the end of the year. We get nothing, 100% of the time, when you don't ask.

#### 3. Fripp Inlet Bridge

- a. JMT has most of the detail work on the concrete spalling. They are finishing up on the collar work to bents 12&13. These are a little more in-depth since there has been previous repairs performed.
- b. Permit for the abutment work has been submitted. I spoke with Bill Barna and we are trying to get a visit scheduled to talk about the bridge and revetment. The permit for the abutment is in progress and dhec has asked for additional information. That info was provided and we await approval. I impressed upon him our desire to perform the abutment work prior to the 2024 summer season.

#### 4. After discussing the Davis Love force main, at the November meeting, it made me think that there needed to be some clarification on the progress of the project. I am working to get the developer to come and speak with the commission about the intention of the development and answer any questions the commission might have.

#### 5. Sheet pilings are in the ground. Dirt work is being performed on the approaches and concrete is to be poured, tentatively, Wednesday the 13<sup>th</sup>. The contractor fought with the tide and the old riprap that had been buried below. The progress looks good and we are seeing the light at the end of this project. Pray that light is not a train;)

#### 6. We are still locking down dates to perform the 4 tank tasks. The small tank is to receive a (1) washout and (2) interior touch up. The 200k gallon tank is to receive (3) exterior blast and then (4) exterior recoat. We are in the process of scheduling the work.

7. Low Country Engineering is working on the Deer Lake Force main relocation. Phil Waters and I met to discuss the design and progress. He will be submitting the permits for the work in the near future.
8. Still trying to get some information on the GIS mapping project, through SCRWA. The individual that had been performing the work has been promoted and the position has not been filled. On a related front, we were able to locate a water map from 2008 and will be using it to update what we can. Then I plan to get a map printed that we can reference on a daily basis.
9. I contacted Bill Barna with McSweeney Engineering. We discussed the bridge abutment as well as the porpoise revetment. Based on current knowledge, the revetment is working exactly as it was designed and should. If there is a specific area of concern, Bill is happy to come and look at it. Otherwise, we discussed the addition of smaller aggregate that will sift down between the larger, Armour Stone. This might slow the intrusion of water but will not stop it. Short of building a wall or raising the ground beneath the revetment, water will continue to encroach on the road during higher tides and storm events. Please let me know if there is anything specific that you would like me to look into.

#### 10. Miscellaneous Activities

Continuing to look at AMI meter reading systems.

***Fripp Island Fire Department  
Monthly Report Summary  
November 2023***

**Response Activities:**

Total emergency responses for November; 12

	Nov 2023	Nov 2022	YTD CY23	YTD CY22
• Structure Fires	00	00	01	02
• Vehicle Fire	00	00	01	00
• Medical Emergencies	07	08	132	124
• Brush Fires	00	00	04	00
• Misc. Fire	01	02	19	25
• Service Calls	00	00	39	14
• Mutual Aid	03	00	10	06
• Auto Accident	01	00	10	09
• Water Emergencies	00	00	11	14
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	12	10	227	194

**Average emergency response time:**

5 minutes 32 seconds.

**Roster:**

Total personnel active for November, 21

**Activities of Note:**

Nothing of significance to report for November.



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**\$4,380,000**  
**Fripp Island Public Service District**  
**General Obligation Bond, Series 2024**

**FINANCING SCHEDULE**

Oct-23							Nov-23							Dec-23							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31	26	27	28	29	30	<small>24/31</small>	25	26	27	28	29	30							

Jan-24							Feb-24						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	25	26	27	28	29					

DATE	TASK	RESPONSIBILITY
October 10	PSD Commission Meeting to Discuss GO Referendum	PSD/BC/FA
November 7	General Obligation Bond Referendum	
November 13	<i>Beaufort County Council Meeting – Adopt Resolution Confirming Referendum Results</i>	
December 8	Circulate Draft Bank RFP to Working Group	FA
December 12	PSD Commission Meeting to Adopt Bond Resolution	PSD/BC/FA
December 13	Working Group Kick-Off Call (10:00am)	Working Group
January 3	Circulate Bank RFP to Banks	FA
January 4	Summary Notice of Sale Published	BC
January 25	Bank Proposals Due / Review Call	Working Group
Early February	Construction Bids Received on Bridge Project	PSD
February 1	Circulate Closing Documents	BC
February 13	Pre-Closing	Working Group
February 14	Closing	Working Group

