

**Nashville Utility Service Board  
Meeting Minutes  
July 14, 2023**

Commission members present: President Gould, Vice-President Alyn Brown (via Zoom and left at 10:55am), Secretary Nancy Crocker, Member Scott Dick, and Member Tom. Also in attendance: Water Sewer Operator Robin Willey, Chief Administrator Phyllis Carr, Municipal Operations Consultant MOC Norton, ms Consultants Representative Nathan Delisle and Town Manager Sandie Jones.

**1. Opening the Meeting**

President Gould called the meeting to order at 10:03am and called the roll.

**2. Approval of Minutes: 4-13-2022, 8-17-2022, 12-13-2022, 2-22-2023, 3-15-2023 and 4-21-2023**

Secretary Crocker moved to approve the minutes dated 4-13-2022, 8-17-2022, 12-13-2022, 2-22-2023, 3-15-2023 and 4-21-2023. Member Dick seconded the motion. All were unanimously in favor by roll call vote. President Gould suggested new members take the minutes from the last couple of years and read them.

**3. Consider Adjustment Requests**

W/S Operator Robin Willey advised that one adjustment request reported the leak was in the crawl space. They had to dig underneath the building to fix the leak and he could see where they probably would not be able to notice it. W/S Operator Robin Willey asked what the Board thinks about the request. In his opinion, they should get both the water and sewer adjustment. Discussion.

MOC Norton commented that the USB worked hard to create an ordinance and a policy that is pretty cut and dry. Should not be any question of adjustment approved or not. Vice-President Brown advised that it looks clear that they should not get the credit according to the ordinance.

Secretary Crocker moved to accept the adjustments as W/S Operator Robin Willey advised apart from Account # 50094004 only getting sewer adjustment. Member Roberts seconded the motion. All were unanimously in favor by roll call vote.

MOC Norton You should not have anyone's name in front of you. You should only have customer numbers. Most of the communities do it this way. Vice-President Brown To Dax's point, we are not putting names with these, and then there should not have been any ambiguity with that one. There is not a gray area in this example. If we were ignoring the names, we would not have all the conversation. President Gould wants to let the Staff know not to include names. Town Manager Jones advised that she would work with the billing department to eliminate identifying information on future adjustment requests.

**4. Monthly Reports:**

**A. Budget/Revenue Management Report – MOC Norton**

**MOC Norton reported** a one-time expense-Transfer Pump came out of the asset management line of the operating Budget. It would have been better coming out of the Depreciation Fund or the asset

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management Reserve fund, which is a completely different fund. If you take those expenses off, Sanitary Sewer would have been in the Black.

MOC Norton advised that they should be at 50% we are below 40%. We have had big expenses this year, like the Washington Street Lift Station issue. We are waiting on the Insurance Claim, which I think we will receive money.

MOC Dax Norton explained that they have \$381,000 cash reserve in Sanitary Sewer. He along with W/S Operator Robin Willey and COA Carr have looked forward, and they see no major expenses coming over the next six months. Of course, they cannot say that 100%

### **B. Operations/MRO Report – W/S Operator Willey and Phyllis Carr**

W/S Operator Robin Willey introduced the Utility Staff to the Board: Paul Myers and Rex Waters - Sewer, Bryce Bond and Jared Bond, Water side. William runs the lab and trains the new people.

President Gould commented that she is impressed with the work of our new employees. They are doing a great job. W/S Operator Robin Willey said I am very proud of this crew. Secretary Crocker added that they appreciate all you do here.

MOC Dax Norton reported that the staff takes pride in what they do and probably underappreciated at times. I want to address publicly the Rate Structure. If you want quality people, like these five gentlemen, that will stay a long time, you need to pay them what the market says they are worth. This is a completely different plant now than what it was in 2020. Offices are painted, dusted, they now have internet and a nice lunchroom. This changed the work environment completely.

