

**HILTON HEAD 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

**DECEMBER 2023 AGENDA PACKET CONTENTS**

1. Agenda for the December 13, 2023, Regular Commission Meeting
2. Draft Minutes of the November 15, 2023, Regular Commission Meeting
3. Draft Minutes of the November 29, 2023, Special Commission Meeting
4. PSD Redistricting Resolution
5. Purchasing Authorization Memo
6. Draft 2024 PSD Calendar
7. General Manager's Monthly Report
8. Charts, Graphs and Water Quality Report



# Agenda

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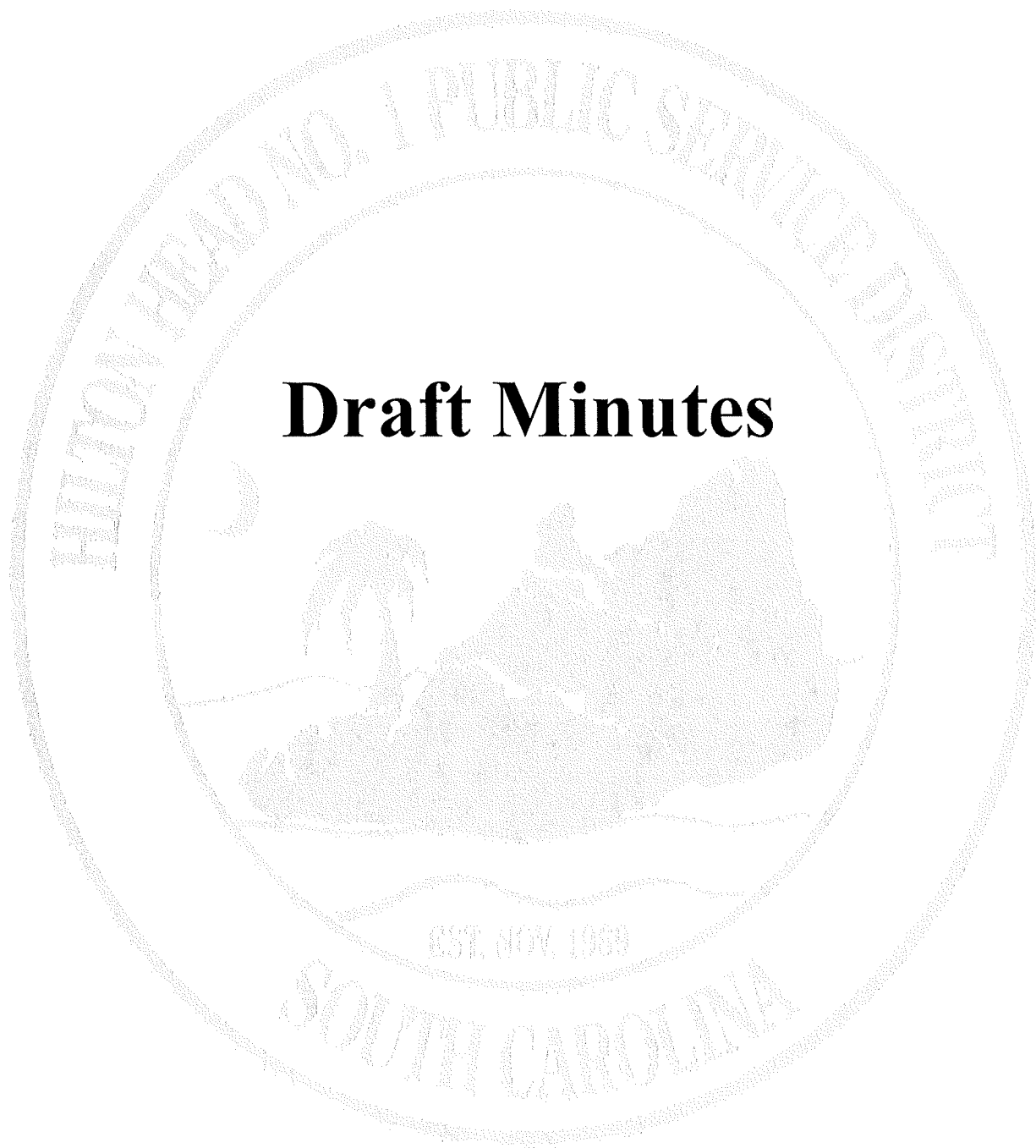
## **AGENDA**

Hilton Head Public Service District Commission  
9 a.m.

December 13, 2023  
PSD Community Room  
21 Oak Park Drive, Hilton Head Island, SC 29926

- I. Call to Order & Freedom of Information Act Announcement
- II. Pledge of Allegiance
- III. Roll Call of Commissioners
- IV. Public Comment on Non-Agenda Items
- V. Adoption of Draft Minutes of the November 15, 2023, Regular Meeting
- VI. Adoption of Draft Minutes of the November 29, 2023, Special Meeting
- VII. PSD Commission Redistricting Map Adoption (Action)
- VIII. Purchasing Authorization: Emergency Water Main Repair (Action)
- IX. 2024 Commission Officers Election (Action)
- X. 2024 PSD Calendar Adoption (Action)
- XI. General Manager's Monthly Report
- XII. Adjournment

**\*Public Comment will be taken before Commission vote on any action item.**



# Draft Minutes

# HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

21 OAK PARK DRIVE – POST OFFICE BOX 21264  
HILTON HEAD ISLAND, SOUTH CAROLINA 29925  
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## MINUTES COMMISSION MEETING NOVEMBER 15, 2023

**I. The meeting was called to order by Chair 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
Mrs. Patti Soltys	Secretary
Mr. Andy Paterno	Commissioner
Mr. Ibrahim Abdul-Malik	Commissioner
Mr. Michael Marks	Commissioner

Present by request:

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

Visitors:

None

**III. Adoption of Draft Minutes of October 25, 2023, Regular Meeting**

### Action

- Mr. Cutrer moved to adopt the minutes of the October 25, 2023, regular meeting as presented. Mr. Abdul-Malik seconded. The motion passed unanimously.

