

HILTON HEAD NO.1 PUBLIC SERVICE DISTRICT

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MINUTES COMMISSION MEETING JULY 24, 2024

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
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

III. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Frank Turano

IV. Public Comment on Non-Agenda Items

None

V. Adoption of Draft Minutes of the June 26, 2024, Commission Meeting

Action

- Mr. Bell moved to adopt the minutes of the June 26, 2024, meeting as presented. Mr. Marks seconded. The motion passed unanimously.

VI. Adoption of Draft Minutes of July 17, 2024, Commission Meeting

Action

- Mr. Bell moved to adopt the minutes of the July 17, 2024, meeting as presented. Mr. Paterno seconded. The motion passed unanimously.

VII. S.C. Infrastructure Investment Program and American Rescue Plan Act Projects

Key Discussion Points

- Construction contract documents for the Leg O’Mutton booster pump station were executed at the June Commission meeting in an amount of \$2,000,186, which includes one change order. The District has received \$700,000 from Beaufort County’s ARPA allocation to fund this work and will need to recover the remaining amount from local funds. Staff is seeking approval to execute a construction administration contract amendment with the District’s preliminary engineering firm, W.K. Dickson, at an amount not to exceed \$140,000. W.K. Dickson expects that the original preliminary engineering agreement on this project will come in under budget by \$67,000. The remaining \$73,000 will require new local match funding.
- Construction contract documents are included with this month’s agenda packet totaling \$10,523,000. The District has received a \$10,000,000 SCIIP Grant to fund this project and the RO & ASR Wells project. The remaining costs for these projects will need to be covered by local funds. Staff is seeking approval to execute a construction administration contract amendment with W.K. Dickson in an amount not to exceed \$1,026,000. W.K. Dickson expects that the original preliminary engineering agreement on this will come in under budget by \$79,000. The remaining \$947,000 will require new local match funding.

Action

- Mr. Cutrer moved to authorize the general manager on behalf of the PSD to enter into a construction contract in the amount of \$10,523,000 for the RO plant expansion project and provide notice to proceed to the contractor. Mr. Abdul-Malik seconded. The motion passed unanimously.
- Mr. Cutrer moved to authorize the general manager on behalf of the PSD to enter into three engineering contract amendments in an amount not to exceed \$2,826,000 for construction engineering administration and observation services for the Leg-O-Mutton Booster Station Project, the Reverse Osmosis Water Treatment Plant Expansion Project, and the RO and ASR Wells and Transmission Main Projects. **Mr. Abdul-Malik seconded. The motion passed unanimously.**

VIII. Purchasing Policy Updates

Key Discussion Points

- The Commission adopted the current version of its purchasing policy on September 23, 2020. Staff has noted some areas of the current policy that it

believes could be further clarified and updated to better reflect current operating conditions. Mr. Nardi presented the proposed changes.

Action

- Mr. Bell moved to adopt the proposed changes to the PSD’s purchasing policy as presented. Mr. Paterno seconded. The motion passed unanimously.

IX. FY’24 Fourth Quarter Management Report

Key Discussion Points

- Mr. Nardi presented the FY’24 Fourth Quarter Management Report. A copy is included in the agenda packet.

X. General Manager’s Monthly Report

Key Discussion Points

- Mr. Nardi presented the GM monthly report. A copy is included in the agenda packet.
- Hilton Head PSD recently assisted Broad Creek PSD with resolving a significant sewer system emergency. Mr. Nardi commended Assistant Operations Manager Jim Hewitt and the Operations team for their response.
- The State Drought Committee called Mr. Nardi this morning to inquire about PSD’s status and to inform him that the drought status for the local area will likely be downgraded soon.
- Town Council approved the first reading for the easements for the PSD’s wells and mains project. The Town will allow the PSD right-of-entry. Second and final reading is set for Aug. 20.
- The former S.C. Department of Health and Environmental Control has formally become two new agencies. The agency overseeing PSD regulatory compliance is now called the Department of Environmental Services (DES). The other agency is now called the S.C. Department of Public Health (DPH).

XI. New Business

Key Discussion Points

- The board will evaluate the GM performance review process at the August board meeting.
- Mr. Cutrer included a related memo and a draft FY’25 GM Evaluation Timetable for board review in preparation for the August discussion.

XII. Adjournment

Action

- Mr. Abdul-Malik moved to adjourn the meeting. Mr. Paterno seconded. The meeting adjourned at 10:31 a.m.