

**NASHVILLE UTILITY SERVICE BOARD MEETING
THURSDAY, JANUARY 20, 2021**

Commission members present by remote access via Zoom: President Roger Kelso, Vice-President Bob Willsey, Secretary Alyn Brown, Member Pam Gould, and Member Ted Seastrom. Also in attendance by remote access: Municipal Operations Consultant Dax Norton, Town Council President Jane Gore, Town Councilmember Dave Rudd, Town Administration Manager Phyllis Carr, NMU Water/Sewer Utility Operator Robin Willey.

COMMISSION BUSINESS

1) CALL TO ORDER

Consultant Norton called the meeting to order at 7:02 pm.

A. PLEDGE OF ALLEGIANCE

Member Kelso led all in attendance reciting the Pledge of Allegiance.

B. INTRODUCTIONS

MOC Norton asked each member to introduce themselves to the Board.

C. ELECTION OF OFFICERS – PRESIDENT, VICE-PRESIDENT & SECRETARY

Member Willsey made a motion to nominate Member Kelso as President. Member Gould seconded the motion. All were unanimously in favor.

Member Willsey made a motion to nominate himself as Vice-President. Member Seastrom seconded the motion. All were unanimously in favor.

Member Gould made a motion to nominate Member Brown as Secretary. Member Seastrom seconded the motion. All were unanimously in favor.

2) NEW BUSINESS

A. DISCUSS JOB DESCRIPTION OF THE BOARD AND BOARD MEMBERS

- Job Description of Board Members –
 - Town Council is still the ultimate purveyor of how the Utility works.
 - Recommending Rates, and assistance to the Council for Items 2 and 3
 - Submit Budget – Manager submits a proposed budget to the USB, and they send it as a recommendation to the Town Council.
 - The USB oversees what a superintendent or manager would do.
 - Board – Appoints manager
 - Is everything we do a recommendation?
 - MOC Norton – Was the manager of a utility that did not have a board.
 - The intent is for the board to pick the manager of the Utility.
 - Whole first year will be like “Eating the Elephant”
 - The Council has been doing all of the things on this list as seen today, so we are moving them over to the board.
 - We should look at it as a phased approach... Move things over as needed/necessary.
 - Board needs to look at these items and start picking the ones to tackle and prioritizing.

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- Town Council President Gore – Discussions earlier with Town Administration Manager Carr and NMU Water/Sewer Utility Operator Willey have been doing this for a while.
- Vice-President Willsey – The board is put in place to help the manager...
- One Priority – Form a group of rate payers that can be the recommending body for Rates –
 - Work with staff to figure out what needs to be for rates.
 - Critical Miss – Peer rate payers
- 2nd – Mechanical expansion
- 3rd – Personnel Issues –
- Are the existing employees reporting to the board?
- At this point, who do the employees report to? The Board or the Council?
 - Going into this Town Administration Manager Carr and NMU Water/Sewer Utility Operator Willey have the knowledge, and we will be learning from them.
 - Eventually be advisor to them.
 - Advisory Board to the Council if there are any issue.
- The Current Employees are still answering to the Town Council.
 - No reports, unless there is something glaring. But this boards responsibility to hire new people? Who would then report to the Town Council?
- Compliance Matters with IDEM –
 - Take a look at the schedule, do an inquiry process, figure out what needs to be done.
 - It will likely take us a couple of years to figure out what needs to be done
- Creation of Process Controls –
 - Are there a set of process controls for the utilities?
 - May be good for this group to work with staff to create this.
 - IDEM Violation Compliance
- Agreed Orders –
 - Oversight
 - We have applied for Grants to help us resolve some of these issues.
 - Grant or Rate Increase.
 - Rate increase is the last thing we want to do.
 - Lack of Communication is one reason for the Agreed Order – Lack of Timely communication
- Monthly Report –
 - Who is the single point of contact, who makes sure it is updated –
 - NMU Water/Sewer Utility Operator Willey tells Town Administration Manager Carr what is going on, and she sends it out...
 - Let her know when to expect it.

