

**NASHVILLE UTILITY SERVICE BOARD MEETING
WEDNESDAY, DECEMBER 8, 2021**

Commission members present: Vice-President Bob Willsey Member Pam Gould, and Member Bob Kirlin. Commission member not present: Secretary Alyn Brown. Also in attendance: 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

Vice-President Willsey called the meeting to order at 6:35 pm and did the roll call.

2) APPROVAL OF MINUTES – 9-22-2021 & 10-27-2021 MEETINGS

Member Kirlin made a motion to approve the 9-22-2021 and 10-27-2021 meeting minutes as presented. Member Gould seconded the motion. All were unanimously in favor.

3) APPROVAL OF WATER AND WASTEWATER BUDGETS

MOC Norton made a few revisions to the budgets per Accounting Clerk Debbie Ferry's recommendations. He advised that there is a \$500,000 increase in wastewater budget and explained that the budget was \$250,000 off from being balanced.

MOC Norton did not anticipate the income from State Park in the budgets. Member Kirlin stated that they will not get funds until 2023 through the DNR contract.

Member Kirlin asked how much they need to raise rates to balance the budget. MOC Norton stated that there are no water projects, and that we need a full rate study and how capital projects reflect things. Vice-President Willsey suggested a slight rate increase combined with loans and grant money. Member Kirlin suggested looking at a comparable community's gradual rate increase over 3-5 years.

Vice-President Willsey suggested that we pass the well thought out budget. MOC Norton reminded the board of the VAC truck purchase and the decrease cost of rent moving forward. He advised that this is a very liberal budget and there are areas where cuts can be made. Member Kirlin asked for a list of the items that can be cut to be prepared in case they are needed.

Member Gould asked about the process to raise rates. MOC Norton suggested that we need a full cost of service study that would cost between \$5,000 and \$10,000. Vice-President Willsey suggested waiting for the whole board to be present to approve the cost of service study or proposed rate increase. MOC Norton suggested leaving contingencies in line item

Member Gould made a motion to approve the 2022 Water and Wastewater Budgets. Member Kirlin seconded the motion. All were unanimously in favor.

4) MONTHLY REPORTS

• OPERATIONS REPORT – ROBIN WILLEY/PHYLLIS CARR

Operator Wiley advised that UV Lights need to be repaired at an estimated cost of \$50,000. Operator Wiley and MOC Norton suggested taking the money out of Asset Management

Member Gould made a motion to approve the repair using Asset Management funds. Member

NASHVILLE UTILITY SERVICE BOARD MEETING DECEMBER 8, 2021

Kirlin seconded the motion. All were unanimously in favor.

Operator Wiley asked to hire another employee with experience. Member Kirlin would like a legal opinion if they can hire with the Council's hiring freeze in effect. MOC Norton suggested asking the Town Attorney's opinion.

Member Kirlin asked for a 5 year maintenance plan as this will help them budget. MOC Norton advised that Nathan DeLisle of MS Consultants is putting together an asset management list that should help with this. He also suggested a short term maintenance project list. Member Gould suggested a January work session to give them a path forward

Operator Wiley and Town Administration Manager Carr attended IFA Certification in French Lick this week.

- **BUDGET/REVENUE MANAGEMENT REPORT – DAX NORTON**

The water fund has lost less money over the past 10 months. Town Administration Manager Carr will check on the Brown County Meter because we have only received one payment so far.

Vice-President Willsey asked about the water loss report which is now at 43%, an improvement from 50%. Discussion

Member Kirlin asked if construction people that get water from the Town Hall hydrant pay for the water. Town Administration Manager Carr advised they do pay for the water and explained the process.

5) **ADJUSTMENT REQUESTS**

Vice-President Willsey advised they had three adjustment request before the board and noted that Operator Willey has signed off on these requests.

Member Kirlin moved to approve the three adjustment requests. Member Gould seconded the motion. All were unanimously in favor.

6) **UNFINISHED BUSINESS**

A. STATE PARK UTILITY EXPANSION PROJECT PROGRESS

MOC Norton advised that there is a joint meeting with the DNR, project engineers and the Town on December 15, 2021 at 10 am. He encouraged the USB members to attend if possible. The USB asked that the Town Attorney attend this meeting as well.

B. UPDATE STATE WATER INFRASTRUCTURE FUND (SWIF) PROGRAM APPLICATION

MOC Norton advised the 2021 Cost of Service study has been completed and he will resend to the USB. Member Gould suggested asking for a rate increase to satisfy the budget. MOC Norton suggested to consider Operational Increase to cover the budget on the wastewater side. Discussion.

Member Gould made a motion to engage with a financial advisor in an amount to exceed \$7,500 for a full cost of service study for a rate increase. Member Kirlin seconded the motion. All were unanimously in favor.

NASHVILLE UTILITY SERVICE BOARD MEETING DECEMBER 8, 2021

MOC Norton will get a bid proposal for the study. If the USB agrees with the bid, he will submit a purchase order request to the Clerk-Treasurer's office.

7) DISCUSS NEXT YEAR'S MEETING DATE AND TIMES

Vice-President Willsey advised that the next meeting of the Utility Service Board will be on Wednesday, January 12, 2022 at 6:30 pm. At that meeting they will have election of officers and discuss the 2022 USB meeting schedule.

8) ANY OTHER BUSINESS TO COME BEFORE THE BOARD

Member Kirlin review the past meeting minutes and asked follow-up questions.

Suggested topic for an organizational meeting include overseeing the Street Department and the water/wastewater adjustment program.

9) ADJOURN

Member Kirlin made a motion to adjourn the meeting. Member Gould seconded the motion. Vice-President Willsey adjourned the meeting at 8:04 pm.

The audio recording made at the Nashville Utility Service Board meeting on 12-08-2021 is retained in the office of the Town Clerk-Treasurer.


Utility Service Board Member

1/12/2022
Date