

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 D. Sponseller

SUBJECT: Commission Meeting March 12, 2024

DATE: March 8, 2024

The **March** Commission meeting is scheduled for **Tuesday, March 12, 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.
Yvonne Fireall, Office Manager/HR Benefits Administrator

FRIPP ISLAND PUBLIC SERVICE DISTRICT

Tuesday March 12, 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/3252080233?omn=81824774087>

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: 325 208 0233

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 February 2024 Commission Meeting Minutes
4. Reports
 - Manager Report February 2024
 - Fire Department Report February 2024
 - POA Shoreline Committee
5. Old Business
 - Sea Glass Development update
 - Accounting Update: UR Consulting Services
6. New Business
 - AMI/AMR discussion
 - DOT Bridge inspection
7. Questions and Comments from Visitors
8. Executive Session:
 - Personnel/Legal Matters
9. Adjourn

FRIPP ISLAND PUBLIC SERVICE DISTRICT

Minutes: Commission Meeting on February 13, 2024

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

Absent:

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

Guests: Sara Weathers (Pope Flynn), Uvette Pope-Rogers (UR Consulting CPA), Frank Davis (Confluence Consulting), Dan Cotter (FIPOA), Colton Cauthen (Hanna Engineering), John Scappatura (FIR), Joe Guerra (FIR), Thomas Michaels (JMT Design), Gary Nizzi, Troy Barber (Sea Glass), PJ Kane (Sea Glass, Jeff Tibbals (Bybee & Tibbals LLC), John Derrick

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 for the January 2024 regular Commission Meeting upon a motion by, Mr. Wilt (Vote: unanimous).
4. Reports
 - a) The Commission reviewed the Manager's Report for February 2024. (*Att A*)
 - b) The Commission reviewed the Fire Department Report for February 2024. (*Att B*)
 - c) The Commission received a report on POA Shoreline activities from Commissioner King. (Vote: unanimous).
5. Old Business
 - a) The Commission entertained Sara Weathers from Pope Flynn who gave an update on the 2024 GO Bond.
6. New Business
 - a) The Commission entertained discussion on the Sea Glass Development
 - b) The Commission entertained Frank Davis from Confluence Consulting to begin discussions on the new water and rate schedule.
7. The Commission entertained questions and comments from visitors.

8. The Commission entered executive session to discuss personnel and legal matters at 11:00 a.m., upon a motion by Mr. Wilt (Vote: unanimous). The Commission resumed open session at 11:39 a.m., upon a motion by Mr. Keup (Vote: unanimous).
9. There being no further business, the meeting adjourned at 11:39 a.m., upon a motion by Mr. King (Vote: unanimous).



Edward D. Wetzel
Chairman



Jeremy D. Sponseller
Secretary

**FRIPP ISLAND PUBLIC SERVICE DISTRICT
MANAGER'S REPORT FOR January 2024**

I. New Taps

<u>Category</u>	FY 2024		FY 2023		FY 2022	
	<u>Feb</u>	<u>YTD</u>	<u>Feb</u>	<u>YTD</u>	<u>Feb</u>	<u>YTD</u>
Water customers	3	17	3	25	1	22
Res. Ir. customers	0	1	-	-	-	-
Sewer customers						
a. Gravity	1	11	3	20	1	14
b. Vacuum	2	6		5		7

Total vacuum sewer customers: 600 of 726

II. Operations Update Through Numbers

1. Butcher's Island and Hunting Island Booster Pumps Avg Daily Run Time for February 2024

	<u>2024</u>	<u>Diff</u>	<u>2023</u>	<u>Diff</u>	<u>2022</u>	<u>Diff</u>	<u>2021</u>
Butcher's Isl Pumps Hrs/Day	0.0	(0.1)	0.1	0.0	0.1	0.1	0.0
Hunting Isl Pumps Hrs/Day	0.0	(0.2)	0.2	0.0	0.2	0.2	0.0
Total Hrs/Day	0.0	(0.3)	0.3	0.0	0.3	0.3	0.0

