

# HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

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## MINUTES COMMISSION MEETING JUNE 28, 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. Michael Marks	Commissioner

Present by request:

Mr. Pete Nardi	General Manager
Mr. Bill Davis	Operations Manager
Ms. Amy Graybill	Finance Manager
Mr. Lawrence Flynn	Pope Flynn
Mr. Bill Young	W.K. Dickson
Mr. Walt Fletcher	W.K. Dickson
Mrs. Connie Whitehead	Commission Recording Secretary

Visitors:

None

Absent:

Mr. Ibrahim Abdul-Malik	Commissioner
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**III. Pledge of Allegiance**

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

**IV. Public Hearing on FY'24 Rates & Fees Adjustments**

Key Discussion Points

- The public hearing opened at 9:01 a.m.
- There was no public comment.
- The public hearing closed at 9:01 a.m.

**V. Public Hearing on FY'24 Operating Budget and Millage Adoption**

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.

**VI. Public Comment on Non-Agenda Items**

None

**VII. Adoption of Draft Minutes of the May 24, 2023, Regular Commission Meeting**

Action

- Mr. Bell moved to adopt the minutes of the May 24, 2023, regular meeting as presented. Mr. Cutrer seconded. The motion passed unanimously.

**VIII. FY'24 Rates & Fees Adoption**

Action

- Mr. Bell moved that the board adopt the FY'24 Rates and Fees and authorize the vice-chair to sign the resolution in place of the chair. Mr. Paterno seconded. The motion passed unanimously.

**IX. FY'24 Operating Budget and Millage Adoption**

Action

- Mr. Bell moved that the board adopt the FY'24 Operating Budget and Millage and authorize the vice-chair to sign the resolution in place of the chair. Mr. Cutrer seconded. The motion passed unanimously.

**X. SCIIP/ARPA Projects**

**A. General Obligation Debt Process Overview**

Key Discussion Points

- Attorney Lawrence Flynn gave an overview of the GO debt requirements and processes as it relates to the SCIIP/ARPA projects. A copy of his PowerPoint is included in the agenda packet.

## **B. SCIIP/ARPA Projects Engineering Expense Authorization**

### Key Discussion Points

- Bill Young and Walt Fletcher of W.K. Dickson were present to discuss the engineering aspects and costs of the SCIIP/ARPA projects.

### Action

- Mr. Cutrer moved that the board authorize spending an additional amount not to exceed \$1.5 million for professional services, including grant administration, preliminary engineering technical memorandums, project engineering, and permitting. Mr. Bell seconded. The motion passed unanimously.

## **C. Commissioner Code of Conduct – Conflict of Interest Policy Amendment**

### Key Discussion Points

- The receipt of federal funds comes with many compliance requirements. For that reason, staff reviewed the PSD's applicable internal policies and found a gap in the Commission Code of Conduct, which presently does not contain a Conflict of Interest policy.
- A proposed Conflict of Interest policy was presented at the June meeting for review by the board in anticipation of a vote for adoption in July.

## **D. PSD Financial Policy Update**

### Key Discussion Points

- To ensure the PSD is in compliance with the conditions of the SCIIP Grant, staff has drafted a formal grant administration policy to be included as part of the PSD's financial policies. The proposed updates are included in the agenda packet.
- Language will be added to state that the PSD will follow grant terms.
- The board directed staff to forward the document to legal counsel for review. A vote is anticipated at the July meeting.

## **XI. 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.

## **XII. New Business**

None

### **XIII. Adjournment**

#### Action

- Mr. Bell moved to adjourn the meeting. Mr. Paterno seconded. The meeting adjourned at 11:22 a.m.