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MINUTES
COMMISSION MEETING
SEPTEMBER 26, 2017

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. David McCoy	Secretary
Mr. Gary Kratz	Treasurer
Mr. Frank Drehwing	Commissioner
Mr. Herbert Ford	Commissioner
Mrs. Patti Soltys	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
Mrs. Connie Whitehead	Commission Recording Secretary

III. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Bob Gentzler.

IV. Public Comment on Non-Agenda Items

None

V. Adoption of the Draft Minutes of the August 25, 2017, Regular Meeting

Key Discussion Points

- Mr. Drehwing requested the minutes reflect that he as well as Willdan recommend the rate study and the asset replacement management study be conducted concurrently.

Action

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

VI. Adoption of Resolution Authorizing the Assessment Roll for Series 2017a Front-Foot Assessment

Key Discussion Points

- Mr. Sapp presented a resolution for the Commission to authorize and approve the assessment roll for front foot assessment projects approved at the August board meeting.
- A background memo is included in the agenda packet.
- After adoption, the next step will be for staff to notify residents by letter of the assessment.

Action

- Mr. Drehwing moved to adopt the resolution. Mr. Gentzler seconded. The motion passed unanimously.

VII. Commissioner and Committee Reports

A. Sustainability Conference

Key Discussion Points

- Mr. Nardi and Commissioner Bob Gentzler attended the 2nd Charles E. Fraser Resort Sustainability Conference at Sea Pines. The event was sponsored by the University of South Carolina Beaufort.
- Golf course architect Clyde Johnson spoke on the topic of the PSD's recycled water program at Hilton Head Island courses.
- Mr. Gentzler's full conference notes were distributed at the meeting and are filed with the master copy of the agenda packet.

B. Community & Personnel Relations Committee

Key Discussion Points

- The Committee met on August 30. Full minutes are included in the agenda packet.
- Staff presented the proposed billing policy for committee review. A copy of the original and the committee's revised version are included in the agenda packet. Staff recommends adoption.
- Mr. Kratz suggested second bullet be revised to state that the result is "more accurate readings" rather than "accurate readings".
- Mr. Ford stated that he is impressed with the long-term GM goals, especially #1, but asked for clarity on the comments in the minutes regarding surveying employees and using their responses as part of the GM's evaluation. Ms. Soltys stated that there are several questions in the GM evaluation survey related to staff development that she feels would require knowledge and/or input from staff in order to evaluate them properly. Mr. Nardi pointed out there are many ways in which to gauge staff

development and achievement, including the PSD's lengthy list of annual accomplishments, extremely low turnover, excellent safety record, excellent customer satisfaction results from customer surveying, and a lack of employment related legal matters, among others. Chairman Manne and other Commissioners agreed that several of the current questions on the GM evaluation survey should likely be amended for the FY '18 evaluation. The Community/Personnel Relations Committee is planning to review the evaluation survey and make adjustments, since this was its first year of use.

- Mr. Ford asked if the PSD has a policy in place that allows staff to report serious issues such as workplace harassment when the accusation is against management or is not properly addressed by management. Mr. Nardi said that there are full grievance and anti-harassment policies outlined in the PSD Personnel Policy Manual, which state the PSD's zero-tolerance approach for workplace harassment of various forms, and which allow employees to voice their grievance to the Chairman of the Commission if a circumstance involves the GM. Mr. Ford stated that the PSD is "blessed" to have Mr. Nardi and the current management team and was pleased to know those policies are in place for the long-term.
- The Committee will meet in October to discuss long term goals and the GM evaluation process.

C. Planning & Operations Committee

Key Discussion Points

- The Committee met on August 30. Full minutes are included in the agenda packet.
- Mr. Nardi stated that staff has changed its position on Willdan performing the asset replacement management study. While their cost is considerably less than expected, further review of the scope determined that they do not offer as much as the PSD would like to see in a full-blown Asset Management Plan/Program. Staff recommends floating an RFP with an eye toward having the work performed under the FY '19 budget, since it is not funded in the current FY '18 budget.

VIII. General Manager's Report

Key Discussion Points

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

IX. New Business

None

X. Adjournment

Action

- The meeting adjourned at 11:46 a.m.