

**NASHVILLE UTILITY SERVICE BOARD MEETING  
WEDNESDAY, APRIL 14, 2021**

Commission members present by remote access via Zoom: President Roger Kelso, Vice-President Bob Willsey (arrived at 7:08pm), Secretary Alyn Brown, Member Pam Gould, Member Bob Kirlin (arrived at 7:14pm). Also in attendance by remote access: Municipal Operations Consultant Dax Norton (arrived at 7:14pm), Town Administration Manager Phyllis Carr, NMU Water/Sewer Utility Operator Robin Willey and Records Clerk Sandie Jones.

**COMMISSION BUSINESS**

**1) CALL TO ORDER**

President Kelso called the meeting to order at 7:06 pm and did the roll call. President Kelso welcomed Bob Kirlin to the Board.

**2) APPROVAL OF MINUTES – 3-17-2021 MEETING**

Member Gould made a motion to approve the 3-17-2021 meeting minutes as presented. President Kelso seconded the motion. All were unanimously in favor.

**3) MONTHLY REPORTS**

**A. BUDGET/REVENUE MANAGEMENT REPORT**

MOC Norton submitted a Profit and Loss Statement for the Board's review. The Board asked what is the primary driver for the year to date water budget losses?

MOC Norton explained that in February annual payments are made for Workers Comp, Vehicle Insurance, etcetera which skews the numbers.

President Kelso asked MOC Norton to add a column to the report so we can see where we are on budget. MOC Norton added 2020 actuals per Member Gould's request. Member Kirlin asked to add previous and current year budget columns to the P&L Report

Member Gould asked what are the Bond and Interest Line items. MOC Norton advised these are paid in lump sums, so that is why they seem to have the full amount for the year.

**B. OPERATIONS REPORTS**

Water/Sewer Operator Willey reported they are gearing up for leak detection, by hydrovacating out some valve boxes. The pond of water near the Nazarene Church may be coming from a leak in water line. They have located a corrugated pipe that houses our main that has been covered by the state.

Water/Sewer Operator Willey advised they are maintaining the solids at the wastewater treatment plant and cleaning out the drying beds as soon as possible.

President Kelso asked Water/Sewer Operator Willey to explain what the UV Lights used are use for at the treatment plant. Water/Sewer Operator Willey explained that we have summer and winter seasons at the treatment plant, and in the summer, they disinfect the water going into the creek with UV lights.

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### 4) UNFINISHED BUSINESS

#### A. UPDATE WATER LOSS MITIGATION

We will be reaching out to M.E. Simpson, since we have the site prepared for the leak survey. They will come with listening devices and leak detection. The majority of town is where Water/Sewer Operator Willey thinks the leaks are as well as the Nazarene church area and the Brown County State Park entrance.

Administration Manager Carr asked if we are responsible for finding the lines. The Board advised yes and confirmed that Water/Sewer Operator Willey would be available as a contact if the consultants find leaks. The plan is to fix the leaks as they find them so that they can listen for leaks further down the line.

The Town can cut the leak detection cost down to \$2500 by getting it all scheduled for a single day. As far as fixing the leaks as they find them, this will depend on the severity of the leak and the complexity of fixing it.

Vice-President Willsey asked if there is a monthly tracking of the percentage of water loss. Water/Sewer Operator Willey advised they track it monthly right now, and this information is in Board's meeting packet.

Water/Sewer Operator Willey created a chart that includes tracking hydrant use, flushing, Fire Department use, etcetera. The Board is hopeful that once we see where the main areas are that need to be fixed, we can focus on this and start fixing the problems. President Kelso explained that the possible leak at the intersection of State Road 46 and Old State Road 46 at the Nazarene church is in a place where an interruption in water supply will affect a lot of people.

Member Kirlin brought up his concerns with a water line break in the Pine Tree Hills subdivision. He asked if the company that broke the line pay the town for the repair and when another utility breaks a utility line, who pays for the repair.

