

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

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MINUTES COMMISSION MEETING MAY 24, 2023

I. The meeting was called to order by Chairman Frank Turano at 9:00 a.m.

II. Those in attendance were:

Mr. Frank Turano	Chair
Mr. Jerry Cutrer	Vice Chair
Mr. Stuart Bell	Treasurer
Mrs. Patti Soltys	Secretary
Mr. Andy Paterno	Commissioner
Mr. Ibrahim Abdul-Malik	Commissioner
Mr. Michael Marks	Commissioner

Present by request:

Mr. Pete Nardi	General Manager
Mr. Bill Davis	Operations Manager
Ms. Amy Graybill	Finance Manager
Mr. Lawrence Flynn (via phone)	Pope Flynn
Mrs. Emily Sobczak (via Zoom)	Greene Finney
Mrs. Connie Whitehead	Commission Recording Secretary

Visitors:

None

III. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Frank Turano.

IV. Public Hearing on FY'23 Front-Foot Assessment Imposition

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. Public Hearing on FY'23 Capacity Fee Imposition

Key Discussion Points

- The public hearing opened at 9:03 a.m.
- There was no public comment.
- The public hearing closed at 9:03 a.m.

VI. Adoption of Resolution Confirming Final Assessment Roll and Capacity Fee

Key Discussion Points

- Mr. Lawrence Flynn was present to answer any questions from the board regarding the assessment imposition.

Action

- Mr. Cutrer moved to adopt the resolution confirming the final assessment roll and capacity fees. Mr. Bell seconded. The motion passed unanimously.

VII. FY'23 Audit Engagement Letter

Key Discussion Points

- Ms. Graybill presented the audit engagement letter from Greene Finney.
- Mrs. Emily Sobczak was present to answer any questions from the board regarding the audit.
- Staff recommends executing the letter as presented.

Action

- Mr. Bell moved to execute the audit engagement letter as presented. Mrs. Soltys seconded. The motion passed unanimously.

VIII. Public Comment on Non-Agenda Items

None

IX. Adoption of Draft Minutes of the April 26, 2023, Commission Meeting

Action

- Mr. Marks moved to adopt the minutes of the April 26, 2023, regular meeting as presented. Mrs. Soltys seconded. The motion passed unanimously.

X. Emergency Purchasing Authorization

Key Discussion Points

- Mr. Nardi presented an emergency purchasing authorization request for board consideration.

- The PSD has commenced a \$200,000 parts replacement for one of the screw pumps in the wastewater treatment plant due to S.C. DHEC requirements. A gear box on one of the pumps failed, and DHEC requires all three pumps to be available at all times.
- No budget amendment is necessary, due to District cash on hand capacities.
- Staff recommends the Commission retroactively approve the parts replacement at a cost not to exceed \$200,000.

Action

- Mr. Bell moved to retroactively approve the parts replacement for the screw pump at a cost not to exceed \$200,000. Mr. Paterno seconded. The motion passed unanimously.

XI. FY'23 Third Quarter Financial Report

Key Discussion Points

- Ms. Graybill presented the draft FY'22 Third Quarter Financial Report. A copy is included in the agenda packet.

XII. FY'24 Draft Budget

Key Discussion Points

- Ms. Graybill presented a final draft of the FY'24 budget. The budget incorporates Cost-of-Service Scenario 2, which the board adopted at the April meeting.
- The board will vote on the final draft at the June board meeting.

XIII. Commissioner Committee Reports

A. Executive Committee

Key Discussion Points

- The Executive Committee met May 17 and held an executive session to discuss the GM performance evaluation. The details of that session will be discussed during executive session today.

XIV. General Manager's Monthly Report

Key Discussion Points

- Mr. Nardi presented the General Manager's Monthly Report. A copy is included in the agenda packet.

XV. New Business

None

XVI. Executive Session to Discuss the GM Performance Review

Action

- Mr. Cutrer moved to enter into executive session for the purpose of discussing the GM performance review. Mr. Paterno seconded. The motion passed unanimously.
- Executive session began at 10:14 a.m.

XVII. Reconvene Regular Session

Key Discussion Points

- Regular session reconvened at 11:24 a.m.
- No action was taken as a result of executive session.

XVIII. Adjournment

Action

- The meeting adjourned at 11:24 a.m.