**IV. FY'24 First Quarter Financial Report**

### Key Discussion Points

- Ms. Graybill presented the FY'24 First Quarter Financial Report. A copy is included in the agenda packet.

**V. Purchasing Authorization: WWTP Generator Fuel Tank**

### Key Discussion Points

- Staff presented a request to the Board for authorization of a non-budgeted expenditure.

- DHEC is requiring the PSD to annually pressure test the two WWTP fuel generator fuel lines separately. When the system was installed in 1993, it was not set up to isolate the lines. Compliance with this requirement will require modifications at an expense not to exceed \$60,000. The PSD purchasing policy requires board authorization for non-budgeted expenditures exceeding \$25,000.
- DHEC denied staff's request to wait until the PSD could budget the modification and gave a tight deadline to complete the work.
- No budget amendment is necessary, since the modification will be included as part of the WWTP System Rehab projects on the current CIP schedule and there is still \$160,000 left in this line item.

#### Action

- Mrs. Soltys moved to retroactively approve the WWTP generator fuel tank line modification at a cost not to exceed \$60,000. Mr. Abdul-Malik seconded. The motion passed unanimously.

### **VI. General Manager's Monthly Report**

#### Key Discussion Points

- Mr. Nardi presented the General Manager's Monthly Report. A copy is included in the agenda packet.
- As part of the GM evaluation process, the Board asked for a review of the PSD Strategic Goals & Objectives. In October, Mr. Nardi provided a copy with some possible changes noted within the document. The Board reviewed the document in preparation for discussion at the November meeting.
- Mr. Nardi presented a fourth draft map of the new PSD voting districts prepared by staff incorporating some proposed changes by Mr. Abdul-Malik. Mr. Nardi suggested the PSD hold an open house to display the version of the map the Board will be considering for adoption. Staff will prepare a press release. The draft map will be displayed on the PSD's redistricting webpage, with hard copies available at the PSD's drive-thru window and Hilton Head Library.

#### Action

- Mr. Cutrer moved to incorporate Mr. Nardi's proposed changes into the Strategic Plan document. Mr. Marks seconded. The motion passed unanimously.
- Mr. Bell moved to hold an open house on redistricting and to display the newest draft map incorporating Mr. Abdul-Malik's suggested changes. Mr. Abdul-Malik seconded. The motion passed unanimously.

### **VII. 2024 Draft PSD Calendar**

#### Key Discussion Points

- Staff presented the draft 2024 PSD calendar for board consideration. The draft follows the fourth-Wednesday-of-the-month schedule for board meetings, with the exception of November and December when they are moved ahead to accommodate holiday plans.
- Mrs. Soltys will be traveling in January and requested the meeting be moved to Jan. 17.
- Mr. Cutrer requested the September meeting be held on the 18th.

#### Action

- Mr. Cutrer moved to adopt the 2024 draft calendar incorporating the two requested date changes. Mr. Paterno seconded. The motion passed unanimously.

## **VIII. Nomination of Commission Officers**

### Action

- The Chairman opened the floor to nominations for 2024 Commission Officers.
- Mr. Cutrer nominated the current slate to continue to serve in their current positions:
  - Mr. Turano as Chair
  - Mr. Cutrer as Vice-chair
  - Mr. Bell as Treasurer
  - Mrs. Soltys as Secretary
- There were no other nominations.
- The Board will vote on the nominations at the December meeting. Mr. Bell will not be present and will vote by proxy.

## **IX. New Business**

### Key Discussion Points

- Mr. Cutrer asked if the SCIIP projects are on schedule.
- Mr. Nardi stated that the requests for qualifications (RFQ) process pushed the schedule back approximately one month.

## **X. Adjournment**

### Action

- Mr. Cutrer moved to adjourn the meeting. Mr. Bell seconded. The motion passed unanimously. The meeting adjourned at 10:26 a.m.

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

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## **MINUTES SPECIAL COMMISSION MEETING NOVEMBER 29, 2023**

**I. The meeting was called to order by Chair Frank Turano at 9:04 a.m.**

**II. Those in attendance were:**

Mr. Frank Turano	Chair
Mr. Jerry Cutrer	Vice Chair
Mrs. Patti Soltys	Secretary
Mr. Andy Paterno	Commissioner
Mr. Ibrahim Abdul-Malik	Commissioner
Mr. Michael Marks	Commissioner

Present by request:

Mr. Pete Nardi	General Manager
Ms. Connie Whitehead	Commission Recording Secretary

Visitors:

None

Absent:

Mr. Stuart Bell	Treasurer
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**III. Resolution Authorizing Removal from Settlement Class in the Aqueous Film-Forming Foams Product Liability Litigation**

### Key Discussion Points

- Mr. Nardi presented for board consideration a resolution authorizing the PSD's removal from the settlement class in the aqueous film-forming foams product liability litigation.
- Class representatives are public water systems that have filed actions against 3M and DuPont alleging they have suffered harm resulting from the presence of PFAS in Drinking Water and/or the need to monitor for the presence of PFAS in Drinking Water, and that 3M and DuPont are liable for damages and other forms of relief to compensate for such harm and costs.

