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MINUTES
COMMISSION MEETING
FEBRUARY 24, 2021

I. The meeting was called to order by Chairman Bob Manne at 9:05 a.m.

II. Those in attendance were:

Mr. Bob Manne	Chair
Mr. Frank Turano	Vice Chair
Mr. Herbert Ford	Treasurer
Mr. Jerry Cutrer	Secretary
Mr. Frank Drehwing	Commissioner
Mrs. Patti Soltys	Commissioner
Mr. Stuart Bell	Commissioner

Present by request:

Mr. Pete Nardi	General Manager
Ms. Amy Graybill	Finance Manager
Mr. Bill Davis	Operations Manager
Mr. Ryan Lewis	IT/GIS Manager
Mrs. Connie Whitehead	Commission Recording Secretary

Visitors:

None

III. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Stuart Bell.

IV. Public Comment on Non-Agenda Items

None

V. Draft Minutes of the January 27, 2021, Regular Commission Meeting

Key Discussion Points

- Mr. Cutrer moved to adopt the minutes of the January 27, 2021, regular board meeting as presented. Mr. Turano seconded. The motion passed 6-0. Mr. Ford did not vote.

VI. FY'21 Second Quarter Financial Report

Key Discussion Points

- Ms. Graybill presented the FY'21 Second Quarter Financial Report. A copy is included in the agenda packet.
- Availability fees are lower than budgeted because they are collected on the Beaufort County tax bills, which were mailed late by the county.

VII. Availability Fee Review

Key Discussion Points

- Mr. Nardi presented a Water and Sewer Availability Fees review. A copy of the PowerPoint is included in the agenda packet.
- Mr. Morris Campbell and Mr. Murray Christopher wrote a joint letter to the board regarding availability fees on vacant parcels.
- Ms. Graybill added that tracking and administering the fees are already disproportionately taxing on staff time, considering the fees are a very small portion of overall revenue.
- Staff plans to prepare FY '22 Cost-of-Service Analysis that will show the impact of/ability to cease charging the fee.
- Several Commissioners were interested in learning if the fee could be charged based on factors such as property value or land-use allowances, as opposed to the current flat fee; as well as whether a limit could be placed on the number of years which the fee is charged to a parcel.
- Staff will research the board's questions and report back at a subsequent meeting.
- Staff will prepare a reply to Mr. Campbell and Mr. Christopher's letter for Mr. Manne's signature.

VIII. Strategic Goals & Objectives

Key Discussion Points

- At the board's request, staff provided the current Strategic Goals & Objectives in the agenda packet
- In 2019, the board voted to review the document on a 3-5 year basis, making the next anticipated review in 2022 at the earliest.
- Mr. Turano, Mr. Drehwing and Mrs. Soltys are in favor of the in-depth review on a 3-5 year basis, but suggest the board conduct a brief review annually.
- Mr. Cutrer requested staff give a report on the PSD's cyber security. Mr. Nardi provided a report under his General Manager's Report.

IX. General Manager's Report

Key Discussion Points

- Mr. Nardi presented a monthly update report. A copy is included in the agenda packet.

- Mr. Nardi gave a report on PSD cybersecurity measures and discussed a recent cybersecurity incident at a water treatment facility in Florida.
- Mr. Nardi gave a report on PSD emergency management operations and discussed the recent deep freeze event in Texas and impacts on water systems.
- Staff is currently reviewing a draft wholesale water contract sent to the PSD from Broad Creek PSD. The contract, if executed, would make the PSD the wholesale water provider to Broad Creek PSD.

X. Adjournment

Action

- Mr. Turano moved to adjourn the meeting. Mr. Drehwing seconded. The meeting adjourned at 10:41 a.m.