

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT
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MINUTES
COMMISSION MEETING
JUNE 26, 2019

I. Meeting called to order by the Commission Chairman, Mr. Bob Manne, at 9:01 a.m.

II. Those in attendance were:

Mr. Bob Manne	Chairperson
Mr. David McCoy	Vice Chairperson (via Skype)
Mr. Frank Drehwing	Secretary
Mr. Gary Kratz	Treasurer
Mr. Herbert Ford	Commissioner
Mrs. Patti Soltys	Commissioner
Mr. Frank Turano	Commissioner

Present by request:

Mr. Pete Nardi	General Manager
Ms. Amy Graybill	Finance Manager
Mr. Bill Davis	Operations Manager
Mr. Brian Cronin	Staff Accountant
Mrs. Connie Whitehead	Commission Recording Secretary

III. Pledge of Allegiance

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

IV. Public Hearing on FY'20 Budget

Key Discussion Points

- The public hearing opened at 9:01 a.m.
- No public was present.
- The public hearing closed at 9:01 a.m.

V. Public Hearing on Rate Adjustment

Key Discussion Points

- The public hearing opened at 9:01 a.m.
- No public was present.
- The public hearing closed at 9:01 a.m.

VI. Public Comment on Non-Agenda Items

None

VII. Adoption of the Draft Minutes of the May 22, 2019, Regular Meeting

Action

- Mr. Drehwing moved to adopt the minutes of the May 22, 2019, meeting as presented. Mr. Turano seconded. The motion passed unanimously.

VIII. FY'20 Budget Adoption

Key Discussion Points

- The Operations & Maintenance and Capital Improvement budgets were reviewed by the Finance Committee on May 10 and presented to the full board at the May board meeting.
- The Finance Committee voted 2-1 to recommend adoption of the proposed budget.

Action

- Mr. Turano moved to adopt the resolution approving the FY'20 budget as presented. Mr. McCoy seconded. The motion passed unanimously.

IX. Rate Adjustment Adoption

Key Discussion Points

- The proposed budget includes volumetric, construction and service fee adjustments.
- The Finance Committee voted 2-1 to approve the rate adjustments.

Action

- Mr. Drehwing moved to adopt the resolution approving the rate adjustment. Mr. Kratz seconded. The motion passed unanimously.

X. Condemnation Resolution

Key Discussion Points

- In August 2018, the board approved a resolution authorizing condemnation of some critical Years 3 thru 5 easements that could not be obtained voluntarily. Later, an engineering design adjustment necessitated the acquisition of an additional parcel not included on the list.
- Legal counsel has prepared an additional resolution addressing just the single parcel for a board vote.

Action

- Mrs. Soltys moved to adopt the resolution as presented. Mr. Drehwing seconded. The motion passed unanimously.

XI. Bylaws Revisions

Key Discussion Points

- The board reviewed the draft bylaws which incorporated proposed changes from May.
- There was some debate on whether the board’s previous discussions concluded with the board deciding to maintain or change the current committee structure.
- The board chose to table the discussion until next month to allow commissioners additional time to review the draft bylaws and make proposed updates.

Action

- Mr. Ford moved to table the bylaws discussion. Mrs. Soltys seconded. The motion passed unanimously.

XII. Commissioner and Committee Reports

None

XIII. General Manager’s Report

A. Year-End Reporting

Key Discussion Points

- Mr. Nardi prepared a year end reporting package which is included in the agenda packet.
- The packet is presented in the Key Measures and Annual Major Objectives format recently adopted by the board and will be used in conducting the GM performance evaluation.
- Also included is the Accomplishments Report which highlights items that are related to but not necessarily directly and major objectives categories.
- Mr. Nardi attended the 2019 AWWA Annual Conference & Exposition, including meetings of the AWWA national committees of which he is a member. He gave the board a report on important topics from the conference, including:
 - PFAS and PFOS regulatory and scientific landscape and potential treatment tactics.
 - EPA research into water/sewer affordability indices.
 - Leak detection techniques that are appropriate for PSD infrastructure.
 - Stormwater resiliency and “one water” concepts for beneficial reuse of stormwater (e.g. aquifer recharge).
 - Emerging technological advancements related to LED-based delivery of UV disinfection for drinking water.

B. Draft Purchasing Policy

Key Discussion Points

- Mr. Nardi presented a draft purchasing policy for review by the board. The document was prepared by staff with input from the PSD’s legal counsel.

- The PSD’s current policy has not been updated since its adoption in 1999. The new policy, while it offers more clarity than the former, would not significantly alter the District’s daily operations nor the Commission’s monthly agenda.
- The document was presented for review by the board and an anticipated vote at the July board meeting.

XIV. New Business

A. Regulated Contaminants

Key Discussion Reports

- Mr. Drehwing urged the board to review the upcoming report on unregulated contaminants which Mr. Nardi mentioned in his AWWA conference report.

B. Hydrants Article

Key Discussion Points

- Mr. Ford mentioned the hydrant article that appeared in *The Island Packet*, which highlighted among other factors the Town seeking signatures on liability waivers for houses more than 500 feet from fire hydrants. Mr. Josh Gruber from the Town of Hilton Head told Mr. Ford that he would be reaching out to Mr. Nardi to schedule a meeting to discuss hydrant issues.
- Mr. Nardi informed the board that on July 2 the PSD and Town staff will meet regarding the joint CIP hydrant program. Mr. Nardi is interested in multiple ways of reviewing hydrant locations, including review of access to current hydrants, and creating a joint master hydrant plan with the Town to address future development demands.

C. Bylaw Update

Key Discussion Points

- Mr. Manne asked all commissioners to forward any proposed changes to the bylaws to him by July 15th.
- Mr. Manne also cautioned commissioners not to engage in email dialogue regarding the proposed changes, as it has the potential to create an illegal online meeting.

D. GM Evaluation

Key Discussion Points

- Mr. Manne stated that the Community & Personnel Relations Committee will meet in July to conduct the GM performance review.

E. Commission Travel Reimbursement Policy

Key Discussion Points

- Staff requested some direction from the board in the drafting of a commission travel reimbursement policy.
- The board asked for some samples to use as a starting point.
- Staff will compile a memo to be reviewed by the Community & Personnel Relations Committee.

XV. Adjournment

Action

- Mrs. Soltys moved to adjourn the meeting. Mr. Ford seconded. The meeting adjourned at 10:42 a.m.