

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT
21 OAK PARK DRIVE – POST OFFICE BOX 21264
HILTON HEAD ISLAND, SOUTH CAROLINA 29925
TELEPHONE 843-681-5525 – FAX 843-681-5052

**MINUTES
COMMISSION MEETING
MARCH 25, 2014**

I. Meeting called to order by the Chairperson, Mr. Bob Manne, at 9:00 a.m.

Mr. Manne stated that notice of the meeting has been given in accordance with the Freedom of Information Act.

II. Those in attendance were:

Mr. Bob Manne	Chairperson
Mr. Bob Gentzler	Vice Chairperson
Mr. Gary Kratz	Treasurer
Mr. John Geisler	Secretary
Mr. Frank Drehwing	Commissioner
Mr. Herbert Ford	Commissioner
Mr. David McCoy	Commissioner

Present by request:

Mr. Richard Cyr	General Manager
Mr. Pete Nardi	Assistant General Manager
Mr. Larry Sapp	Finance Manager
Mr. Arnold Ellison	Special Project Manager
Ms. Connie Whitehead	Commission Recording Secretary

Visitors:

None

III. Pledge of Allegiance

Mr. Gentzler led the Pledge of Allegiance.

IV. Agenda Additions or Change

None

V. Adoption of Draft Minutes of the February 25, 2014 Regular Meeting

Action

- Mr. Drehwing moved to adopt the minutes of the February 25, 2014 regular commission meeting as presented. Mr. Geisler seconded. The motion passed unanimously.

VI. Public Comment on Non-Agenda Items

None

VII. TIF Extension

Key Discussion Points

- At the February meeting, Mr. Steve Riley, Town Manager, and Ms. Susan Simmons, Town Director of Finance, gave a presentation of the proposed TIF Extension.
- The Town proposes to extend the TIF, retaining the same partners, for 10 years or to \$115 million, whichever comes first.
- The other TIF partners are favorable to the extension, and PSD staff feels the PSD has benefited greatly from the TIF partnership. Staff recommends the board agree to the extension.
- The commissioners are all favorable to the extension.
- Mr. Geisler suggested a cap of \$1 million be placed on the PSD's contributions.

Action

- Mr. Ford moved to approve the TIF Extension as presented by the Town. Mr. Gentzler seconded. The motion passed unanimously.
- Mr. Geisler moved to cap the PSD's contribution at \$1 million or 10 years, whichever comes first. The motion died for lack of a second.
- The board decided by consensus to discontinue with Motion Procedure Forms when sufficient information is provided in memo form.

VIII. Series 2014A Front-Foot Assessment Bond Resolution

Key Discussion Points

- Staff presented for board approval a resolution providing for the issuance and sale of the Series 2014A Front Foot Assessment Revenue Bond in the principal amount not exceeding \$400,000. This revenue bond will provide reimbursement for cash expended to connect various water and sewer customers to the PSD's service area since the last bond dated April 2011.
- The deadline for staff to additional assessment properties into this bond is March 25, 2014.
- Closing of this bond issue is April 22, 2014 and funds will be wired into the District's operating account on April 23, 2014.

Action

- Mr. Drehwing moved to adopt the resolution authorizing the issuance and sale of the Series 2014 A Front Foot Assessment Revenue Bond in the principal amount not exceeding \$400,000. Mr. Ford seconded. The motion passed unanimously.

IX. FY'15 Staff Work Plan

Key Discussion Points

- Mr. Cyr presented the FY'15 Staff Work Plan.
- Among the highlights are:
 - Complete Bi-Annual Water System Audit
 - Minimize the use of BJWSA water sources to minimize costs
 - Revise Sewer Master Plan
 - Upgrade Centrifuge Poly Blend Feed Mechanism
 - Implement Phase II of the Water Efficiency Demonstration Project
 - Complete a report of the cost/benefit of potential water efficiency measures with an implementation plan
 - Complete feasibility phase for collecting and processing storm water
 - Complete Odor Control Study
 - Complete a customer survey of interests and attitudes
 - Celebrate RO expansion project
- The decision packages will be presented to the board in April.

X. Commissioner & Committee Reports

A. Finance Committee

Key Discussion Points

- The Committee met on Feb. 21 to discuss the FY'15 budget cycle.
- The budget assumptions and calendar are included in the packet for board review. The assumptions are basically the same as last year's with a few revisions.
- The full budget package will be presented to the full board at the April meeting.

B. Planning and Operations Committee

Key Discussion Points

- The Committee has not met since the February board meeting but will meet in April.

C. Long Range Water Supply Planning Committee

Key Discussion Points

- The Committee will meet Friday at 10 a.m. Agenda items included the projected BJWSA rate increase, the water quality report, and well activity in regards to saltwater intrusion.

D. Community Relations and Personnel Committee

Key Discussion Points

- The Committee will meet in the coming weeks.
- Mr. Manne was recently contacted by a Palmetto Hall customer who had difficulty locating his water shut-off valve during a major leak. Mr. Manne feels the PSD should be proactive in getting the word out to residents about the importance of learning where the shut-off valve is located and providing assistance in locating it.

XI. Staff Reports

A. Audio/Visual Demonstration

Key Discussion Points

- Mr. Ryan Lewis reviewed the A/V upgrades with the board.
- The new equipment includes microphones, SD card recording, a mounted projector, a big screen TV, and a laptop. Mr. Lewis and Mr. Nardi demonstrated the Skype capabilities.
- The new equipment will not be made available to groups who book the Community Room.

B. Community Involvement Report

Key Discussion Points

- One Commission seat each in Voting Districts 1, 3, and 4 will be on the November 2014 general election ballot. Filing deadline for candidates is noon on August 15.
- Work is progressing on the Baygall sewer pump station.
- Sewer line installation is complete on Mitchelville Road and Mitchelville Lane Extension.
- The Community Room was used by seven different groups in February. The Bucks for a Better Island year-to-date total raised from room reservations is \$184.
- The Community Room Audio/Visual upgrades are complete.
- Deep Well used Bucks for a Better Island Fund to cover three PSD bills in February for a total of \$703. The Bucks for a Better Island balance at Deep well was \$1,792.10 as of Feb. 28.

XII. General Manager's Report

There is no formal report at this time.

XIII. New Business

None

XIV. Executive Session to Discuss Contractual Matters

Action

- Mr. Gentzler moved to enter into Executive Session for the purpose of discussing contractual matters. Mr. Geisler seconded. The motion passed unanimously.
- Executive Session began at 10:25 a.m.

XV. Reconvene Regular Session

Action

- Regular Session reconvened at 11:03 a.m.

XVI. Adjournment

Action

- The meeting adjourned at 11:03 a.m.