

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT
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MINUTES
COMMISSION MEETING
MARCH 22, 2016

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

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. Pete Nardi	General Manager
Mr. Larry Sapp	Finance Manager
Mr. Bill Davis	Operations Manager
Mr. Arnold Ellison	Special Projects Manager
Ms. Connie Whitehead	Commission Recording Secretary

III. Pledge of Allegiance

The Pledge of Allegiance was led by Ms. Connie Whitehead.

IV. Adoption of the Draft Minutes of the February 23 , 2016, Regular Meeting

Key Discussion Points

- On page 2, in the third bullet of the Master Water Supply Plan section, the third sub-bullet was revised to read that “purchasing water from BJWSA is presently less than the cost for expanding the RO plant or adding ASR-2.”

Action

- Mr. Gentzler moved to adopt the minutes as revised. Mr. Geisler seconded. The motion passed unanimously.

V. Public Comment on Non-Agenda Items

None

VI. Staff Introduction – James Washington

Key Discussion Points

- Mr. Nardi introduced Mr. James Washington to the board. Mr. Washington began employment with the District in February as Line Locator.
- He previously worked for Outsource Services where he activated smart points, repaired and replaced fire hydrants, conducted hydrant flow tests, assisted with water meter locates and shut-offs, and tracked inventory.
- James, a father of four, is a longtime resident of Hilton Head.

VII. Commissioner and Committee Reports

A. Finance Committee

Key Discussion Points

- The Committee has not met this month and has no formal report at this time.

B. Planning and Operations Committee

Key Discussion Points

- The Committee met this month to discuss the Staff Work Plan and the Master Sewer Plan.
- Mr. Gentzler suggested that staff formulate a work plan item in the Environmental Goal which explores the PSD's potential relationship with USCB Environmental Science.
- The PSD is preparing for a rate study in FY'17.
- With the conversion to AMI, the PSD is now capable of converting all quarterly billing to monthly. An implementation plan will be developed.
- The integration of the new mobile GIS and the current work order system is an enhancement for customer service and field technician efficiency.
- The Gibson Drive sewer project open house was held on Monday and the project was very well-received. Construction will be fast-tracked and system could be ready for connection by August.
- A Gibson Drive property owner submitted a list of questions to the PSD regarding the sewer project. Staff has responded and will also make a more generic questions and answers page for use on the website.
- Permitting and design work are underway for the Year One Master Sewer Plan projects. Hussey Gay Bell engineers will be assisting the effort on an hourly basis for schedule management and other administrative services. Community volunteers are out getting signatures for the 71 easements needed for the Year One projects.

Action

- The Community Relations and Personnel Committee was assigned the task of developing a draft AMI conversion plan.

C. Long Range Water Supply Planning Committee

Key Discussion Points

- The Committee has not met this month and has no formal report at this time.

D. Community and Personnel Relations Committee

Key Discussion Points

- The Committee has not met this month and has no formal report at this time.

VIII. General Manager's Report

Key Discussion Points

- The Gibson Drive sewer project open house was held March 14. About half of the affected owners attended. The feedback was very positive. Project will be put out to bid and kicked off in the coming months.
- PSD sampling in 2015 revealed no actionable levels of lead or copper in the water system. A message about the PSD's lead-free water is now appearing on all customer bills. A news release has been sent.
- The PSD is now in Phase III of the prestigious Partnership for SAFE Water program administered by the AWWA in partnership with the U.S. EPA. The program aims to improve water quality through systems optimization. Scott Moffatt is leading the PSD's self-assessment and the incorporation of program principles into utility operations.
- Mr. Moffatt has passed the 'A' biological wastewater treatment license examination and now holds 'A' licensure in both water distribution and wastewater treatment.
- Water Superintendent Jim Hewitt completed a Cal State Sacramento course in wastewater treatment plant operations this month.
- A representative from Fresh Start Healing Heart, a local organization that aids victims of human trafficking, gave a presentation to PSD staff this month on the warning signs of human trafficking. The PSD was sought out for this training because our service personnel traverse our part of the island many times daily.
- An All-Staff Meeting was held Feb. 25 to celebrate Employee Recognition Awards and provide other updates to staff.
- Leaders from the Native Islander community met this month with the PSD staff, engineering, and legal to go over the easements needed for Year One of the Master Sewer Plan projects. The community leaders are directly reaching out to owners to obtain donations of easements to expedite the projects. The group will reconvene in April.
- The S.C. Drinking Water State Revolving Fund (SRF) accepted the PSD's Aquifer Storage & Recovery Well (ASR) II project on its priority list of projects. This means the project would be eligible for an SRF loan.

- Ferguson Waterworks/Sensus installed additional tower-based equipment to meet the requirements of the AMI project. The additional equipment covers about 200 AMI smart points that had initially been problematic.
- Finance Manager Larry Sapp attended the ADG financial software users' conference this month. ADG is working with the PSD on the implementation of our new online billing portal through Point&Pay.
- Hussey Gay Bell engineers are assisting with Master Sewer Plan admin services on an hourly basis.
- Gibson Drive design is complete and permits are pending.
- Dillon MSP area preconstruction site visit with Town held.
- At last month's board meeting, it was agreed that staff would send a copy of the Bluffton sewer ordinance to Steve Riley to be considered as a guide for the development of a Town policy. Mr. Geisler and Mr. Gentzler were to send it to Councilman McCann. There has been no response from Steve Riley yet; however, Councilman McCann has agreed to present it to the full council at December's annual retreat.

IX. New Business

A. Palmetto Hall Flooding

Key Discussion Points

- Mr. Gentzler commented that the Palmetto Hall biological monitoring report is well done and informed the board that Palmetto Hall POA is in the process of selecting an engineer to conduct a drainage study.

B. Commission Candidate Reference Manual

Key Discussion Points

- The board commended Mrs. Whitehead on her preparation of the Commission Candidate Reference Manual.
- The manual will be used as a guide for candidates to aid in the filing and election process. It outlines filing dates and procedures, as well as other information specific to the PSD election.

X. Adjournment

Action

- The meeting adjourned at 9:45 a.m.