MOC Dax Norton asked W/S Operator Robin Willey and COA Carr to stand, and asked Billing Clerk Goodwin to come in also as they are the ones that make the system operate. They do a great job.

W/S Operator Willey announced that both Kelley Hill tanks have been cleaned and inspected. 300,000 gallons of water were lost due to cleaning, a couple of leaks that were difficult to find and repair. The hotel leak was rather significant. Everything is now repaired. President Gould commented that the IGA parking lot has water standing. W/S Operator Willey advised that they are aware of it and does come and go. They are watching and paying attention to this.

President Gould asked about getting a handle on water loss at Town Hill and if it has been addresses? W/S Operator Willey advised it has not as the guys have been very busy doing repairs etc. We cannot keep up with what we currently have going on.

President Gould commented that the purpose of the meters, is to determine if a better way to supply DNR with water from State Park rather than running through downtown system. MOC Norton advised that he could get a proposal from Gripp to determined what line dominantly served the line to the park and any leaks. President Gould wants that done before it gets cold.

### **C. Wastewater Rehabilitation Project Update and IDEM Compliance**

MOC Norton reported that he is eagerly awaiting SRF/IFA priority list fundable projects. We have been on this list since 2020. The PER has been changed twice. The bad news is 11 projects selected to the tune of 220,000,000 fundable projects. Just to fix all the plants in Indiana that need repairs, cost is 1.5 billion to 1.7 billion. SRF loan money forgivable ceiling is \$4,000,000 per project. We are no longer disadvantaged. MHI is too high. Top 11 projects chosen. We were number 12 for fundable project.

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Now some decent news, two or three picks at the top 11, may say they are not moving forward or not ready to proceed in time. August 1<sup>st</sup> is the deadline for a letter. This starts the initiation process. We are one below funded range. Waiting for the communities to respond.

Secretary Crocker asked if we need to respond? MOC Norton advised if we make the fundable list, we will give them a response that we are ready to do it this year and we do want the money. Nathan Delisle added that more to the tune of yes, we commit to be closing before the end of the fiscal year. The fiscal year is June 30.

MOC Dax Norton reported on the communities ahead of us:

#1 Winamac- small community, 2,300 customers asking for 12.5 million

# 2 New Palestine. They want 46.18 million; post project rate is \$150.00

#3 4.5 million; post project rate is \$115.00

#4 Modock-6.2 million post project rate \$282.20

# 5 Ossian, 7 million

# 6- Genera, 2.7 million

#7 Calumet Township, Lake County \$50 million

#8- Waterloo,14 million

# 9- Northwest Shelby County, 21.7 million post project rate \$317.82

President Gould asked if this is this without being subsidized? MOC Norton reported that this is without getting any subsidized money. Remember, \$85.00 is the threshold. Our post project rate without being subsidized will be \$125.00. We will just be in a holding pattern for now.

Secretary Crocker asked if 4 million is what we are hoping for? MOC Dax Norton replied no, would like 6 million. We already have 2 million; we would be financing 2 million.

Nathan Delisle gave a quick Engineers update. The surveyor completed the survey for the Washington Street lift Station Relocation component. Upon completion of the survey, it was discovered, an easement from the Lift Station to the treatment plant has a power line down the middle of it where we wanted to reuse. We will have to engage the property owner for the purchase of the additional easement adjacent to the existing one.

He reported that they did not do an extensive records search of easements on that property. However, in the process of looking for our easement, we did not locate a power easement. To say they are in easement, I do not know if that would be an avenue to go down or not.

Member Dick asked which power company is it? Secretary Crocker reported Duke is the electric company.

Discussion among the Board Members, Nathan & Dax about the easement idea's or suggestions of what to do. Nathan will talk more about it with the Board next meeting.

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Nathan Delisle reported that the design process is proceeding nicely. Back to the Engineering Report, Nathan believes the last meeting; the Board requested a timeline for preliminary design timeline. That is included in the documents prepared for you. Nathan went over the schedule with board members. He said the next March USB Meeting is what you want to take away from. We will award a contract to a contractor. After that, we will go through a closing with State Revolving Fund folks and finalize the loan. Two-year timeline for the contractor from mobilization to completion.