2. Fripp Island Master Metered Water Use for February 2024, Average Gallons per Day

	<u>2024</u>	<u>% Change</u>	<u>2023</u>	<u>% Change</u>	<u>2022</u>	<u>% Change</u>	<u>2021</u>
BJW&SA	305,071	(5.1)	321,536	4.3	308,281	9.1	282,571
Harbor Island	41,964	(23.3)	54,714	28.3	42,644	17.1	36,411
Hunt Island	6,200	2.4	6,057	1.4	5,972	(32.7)	8,875
Frripp Island	248,429	(2.1)	253,679	7.1	236,875	2.9	230,143
Accountability,%	97.2	N/A	97.8	N/A	92.6	N/A	97.5
Rainfall, Inches	2.8		2.6		1.2		6.1

3. Fripp Island Water Consumption – Recorded vs. Billed (in 1,000 gals.), December 2023.

	<u>Annual</u>	<u>Qtr 2</u>	<u>Qtr 1</u>	<u>Qtr 4</u>	<u>Qtr 3</u>
	<u>Total</u>	<u>2024</u>	<u>2024</u>	<u>2023</u>	<u>2023</u>
Frripp Master Meter	166,636	37,645	54,268	48,488	26,235
Billed Water	<u>154,385</u>	<u>33,966</u>	<u>52,194</u>	<u>44,705</u>	<u>23,520</u>
Total Unbilled Water	12,251	3,678	2,074	3,783	2,715
Unbilled Water Percent	7%	10%	4%	8%	10%
Flushing/Unbilled Accts	<u>635</u>	<u>584</u>	<u>0</u>	<u>0</u>	<u>51</u>
Unaccounted for Water	11,615	3,094	2,074	3,783	2,664
Unaccounted for Percent	7%	8%	4%	8%	10%

4. Wastewater Treatment Plant Flow for February 2024, Gallons per Day

	<u>2024</u>	<u>% Change</u>	<u>2023</u>	<u>% Change</u>	<u>2022</u>	<u>% Change</u>	<u>2021</u>
Average Daily Flow	193,392	53.0	125,706	(9.3)	138,607	(14.5)	162,194
Weekly Max Flow	206,000	56.1	132,000	(10.2)	147,000	(20.1)	184,000
Peak Daily Flow	274,324	42.8	192,080	0.9	190,443	(20.3)	238,817

5. All water and wastewater sampling was satisfactory for the month of February 2024
6. There were no issues with the water tower levels or flows in February.

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. 4 meters installed
 - e. Repaired 2 sidewalks due to line repairs
 - f. Replaced a 2" water valve
 - g. Repaired 2 leaks
 - h. Moved 1 service due to driveway placement
 - i. Sampled for URCM-5
2. Administrative & Personnel Activities (status is continuing this month)
 - a. We are making progress with Banyon Data Systems. The history is being populated and we hope to have the system installed and using it for the last quarter of FY'24.
 - b. Uvette will be at the meeting to give an update you on accounting. This update is located under "Old Business"
 - c. Russell is working on the lead and copper inventory and we plan to have it completed prior to the October Deadline.
 - d. We met with Beaufort County infrastructure representatives and discussed information about the Fripp Bridge. SCDOT is trying to get it on the Federal Bridge register. This will be the first step to going after different potential funding. The, ultimate, goal is to relinquish the ownership of the bridge to the SCDOT.
 - e. We also met with the Beaufort County Planning and Zoning Representative concerning the Sea Glass Development. The county prefers to have any non-county contracts, negotiations or agreements completed prior to submission to the county for approval. With that said, the PSD needs to stipulate any and all items necessary for the potential improvement. Much of this has been done, but we need to collect capacity fees prior to signing the permit. I am drafting a letter to submit to The Developer and we will finish the process that had been started.
3. Fripp Inlet Bridge
 - a. JMT has submitted plans to DHEC and we are awaiting permit approval. Next step will be Bidding. JMT and I will be discussing the process in the near future.
 - b. Permit for the abutment work is still in progress. Bill Barna emailed our case handler and asked for an update, to which we have not heard back.
4. Work has begun on the 200,000 gallon tank at the front of the island. You have probably noticed some commotion around the site. A curtain has been installed and will be lifted up and down throughout the next month or so. It is lowerable to avoid wind interference during the process. We are working on the color scheme and logo so that when they are ready to reapply the coatings, we can have a fresh-looking icon for all to see as they drive onto the island.
5. 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.
6. We are having the discharge piping replaced at the Davis Love lift station. One side of the piping currently leaks when running, allowing water to re-enter the wet well, therefore, decreasing the efficiency of the station. Parts are being collected.