Water/Sewer Operator Willey advised that many times, we do not get any compensation back. He explained that we have no way of detecting service lines running from the main. Therefore, there is no way we can charge them for something that we cannot line mark. We marked the main, but not the service lines. There is no tracer wires on them. In cases like this, we cannot blame them for hitting it because we cannot mark it.

The Board asked if new service water lines will have a tracers? Water/Sewer Operator Willey noted that Wagler's are good about putting tracer wire in the new water lines they install. Water/Sewer Operator Willey advised that the Town's main water lines have tracers.

President Kelso reported that we have an interesting collection of specifications; 3/4" service lines. no one knows where they go. Generally, we rely on engineering specifications, but do not include town specifications for this. Now require engineering drawings for this.

#### B. IDEM COMPLIANCE UPDATE

MOC Norton reviewed where we are on compliance and is continuing to work with Water/Sewer

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Operator Willey and Town Administration Manager Carr to bring us up to compliance. Focus on reporting.

The utilities are under an agreed to order due to a flood from 2018/2019. According to MOC Norton the utilities have been doing a good job following the plan, we just want to create more documentation to show how we are complying.

Member Kirlin brought up number 5B of the compliance list that had a target date of January 1, 2020. He asked if that has been completed. Water/Sewer Operator Willey updated the board that we have this information, but this is a typo that needs to be corrected. President Kelso commented that the utilities are pretty much in compliance, we just need to follow up with IDEM.

Member Brown asked about the Geotech Tubes, and Water/Sewer Operator Willey advised that they have them under control.

### **C. DISCUSS SEWER PLAN**

MOC Norton and President Kelso have been discussing sending a “Doodle Poll” to allow the board members to pick a date for a work session.

### **D. STATE PARK UTILITY EXPANSION**

The ms Consultants engineer working on the utility expansion project was not present for tonight’s meeting. MOC Norton advised of the project schedule: application sent to the SRF for financing, Preliminary Engineering Reports submission. Curry and Associates is the other engineering firm that will be submitting for the DNR portions of the project.

MOC Norton needs to get them a cost of service study/rate analysis/estimate if the entire project will be financed with bonds vs. loans and what the impact would be on the rates. From the State’s point of view, this is a high priority project.

President Kelso pointed out that even though this flows through the Town, the State will pay for the portions that directly impact them, and their portion of the rest of it. The State will provide funds to “buy down the amount” to keep the rates inline.

Vice-President Willsey asked what does the land acquisition process entail, and will it be difficult to get the easements? MOC Norton explained there is a new lift station associated with the sanitary sewer project and will be located in Salt Creek Plaza complex. Discussions have begun with the landowner regarding the placement of this lift station. The landowner was very receptive to this project.

Member Kirlin asked if we will need to mitigate trees. MOC Norton responded that trees are not a problem.

President Kelso pointed out that many of these projects were started before the Utility Service Board came into existence, so they are further ahead of schedule in some cases. Documentation exists on this project the board can review if they would like.

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**E. STORM WATER MASTER PLAN PROGRESS**

President Kelso asked MOC Norton when we will start to see the storm water master plan, and when we will start to see the impact to residents? MOC Norton responded that we should see the draft plan in May with June or July approval.

President Kelso commented that if we are talking about water projects, sewer projects, and storm water projects, there is some concern about how big of a chunk we are taking on at once. This will bite into some budgets, and we need to make sure that we match expectations with needs and wants.

**5) NEW BUSINESS**

**A. AGENDA ITEM REQUESTS FOR UPCOMING MEETINGS**

President Kelso asked the other Board members if they had any specific agenda items for upcoming meetings. There were none.

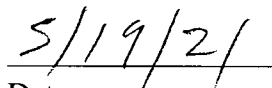
**6) ADJOURN**

Vice-President Willsey made a motion to adjourn the meeting. Member Kirlin seconded the motion. President Kelso adjourned the meeting at 8:37pm.

*The audio recording made at the Nashville Utility Service Board meeting on 4-14-2021 is retained in the office of the Town Clerk-Treasurer.*



President Roger Kelso



Date