



# **The Town of Hilton Head Island Finance & Administrative Committee Meeting**

**Tuesday, February 19, 2019  
2:00 PM – Conference Room 3**

## **AGENDA**

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**As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting**

- 1. Call to Order**
- 2. Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Approval of Minutes**
  - a. Finance and Administrative Committee Meeting, January 15<sup>th</sup>, 2018.
- 4. Unfinished Business**
  - a. General Discussion Regarding Fiscal Year 20 Budget Process and Schedule.
  - b. Stormwater (UPDATE)
- 5. New Business**
  - a. General Discussion of Draft Lease Agreement for Hilton Head Symphony Orchestra Performance Lighting System.
- 6. Adjournment**

**Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.**

**TOWN OF HILTON HEAD ISLAND**  
**FINANCE AND ADMINISTRATIVE COMMITTEE MEETING**

**Date:** January 15, 2019 **Time:** 3:00 p.m.

**Members Present:** Tom Lennox, *Chairman*, John McCann (*Mayor*) and Tamara Becker, *Council Member*

**Members Absent:** None

**Staff Present:** Josh Gruber, *Assistant Town Manager*; Brian Hulbert, *Staff Attorney*; John Troyer, *Director of Finance*; Jeff Buckalew, *Town Engineer*; Jeff Netzing, *Assistant Town Engineer/SWU Manager* and Cindaia Ervin, *Finance Assistant*

**Others Present:** David Ames and Bill Harkins, *Council Members*; Chester C. Williams, *Law office of Chester C. Williams LLC*; Chip Munday, *General Manager-Indigo Run*; Peter Kristian, *General Manager-Hilton Head Plantation*; Risa Prince, Eleanor Lightsey, *Lowcountry Inside Track* and other members of the community.

**Media:** Katherine Kokal, *Island Packet*

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**1. Call to Order:**

The meeting was called to order at 3:00 p.m.

**2. FOIA Compliance:**

Public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**3. Approval of Minutes:**

- a. Mr. McCann moved to approve the draft minutes from the Finance and Administrative Committee Meeting on December 18, 2018 at 3:00 p.m. Mr. Lennox seconded, and the motion passed 2-0.

**4. Unfinished Business:**

- a. **General Discussion Regarding Revised Stormwater Utility PUD/POA Drainage Agreement.**

Jeff Buckalew, Town Engineer, provided the Committee with a brief introduction regarding the updates and implementation of the current PUD/POA drainage agreement. He defined the drainage system, qualifying deficiencies and responsibilities of the Town versus responsibilities of the Association. Mr. Buckalew stated that the drainage system is the existing system but not limited to lagoons, ditches, canals, pipes culverts, catch basins lying within the of the easement areas depicted, which facilitates the collection and conveyance of storm water runoff through and from within the developments. The proposed agreement would clarify it would not include bridges, retaining walls, driveway pipes or docks to name a few. He also informed the Committee that qualifying deficiencies are considered anything that prevents, impairs or impedes the adequate conveyance of storm water through the drainage system or the structural failure of a system component. However, some items it does not include are aesthetic appeal, lagoon bank erosion, tidal erosion, damage or deficiencies caused by others (utilities, contractors or property

owners), minor or nuisance flooding and deficiencies caused by or originating from unauthorized or non-permitted modifications to the system.

Mr. Buckalew explained that the responsibility of the Town is the maintenance and repairs necessary to correct qualifying deficiencies. The responsibility of the Associations is to maintain normal and emergency operation of control structures: risers, gates, weirs and pumps (except for the Town's pumps at Shipyard, Wexford and Jarvis Creek), including operation to lower lagoon levels per extreme event preparation protocols.

The Committee felt that the discussion was much needed and they look forward to hearing an update in the coming weeks. Mr. Lennox thanked Mr. Buckalew for his time and the information provided.

**b. General Discussion Regarding the Process for the Dedication and Acceptance of New Private POA systems.**

Jeff Buckalew, Town Engineer, provided the Committee a brief presentation regarding the process for the dedication and acceptance of new private POA systems. The process consists of providing interested POAs with the standard maintenance agreement and checklist for their review and approval. Qualifying systems are defined as those which convey storm water run-off from a public road right-of-way or a platted, private road right-of-way within a POA. Mr. Buckalew stated that those POAs seeking maintenance of the Town must be willing and able to provide and dedicate easement widths sufficient to facilitate maintenance of the system. The Town makes the final determination of the drainage patterns and limits of a qualifying system.

Those seeking to obtain a maintenance agreement with the Town are required to provide information such as a list of known or perceived existing deficiencies, storm drainage plans, construction as-built surveys for the drainage system and sealed construction drawings for original development and any improvements. Once the necessary information is verified, Mr. Buckalew stated that the Town will create an exhibit defining the proposed easement boundaries and provide it to the POA for review and verification of its legal authority to dedicate. He said that once the necessary repairs are complete if needed, agreements are presented to the Town Manager and Town Council with a recommendation to execute, and easements are recorded by Beaufort County via the Town Attorney. Any agreements received by December 31<sup>st</sup> of any calendar year will begin receiving services on July 1<sup>st</sup> of the following calendar year to allow the Town to develop a budget for the next fiscal year.

Mr. Lennox opened the floor to public comment.

**Chip Munday:** Mr. Munday stated that he applauded the idea of having a standard drainage agreement, however, had concerns regarding the timeline of completing the proposed drainage agreement and some changes regarding responsibility or maintenance repairs.

**Peter Kristian:** He shared the same concerns as Mr. Munday and stated that he felt the POAs should have had a meeting first to discuss the current issues and concerns which could have helped future discussions of the topic.

**Risa Prince:** Ms. Prince wanted to know what the financial ramifications shifting the responsibilities from the Town to the POAs. She wanted to know if the stormwater fee would be reduced.

Josh Gruber, Assistant Town Manager, stated that the intent behind the proposed agreement is to standardize the current agreement of which is already in place. The intent is not change the role or responsibilities, however, by opening the discussion regarding the potential changes, Mr. Gruber is hopeful that all parties will come to a common ground regarding this agreement.

Mayor McCann informed the Committee that he attended a General Managers meeting and the topic of the drainage agreement was discussed. He stated that the consensus was that the POAs would like more time to discuss and review the potential changes. Mayor McCann urged them to bring any concerns to the Town's attention as soon as possible so everyone is able to discuss them in a timely manner.

Mr. Lennox thanked Mr. Buckalew for his time and the information presented and given the time he would like the Committee Members to digest the information received at today's meeting and revisit it at a later date.

**5. New Business**

**a. General Discussion Regarding Fiscal Year 2020 Budget Process and Schedule.**

John Troyer, Director of Finance, discussed with the Committee Members the budget process and preliminary schedule for the Fiscal Year 2020 Budget. He stated that no action was needed, however, he wanted them to review the proposed schedule and bring any comments or questions to the next Finance & Administrative Committee meeting. Mr. Lennox thanked Mr. Troyer and stated he looks forward to this year's budget season.

**6. Adjournment:**

Mr. McCann made a motion to adjourn and Ms. Becker seconded. The motion passed with a vote of 3-0 and the meeting was adjourned at 3:54 p.m.

**Approved:**

**Respectfully submitted:**

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**Tom Lennox, Chairman**

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**Cindaia Ervin, Secretary**