7. Have not made any significant progress on the GIS. There have been other priorities and we will revisit at a later time.
8. Miscellaneous Activities
 - a. We met with three different water meter providers and got budget numbers from all of them. I Prefer not to share individual numbers because we will likely be going out for bid in the future. This maintains the integrity of the numbers that were shared, insuring that we get the best bids from the vendors. Using three sets of numbers we are able to construct a reasonable budget number for the Commission consideration of implementation in Fiscal year 2025 (starting this July, 2024). We will have a discussion under “new Business.
 - b. There has been a delay in the potential water line repair at the bridge. I have one quote that is higher than I originally had thought it would be, therefore, I located another contractor that can perform the work and they will be visiting us the week of the 20th to quote the repair. I am researching some ideas that may give more insight on the extent of the damage. The tower maintenance has interfered with the time frame of the repair as the tank is drained. This limits the ability to shut off the water supply on the bridge. I will keep you posted.

***Fripp Island Fire Department
Monthly Report Summary
February 2024***

Response Activities:

Total emergency responses for February, 14

	Feb 2024	Feb 2023	YTD CY24	YTD CY23
• Structure Fires	00	00	00	00
• Vehicle Fire	00	00	00	00
• Medical Emergencies	07	13	15	16
• Brush Fires	00	00	01	00
• Misc. Fire	03	01	03	02
• Service Calls	02	02	02	02
• Mutual Aid	01	01	01	02
• Auto Accident	00	00	02	00
• Water Emergencies	01	00	01	00
	-----	-----	-----	-----
	14	17	25	22

Average emergency response time:

4 minutes 49 seconds.

Roster:

Total personnel active for February, 21

Activities of Note:

Bond proceeds are in the bank for the "Fire Project". At the suggestion of the Chairman, I will be updating monthly progress on the three areas of the project.

Apparatus - We formed a "truck committee" to start the search process and ultimately build a RFP for approval. We will be going out to at least 3 manufacturers.

Station Reno – Quote received for kitchen upgrades, counter tops, range and hood. Im hoping the new counters will be in within the month. We will order the new range and hood from a vendor on state contract. I plan to move on to flooring next to be done before the season is in full swing. At that point, we will wait until the end of the season to start exterior repairs. I want to have all the quotes in on painting and minor repairs in and approved by the end of July so work can start by mid-august if not sooner.

Vehicles – I have reached out to enterprise fleet leasing with the hopes we could use them for our vehicle's needs. The current state contracts are quite different than the way they were prior to 2020. Instead of having contracts on specific vehicles at slightly above factory cost, it is now a fixed percentage above dealer cost. This has caused a substantial increase in vehicle cost. Unfortunately, their program requires a fleet of at least 50 vehicles. The county is in the process of going to fleet leasing as has many other counties and municipalities in the state. I spoke with the county administrator, who suggested maybe we could work into their contract. He said he would be willing to look into it for us. In the meantime, I will be researching other leasing options. Also looking at just a straight purchase through State Purchase or through HGA

AMR/AMI

Project Budget Discussion

- I. Intent
 - A. To increase efficiency of meter reading and billing

- II. Options
 - A. Automated Metering Infrastructure (AMI)
 - 1. Centralized, fixed base, meter reading
 - 2. More infrastructure
 - 3. More options...
 - 4. More Money
 - B. Automated Meter Reading (AMR) (drive by or radio read)
 - 1. Mobile reading
 - 2. Less infrastructure
 - 3. Fewer options
 - 4. Less money

- III. Path Forward
 - A. AMR with the ability to upgrade if needed.
 - 1. Some companies use the same equipment for the AMR stage. This allows further upgrading to AMI by simply adding the necessary equipment, without retrofitting or replacing items already in place.



