

# **HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT**

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## **MINUTES COMMISSION MEETING MAY 26, 2021**

**I. The meeting was called to order by Chairman Bob Manne at 9:01 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. Emily Sobczak	Greene Finney
Mrs. Connie Whitehead	Commission Recording Secretary

**III. Pledge of Allegiance**

The Pledge of Allegiance was led by Mr. Jerry Cutrer.

**IV. Public Hearing on Water and Sewer Use Regulations**

### **Key Discussion Points**

- The public hearing opened at 9:02 a.m.
- No members of the public were in attendance.
- The public hearing closed at 9:02 a.m.

**V. Public Hearing on the FY'22 O&M and CIP Budgets**

### **Key Discussion Points**

- The public hearing opened at 9:03 a.m.
- No members of the public were in attendance.

- The public hearing closed at 9:03 a.m.

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

### Key Discussion Points

- Mr. Murray Christopher and Mr. Morris Campbell wrote a letter addressed to Chairman Manne thanking the board for the vote to remove the Availability Fee. The letter included a special thank you to Herbert Ford and Pete Nardi for hearing their concerns and taking the matter before the full board.

## **VII. Draft Minutes of the April 28, 2021, Regular Commission Meeting**

### Key Discussion Points

- Mr. Bell moved to adopt the minutes of the April 28, 2021, regular board meeting as presented. Mr. Drehwing seconded. The motion passed 6-0.
- Mr. Cutrer abstained since he was not present for the April meeting.

## **VIII. Audit Engagement Letter**

### Key Discussion Points

- The audit engagement letter engages Greene Finney to complete the annual financial audit for fiscal year ending June 30, 2021. Staff recommends executing the letter as presented.

### Action

- Mr. Bell moved to execute the audit engagement letter with Greene Finney for completion of the FY'21 audit. Mr. Drehwing seconded. The motion passed 7-0.

## **IX. Water and Sewer Use Regulations Amendment**

### Key Discussion Points

- At the April meeting, the board directed staff to take the actions necessary to eliminate water and sewer availability fees in the upcoming fiscal year and selected a budget cost of service scenario that did not include those fees for FY'22.
- Legal counsel prepared a resolution and amendment to the Water and Sewer Use Regulations to eliminate the fees with an effective date of the beginning of the upcoming fiscal year, July 1, 2021.
- A public hearing was held at the beginning of the May meeting. There was no public comment.

### Action

- Mr. Ford moved to adopt the resolution removing the Availability Fee from the Water and Sewer Use Regulations. Mr. Bell seconded. The motion passed 7-0.

## **X. Draft FY'22 Budget Adoption**

### Key Discussion Points

- At the April meeting, Ms. Graybill presented the draft FY'22 Budget, which presented three different Cost of Service Scenarios:
  - Scenario 1: No Rate Increase, Removal of Availability Fees
  - Scenario 2: No Rate Increase, Continuation of Availability Fees
  - Scenario 3: Willdan Tier Increases, Removal of Availability Fees
- The board selected Scenario 1, which is the scenario included in the budget presented to the board today for a vote.
- Staff recommends adoption of the FY'22 O&M and CIP Budgets and the proposed Millage Rate.
- A public hearing was held at the May meeting. There was no public comment.

### Action

- Mr. Turano moved to adopt the budget as presented. Mr. Bell seconded. The motion passed 7-0.

## **XI. Year-to-Date Financial Report**

### Key Discussion Points

- Ms. Graybill presented the year-to-date financial report. A copy is included in the agenda packet.

## **XII. General Manager's Report**

### Key Discussion Points

- Mr. Nardi presented the General Manager's Report. A copy is included in the agenda packet.
- The PSD has drafted a new wholesale water agreement for consideration by Broad Creek PSD and BJWSA. The draft agreement is a consolidation of multiple agreements already in place among the three utilities. If adopted, the PSD would become Broad Creek PSD's wholesale water provider. It would also make the PSDs' off-peak water rate with BJWSA permanent. The PSD plans to seek a mutual agreement with Broad Creek PSD before approaching BJWSA.

## **XIII. Adjournment**

### Action

- Mrs. Soltys moved to adjourn the meeting. Mr. Cutrer seconded. The meeting adjourned at 10:39 a.m.