

**NASHVILLE UTILITY SERVICE BOARD MEETING  
WEDNESDAY, MAY 19, 2021**

Commission members present by remote access via Zoom: President Roger Kelso, Secretary Alyn Brown, Member Pam Gould, Member Bob Kirlin (arrived at 7:14pm). Commission member not present: Vice-President Bob Willsey. Also in attendance by remote access via Zoom: 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**

President Kelso called the meeting to order at 7:00 pm and did the roll call.

**2) APPROVAL OF MINUTES – 4-14-2021 MEETING**

Member Kirlin made a motion to approve the 4-14-2021 meeting minutes as presented. Member Gould seconded the motion. All were unanimously in favor.

**3) MONTHLY REPORTS**

**A. BUDGET/REVENUE MANAGEMENT REPORT**

MOC Norton reported the major expenditure on the wastewater side for the Bobcat in the amount of \$50,000 expenditure and a substantial water transfer was also added in. He noted there was some upfront spending on the year, and they need to make sure we can control spending. We have some overtime expenses accruing, this should be a concern as well as a supply line for vehicle maintenance. They do have some money in reserves, but we need to pretend that it isn't there.

MOC Norton added 2020 numbers for comparison and will add month to month comparison on the next budget management document. Member Kirlin asked if the \$6,000 was profit to date? MOC Norton advised it was for the month. We are at a \$37,841.40 loss currently for water and wastewater is plus \$2,827 for the year. MOC Norton urged the board to pay close attention to numbers on the water side due to how tight the budget is.

Money that came out of the operating account: stormwater master plan and the Bobcat. MOC Norton advised the plan is to move funds from the asset management fund back to the operating fund to compensate for this. Member Kirlin would like to compare where we are this year compared to last year. We did finish in the black last year, but do not have the numbers. MOC Norton reported that last year we had substantial legal fees that were paid. Member Kirlin asked how do we control expenditures. MOC Norton explained that some of the upfront payments skew the numbers earlier in the year. The majority of the number is the upfront costs like auto insurance and workers comp coming out in January-February. IDEM fees also come out the first of the year.

President Kelso asked how these big expenditures are getting approved. MOC Norton reported that the Bobcat, for example, was approved in February and we paid for it in April. He was not sure how much of the new trucks were paid in 2021. The goal is to pay for some of this out of the asset management fund. And right now, all of these decisions are being made by the Town Council.

President Kelso suggested that the USB have a coordination meeting with Town Council to

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discuss how large expenditures are being approved without our knowledge. MOC Norton recommended the USB review customer appeals to waive late fees. The customer could then go before the Town Council if they didn't agree with the USB's decision. Discussion.

President Kelso commented that they need a clear understanding from the Town Council on what they want the USB to do and agree where their focus should be.

Town Administration Manager Carr asked if they we need to get approval for purchasing things, and do they need approval to hire and fire? Discussion. Suggest that a member of this board be part of the development of the new employee handbook/hiring policy or at least own supplement.

Member Brown made a motion to allow Town Administration Manager Carr to continue handling personnel matters and daily expenditures as they have been doing for the time being. Member Kirlin seconded the motion. All were unanimously in favor.

MOC Norton will set up a meeting with the USB and Town Council. Will try to schedule the meeting on May 27, 2021 after the Public Hearing on the State Park and Town water/sewer connection project.

### **B. DISCUSS 2022 BUDGET DEVELOPMENT/ADOPTION TIMELINE**

MOC Norton advised the Board has the ability to create the budget for the year. He gave the following timeline: June USB – Start Looking at the page, July workshop, August present budget to Town Council. In the meantime, MOC Norton will gather info on the cost of running a utility noting the Salary Ordinance is part of the budget.

### **C. OPERATIONS REPORTS**

Town Administration Manager Carr advised the CCR is being formatted and will be sent out to our utility customers by July 1, 2021. The report will also be available on the Town's website.

Water/Sewer Operator Willey reported they have fixed six leaks in the last month and will start working on ground repairs. He advised they have rented out a hydrovac to help with the repairs. Water/Sewer Operator Willey explained his crew has done more work with hydrovac and the time customers are out of water during the leak has been reduced as well. He advised that there is a demo hydrovac for sale for \$96,000 that he would like to purchase. Discussion of overtime costs versus the cost of the hydrovac. President Kelso asked Water/Sewer Operator Willey, Administration Manager Carr and MOC Norton to get figures in writing so they can look into this further.

### **D. IDEM COMPLIANCE UPDATE**

Water/Sewer Operator Willey reported that they did some core drilling down at the plant and on Greasy Creek. They are moving along as normal until they get more money for the plant expansion. MOC Norton advised the rehabilitation plan with I&I has now been wrapped in with the State Park project.