Repair Recommendations Form

D

Part I – Bridge Data <i>Complete at all times with bridge data.</i>					
Asset ID (NBI 08):	10808	Facility Carried (NBI 07):	BEAUFORT S-406	Inspection Date:	01/15/2024
Structure Number:	0770040600100	Feature Intersected (NBI 06):	FRIPP INLET	Consultant:	TranSystems
District # (NBI 02):	District 6	Bridge Owner (NBI 22):	04 - Municipality	Consultant BITL:	Kenny Wagner
County (NBI 03):	Beaufort	Consultant BITL Email:	kwwagner@transystems.com	Photo Format Used:	Photos on This Form
<input checked="" type="checkbox"/>	BRIDGE ORIENTATION: Labeling diagram orientation is same direction as the historic orientation of the bridge.				
<input type="checkbox"/>	BRIDGE ORIENTATION: Labeling diagram orientation is opposite direction from the historic orientation of the bridge.				
<input type="checkbox"/>	BRIDGE ORIENTATION: Asset ID placard is moved during inspection by consultant to Bent 1.				

Part II – Repair Recommendations					
Flag Type (A, B or C)	HMMS Deficiency Code	Deficiency Description <i>(include approximate quantity & location for maintenance to be aware of the deficiency)</i>	Pile Repair Report Needed? (A.5.27)	Photo Number (if used)	DBIS: Already in HMMS?
C	807	Repair spalls with ERB along bridge railing at Southwest corner of EB1, and East rail in SNs 12 and 14 [3LF]	<input type="checkbox"/>	1	<input type="checkbox"/>
C	801	Repair spalls with ERB throughout the top of deck in Southbound lane of SN37, and the Southbound lane of SN40 at BT41 [2 SF]	<input type="checkbox"/>	2	<input type="checkbox"/>
C	801	Repair spalls with ERB throughout underside of deck in Bay 2 of SN2, Bay 3 of SN5, Bay 1 of SN8, Bay 1 of SN9, West fascia of BT12, West fascia of SN16 and SN17, Bay 1 of SN25, West fascia of SN40, and Bay 1 of SN43 [28 SF]	<input type="checkbox"/>	3	<input type="checkbox"/>
C	803	Repair spalls with ERB and/or exposed PS strands in beams [140 LF]	<input type="checkbox"/>	4,5,6,7	<input type="checkbox"/>
C	809	Patch spalls with ERB in caps and pile collars [560 LF]	<input type="checkbox"/>	8-11	<input type="checkbox"/>
C	807	Repair piles with vertical cracks [11 EA]	<input type="checkbox"/>	12, 13	<input type="checkbox"/>
C	807	Replace steel connection hardware on the Southwest Dolphin at SN25	<input type="checkbox"/>	14	<input type="checkbox"/>
C	603	Install [4] Delineators, [1] at each corner	<input type="checkbox"/>		<input type="checkbox"/>
C	603	Install Asset ID placard on rail at BT1, right side	<input type="checkbox"/>		<input type="checkbox"/>
C	-	Perform Stability analysis and retrofit to BT12 and BT13 [2EA]	<input type="checkbox"/>		<input type="checkbox"/>
-	-		<input type="checkbox"/>		<input type="checkbox"/>

Part III – Repair Recommendations Transmittal

- This transmittal section shall be used to transmit repair recommendations from a consultant inspector to the DBIS.
- Prior to the submittal of this form, the form should be reviewed by the reporting party.
- The reporting party shall electronically sign below using the reporting party signature line prior to submitting.
- The reporting party shall submit the signed form using the "Transmit Repair Recommendations" button.

