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MINUTES
COMMISSION MEETING
OCTOBER 24, 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
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. Ryan Lewis	IT Manager
Mr. Lawrence Flynn	Pope Flynn
Mrs. Connie Whitehead	Commission Recording Secretary

Visitors:

Mr. John Geisler

III. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Gary Kratz.

IV. Public Hearing on 2017 Assessment Roll

Key Discussion Points

- The public hearing opened at 9:01 a.m.
- There was no public comment.
- The public hearing closed at 9:01 a.m.

V. Public Hearing on 2017 Capacity Fees

Key Discussion Points

- The public hearing opened at 9:01 a.m.
- There was no public comment.
- The public hearing closed at 9:01 a.m.

VI. Adoption of Resolution Authorizing the Final Assessment Roll and Capacity Fee

Key Discussion Points

- Mr. Sapp presented a resolution for the Commission to authorize and approve the assessment roll for front foot assessment projects approved at the August board meeting.
- A background memo is included in the agenda packet.

Action

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

VII. Public Comment on Non-Agenda Items

None

VIII. Adoption of the Draft Minutes of the September 26, 2017, Regular Meeting

Action

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

IX. AMI Portal Demonstration

Key Discussion Points

- Mr. Sapp presented a demonstration of the AMI customer portal.
- Staff recommends beta testing by the board before making it available to customers. Commissioners interested in signing up should contact Mr. Sapp.
- Mr. Drehwing asked if the PSD can charge customers a fee for the service. Mr. Sapp said that it is a board decision.

X. Commissioner and Committee Reports

A. Planning & Operations Committee Meeting

Key Discussion Points

- The Committee meet to review draft rate policies, the strategic planning session, and the Master Sewer Plan update. Minutes are included in the agenda packet.

- The Committee will continue to work with the draft rate policies document. Any suggested changes should be forwarded to Mr. Gentzler.
- The Committee distributed the board questionnaire prepared by Sandy West, who will facilitate the November Strategic Planning Session. Responses are being collected by Mrs. Whitehead and are due by November 7.
- Any suggested changes to the Strategic Plan documents should also be forwarded to Mr. Gentzler for incorporation into the meeting documents.
- The November regular meeting will begin at 9 a.m. The Strategic Planning Session will be held from 10 a.m. to 1 p.m.

B. Community & Personnel Relations Committee

Key Discussion Points

- The Committee met to discuss GM long-term goals and the GM evaluation process.
- Mr. Manne drafted a set of GM long-term goals. The Committee supported the goals. Mr. Nardi will add more detail to the goals for a follow-up Committee review.
- The Committee was overall pleased with the GM evaluation document used this year but feels the document could use some revisions.
- The Committee will continue its work on both documents.
- Staff is in communication with the Sheriff's Department regarding scheduling
- a prescription drug take-back event.

C. Finance Committee

Key Discussion Points

- The Committee reviewed the unaudited financials, which are included in the agenda packet.
- The Committee and staff discussed financing options for the replacement of the WWTP centrifuge. Replacement can be funded through the State Revolving Fund at a 1.9% interest rate, but would limit the PSD's future borrowing capacity. Paying from Cash Reserves would cause an immediate drop in available cash, but staff is comfortable with projections that show a considerable increase in cash in early 2018.
- Finance Committee and staff recommend funding the replacement of the WWTP centrifuge through cash reserves.
- Mr. Nardi commended Mr. Sapp on his work in acquiring FEMA reimbursements of funds expended for Hurricane Matthew recovery efforts. Mr. Sapp commended his staff as well.
- Mr. Manne commended Mrs. Whitehead on her efforts each month in preparing for the commission meetings and the accuracy of the minutes.

Action

- Mr. McCoy moved to fund the replacement of the WWTP centrifuge through cash reserves. Mr. Drehwing seconded. The motion passed unanimously.

D. WEFTEC

Key Discussion Points

- Mr. Gentzler presented his conference notes from the WEFTEC conference. A copy is included in the agenda packet.
- Mr. Nardi and Mr. Gentzler both attended the leadership portion of the conference, and while well organized, didn't really bring any new ideas to the table. Mr. Gentzler did find the climate change and resilience topics to be interesting and would like the board to discuss these topics at the November strategic planning session.

XI. General Manager's Report

Key Discussion Points

- Mr. Nardi presented the General Manager's report and the Staff Work Plan First Quarter Management Report. A copy is included in the agenda packet.

XII. New Business

A. Ronald McDonald House Charities

Key Discussion Points

- Mrs. Soltys volunteers collecting soda tabs for Ronald McDonald's House Charities. The tabs are sold by the charity to raise money for Ronald McDonald House, which houses families of ill and injured children while they are hospitalized.
- Mrs. Soltys asked if the PSD would support the effort. Mr. Nardi stated that the PSD would have a collection bin in the lobby for customers as well as the breakrooms for employees.

XIII. Adjournment

Action

- Mr. Gentzler moved to adjourn the meeting. Mr. Drehwing seconded. The meeting adjourned at 10:46 a.m.