- While Hilton Head PSD currently has no detectable levels of PFAS in its water system and is ineligible for compensation at this time, doing nothing will be a de facto waiver of rights to compensation in the future should issues arise.
- To preserve the right to pursue legal action in the future, the District must opt out of the current litigation.

Action

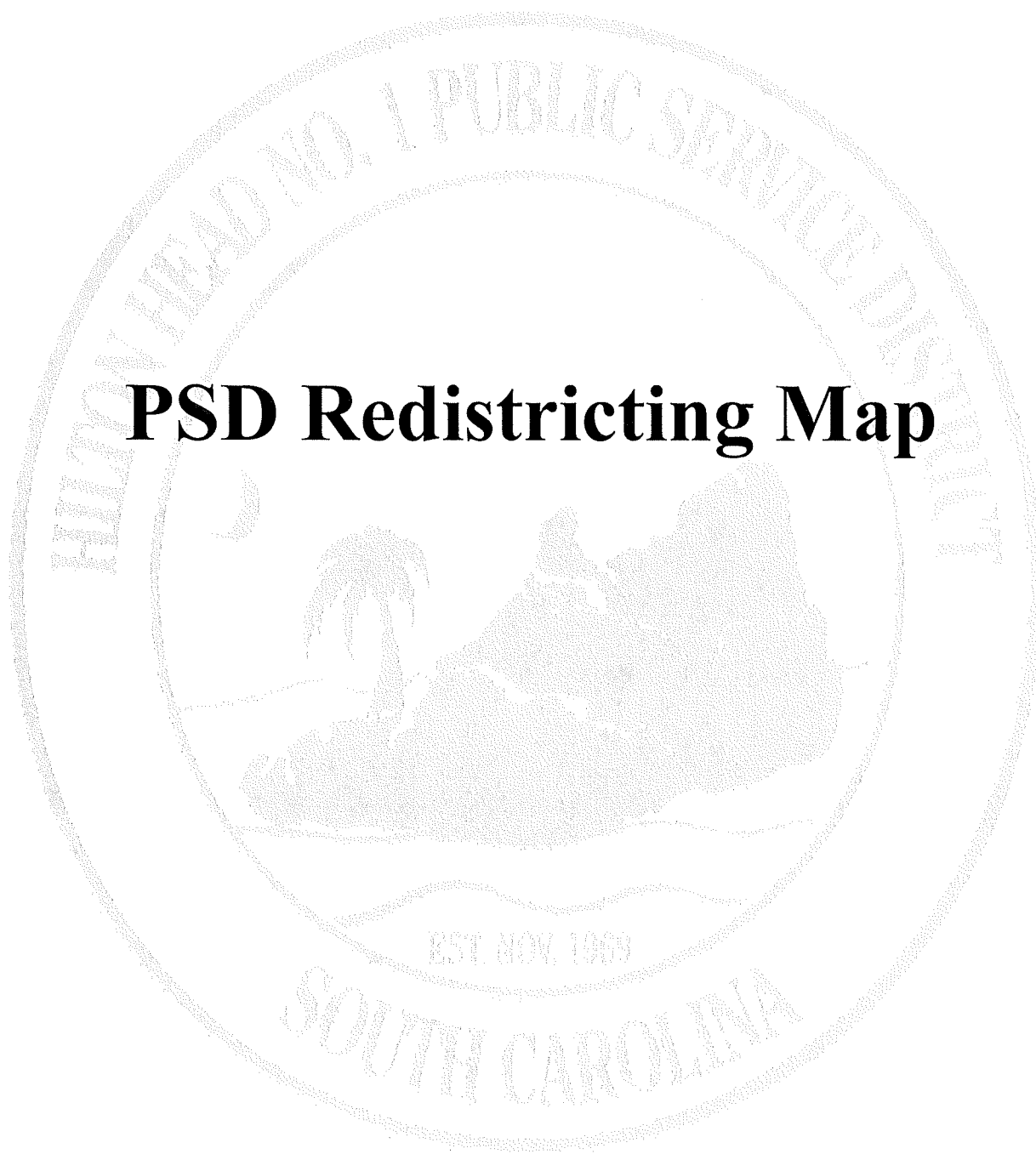
- Mr. Cutrer moved to adopt the resolution removing the PSD from the settlement class in the aqueous film-forming foams product liability litigation against 3M and DuPont. Mrs. Soltys seconded. The motion passed unanimously.

**IV. Adjournment**

Action

- Mr. Bell moved to adjourn the meeting. Mr. Cutrer seconded. The motion passed unanimously. The meeting was adjourned at 5:11 p.m.

# **PSD Redistricting Map**



## A RESOLUTION

### OF THE COMMISSION OF HILTON HEAD NO. 1 PUBLIC SERVICE DISTRICT, SOUTH CAROLINA TO APPROVE AND ADOPT A REDISTRICTING PLAN FOR THE VOTING DISTRICTS USED TO ELECT COMMISSIONERS; AND OTHER MATTERS RELATED THERETO.

NOW THEREFORE, BE IT ORDAINED, by the Commission of Hilton Head No. 1 Public Service District (the “*Commission*”), the governing body of the Hilton Head No. 1 Public Service District (the “*District*”), as follows:

**Section 1 Findings of Fact.** The Commission hereby makes the following findings of fact in connection with the adoption of this resolution (this “*Resolution*”):

(a) The District is a special purpose district organized and existing under South Carolina law pursuant to Act 596 of the Acts and Joint Resolutions of the General Assembly of South Carolina for the year 1969, as amended (the “*Enabling Legislation*”) and is governed by the Commission which is empowered to do all acts and things necessary or convenient to carry out any function or power granted to the District.

(b) Pursuant to the Enabling Legislation, the Commission is authorized to establish seven properly apportioned election districts with assistance of the appropriate agency and to redistrict as necessary to comply with state and federal laws.

(c) Under the holding of *Hadley v. Junior Coll. Dist. of Metro. Kansas City, Mo.*, 397 U.S. 50 (1970), “when members of [a local government] elected body are chosen from separate districts, each district must be established on a basis that will insure, as far as is practicable, that equal numbers of voters can vote for proportionally equal numbers of officials.”

(d) In accordance with the guidelines established by the United States Constitution, the United States Census Bureau completed and released an updated population record in 2020 (the “*2020 Census*”).

(e) The District sought the assistance of the South Carolina Revenue and Fiscal Affairs Office (the “*RFA*”) to create a plan to establish appropriate district lines of the District to reduce the deviation in population among the various districts to the minimal practicable amount; in response, the RFA and the District developed the redistricting plan attached hereto as Exhibit A (the “*Redistricting Plan*”).

(f) The Commission, having reviewed the Redistricting Plan and receiving public input at a meeting on November 29, 2023, has determined to take action on the Redistricting Plan.

**Section 2 Adoption of the Plan.** The Commission hereby enacts the Redistricting Plan, in the form presented to Commission, a copy of which is attached hereto as Exhibit A and fully incorporated herein by reference.

**Section 3 Authorization of Action.** The General Manager of the District (the “*General Manager*”) is hereby authorized and directed to take all such administrative actions as

may be necessary or convenient to complete the adoption of the Redistricting Plan. To the extent the General Manager or any member of District staff has previously undertaken any actions associated with the adoption of the Redistricting Plan, such actions are ratified and approved in their entirety.

**Section 4      General Repealer; Severability.** All rules, regulations, resolutions, and parts thereof, procedural or otherwise, in conflict herewith, to the extent of such conflict, are hereby repealed. The provisions of this Resolution are hereby declared to be separate and if any section, phrase or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, such declaration shall not affect the validity of the remainder of the sections, phrases and provisions hereunder.

**Section 5      Effective Date.** This Resolution shall take effect immediately upon its adoption by the Commission.

**DONE AND ADOPTED BY THE COMMISSION ASSEMBLED,** this \_\_\_\_ day of December 2023.

**HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT,  
SOUTH CAROLINA**

(SEAL)

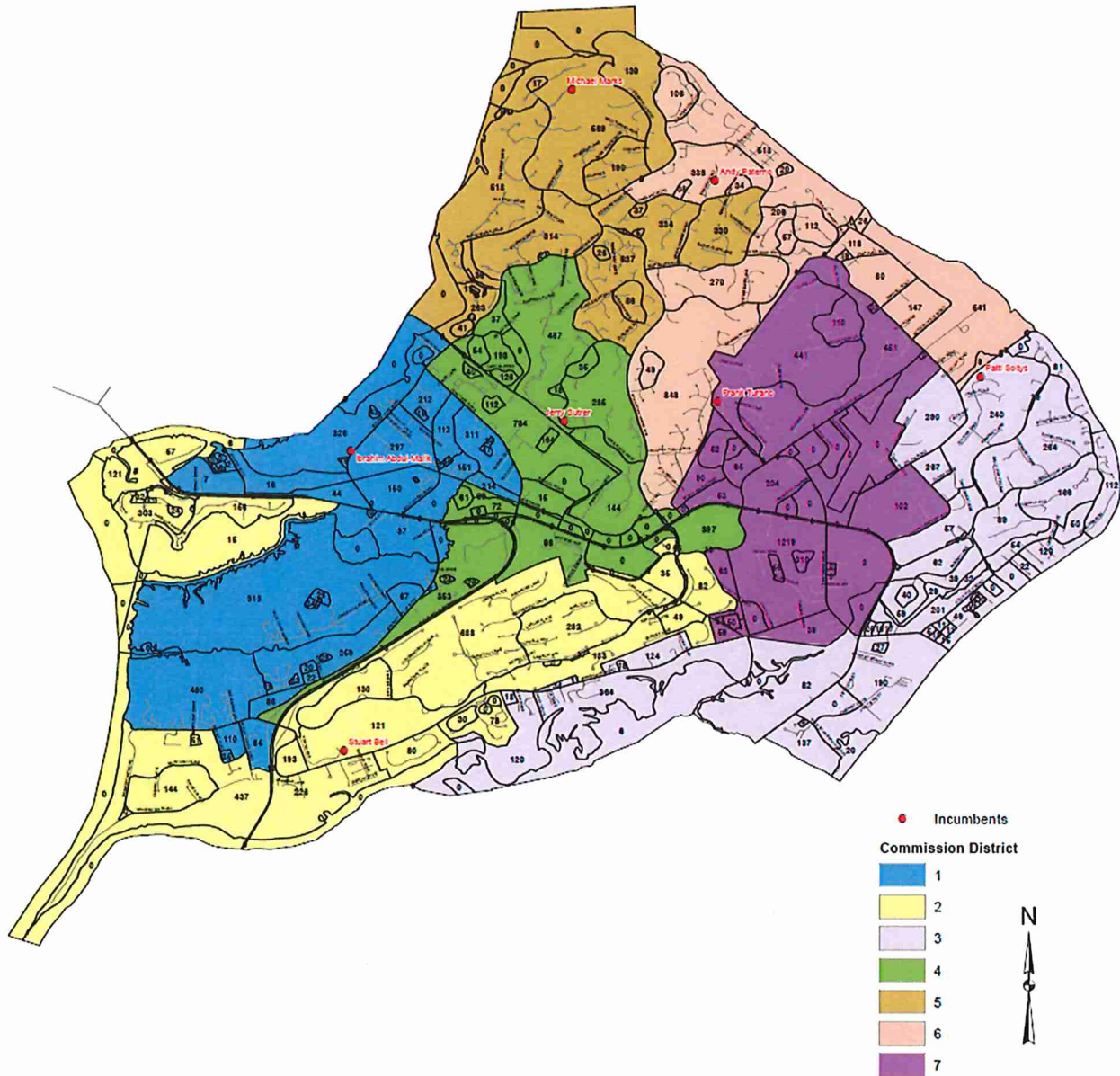
\_\_\_\_\_  
Chairman,  
Hilton Head Public Service District Commission

