

**Nashville Municipal Utilities
Utility Service Board
Meeting Minutes
3-9-2022**

Bob Willsey called the meeting to order at 6:30pm.

Roll Call:

Commission members present: President Bob Willsey, Vice-President Bob Kirlin, and Member Pam Gould and member Alyn Brown. Also in attendance in person: Town Administration Manager Phyllis Carr, NMU Water/Sewer Utility Operator Robin Willey, Town Council President Nancy Crocker. Consultant Dax Norton attended via Zoom.

COMMISSION BUSINESS

Approval of Meeting Minutes:

There were multiple sets of minutes on agenda for approval. Bob Willsey called for a motion to approval all.

Bob Kirlin had follow up questions:

- January 12 minutes
 - Is Street Department under the USB. Dax Norton stated no. Discussion ensued
 - Is staff working on 5-year maintenance plan? Dax Norton stated it would be a 3-6-month process but Robin Willey was doing an excellent job working on the plan. Gave a May deadline for completion. Long discussion ensued.

Bob Willsey called for point of order. He suggested approving minutes and then discussing follow up items from the minutes as an agenda items. Bob Kirlin disagreed and Alyn Brown suggested the follow up be added to the old business section of the agenda. Discussion ensued.

Motion to approve all meeting minutes as presented was made by Pam Gould. Seconded by Alyn Brown. Motion carried 5-0

Budget Management Report:

Dax Norton presented the monthly budget management report.

- Waterworks utility had a monthly gain.
- Sanitary Sewer had a loss due to large, front loaded in the year expenditures.
- Report will be updated with 2021 numbers as requested by member Pam Gould.
- Pam Gould asked about a large (\$107,000) asset management line expenditure in Sewer budget. Dax Norton stated he would enquire.
- Dax Norton promised to start sending budget management report earlier in the month.

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Operations Report:

Phyllis Carr and Robin Willey discussed a vehicle tracking device that would cost \$2,022 for all vehicles.

- Bob Willsey asked if this would be for all 7 vehicles. Robin Willey Stated yes.
- Pam Gould asked for a cost breakdown.
- Bob Willsey asked what budget lines item would be used to pay for this. Phyllis Carr stated the Supplies and/or Equipment Maintenance lines of each utility budget would cover the costs. Robin Willey stated that he could see it saving the utility money. Long discussion ensued.
- Dan Klaker suggested talking with the Police Chief and using this product for the entire town fleet. Robin Willey and Dax Norton stated they would reach out to Chief Seastrom. Discussion ensued.
- Dax Norton suggested the item be tabled for further research and the creation of a USB action form to be presented to the board at a later meeting relative to this discussion.
- **Dan Klaker made the motion to table the item. Pam Gould seconded the motion. Motion carried 5-0.**

Unfinished Business:

Sanitary Sewer Rehabilitation Project Update

- Dax Norton stated that a meeting was set with Jim McGoff of the Indiana Finance Authority to discuss funding for the project. Bob Willsey, Nancy Crocker, Dax Norton, Jarrod Hall and Buzz Krohn attended the meeting in Indianapolis. Dax Norton stated that the state work with the town to finance the project but keep rates from going to high. Discussion ensued.
- Bob Kirlin asked about the 24% rate increase for the sanitary sewer. Dax Norton stated this increase would not fund the sanitary sewer project. This increase was the increase the board asked the financial advisor to explore to fund the 2022 operating budget.
- Pam Gould stated that she does not think we have a choice but to raise rates this way. Nancy Crocker stated we have no choice. Dan Klaker stated that the utilities are a ticking time bomb. Further long discussion about the rate increases ensued.
- **Pam Gould made a motion to recommend that the Town Council consider a sanitary sewer rate increase according to the cost of service study of 24.7 percent to cover the cost of the operating budget for 2022. Dan Klaker seconded the motion. The motion carried.**

State Park Drinking Water Project Update:

- Dax Norton stated that permits were being pulled by DNR.
- State asking questions, looking for answers from Robin and Phyllis

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- Bob Kirlin asked if the service provision agreement had been signed with the state. Dax Norton stated no. He asked the DNR to send answers to USB questions.
- Bob Kirlin states there are major issues with insurance language in the contract
- Town Attorney Wanda Jones stated she had not had a chance to review the contract due to a death in the family
- A long discussion about the state park agreement and water loss ensued
- Bob Willsey asked if the water loss on the lines supplying water to the park could be found and isolated. Robin Willey suggested using a flow metering system. Additional discussion ensued.

Water Rate Increase Update:

- Sandie Jones stated the water rate increase would be reflected on the July 3rd water bills. She stated that the billing office would like to increase the account deposit amount to \$100/month. Long discussion ensued.
- **Bob Kirlin made a motion to present an ordinance to the Town Council changing page 3 of the 2014 rate ordinance to make the deposit \$100. Dan Klaker seconded the motion. The motion carried 5-0.**

Water Bill Adjustment Policy Change:

- Pam Gould thanked staff for researching peer communities and finding good examples.
- Pam Gould suggested using Huntingburg's policy.
- Pam Gould suggested setting a work session to create a new policy
- Discussion ensued.
- Work Session set for Wednesday, March 16 at 10-12pm.

Bob Kirlin Minutes Follow Up:

- Bob Kirlin asked about water master plan
 - Concerned it wasn't shopped out for bid
 - Nancy Crocker explained that this type of contract does not require a bid process but it would be good practice to consider bids on project by project basis.
 - Additional discussion ensued.
- Bob Kirlin asked if the board could start a checklist to follow up on items mentioned in board meetings
 - Bob Willsey stated that he would work with Bob Kirlin to get this done.
 - Additional discussion ensued
- Bob Kirlin asked about the water loss at the salt creek pump station. Robin Wiley explained the loss. Discussion ensued.
- Pam Gould suggested the creation of a list of action items to be created after each meeting and distributed 1 week following the meeting.
 - Alyn Brown stated he would create the sheet and track those action items.


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- Additional discussion ensued
- Bob Kirlin asked about the board signing confidentiality agreements. Conflict of interest forms. Discussion ensued.

Adjournment:

Bob Kirlin made the motion to adjourn. Dan Klaker seconded the motion. The meeting adjourned at 8:45 pm.

The audio recording made at the Nashville Utility Service Board meeting on 03-09-2022 is retained in the office of the Town Clerk-Treasurer and available on the town website www.townofnashville.org



President Bob Willsey



Date