

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

21 OAK PARK DRIVE – POST OFFICE BOX 21264
HILTON HEAD ISLAND, SOUTH CAROLINA 29925
TELEPHONE 843-681-5525 – FAX 843-681-5052

MINUTES COMMISSION MEETING FEBRUARY 23, 2022

I. The meeting was called to order by Chairman Frank Turano at 9:00 a.m.

II. Those in attendance were:

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

Present by request:

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

Visitors:

Mr. Chris Fodesi	Nutter & Associates
Mr. David Pyne	ASR Systems
Mr. Arnold Ellison	Broad Creek PSD
Ms. Lauren Sturre	Broad Creek PSD
Mr. John Joseph	Broad Creek PSD
Mr. Dean Layton	Broad Creek PSD
Mr. Ryan Fugate	Broad Creek PSD

III. Pledge of Allegiance

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

IV. Public Comment on Non-Agenda Items

None

V. Draft Minutes of the January 19, 2022, Regular Commission Meeting

Key Discussion Points

- Mr. Cutrer moved to adopt the minutes of the January 29, 2022, regular board meeting as presented. Mr. Bell seconded. The motion passed unanimously.

VI. Hydrogeology Report

Key Discussion Points

- Mr. Chris Foldesi of Nutter & Associates presented the hydrogeology report. A copy is included in the agenda packet.
- Next month, David Pyne from ASR Systems will present the Cost-of-Service Analysis

VII. Executive Committee Report

The Executive Committee met February 9th to discuss the draft GM performance goals, special election procedures, and commission compensation.

A. GM Performance Goals

Key Discussion Points

- The Committee made minor edits to the draft GM performance goals drafted in December, and the revised document was presented to the full Board for review.
- Mrs. Soltys and Mr. Ford voiced their concerns that the newly drafted document is intended to be used as a tool in the review of the GM's FY'22 performance, given the fourth quarter is beginning. Mr. Nardi is not opposed, as many of the items are already in the current year's goals.
- Mrs. Soltys offered several revisions to the goals that were discussed and incorporated into the document.
- Under Item III. Internal Focus, discussion was held on board and management relative roles.

Action

- Mr. Cutrer moved that the Board adopt the proposed category outline as presented by the Executive Committee to be used as a tool in evaluating the general manager's performance in FY'22, with the following revisions:
 - Section II- B, Financial Ratios:
 - Goal 1 was revised to read, "Meet 120 Days Cash on Hand as the benchmark." The plan to maintain above 150 was deleted.
 - Goal 3 was revised to read, "Meet required debt coverage ratio of 120%." The plan to maintain above 150% was deleted.
 - Section III-A, Personnel Development & Retention:
 - Goal 2 was revised to read, "Report to Board on a semi-annual basis on voluntary separations and resulting action plans, if needed."

- Goal 4 was revised to read, “Create and distribute an employee newsletter.”
 - Goal 5 was revised to read, “Report on quarterly Employee Recognition Program.”
 - A new Goal 8 was added which reads, “Recommend appropriate programs aimed at diversification of staff and/or non-traditional roles.
- Section III-B: Goals 1 and 2 were combined to read, “Implement programs aimed at achieving zero (0) OSHA-recordable injuries and less than ten (10) lost days due to on-the-job injuries during the year, excluding individual long-term disability claims and/or leave-of-absence status.”
- Mr. Bell seconded. The motion passed unanimously.

B. Special Election

Key Discussion Points

- Mr. Manne will be moving out of voting district 4 by the end of February, leaving his commission seat vacant.
- Mr. Nardi, at the Chairman’s request, asked legal counsel to review the special election requirements.
- Legislation requires:
 - The filing period be opened on the third Friday after the vacancy occurs and end 10 days later
 - Filing would be made to the same entity that intakes filings for a general election (note: the PSD intakes the candidate filings).
 - An election must be set for the thirteenth Tuesday after the vacancy occurs
 - If the thirteenth Tuesday occurs no more than sixty days prior to a general election, the special election shall be held on the same day as the general election.
- Based on Mr. Manne’s anticipated move date and the prescribed election timeline, the special election to fill the vacant District 4 seat will be held May 31. The newly elected commissioner will complete the remaining term, which expires in November 2024.
- Staff has spoken to the State to ask about the timeline for redistricting. The plan now is to redistrict the PSD after the special election to avoid drawing an incumbent out of their voting district.

C. Commission Compensation

Key Discussion Points

- The Committee was tasked with reviewing the commission compensation review compiled by staff in May 2021 to make a recommendation on whether an increase is appropriate.
- The Committee recommends no change at this time.

Action

- Mrs. Soltys moved to accept the Executive Committee’s recommendation that stipends not be increased at this time. Mr. Manne seconded. Mr. Turano, Mr. Cutrer, Mr. Bell, Mr. Manne, Mr. Ford and Mrs. Soltys were in favor. Mr. Drehwing abstained. The motion passed 6-0.

VIII. Year-to-Date Financials

Key Discussion Points

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

IX. General Manager’s Report

Key Discussion Points

- Mr. Nardi presented the February General Manager’s Report. A copy of which is included in the agenda packet.
- The State Insurance Reserve has reimbursed the PSD in full for the cost incurred during the Fort Howell sewer repair.
- The ARPA funding is still under review and currently headed to the conference committee.
- The PSD participated yesterday in an emergency planning session with the Sheriff’s Office and other local governmental agencies.

X. New Business

A. Mr. Manne Resigns

Key Discussion Points

- Mr. Turano acknowledged that this meeting is Mr. Manne’s last as a commissioner. He thanked him for his many years of service to the PSD and the community.

XI. Adjournment

Action

- Mr. Cutrer moved to adjourn the meeting. Mr. Bell seconded. The motion passed unanimously. The meeting adjourned at 12:10 p.m.