**ATTEST:**

\_\_\_\_\_  
Secretary,  
Hilton Head Public Service District Commission

# Exhibit A

## Redistricting Plan



The seal of the Hilltop Head No. 1 Public Service District is a circular emblem. It features a central illustration of a mountain range with a winding river in the foreground. The text "HILLTOP HEAD NO. 1 PUBLIC SERVICE DISTRICT" is arched across the top, and "SOUTH CAROLINA" is arched across the bottom. The date "EST. NOV. 1969" is inscribed at the bottom center of the seal.

# **Purchasing Authorization**



**HILTON HEAD PUBLIC SERVICE DISTRICT**

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TELEPHONE 843-681-5525 – FAX 843-681-5052  
[www.hhpsd.com](http://www.hhpsd.com)

To: All Commissioners  
From: Pete Nardi, General Manager  
Re: Purchasing authorization memo

December 13, 2023

Dear Commissioners:

For your December 13 meeting, below is a non-budgeted issue for which we are seeking authorization relative to the emergency procurement section of our purchasing policy.

I. 12" Water Main Repair

Introduction:

Several years ago, the District discovered a leak in a 12" water distribution main that traverses the marsh between Squire Pope Road and Jenkins Island, and which required an emergency repair. Through our routine monitoring of the site and water loss analysis, staff discovered that the line was leaking again. This represents a loss of potable water so the emergency repair was made as quickly as possible.

The work included:

- Mobilization to access site
- Installation of a 12" stainless steel repair sleeve
- Backfilling once repair was complete

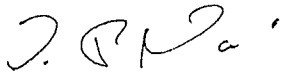
No budget amendment is necessary, due to District cash on hand capacities. The District recently received a large, unbudgeted capacity fee payment. While capacity fee payments must be spent on developing water and sewer supply capacity, the District carries enough debt service on such projects that these payments can go towards that debt service which frees up other general funds for items such as this. There may also be savings in other CIP projects or operating line items that could substantially cover the cost of this emergency repair. Since this item was not specifically budgeted for and is over \$25,000, staff is seeking formal approval in accordance with our purchasing policy.

Recommendation:

Staff recommends the Commission retroactively approve the 12" water line repair at a cost not to exceed \$95,000.

As always, please do not hesitate to contact me if you have any questions.

All my best,

A handwritten signature in black ink, appearing to read "J. P. Nardi".

J. Pete Nardi  
General Manager  
Hilton Head PSD



# **Draft PSD Calendar**



**Hilton Head PSD Commission  
Proposed 2024 Meeting Calendar**

**2024 Commission Meeting Dates:**

Jan. 17  
Feb. 28  
March 27  
April 24  
May 22  
June 26  
July 24  
Aug. 28  
Sept. 18  
Oct. 23  
Nov. 13  
Dec. 11

**2024 PSD Holiday Closings**

Jan. 1	New Year's Day
Jan. 15	MLK Day
Feb. 19	President's Day
March 29	Good Friday
May 27	Memorial Day
June 19	Juneteenth
July 4	Independence Day
Sept. 2	Labor Day
Nov. 11	Veterans Day
Nov. 28 and 29	Thanksgiving
Dec. 24 and 25	Christmas

# 2024

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	1	2	31	1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31	1	2	3	25	26	27	28	29	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	31	1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	1	23	24	25	26	27	28	29	28	29	30	31	1	2	3	25	26	27	28	29	30	31
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	1	2	3	4	5	27	28	29	30	31	1	2	1	2	3	4	5	6	7
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15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4

