

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

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MINUTES COMMISSION MEETING APRIL 27, 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. Herbert Ford	Commissioner
Mrs. Patti Soltys	Commissioner

Present by request:

Mr. Pete Nardi	General Manager
Ms. Amy Graybill	Finance Manager
Mrs. Connie Whitehead	Commission Recording Secretary

Visitors:

Andrew Paterno

Absent:

Mr. Frank Drehwing	Commissioner
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III. Pledge of Allegiance

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

IV. Moment of Silence for Gary Kratz

The board held a moment of silence in honor of former commissioner Gary Kratz who passed away April 20, 2022.

V. Public Comment on Non-Agenda Items

None

VI. Draft Minutes of the March 23, 2022, Regular Commission Meeting

Action

- Mr. Bell moved to adopt the minutes of the March 23, 2022, regular board meeting as presented. Mr. Cutrer seconded. The motion passed unanimously.

VII. Draft FY'23 Budget Presentation

A. Draft Budget and Cost of Service Scenarios

Key Discussion Points

- Ms. Graybill presented the draft FY'23 budget. A copy is included in the agenda packet.
- Staff presented three cost-of-service scenarios for review by the board:
 - Scenario 1: Cost of Service with Willdan Tier Volumetric Increases to Tier Blocks 2-4
 - Scenario 2: Cost of Service with Willdan Tier Volumetric Increases to All Tier Blocks
 - Scenario 3: Cost of Service with Willdan Tier Volumetric Increases to Tier Blocks 2-4 and an increase in the sewer volumetric rate from \$2.00 to \$2.05.
- The draft budget incorporates Scenario 1.
- The public hearing on the budget will be held at the June board meeting.

Action

- Mrs. Soltys moved to adopt Scenario 1. Mr. Ford seconded. The motion passed 4-1. Mr. Bell was opposed.

B. Meter Installation Fees and Hydrant Meter Set Fee

Key Discussion Points

- As part of the District's Cost of Service Analysis, staff has reviewed fees and charges to ensure they are still relevant and provide sufficient revenue to cover their related expenses.
- Staff analysis indicates that meter installation and hydrant set fees should be updated to reflect current installation costs.
- Staff recommends the following rate changes related to meter installations:
 - Increase the 3/4" meter installation with existing service line fee from \$1,020 to \$1,180.
 - Increase the 1" meter installation with existing service line fee from \$1,280 to \$1,500
 - Increase the 2" meter installation with existing service line fee from \$2,720 to \$3,440.
 - Increase the 3/4" meter installation without existing service line fee from \$1,210 to \$1,390

- Increase the 1” meter installation without existing service line fee from \$1,450 to \$1,710
- All other sizes will remain at time and materials.
- Staff recommends establishing this hydrant meter set fee in the amount of \$200 to cover the cost of setting up and breaking down the hydrant meter in addition to the current practice of charging standard monthly water rates for usage.

Action

- Mr. Cutrer moved to adopt staff’s recommended updates to meter installation and hydrant set fees. Mrs. Soltys seconded. The motion passed 5-0.

VIII. Management Report

Key Discussion Points

- Mr. Nardi presented the FY’22 Third Quarter Annual Major Objectives, Key Measurements, and Accomplishments Report. Copies of each are included in the agenda packet.

IX. Committee Report

A. Executive Committee

Key Discussion Points

- The Committee met April 25 to review the draft GM evaluation matrix, which incorporated changes requested by commissioners since the March board meeting, and made several new revisions.
- The final draft will be presented to the full board at the May meeting.

X. General Manager’s Report

Key Discussion Points

- Mr. Nardi presented the April General Manager’s Report. A copy is included in the agenda packet.

XI. Commission Secretary Election

Key Discussion Points

- Mr. Bob Manne vacated his commission seat and the office of secretary effective March 1.
- At the March meeting, Mr. Cutrer nominated Mrs. Patti Soltys as secretary. Mr. Bell seconded.

Action

- Mr. Cutrer moved to elect Patti Soltys as secretary. Mr. Bell seconded. The motion passed 5-0.

XII. Adjournment

Action

- Mr. Bell moved to adjourn the meeting. Mr. Cutrer seconded. The motion passed unanimously. The meeting adjourned at 11:10 a.m.