ProjectWise Link to Photos for Repair Recommendations (if used):

ELECTRONIC SIGNATURE (Reporting Party):

Kenneth Wagner

Digitally signed by Kenneth Wagner
Contact Info:
KWWagner@TranSystems.com
Date: 2024.02.12 11:41:02-05'00'

Transmit Repair Recommendations:

Part IV – DBIS Confirmation of Repair Recommendation Entry into HMMS

- This section shall be used to confirm the entry of consultant repair recommendations into HMMS by the DBIS (or designee).
- The DBIS (or designee) shall electronically sign below using the DBIS signature line after entering this document into HMMS.
- The DBIS (or designee) shall return the signed form to the consultant inspector.

ELECTRONIC SIGNATURE (DBIS or designee):

Return Form to Consultant:

Part I – Bridge Data <i>Completed on Page 1</i>			
Asset ID (NBI 08):	10808	Structure Number:	0770040600100
		Inspection Date:	01/15/2024

Repair Recommendations Form Photographs

Consultants may:

1. Add photos to the Photograph Form (Attachment 5.20) or another form with captioned photographs and upload the document to ProjectWise. See instructions on Attachment 5.6 instructions page. Link the ProjectWise location of the document on Page 1.
2. Add photos to this form and send to the DBIS.



Photo #: 1 Caption: West rail, South face at EB1, spall [8"W x 10.5"H x 2"D] with ERB [no SL]



Photo #: 2 Caption: SN37, Southbound lane, near midspan, rebar protruding from deck [up to 1/4"H x 2"W] worn smooth by traffic. Recommend grinding flush to deck



Photo #: 3 Caption: Underside of deck, Span 2, Bay 1, spall [2'L x 5"W x 2"D] with [3] exposed transverse and [2] exposed longitudinal reinforcing [1/8" SL]



Photo #: 4 Caption: BM6-2, [32"] from BRG6-2(B), spall [15"L x 12"W x 1"D] with [2] exposed strands [50% SL]



Photo #: 5 Caption: BM7-3 at BT8, bottom flange, spall [up to 36"L x 18"W x 2"D] with [4] exposed PS strands [up to 100% SL]



Photo #: 6 Caption: BM7-2, [2.3'] North of BRG7-2(A), bottom flange, spall [22"L x 14"W x 2"D] with [3] exposed PS strands [up to 50% SL]



Photo #: 7 Caption: BM25-3, [8.3'] from BRG25-3(A), failed patch [up to 18"L x 6"W x 1"D] with [3] exposed PS strands [up to 90% SL]



Photo #: 8 Caption: BT13, lower retrofit cap, [3'] above bottom of cap, above Pile E, [2] spalls [up to 10"L x 16"H x 1.5"D] with ERB [1/8" SL]

Part I – Bridge Data <i>Completed on Page 1</i>					
Asset ID (NBI 08):	10808	Structure Number:	0770040600100	Inspection Date:	01/15/2024

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Photo #: 9 Caption: BT25, collar, West face, spall [3'L x 3'W x 8"D] with ERB [up to 100% SL] (CS3, 3LF)



Photo #: 10 Caption: BT13, underside of Retrofit Cap, spalls [up to FW x up to FL x 1'H] with ERB [up to 100% SL]



Photo #: 11 Caption: BT10, underside of Retrofit Cap, spalls [up to FW x up to FL x 1'H] with ERB [up to 100% SL]



Photo #: 12 Caption: P9-B South, SW Corner, Vertical crack [20"L x 1/16"W with RS]



Photo #: 13 Caption: P13-G South, All faces, Vertical cracks [up to 36"L x 1/16"W with RS]



Photo #: 14 Caption: Southwest Dolphin, steel cable wraps, corrosion [up to 5% of strands, 100% SL]

Photo #: ___ Caption:

Photo #: ___ Caption: