

# HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

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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.