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Board Mtgs

PSD Holidays

# **GM Monthly Report**





## HILTON HEAD PUBLIC SERVICE DISTRICT

To: Hilton Head PSD Commission  
From: Pete Nardi, General Manager  
Re: PSD Updates

December 4, 2023

Dear Commissioners, please see below the following updates:

- We are experiencing demand of approx. 5-6 million gallons a day (mgd), which is normal for the prevailing weather conditions, and which does not include Aquifer Storage & Recovery (ASR) recharge of approximately 2 mgd.
- SCIIP and ARPA Grant Projects Update:
  - The Leg O'Mutton Booster Station project, funded by a direct allocation of ARPA monies from Beaufort County, is slated for bidding in January, with a construction completion estimate of May 2025.
  - The RO Plant Expansion, RO Well #4, ASR Well #2, and associated pipeline work, is on track for bidding in March 2024. We have circulated a Request for Qualifications (RFQ) document that will be used to potentially pre-qualify bidders for these projects.
- Pete Nardi this month attended the S.C. Water Quality Association's Quarterly Meeting and the Lower Savannah-Salkehatchie River Basin Council's second meeting.
- Birders have been abounding at the PSD recycled water lagoons! A birder visiting with Pete Nardi spotted a "rare" type of duck, which oddly enough is called a "Common Goldeneye," on the recycled water lagoon and spread the word amongst the birding community, prompting more visits! The recycled water lagoons are once again a stop on the Hilton Head Audubon Society's Annual Christmas Bird Count.
- The PSD's annual Holiday Luncheon and Deep Well Project Santa Shop toy drive will take place at noon Dec. 15 in the Community Room. Commissioners and their spouses are invited!

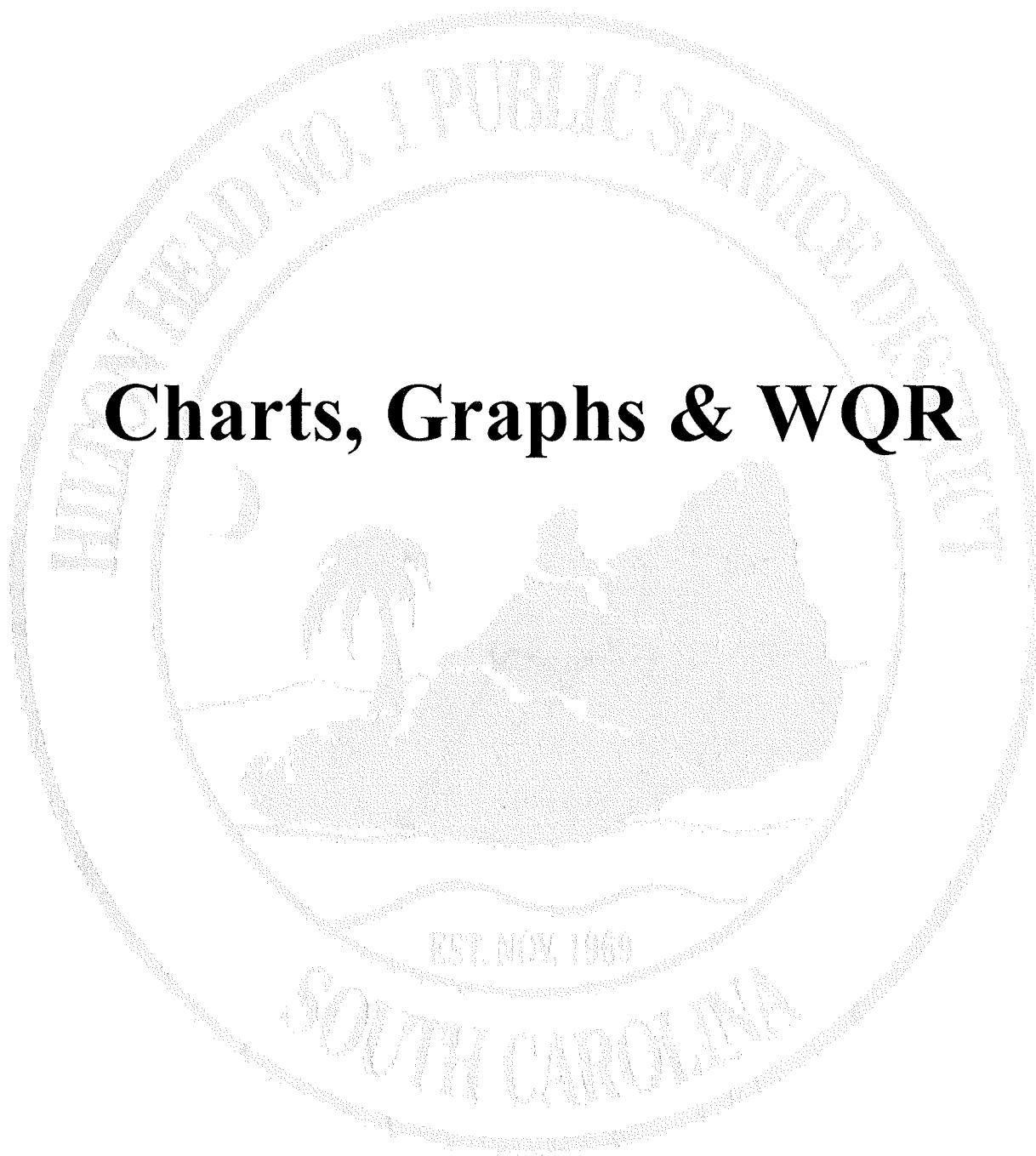
As always, please do not hesitate to contact me if you have any questions.

