

NASHVILLE UTILITY SERVICE BOARD MEETING MINUTES

OCTOBER 26, 2022

Commission members present in-person; President Bob Willsey, , Member Dan Klaker and Member Pam Gould. Commission Members absent: Vice-President Bob Kirlin and Alyn Brown. Also in attendance in person: Town Administration Manager Phyllis Carr, Town Council President Nancy Crocker, Municipal Operations Consultant Dax Norton, and NMU Water/Sewer Utility Operator Robin Willey.

Bob Willsey called the meeting to order at 6:30 PM and did the roll call.

COMMISSION BUSINESS:

Approval of Minutes:

Minutes are behind; Dax is getting ms staff member, Carla, to continue to get them caught up. He will have them for the next meeting.

Presentation: St. Agnes Church Lift Station Request

- Robin reported that looked over everything, repairs they have been completed, and he thinks it would be fine to take it over. Everything is up to date and well maintained. They have BBC Pump, which Robin said they use as well. They have a spare Pump that is under repair. Per Dax, rates are still in the works. It has to be an ordinance, and approved by the Town Council.
- **Bob Willsey made a motion to approve the request. Pam Gould seconded the motion. The motion carried 3-0.**

Presentation: Ziptility Operations Software

- Per Dax, Josh Hawley will be giving a presentation on this software at the next meet. Dax noted this good software for the Utilities. The Board would like to do a State of the Utilities Report, highlighting the last two years of growth in the Utility Area. Would like to highlight work area progress, for Robin's employees.

Approval of Adjustment Requests:

- Robin has looked over and approved Adjustments. They are still working under the old criteria.
- Board Members brought up a privacy Issues, when customers request an adjustment.
- Dax advised that they should be operating under the Fair Debt Act, which does not ask for things like email, name or address, for the customer's privacy. Staff will address to correct what documents need corrected.
- **Bob Willsey made a motion to approve the adjustments. Pam Gould seconded the motion. The motion carried 3-0.**

Budget/Revenue Management Report-

- Dax said Water side is Running in the Black

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- Board Members noted they are not spending as much in some categories. Dax advised he has not been too concerned about the repairs and expenses. Will continue to watch things, first quarter of next year. No spending is going on except for what is absolutely needed.
- Dax stated Mr. McGoff of IFA said things look good for the Town to get grant money. We are just waiting to hear.

Operations & MRO Report- Robin Willey and Phyllis Carr

- Phyllis reported that 140 residents were recently notified of a Boil Water Order.
- Community Closet- Robin ordered Control Box & will replace. This is a lot less money than replacing the whole lift station.
- Increasing Lift Station Monthly Fee – Over 2HP- Has Begun and waiting
- Update on State Park Water Line Installation- Two Progress meetings with the Engineers. Meetings went well, there has been great Press on this, Lines are in, except for a few customers. Work is stopping temporarily, due to hunting season.
- Update on Employee Training Progress per Robin, William Webb- has a class 1 Certification now. Robin hired Jeff Terrell, on Monday. Billy, Jared and Jacob are completing Certification Classes at the end of October.
- Water Loss Report - Per Phyllis, about the same

Water Master Plan Update

Dax stated good job communicating- Robin's Team and ms Team. Map change- Had Galvanized Pipe on it. Now the majority of the pipe you see in town is asbestos concrete pipe. Most of the old pipe was installed in the mid fifties. Dax will have a graph of that, in December, that will be pretty well done. He will add to the Master Plan.

UNFINISHED BUSINESS:

Amended Adjustment Ordinance

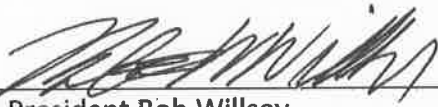
- Discussion about several different scenario's that could apply for an adjustment. Talked about how to write up the language for the Ordinance.
- Dax and Robin talked about cost of the Aeration Pond . Cost was \$36,000. Contractors have found additional items to repair. This will be an additional \$7,700. Robin said they had found a large amount of fiber. Robin did not agree with the additional charge. Dax asked if a contract was signed. Neither party had signed anything.
- Dax said we will always want to sign a contract. Dax suggested the Board approve the additional \$7,700. Dax, Robin and Phyllis, going forward, will start going over bids/quotes carefully, and make a contracts.
- Board members will Defer this issue to the next meeting.
- Dax made a request for the board to make a Motion about a contract.
- **Pam Gould made moved that Public Works project that requires a contract over a \$10,000.00 must have a signed contract with the Town's Uniform Contract Services form attached, signed by a Representative of the Utility Board. Bob Willsey seconded the motion. The motion carried 3-0.**

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Adjourn:

The meeting adjourned at 8:18 pm.

The audio recording made at the Nashville Utility Service Board meeting on 10-26-2022 is retained in the office of the Town Clerk-Treasurer and available on the town website www.townofnashville.org



President Bob Willsey



Date