

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT
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HILTON HEAD ISLAND, SOUTH CAROLINA 29925
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**MINUTES
COMMISSION MEETING
MAY 27, 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
Ms. Connie Whitehead	Commission Recording Secretary

III. Pledge of Allegiance

Mr. McCoy led the Pledge of Allegiance.

IV. Public Hearing for FY'15

Key Discussion Points

- The public hearing opened at 9:02 a.m.
- There was no public comment.
- The public hearing closed at 9:02 a.m.

V. Adoption of the Draft Minutes of the May 27, 2014 Commission Workshop

Action

- Mr. Kratz moved to adopt the minutes of the April 22, 2014 commission workshop. Mr. Geisler seconded. The motion passed unanimously.

VI. Adoption of Draft Minutes of the May 27, 2014 Regular Meeting

Action

- Mr. Gentzler moved to adopt the minutes of the April 22, 2014 regular commission meeting as presented. Mr. McCoy seconded. The motion passed unanimously.

VII. Public Comment on Non-Agenda Items

None

VIII. FY'15 Budget

Key Discussion Points

- Mr. Sapp presented the proposed FY'15 Budget reviewed in April. The only change to projections relates to the Decision Package items the Board approved at April's workshop.
- Operating Revenues are projected to increase by 3.6%.
- Operating Expenses are projected to increase by 2.6%.
- Non-Operating Revenues are projected to decrease by 1.4%.
- Non-Operating Expenses are estimated to decrease by 7.5%
- Mr. Drehwing commended staff on an excellent executive summary.
- Mr. Geisler recommended adoption of the budget as presented.

Action

- Mr. Geisler moved to adopt the operating budget for Hilton Head No. 1 Public Service District for the fiscal year beginning July 1, 2014 and ending June 30, 2015. Mr. Ford seconded. The motion passed unanimously.

IX. Front Foot Assessment

Key Discussion Points

- Mr. Sapp presented a resolution authorizing the imposition of assessments, on a per parcel basis, on the following properties within the District that have installed water and/or sewer services: Spanish Point Drive, Spanish Wells Road, Wild Horse Road, Wright Place, Lawyer Place, Squire Pope Road, Barrier Beach Cove, William Hilton Parkway, Arandas Way, Jonesville Road, Simmons Road and Bryan Road.
- The total cost of the project, which results in 39 connections, is \$243,608.00
- If the resolution is approved, the next step is for the board to approve the assessment roll and adopt the public hearing date at the June meeting. Staff recommends July 22 as the date of the public hearing.

Action

- Mr. Ford moved to adopt the resolution imposing the front foot assessment as presented. Mr. Geisler seconded. The motion passed unanimously.

X. Commissioner & Committee Reports

A. Finance Committee

Key Discussion Points

- The Committee's most recent meeting focused on the FY'15 budget and the front foot assessment discussed earlier in the meeting.
- The next Committee meeting is scheduled for June 2.

B. Planning and Operations Committee

Key Discussion Points

- The Committee met recently to discuss the IT Audit, Energy Services Contract, Town Projects, Bluffton Fly-over Project, Aesthetics Improvement Program, Infrastructure Referendum, and AMI Project Update.
- The IT Audit found the PSD to be in good shape with no significant challenges.
- CH2M Hill is working on an evaluation of the funding and partnerships needed to implement the potential Energy Services Contract projects.
- Baygall liftstation is going into operation. Spanish Wells Business Park is complete. The Gumtree Road project remains in the Town's Capital Improvement Program.
- The PSD will demolish the old Royal James lab building.
- The Town has requested \$3.4 million from the County, with expansion of sewer within the PSD as its top priority for the proposed Capital Projects Tax Referendum. Mr. Nardi presented the projects to the Sales Tax Commission on May 19.
- The SRF loan for the AMI Project is progressing.

C. Long Range Water Supply Planning Committee

Key Discussion Points

- The Committee has not met since the last board meeting and has no formal report at this time.

D. Community Relations and Personnel Committee

Key Discussion Points

- The Committee met on May 6 to discuss succession planning. The work product from that meeting will be discussed in executive session.

XI. Staff Reports

A. Community Involvement Report

Key Discussion Points

- The PSD will hold a Hepatitis B and Tetanus vaccination clinic for Operations employees starting in June.
- The PSD will conduct OSHA “Competent Person” training and certification for supervisory staff in July. OSHA requires that trenching and excavation job sites have a “Competent Person” in worksite safety on the site at all times.
- The PSD’s Annual Water Quality Report is complete and has been posted to www.hhpsd.com.
- Letters have been sent to all Baygall property owners letting them know that the PSD is ready to connect them to the sewer system.
- Tim Ryan, Water Services Technician, passed his Biological Wastewater Treatment “B” license examination.

B. Legislative Update

Key Discussion Points

- Senate Bill S334, Cyber Security Act, sets security requirements for all public agencies that collect “personally identifiable information” such that can be used to identify, contact or locate a person. This bill was passed at the Senate and referred to the House Committee on Ways and Means.

XII. General Manager’s Report

Key Discussion Points

- There is no formal report at this time.

XIII. New Business

None

XIV. Executive Session to Discuss Personnel Matters

Action

- The Board entered into executive session for the purpose of discussing personnel matters.
- Executive session began at 10:15 a.m.

XV. Reconvene Regular Session

Action

- Regular session reconvened at 11:20 a.m.
- No action was taken following executive session.

XVI. Adjournment

Action

- The meeting adjourned at 11:20 a.m.