NOTE: FRIPP ISLAND PSD COMMISSION MEETS ON THE SECOND TUESDAY OF EACH MONTH

**RESPONSIBILITY LEGEND:**

Role	Entity	Defined
Issuer	Fripp Island Public Service District	“PSD”
Bond Counsel	Pope Flynn	“BC”
Financial Advisor	First Tryon Advisors	“FA”
Bank Lender	TBD	“L”
Bank Counsel	TBD	“LC”

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A RESOLUTION TO PROVIDE FOR THE ISSUANCE AND SALE OF NOT EXCEEDING FIVE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (\$5,250,000) AGGREGATE PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS OF THE FRIPP ISLAND PUBLIC SERVICE DISTRICT, SOUTH CAROLINA, TO PRESCRIBE THE PURPOSES FOR WHICH THE PROCEEDS SHALL BE EXPENDED, TO PROVIDE FOR THE PAYMENT THEREOF, AND TO PROVIDE FOR OTHER MATTERS RELATING THERETO.

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2023 BOND RESOLUTION

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~~November 14~~ December 12, 2023

EXHIBIT C  
FORMS OF OFFICIAL NOTICE OF SALE

[FORM FOR COMPETITIVE DIRECT PLACEMENT]

OFFICIAL NOTICE OF SALE

**Fripp Island Public Service District, South Carolina**  
**~~\$5,250,000~~ 4,380,000\* General Obligation Bond, Series 2024**

Fripp Island Public Service District, South Carolina (the "***District***"), pursuant to this Official Notice of Sale, is requesting bids from financial institutions with respect to its ~~\$5,250,000~~ 4,380,000\* General Obligation Bond, Series 2024 (the "***Bond***") to finance the costs of certain capital projects and to pay the costs of issuance thereof.

Your response to this Official Notice of Sale would be greatly appreciated. The following terms and key assumptions are to be utilized in preparing your bid:

Time and Place of Sale: NOTICE IS HEREBY GIVEN that bids addressed to the District will be received by the District until 12:00 p.m., Eastern Time, on ~~\_\_\_\_\_~~ January 25, 2024, at which time said bids will be publicly opened for the award of a commercial loan to be evidenced by the Bond.

Issuer: Fripp Island Public Service District, South Carolina

The District was created by Act No. 1042 of the Acts and Joint Resolutions of the General Assembly of the State of South Carolina for the year 1962 (as from time to time amended, the "***Enabling Act***") as a special purpose district of perpetual succession within Beaufort County, South Carolina (the "***County***").

Purpose: Proceeds of the Bond will be used to provide funds: (1) to pay or recoup the costs, including capitalized interest, of: (i) acquiring, designing, constructing, renovating, and equipping fire service facilities, apparatus, equipment, and vehicles, to include, without limitation, station improvements, beach rescue equipment, squad trucks, and aerial apparatus; and (ii) ~~repairing, reconstructing, and mitigating certain District revetments and related;~~ and (iii) repairing, reconstructing, and improving the Fripp Inlet Bridge and related infrastructure, including, without limitation, bent retrofits and abutment protection; and (2) to pay the costs of issuance of the Bond.

Tax Treatment: Tax-Exempt

Bank Qualified: Yes

\* Preliminary, subject to change.

**EXHIBIT C**  
**FORMS OF OFFICIAL NOTICE OF SALE**

**Audit:** The last three years of audited financial statements are provided under separate attachment.

**Security:** The Bond is a general obligation of the District secured by an irrevocable pledge of the full faith, credit, and taxing power of the District. There shall be levied and collected annually in the same manner as other property taxes are levied and collected, an *ad valorem* tax, without limit as to rate or amount, on all taxable property in the District sufficient to pay the principal of and interest on the Bond as it matures and to create such sinking fund as may be necessary therefor.

**Rating:** No rating is expected to be obtained for the Bond.

**Issue Size:** ~~\$5,250,000~~ 4,380,000\*

**Debt Structure:** A preliminary amortization has been provided below and should be used in preparation of your bid. The District reserves the right to modify the amortization to achieve its desired debt service structure. The Bond shall bear a single fixed rate for the entire term thereof.

