

# HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

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## MINUTES COMMISSION MEETING DECEMBER 13, 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
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
Mr. Bill Davis	Operations Manager
Ms. Amy Graybill	Finance Manager
Ms. Connie Whitehead	Commission Recording Secretary

Visitors:

None

Absent:

Mr. Stuart Bell	Treasurer
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**III. Pledge of Allegiance**

### Key Discussion Points

- The Pledge of Allegiance was led by Chairman Frank Turano.

**IV. Adoption of Draft Minutes of November 15, 2023, Regular Meeting**

### Action

- Mr. Paterno moved to adopt the minutes of the November 15, 2023, regular meeting as presented. Mr. Marks seconded. The motion passed unanimously.

## **V. Adoption of Draft Minutes of November 29, 2023, Special Meeting**

### Action

- Mr. Abdul-Malik moved to adopt the minutes of the November 29, 2023, special commission meeting. Mr. Paterno seconded. The motion passed unanimously.

## **VI. Purchasing Authorization: 12” Water Main Repair**

### Key Discussion Points

- Staff presented a request to the Board for authorization of a non-budgeted expenditure.
- Several years ago, the District discovered a 12” water distribution main that traverses the marsh between Squire Pope Road and Jenkins Island required an emergency repair.
- Through routine monitoring of the site and water loss analysis, staff recently discovered that the line was leaking again, requiring another emergency repair.
- No budget amendment is necessary, due to District cash on hand capacities; however, in accordance with the PSD’s purchasing policy, non-budgeted items over \$25,000 require approval from the Board.
- Staff recommends the Commission retroactively approve the 12” water line repair at a cost not to exceed \$95,000.

### Action

- Mr. Abdul-Malik moved to retroactively approve the 12” water line repair at a cost not to exceed \$95,000. Mr. Marks seconded. The motion passed unanimously.

## **VII. Commission Officer Election**

### Key Discussion Points

- At the November board meeting, Mr. Cutrer nominated the current slate of commission officers to continue to serve in their current position for the 2024 calendar year:
  - Mr. Turano as Chair
  - Mr. Cutrer as Vice-chair
  - Mr. Bell as Treasurer
  - Mrs. Soltys as Secretary
- There were no other nominations.

### Action

- Mr. Paterno moved to adopt the current slate of commission officers to continue to serve in the same capacity for the 2024 calendar year. Mr. Abdul-Malik seconded. The motion passed unanimously.

## **VIII. 2024 PSD Calendar**

### Key Discussion Points

- At the November meeting, staff presented the proposed 2024 PSD calendar. 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. Abdul-Malik moved to adopt the proposed calendar incorporating Mrs. Soltys and Mr. Cutrer's requested changes. Mr. Paterno seconded. The motion passed unanimously.

**IX. 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.
- The PSD has received capacity fees in the amount of \$718,000 for 130 timeshares going in at Folly Field Racquet Club, as well as capacity fees in the amount of \$103,000 for The Cottages at Leg O' Mutton.

**X. New Business**

Key Discussion Points

- Mr. Turano met with local legislators and county officials. The PSD has been advised to submit its request for additional project funding from Beaufort County's American Rescue Plan Act allocation, up to \$2 million. Mr. Nardi will draft a memo to that effect for County Council consideration.

**XI. Adjournment**

Action

- Mr. Paterno moved to adjourn the meeting. Mr. Abdul-Malik seconded. The motion passed unanimously. The meeting was adjourned at 9:35 a.m.