All my best,

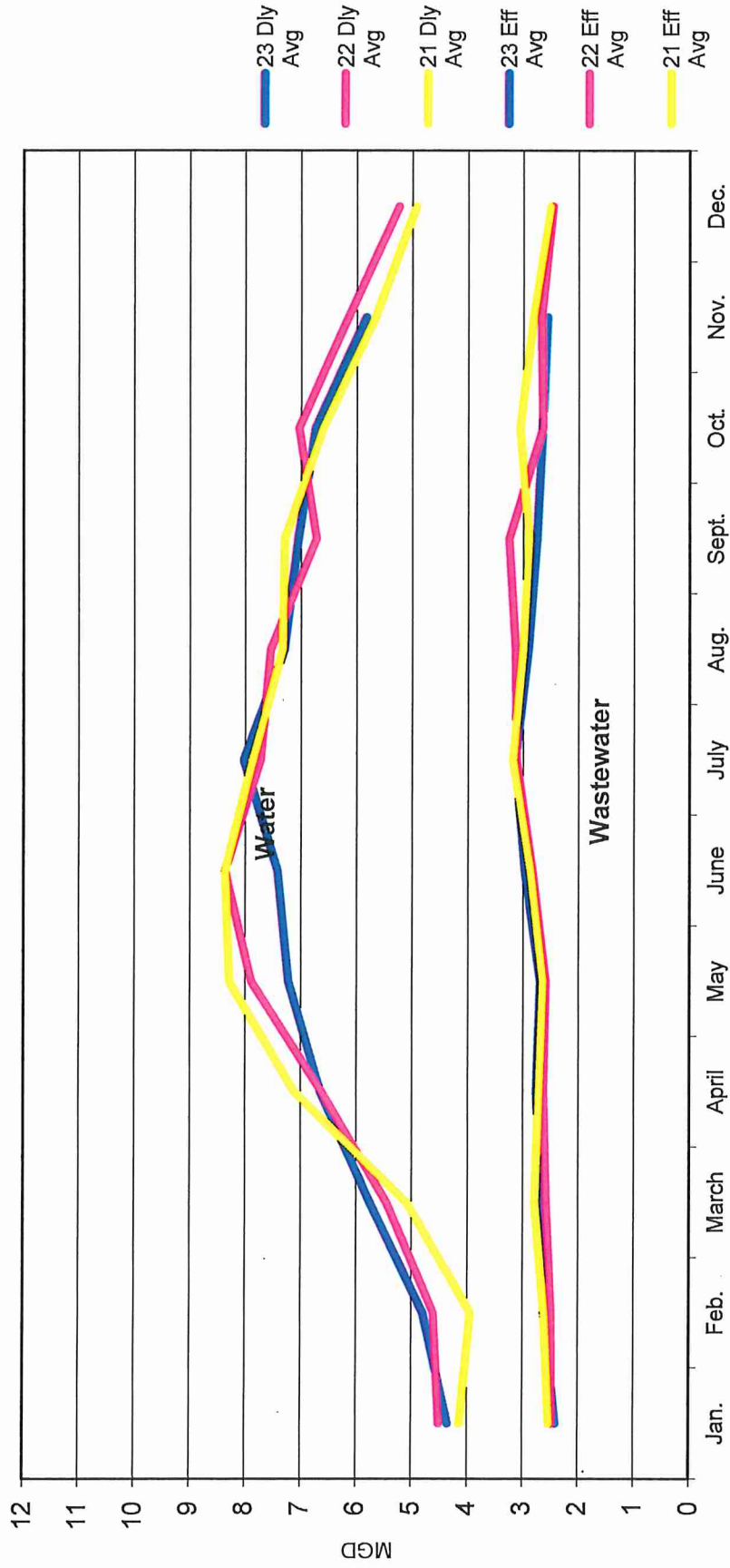
A handwritten signature in dark ink, appearing to read "P. Nardi", is written above the printed name.