Maturity	Principal
2/1/2026	230,000
2/1/2027	240,000
2/1/2028	251,000
2/1/2029	263,000
2/1/2030	275,000
2/1/2031	288,000
2/1/2032	301,000
2/1/2033	315,000
2/1/2034	329,000
2/1/2035	345,000
2/1/2036	360,000
2/1/2037	377,000
2/1/2038	394,000
2/1/2039	412,000
<b>Total</b>	<b>4,380,000</b>

**EXHIBIT C**  
**FORMS OF OFFICIAL NOTICE OF SALE**

- \_\_\_\_\_ ~~[Insert table]~~
- Principal Payments: Annual principal payments payable on \_\_\_\_\_ February 1 of each year, commencing \_\_\_\_\_ February 1, 2026 through \_\_\_\_\_ February 1, 2039.
- Interest Payments: Semi-annual interest payments payable on \_\_\_\_\_ February 1 and \_\_\_\_\_ August 1 of each year, commencing \_\_\_\_\_ 1, \_\_\_\_\_ August 1, 2024. Interest will be calculated on a 30/360 basis.
- Optional Redemption: The District is seeking flexibility with respect to redemption provisions. Please specify the redemption structure(s) that would provide the District with flexibility at the lowest cost of funds. Proposals with multiple redemption options are permitted.
- Bid Requirements: Bidders shall specify a single, fixed rate of interest for the Bond.
- Bidders shall specify the rates of interest per annum which the Bond is to bear, to be expressed in multiples of 1/1000 of 1%. The fixed rate must be held firm until closing. A bid for less than the entire amount of the Bond, or a bid at a price less than par, will not be considered. The interest rate bid must be held firm until at least \_\_\_\_\_ February 14, 2024.
- No Increased Costs: The District may deem any bids that require contractual provisions specifying future interest rate adjustments, including those relating to (1) the successful bidder's increased costs, taxes, changes in capital adequacy, or capital requirements; or (2) events of taxability or default related to the Bond as nonresponsive to this Official Notice of Sale and may, in its discretion, disallow such bids.
- Closing Costs: The costs of issuance of the Bond will be borne by the District. However, the District does not anticipate paying any closing costs to or on behalf of the successful bidder. Please specify any exceptions. Any closing costs to be borne by the District must be included as absolute figures and will be included in calculating total interest cost as described below under "Award."
- Ongoing Costs: None anticipated to be paid to or on behalf of the successful bidder. Please specify any exceptions. Any ongoing costs to be borne by the District must be included as absolute figures and will be included in calculating total interest cost as described below under "Award."
- Closing: Closing is anticipated to take place on \_\_\_\_\_ February 14, 2024.

**EXHIBIT C**  
**FORMS OF OFFICIAL NOTICE OF SALE**

risk of holding the Bond; (4) the successful bidder is acquiring the Bond as a vehicle for making a commercial loan and without a present view to the distribution or resale thereof (subject, nevertheless, to any requirement of law that the disposition of its property shall at all times be under its control) within the meaning of the federal securities laws; and (5) the successful bidder is acquiring the Bond solely for its own account and no other person now has any direct or indirect beneficial ownership or interest therein. The form of the investment letter is available upon request.

Legal Opinion: Pope Flynn, LLC will prepare all documents and closing papers in connection with the issuance of the Bond, and provide a validity opinion and an opinion as to the treatment of the interest on the Bond under federal tax law at the District's expense.

~~Schedule:~~ \_\_\_\_\_

Date: This Official Notice of Sale is dated ~~\_\_\_\_\_~~ January 3, 2024.

To be considered, a proposal must be received by 12:00 p.m. on January 25, 2024. Email submission of the proposal to the following individuals is preferred:

[Ewetz06@gmail.com](mailto:Ewetz06@gmail.com)  
[jeremysponseller@fipsd.org](mailto:jeremysponseller@fipsd.org)  
[gpope@popeflynn.com](mailto:gpope@popeflynn.com)  
[sweathers@popeflynn.com](mailto:sweathers@popeflynn.com)  
[avitner@firsttryon.com](mailto:avitner@firsttryon.com)  
[bdecoste@firsttryon.com](mailto:bdecoste@firsttryon.com)

<u>DATE</u>	<u>TASK</u>
<u>January 3</u>	<u>Distribute Notice of Sale to potential lenders</u>
<u>January 25</u>	<u>Bank Bids Due</u>
<u>February 14</u>	<u>Closing</u>

Questions may be addressed to the District through its financial advisor using the contact information below: