HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

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HILTON HEAD ISLAND, SOUTH CAROLINA 29925

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**MINUTES**

**COMMISSION MEETING**

**NOVEMBER 15, 2016**

1. **Meeting called to order by the CommissionChairman, Mr. Bob Manne, at 9:00 a.m.**
2. **Those in attendance were:**

Mr. Bob Manne Chairperson

Mr. Bob Gentzler Vice Chairperson

Mr. Gary Kratz Treasurer

Mr. Frank Drehwing Commissioner

Mr. Herbert Ford Commissioner

Mr. David McCoy Commissioner

Mrs. Patti Soltys Commissioner

Present by request:

Mr. Pete Nardi General Manager

Mr. Larry Sapp Finance Manager

Mr. Bill Davis Operations Manager

Mrs. Connie Whitehead Commission Recording Secretary

1. **Swearing-in of Elected Commissioners**

Key Discussion Points

* Bob Manne, Gary Kratz, David McCoy and Patti Soltys were sworn-in by Commission Recording Secretary Connie Whitehead, a notary public for the State of South Carolina.
1. **Pledge of Allegiance**

The Pledge of Allegiance was led by Mrs. Patti Soltys.

1. **Adoption of the Draft Minutes of the October 25, 2016, Regular Meeting**

Action

* Mr.Drehwing moved to adopt the minutes as presented. Mr. McCoy seconded.

The motion passed unanimously.

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

Key Discussion Points

* Mr. John Geisler addressed the board. He welcomed Mrs. Soltys and wished her well.
* He also encouraged the board to do whatever it takes to sewer all properties in the District.
1. **Nomination of Commission Officers**

Key Discussion Points

* Mr. Manne called for nominations for commission officers.
* Mr. Drewhing nominated:
	+ Mr. Manne as Chair
	+ Mr. Gentzler as Vice-Chair
	+ Mr. McCoy as Secretary
	+ Mr. Kratz as Treasurer
* There were no other nominations

Action

* Mrs. Soltys moved to adopt Mr. Drehwing’s nominations. Mr. Ford seconded. The motion passed unanimously.
* There will be an action item on the board’s December agenda to approve the nominees.
1. **2017 Commission Meeting Calendar**

Key Discussion Points

* Staff presented the proposed 2017 Commission meeting/PSD holidays calendar.
* The proposed calendar maintains the fourth-Tuesday-of-the-month schedule, with the exception of the November and December meetings which are moved up to accommodate holiday periods.
* There will be an action item on the boards’ December agenda to approve the 2017 calendar.
1. **Commissioner and Committee Reports**
	1. **Planning and Operations Committee**

Key Discussion Points

* The annual strategic planning session will be held in December.
* The regular meeting will begin at 8:30 a.m. and the planning session will follow.
* This year’s session will include just the Hilton Head PSD Board of Commissioners and staff. Special Projects Manager Arnold Ellison will facilitate.
* Due to the size of the Master Sewer Plan projects bid package, the bid date has been changed to January 12.
* The PSD is preparing to invoice the Town for $450,000 for Master Sewer Plan reimbursements.
* Mr. Nardi informed the Committee that BJWSA has again reached out to the PSD requesting their support of Jimmy Baker as a candidate to fill the vacant Hilton Head Island seat on the BJWSA board seat left open by Jack Burke’s retirement. The Beaufort County Legislative Delegation makes the appointment; Town Council makes a recommendation to the Delegation; the PSDs are asked to provide the Town with any nominations they may have.
* Mr. Baker currently serves on the board as a Jasper County representative, but with a recent relocation, he is no longer eligible to serve in his current seat. He can represent Hilton Head.
* Staff does not have a formal recommendation; Mr. Nardi said he is familiar with Mr. Baker and believes he would be a good representative for Hilton Head due to his extensive professional and personal background in the community.

Action

* Mr. Gentzler moved that the board make no recommendations for nominations to the BJWSA board. Mr. Drehwing seconded. The motion passed unanimously.
1. **General Manager’s Report**

Key Discussion Points

* PSD crews are still responding to customer-side private water line breaks caused by debris removal.
* The S.C. Insurance Reserve Fund damage assessment is complete. The FEMA kick-off meeting was held Nov. 9 with all PSDs. The total damage cost estimate/claim amount is pending.
* All PSD field technicians are now equipped with smartphones to allow full communications capabilities among all team members at all times. This is an employee safety, service efficiency, and system/asset management upgrade
* PSD this month contributed $4,000 to the Deep Well Project and $8,000 to Project SAFE from the Bucks for a Better Island fund.
* The annual State of the Region luncheon was held Nov. 10 at the Marriott. PSD Commission attended.
* Pete Nardi and BJWSA GM Ed Saxon met this month to discuss hurricane after-action and other items of mutual interest to the partner utilities.
* Pete Nardi attended the annual Barnwell Family meeting Nov. 4 to discuss water/sewer issues related to the family’s land holdings in the service area.
* Commissioner Herbert Ford, Pete Nardi, Dan Jozic, Ben Ueligatone, former Commissioner Dot Law, and their guests, represented the PSD at the annual Ella C. White scholarship fundraiser event Nov. 4.
* The FY’16 financial audit is on track for completion this month and staff will then be able to present the Comprehensive Annual Financial Report (CAFR) to the Commission for adoption at its December meeting.
* Purchased water averaged 2.74 mgd. (Broad Creek use an averaged .165 mgd).
* ASR recharge to date is 20 mg.
* Developers have plans for a 35-unit subdivision on Tanseyleaf Drive off Spanish Wells Road. Capacity fees totaling $190,000 were paid in October.
* PSD put Years 1 and 2 sewer line installations, as well as construction of our two new sewer pump stations, out to bid Nov. 14. Bids are due back Jan. 12 and will hold for 90 days. No contracts will be awarded until the Town is ready to incur new sewer expense.
1. **New Business**
	1. **Finance Committee Chair**

Key Discussion Points

* Mr. Manne announced Mr. McCoy as the new Finance Committee Chair, a position previously held by Mr. Geisler.
	1. **Smart Irrigation Control System**

Key Discussion Points

* For informational purposes, Mr. McCoy gave a demonstration of the Rachio smart irrigation control system, which allows remote operation and monitoring of a user’s irrigation system.
1. **Adjournment**

Action

* The meeting adjourned at 10:30 a.m.