

**NASHVILLE UTILITY SERVICE BOARD MEETING
WEDNESDAY, JANUARY 12, 2022**

Commission members present: President Bob Willsey, Vice-President Bob Kirlin, Secretary Alyn Brown, Member Pam Gould, and Member Dan Klaker. Also in attendance in person: Municipal Operations Consultant Dax Norton, Town Administration Manager Phyllis Carr, NMU Water/Sewer Utility Operator Robin Willey and Records Clerk Sandie Jones.

COMMISSION BUSINESS

1) CALL TO ORDER

President Willsey called the meeting to order at 6:30 pm and did the roll call.

2) INTRODUCTION OF MEMBERS

All members introduced themselves to Board.

3) ELECTION OF OFFICERS

Member Willsey advised that he was willing to serve as President. Member Kirlin moved to elect Member Willsey as President. Member Gould seconded the motion. All were unanimously in favor.

Member Brown advised that he was willing to continue to serve as Secretary. Member Kirlin moved to elect Member Brown as Secretary. Member Klaker seconded the motion. All were unanimously in favor.

Member Gould moved to elect Member Kirlin as Vice-President. Member Klaker seconded the motion. All were unanimously in favor.

4) APPROVAL OF MINUTES – 10-07-2021, 9-09-2021 AND 12-08-2021 MEETINGS

Vice-President Kirlin asked for the estimated income stated for 2022 that MOC Norton discussed in the October 7, 2021 meeting. MOC Norton advised that Krohn is working on finishing the end of year, and then will be able to send it.

Vice-President Kirlin asked where are we with the street department. MOC Norton reported that the Town Council has appointed a street department supervisor, and now we need to have the Town Attorney create a contract between the USB and the Town Council for the USB to oversee the Street Department.

Member Kirlin asked if there is a budget for this, and MOC Norton stated that it is in the MVH Budget. MOC Norton commented that now that we are mixing the street department and the USB anyway, this is more important. Additionally, they will need to create goals for the Street Department.

Vice-President Kirlin asked who is in charge of plowing snow? MOC Norton advised that the Police Department should call the Street Superintendent taking this off of Administration Manager Carr and Water/Sewer Operator Willey.

Vice-President Kirlin moved to approve the October 7, 2021 meeting minutes as presented. Member Gould seconded the motion. All were unanimously in favor.

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Vice-President Kirlin moved to approve the September 9, 2021 meeting minutes as presented. Member Gould seconded the motion. All were unanimously in favor. Administration Manager Carr advised that they are now required to get permission to hire new employees. They will have two openings for Utility Techs.

Member Gould moved to approve the September 9, 2021 meeting minutes as presented. Member Klaker seconded the motion. All were unanimously in favor. Vice-President Kirlin would like to see a five year maintenance plan with information on how to fund it.

5) ADJUSTMENT REQUESTS

Discussion of presented leak adjustment requests. Vice-President Kirlin commented that he hates nitpicking this, but all these adjustments add up. He asked why they are crediting people when they have a leak, shouldn't it be the customers responsibility? MOC Norton suggested that they provide the Town Council with a policy suggestion. Discussion.

Member Gould moved to approve the adjustment requests. President Willsey seconded the motion. Secretary Brown, President Willsey, and Member Gould voted in favor, Vice-President Kirlin and Member Klaker voted no. The motion passed 3-2.

MOC Norton suggested that at the next meeting they draft a policy regarding adjustments, creating a maximum adjustment amount, qualifications, and other parameters. They may also look at changing the formula for credit. He reported that American Water Works has adjustment policies they can review. President Willsey agreed that we review and change this going forward.

6) MONTHLY REPORTS

A. Operations Report – Robin Willey and Phyllis Carr

Vice-President Kirlin asked if Brown County Water has paid for the water usage at Hard Truth Hills. Administration Manager Carr advised that BCW pays for this usage yearly.

Operator Willey reported that the solids are down, both clarifiers are running now, and the gear box has been rebuilt on one of the clarifiers at the wastewater treatment plant. The plant is functioning at a good level.

Operator Willey advised that they have an employee that is progressing really well and wants to increase his pay by a couple of dollars per hour. He explained that this employee has been inspecting residential lift stations on a regular basis. Because of this, in the last two weeks they have received emergency call outs on residential lift stations. Discussion.

Records Clerk Jones advised that there is room in the salary ordinance to raise the employee pay. MOC Norton asked that the USB approve the pay increase. The USB agreed to the pay increase for the employee as it is within the salary ordinance limits.

MOC Norton reported they have started surveying the town and the plant for the rehabilitation and they want to get this done sometime this year. Vice-President Kirlin asked about the MRO report and if the report shows seven different areas that we pump water too? Do we know how much was paid for each of these individual areas? When we look at all of these districts, we need to see where the water is going on each section.

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Operator Willey advised that this month we were back to 50% water loss. Vice-President Kirlin wants to know which water area is losing water. Operator Willey explained that he is working with Clerk-Treasurer Young's office on this project.

Member Gould asked for an update with the asset logging in the Ziptility program. Operator Willey and MOC Norton reported that they have hydrants plugged in to the system, but will likely take 6 more months to finish inputting all the assets. MOC Norton noted that asset management reports are required, and engineer Nathan DeLisle with MS Consultants is working on the asset management plan. Member Gould wants to get on the asset reports so that they can apply for grants.

B. Budget/Revenue Management Report – Dax Norton

MOC Norton asked to USB to have Krohn and Associates to do our financial advising. The financial advisor will put together a report for us, and to put together the cost of service study. They have to have the end of year numbers first in order to do the cost of service study. MOC Norton advised that Krohn is actually working on this as part of the state park project; they are our on call financial advisor. The push to try to get a cost of service study going now, was to satisfy the budget. Discussion.

Vice-President Kirlin moved to approve Krohn and Associates to do financial advising at a cost not to exceed \$3,500. Member Klaker seconded the motion. All were unanimously in favor.

C. State Park Utility Expansion Project Progress

MOC Norton advised that DNR wants a responses from the USB on the State Park MOU the week of the January 24, 2022. He would like feedback from the USB on the MOU to submit to DNR. MOC Norton explained that State Park has asked us to provide all of the water and sewer, and we have to sign an MOU that sets a special rate. Discussion. Vice-President Kirlin thinks that this is important enough to have a special meeting next week. The USB agreed to hold a special meeting to discuss the MOU on January 24, 2022 at 6:30 pm.

7) CREATE 2022 MEETING SCHEDULE

Records Clerk Jones asked the USB when they would like to hold their monthly meetings. The USB agreed to meeting the second Wednesday of each month at 6:30 pm.

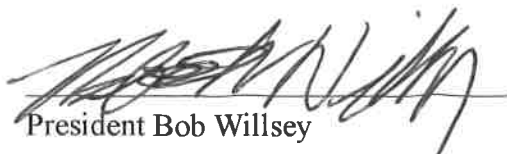
8) ANY OTHER BUSINESS TO COME BEFORE THE BOARD

MOC Norton reported that the State has not decided what they are going to do with the Infrastructure Investment funds yet. He encourage that the Town get project plans in place as funds will be distributed to those entities that are ready to do the work.

9) ADJOURN

Member Klaker moved to adjourn the meeting. Member Gould seconded the motion. President Willsey adjourned the meeting at 7:34 pm.

The audio recording made at the Nashville Utility Service Board meeting on 1-12-2022 is retained in the office of the Town Clerk-Treasurer.


President Bob Willsey

3/9/22
Date