Pete Nardi  
General Manager

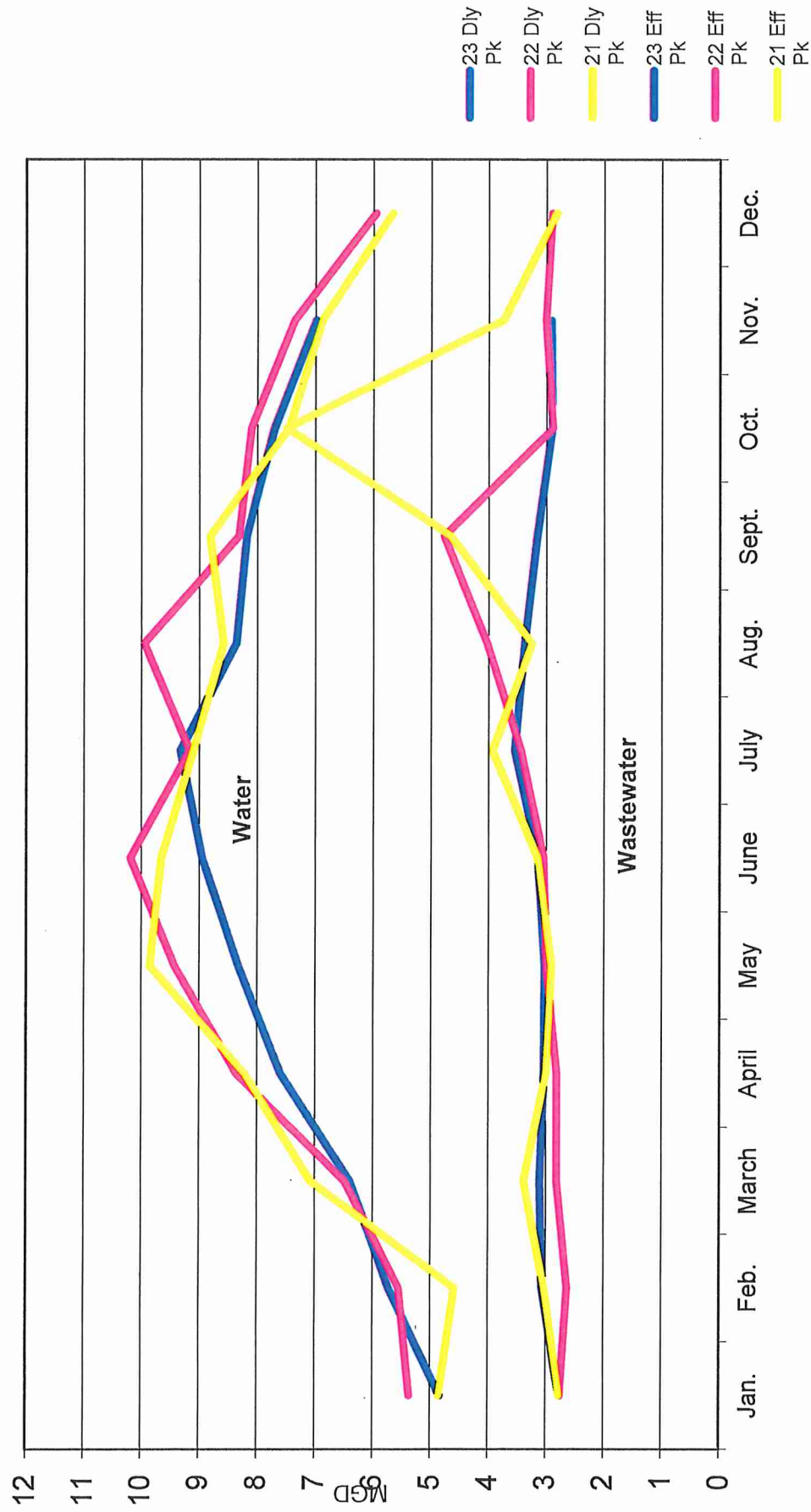
# **Charts, Graphs & WQR**



# Water and Wastewater Average Flows



# Water and Wastewater Peak Flow





Nov-23  
Monthly Water Quality Report

Water Supply

Source	MG Per Month												% of Supply YTD	
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	YTD	
Purchased	3.39	6.97	28.44	42.72	27.87	26.62	34.39	26.95	33.13	50.88	31.46		312.82	15.0%
RO Plant	120.06	110.68	122.16	114.46	118.76	110.85	122.69	121.61	118.60	122.74	115.50		1298.11	61.0%
UFA Wells	12.07	14.21	23.08	23.45	25.30	29.48	32.93	28.29	29.80	34.00	27.04		279.65	13.0%
ASR Recovery	0.00	0.00	0.00	17.34	47.72	52.52	55.63	48.40	28.32	0.00	0.00		249.93	11.0%
Total	135.52	131.86	173.68	197.97	219.65	219.47	245.64	225.25	209.85	207.62	174.00		2140.51	100.0%

System-wide Water Quality Testing

Type of Test	Results by Month											
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Bacteriological	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	
Chlorine (avg)	2.22	2.29	2.27	2.13	2.12	2.14	2.21	2.06	1.77	1.51	1.91	
Ph (avg)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Disinfection By-products (DBPs) (qtrly.)	In Compliance			In Compliance			In Compliance			In Compliance		
Hardness (range)	11 - 121 (WINTER - NO WELLS)			14 - 260 (SUMMER - WELLS/ASR ON)			(WINTER)					

Supply-specific Water Quality Ranges for This Month					
Supply	Average Chlorine Residual	Within Acceptable Range? (Y/N)	Average Chloride Level (ppm)	Average Hardness (ppm)	
BJWSA (supply)	2.50	Y			
RO Raw Water MFA Wells (range)	n/a	Y	151 - 454	100 - 212	
Finished RO Water	2.72	Y			
Fire Station UFA	2.24	Y	60	140	
Leg O' Mutton UFA	2.45	Y	111	220	
Wild Horse UFA	1.95	Y	56	172	
Seabrook UFA	2.29	Y	139	268	
Union Cemetery UFA	1.56	Y			
ASR (recharge)	2.40	Y	37	32	

## Customer Inquiries

Type of Inquiry	Number of Inquiries	Resolved?	Comments
Low Pressure	13	y	
Customer break/leak	27	y	
PSD break/leak	18	y	
Water Outage	5	y	
Odor/Taste/Color	1	y	
Miscellaneous	113	y	
Sewer issues & Inspections	48	y	
<b>Total</b>	<b>225</b>		

Other Water Quality Notes for This Month  
11/30/2023 - Changed cartridge filters