B. DISCUSS 2021 BUDGETS

- MOC Norton will work on a management report to make this more digestible.
- Will need to work on 2022 Budget now.
- We only have expense, not receivables on the version that we have.
- Look at 5 year back history.

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- Last significant rate increases were 2012 and 2009 (Sewer and Water respectively)
- In respect to inflation, cost of services, etc.
- Water was tight last year due to a lawsuit. Utilities operate pretty well and are building cash reserve.
- 9 years and 12 years.

C. DISCUSS STAFF CORRESPONDENCE

- MOC Norton is working on template

D. DISCUSS 2021 GOALS

- 2021 Goals –
 - What does our loss rate look like on the water side. How much are we buying and how much are we selling.
 - Sewage – How much are we treating? How much are we losing.
 - With the new system installed in 2010, we may be having some issues with the first tanks with water infiltration. See flow increase 20 minutes after a rain.
 - Let's start with something simple like that.
 - Maybe useful to see statistics on how the consumption break down looks. Major consumers and groups.
 - What is commercial use compared to residential? Not necessarily specific individuals or industries, but what do different groups use.
 - Maybe integrate in with the Monthly Report
 - Also put together a glossary of terms and acronyms.
- Do not want the waste to end up in the creek.
 - Member Gould asked NMU Water/Sewer Utility Operator Willey what keeps you up at night?
 - Work on a list so we can help prioritize what we are working on.
 - Can help us justify price of equipment and machinery
 - Taking away the drying beds is making it a lot rougher.
 - Staff is pulled out all of the time to work on lift stations and water leaks.
 - Staffing was noted on the Compliance report
 - Do not think there is anyone on the board that thinks people are doing anything wrong, just some fundamentals with the way everything is set up that we can improve...
 - We can move from a C operation to a B... and then to an A.
 - Town Administration Manager Carr takes care of everything inside, and NMU Water/Sewer Utility Operator Willey takes care of everything outside.
 - Would be difficult to explain what each does every day.
 - Onward and Upward! Working too hard is not sustainable.
 - One hire a way from being fully staffed.
 - Been doing a lot of cross training for the water dept and the lab.
 - May need one more person. Would help relieve the on-call.
 - If too busy to do the monthly reporting, we may need more staff.
 - Indicates more of a reactive mode than a proactive mode.
 - Maintenance reports are not being done as required.

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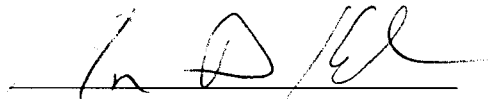
E. CONSIDER APPROVAL OF RECURRING DAY AND TIME FOR USB MEETING

- Reoccurring Meeting Time
 - One Admin Meeting – but with the monthly report
 - 2nd meeting which is more of a work session –
 - Virtual Tour of the plant, sense of what is going on, etc... examine things in one detail instead of a single weekly meeting.
 - Get Map for sewer and water systems, and stuff we need in a binder.
 - Can the map also include the boundaries of Nashville to see what is within and outside.
 - What day of the month is best for a regular meeting?
 - The Board chose to meet at 7 pm on the Wednesday prior to each monthly Council meeting (Council meetings are the third Thursday of each month).
 - Motion made, seconded, approved – No opposition
- As far as the work sessions –
 - When we come up with particular subject matter, we will set a meeting by polling, but will not be on regular schedule.
 - MOC Norton – will figure out a virtual tour of the treatment plant, and some of the other sites.
 - Could NMU Water/Sewer Utility Operator Willey walk us through the plant?
 - Will set it up for the next meeting.

3) ADJOURNMENT

Vice President Willsey made a motion to adjourn the meeting. Member Gould seconded the motion. All were unanimously in favor. President Kelso adjourned the meeting at 8:28 pm.

The audio recording made at the Nashville Utility Service Board meeting on 1-20-2021 is retained in the office of the Town Clerk-Treasurer.



President Roger Kelso

2/18/2021
Date