

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT  
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HILTON HEAD ISLAND, SOUTH CAROLINA 29925  
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**MINUTES  
COMMISSION MEETING  
JANUARY 28, 2014**

**I. Meeting called to order by the Chairperson, Mr. Bob Manne, at 8:00 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. Gary Kratz     | Treasurer    |
| Mr. John Geisler   | Secretary    |
| Mr. Frank Drehwing | 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. Nichelle Andino | Commission Recording Secretary |

Absent:

|                  |                  |
|------------------|------------------|
| Mr. Bob Gentzler | Vice-Chairperson |
| Mr. Herbert Ford | Commissioner     |

Visitors:

None

**III. Pledge of Allegiance**

Mr. Kratz led the Pledge of Allegiance.

**IV. Agenda Additions or Change**

None

## **V. Adoption of Draft Minutes of the December 17, 2013 Regular Meeting**

### Action

- Mr. Kratz moved to adopt the minutes of the December 17, 2013, regular meeting as presented. Mr. Drehwing seconded. The motion passed unanimously.

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

None

## **VII. FY'14 Second Quarter Management Report**

### Key Discussion Points

- Mr. Cyr presented the First Quarter FY'14 year-to-date accomplishments. Mr. Cyr stated the FY'14 is progressing quickly and he looks forward to another successful year.
- Mr. Cyr submitted an updated report of Second Quarter FY'14 Staff Work Plan, highlighting projects that are underway or completed.

## **VIII. FY'14 Financial Statement**

### Key Discussion Points

- Mr. Sapp prepared a year-to-date financial statement for the period ending December 31, 2013 for discussion at the Commission meeting. No commission action is required.
- Mr. Sapp provided a summary of the District's financial results, actual vs. budget for the period ended December 31, 2013. As of December 31, 2013 the District's financial condition is stable.

## **IX. Series 2014 Reimbursement Resolution**

### Key Discussion Points

- Mr. Sapp presented the draft reimbursement resolution authorizing the issuance of the Series 2014 Front Foot Assessment Revenue Bonds for commission adoption. The resolution was prepared by the District's Bond Counsel.
- Adoption of the reimbursement resolution
- General Manager, Staff and Bond Counselor are proposing this resolution.
- General Manager and staff recommend the adoption of the reimbursement resolution.

### Action

- Mr. Geisler moved to adopt the Series 2014 Reimbursement Resolution. Mr. Kratz seconded. The motion passed unanimously.

## **X. Commissioner & Committee Reports**

### **A. Finance Committee**

#### Key Discussion Points

- The Committee has not met since the last Board meeting.

### **B. Planning and Operations Committee**

#### Key Discussion Points

- The Committee next scheduled meeting is February 14, 2014 at 9:00am.

### **C. Long Range Water Supply Planning Committee**

#### Key Discussion Points

- The Committee met on January 27, 2014 at 2:00 pm to discuss and review Saltwater Intrusion update; ASR Operations; Bluffton Fly-Over Update, RO Plant Expansion Project and other issues of interest.
- Mr. Nardi presented a memo on the 2014 Hilton Head-Bluffton Chamber of commerce Legislative Agenda.

#### Action

- As a member of the Government Affairs Committee, PSD has offered to propose new language for the “Water” component of the Legislative Agenda, which is in need of updating.

### **D. Community Relations and Personnel Committee**

#### Key Discussion Points

- The Committee met on January 15, 2014 to discuss and review succession planning, service line protection programs, 2014 legislative agenda, PSD employee demographics report memo and affordable care act.

#### Action

- Mr. Nardi to develop a survey with customer feedback on the service line protection programs.

## **XI. Staff Reports**

### **A. Community Involvement Report**

#### Key Discussion Points

- Mr. Nardi provided the Community Relations Report for January 2014.
- PSD received the MarCom Gold Award for their website.
- PSD will hold its annual Employee/Spouse Health Screening on January 30.

- The annual Statement of Economic Interest (SEI) filing with the S.C. Ethics Commission has been completed for all Commissioners who provided their login and password. This SEI filing is termed the 2014 filing, but it covers calendar year 2013.
- PSD will once again take part in the Hilton Head High School’s “Reality Store” day on February 20. Students in all grades are assigned careers and incomes based upon their current g.p.a.
- PSD is hosting the Hilton Head High Job Shadower. Garrett Von Minden, a junior at Hilton Head High School, will job shadow at the PSD on February 5 as part of the Hilton Head-Bluffton Chamber of Commerce’s first ever Job Shadow Day.
- The SCWARN (South Carolina Water Agency Resource Network) Workshop and Tabletop Emergency Planning Exercise was held January 15 in Lexington. SCWARN currently have 29 utility members.
- The Greenery will begin installing Phase II of the Water Efficiency Courtyard at the front entrance of the Water Resource Center at the end of January.
- Both the Baygall pump station and sewer line installation remain on track for completion in March, weather permitting. Connection interest is high and Project SAFE has approved five grant applications in the project area.
- Mr. Nardi attended the January 13 Baygall POA meeting to discuss the project and answer any questions.
- Mr. Cyr presented a Legislative Report of the second session of the 2013-2014 biennium of the South Carolina General Assembly which convened on January 14, 2014 and scheduled to adjourn June 5, 2014.
- The bills of interest to Hilton Head PSD are the House Bills and Senate Bills. It is still early in the final session; therefore further action above legislation is anticipated. All bills that do not pass this session will be “dead” and will need to be resubmitted in the next biennium.

## **B. Tax Increment Financing (TIF)**

### Key Discussion Points

- Mr. Cyr stated that Mr. Reilly with the Town of Hilton Head has agreed to meet with Board to discuss and review the TIF Project.

### Action

- Mr. Cyr to schedule the TIF meeting with Mr. Reilly for full Board discussion and review in February 2014.

## **XII. General Manager’s Report**

### Key Discussion Points

- Mr. Cyr commented that the community room equipment installation is scheduled for the afternoon of February 25th.

### **XIII. New Business**

None

### **XIV. Executive Session**

#### Action

- Mr. Manne moved to enter into Executive Session for the purpose of discussing personnel matters. Mr. Kratz seconded. The motion passed unanimously.
- Executive Session began at 9:18a.m.

### **XV. Adjournment**

#### Action

- The meeting adjourned at 9:32a.m.