**4) UNFINISHED BUSINESS**

**A. WATER LOSS MITIGATION UPDATE (ON CALL SERVICES FOR WATER LOSS SERVICES)**

Water/Sewer Operator Willey reported that M.E. Simpson found a couple hydrants leaking, there is a leak at the Nazarene church area and the Brown County State Park entrance near the culvert pipe. They also located a leak on Grandma Barnes Road and it has been repaired.

President Kelso asked with the heightened interest in the repair of leaks, are they starting to see any impact on the daily consumption. Water/Sewer Operator Willey believes they are gaining ground, but his report doesn't do a good job of reporting these findings.

President Kelso asked if the \$2,500 they spent with M.E. Simpson was worth the money to find the leaks in the Town's waster system. Water/Sewer Operator Willey commented that this was worth the money to see that there was nothing really bad in town. The leaks identified represent about 7% of the water that we were losing So approximately \$1600 a month in lost water was identified and the leaks repaired.

Member Gould asked about a non-working fire hydrant on E Main Street. Water/Sewer Operator Willey explained they need to rebuild they hydrant without taking it out of the ground. Discussion of how work is prioritized. President Kelso should noodle through this over the next month or so to see how we can work towards getting hydrants fixed. Secretary Brown asked how do the inoperable hydrants effect insurance? Discussion. President Kelso asked for a list of hydrants that are not working.

**B. SEWER MASTER PLAN WORK SESSIONS**

MOC Norton reported that Nathan DeLisle of ms consultants is ready to talk with the USB about the sewer master plan. They need to schedule a time to have the work sessions.

Trish and CJ of the Annandale subdivision in Nashville asked how do they find out as homeowners what the status of the sewer is for their area? President Kelso advised that Annandale is high on the list for potential sewer expansion, but it is a matter of timing, money and resources.

MOC Norton explained that they need to find out what neighbors are interested in hooking up to the Town's sewer to see if this would be economically feasible. Paying for the infrastructure will be expensive, and they want to make sure this sewer hook on doesn't make a rate increase for the current rate payers.

Trish and CJ advised they will get a petition together and stay in touch.

**C. STATE PARK UTILITY EXPANSION PROGRESS – DAX UPDATES**

MOC Norton reported that the PERs and SRF applications have been submitted, and our project is on the top of the list. They will be asking the SRF for as much grant money as possible for the wastewater work. The combined project total is 6.5 million and that includes the sewer system to service the whole park. MOC Norton advised their brief analysis showed that the Town can take on some additional debt while only increasing the rate by approximately \$3 per customer. They are trying to get as much grant money as possible to build the necessary updates to the wastewater treatment plant. This is very good for the Town because we will get the State Park as a customer, and we have tied the I&I project into it as well.

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MOC Norton advised that we need the correct capacity for the park and for new development. This will allow us to fix our existing infrastructure with minimal impact to the rate payer. If a new developer comes in, the developer will pay for the expansion to the new development. But the I&I project is needed to increase the capacity of the plant.

Town Administration Manager Carr advised the cost of a new lift station has increased and asked if they pass that increase onto the customer. MOC Norton commented that they would need to complete a cost of service study first before changing the fees.

**D. Storm Water Master Plan Progress – Dax Norton/DB Engineering Team**

MOC Norton reported that the engineers will come before the USB and Town Council in June with presentation on the Storm Water Master Plan. Member Kirlin would like to review the master plan prior to the presentation. President Kelso asked MOC Norton to give them some history regarding this project. They have spent \$100,000 on this plan, so what are we doing with it?

MOC Norton explained that DB Engineering approached Town Council Vice-President Gredy and Councilmember Rudd in October about a stormwater master plan and recommendation for what to do. There were some storm water issues happening over at Edge of Town Condos and Pittman House Lane.

Tara Hagan, with ARA grant administrators, advised that she has been talking with the Town about getting money to help fix some of these initial storm water issues. She reported that \$600K is the OCRA grant max with a 10% match required for stormwater grants. She noted the ARP (American Rescue Plan Funds) are available, but duplication of benefits is a concern, and not sure if we can use ARP for the for the OCRA grant.

**5) NEW BUSINESS**

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

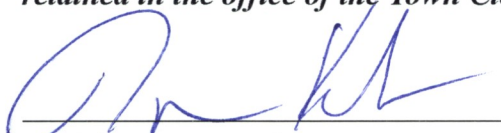
President Kelso commented that they have a lot on their plates right now: clarification from Town Council, employee hiring, review policy group, budgetary expenditures, get a seat at the table for the employee handbook planning discussion.


President Kelso was to other comments. Member Gould asked if they could dedicate a certain amount of time in their meetings to work for long term future goals or plans like water dependance. Member Kirlin commented that the Town has looked into options including a lake.

**6) ADJOURN**

Member Gould made a motion to adjourn the meeting. Member Kirlin seconded the motion. President Kelso adjourned the meeting at 9:39pm.

*The audio recording made at the Nashville Utility Service Board meeting on 5-19-2021 is retained in the office of the Town Clerk-Treasurer.*

  
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President Roger Kelso

  
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Date