

HILTON HEAD NO.1 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

MINUTES
COMMISSION MEETING
JUNE 27, 2017

I. Meeting called to order by the Commission Chairman, Mr. Bob Manne, at 9:00 a.m.

II. Those in attendance were:

Mr. Bob Manne	Chairperson
Mr. Bob Gentzler	Vice Chairperson
Mr. David McCoy	Secretary (via Skype)
Mr. Gary Kratz	Treasurer
Mr. Frank Drehwing	Commissioner
Mr. Herbert Ford	Commissioner
Mrs. Patti Soltys	Commissioner

Present by request:

Mr. Pete Nardi	General Manager
Mr. Larry Sapp	Finance Manager
Mr. Bill Davis	Operations Manager
Mr. Brian Cronin	Senior Accountant
Mr. Arnold Ellison	Special Projects Manager
Mrs. Connie Whitehead	Commission Recording Secretary

III. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Herbert Ford.

IV. Public Hearing: Fiscal Year 2018 O&M and CIP Budgets

Key Discussion Points

- The public hearing opened at 9:01.
- There was no public present.
- The public hearing closed at 9:01.

V. Public Comment on Non-Agenda Items

None

VI. Adoption of the Draft Minutes of the May 23, 2017, Regular Meeting

Action

- Mr. Gentzler moved to adopt the minutes as presented. Mr. Kratz seconded. The motion passed unanimously.

VII. Resolution Awarding SRF-funded Master Sewer Plan Lift Stations Contract

Key Discussion Points

- Staff presented a supplemental resolution to the April 2017 SRF Bond resolution.
- The original resolution authorized the District to apply to the Clean Water SRF for a loan to defray the cost of construction of the Regional Lift Stations and Upgrades project related to the Master Sewer Plan.
- The supplemental resolution authorizes the loan not to exceed \$1,500,000 and awards the construction contract to Southern Champion Construction, Inc.
- A background memo is included in the agenda packet.

Action

- Mr. Drehwing moved to adopt the resolution. Mr. Ford seconded. The motion passed unanimously.

VIII. Adoption of the FY'18 O&M and CIP Budgets and Finance Committee Report

Key Discussion Points

- The budget and Finance Committee report were combined.
- A draft of the O&M and CIP budgets as well as the Finance Committee minutes are included in the agenda packets.

Action

- Mr. Kratz moved to adopt the budgets as presented. Mr. McCoy seconded. The motion passed unanimously.

IX. FY'17 Financial Audit Engagement Letter

Key Discussion Points

- Mr. Sapp presented the draft auditor engagement letter for a vote.
- The letter is in the same format as last year's letter, and there are no new governmental standards for this year's audit.
- Mr. Gentzler suggested that in future years the PSD consider putting the audit out again for competitive bids. There was discussion on the pros and cons of changing auditors. One of the benefits of using a new auditor would be gaining a fresh perspective. One of the cons would be the amount of staff time required to familiarize the new auditor with the PSD.

Action

- Mr. Drehwing moved to approve the audit engagement letter. Mr. McCoy seconded. The motion passed unanimously.

X. 2017 Customer Satisfaction Survey Results

Key Discussion Points

- Mr. Nardi presented the 2017 Customer Satisfaction Survey Results.
- Copies of the PowerPoint slides were provided to all commissioners.
- Mr. Gentzler suggested the PSD resume asking the question of whether the responder uses a water softener.

XI. General Manager's Fourth Quarter Report

Key Discussion Points

- Mr. Nardi presented the General Manager's Fourth Quarter Report. A copy is included in the agenda packet.
- The PSD has added customer pay IDs to bills.
- The PSD has conducted an employee satisfaction survey.
- Project SAFE is requesting donations from individual board members. Donations of any size are appreciated. Mr. Ford stated that he is making a donation and encouraged other commissioners to do so as well.

XII. Commissioner and Committee Reports

A. Planning & Operations Committee

Key Discussion Points

- The Committee met June 19.
- The minutes are included in the agenda packet.
- The Committee discussed the status of the Master Sewer Plan implementation, including a review of all parcels that need sewer access.
- The board goals drafted by the Committee were presented to the full board for approval. The board agreed by consensus to accept the goals as presented.

B. Community and Personnel Relations Committee

Key Discussion Points

- The finalized General Manager's Evaluation Survey Packet was included in the agenda packet.
- The Committee will meet on July 11 at 9 a.m. for an executive session to conduct the evaluation.

XIII. General Manager's Report

Key Discussion Points

- Mr. Nardi presented the General Manager's report.
- A copy is included in the agenda packet.

XIV. Adjournment

Action

- Mr. Drehwing moved to adjourn the meeting. Mr. Gentzler seconded. The meeting adjourned at 11:07 a.m.