President Gould asked how much disruption will be in the streets? Do we need to brace for that? Do we need to let the Residents know?

Nathan Delisle answered that only excavation of streets will be point repairs that W/S Operator Robin Willey and his crew have not already addressed. Community disruption should be very little. MOC Norton noted that they will have to fix some offsets, about 14 or 15 offsets. Nathan Delisle noted there may be some sags that we are currently evaluating. Sort of the feasibility of fixing those sags. One of them is significant.

Nathan Delisle advised that there are not many CIPP line companies, but the ones we can use are very good at what they do. Flyers will go out 48 hours prior to work in the area with minimal disruption and no one out of Service over night.

MOC Norton addressed the Fundable Drinking Water SRF. We are number 35 out of 53 on this PPL List. This is our first year. Seventeen are getting funding. Our post project rate would be \$105.00 without subsidy. We are asking for 16.8 million Phase 1. Total will be 38 million.

W/S Operator Robin Willey announced they received approval for LSL grant. We can now finish the mapping and inventory of lead service lines.

MOC Dax Norton announced: 1) We did the camera done. Reports as part of the process and 2) State of Indiana is dragging their feet on not giving us money.

COA Carr reported that the water quality report is done and signed off on, by IDEM.

### **5. Brown County Habitat for Humanity Request for Lower Hook-on Fees**

Erin Kirchhofer, Habitat for Humanity Executive Director in Brown County announced that they recently purchased some property up on Tuck a Way Ridge, to start building in the fall and completed in about 6 months. We did research on Permitting. Erin wanted to clarify, to get a permit would they need a letter from Utilities stating that they allow them to hook up. MOC Dax Norton Yes. Erin Kirchhofer: Question is, do we need to pay all the fees tap and Lift Station to get the letter? Secretary Crocker answered no.

Erin Kirchhofer: Erin said they also use grant money to subsidize their cost. That is where we had the concern. The tap fees are included in their grant. We would have to wait until approval from IHCD in August for payment. Second question; Planting the seed- Habitat builds affordable housing. We use HUD income guidelines to qualify families that are able to pay it. We help them get a mortgage, not give them a house. We are the group that can bring in the starter home families to town. I know Habitat has not received a discount on those fees before. We are not-for profit. The \$8600 is kind of a lot when you are a non-profit so if we could possibly get any discount on those fees, or if we could partner with some of the excavation or construction to offset the fees. Erin is here, asking if opening a discussion is possible.

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Erin Kirchhofer: Habitat Covenant is to build or repair a house once a year, so we have the ability to place families annually to house them. There next family is a family of five and will occupy this home. We now know we can keep moving forward and without having to pay all those fees. Willing to do the \$100.00 deposit and fill out forms. That is all I have today, thank you for inviting me.

President Gould How many homes have you built in Nashville?

Erin Kirchhofer: There is one north of town on 135, three on Tree Top Lane. Habitat has been in Brown County for 30 years and have built houses throughout the county.

President Gould Amazing and congratulations. This will be your fifth house. That is significant. In your mind, what would a partnership look like?

Erin Kirchhofer: This is officially my second house I have been involved in building. I am a social worker by background. I will need to talk to Ernie and see what we can do from a construction perspective.

Secretary Crocker: do you pay the \$8,600 up front? COA Carr: Before we order the equipment.

Member Roberts How long will it take to get the equipment? COA Carr: It will depend on availability. The letter, I can send out today.

President Gould Then you hold Fund Raisers for the balance of the actual cost? Erin Kirchhofer: Habitat sells the house at appraised value. The grant is to offset our costs. The family is only responsible for the mortgage payment based on appraised value. Loan is 0% interest, and their payment can only be 30% of their income ever. The mortgage income is what funds most of what we do and pays salaries and things.

MOC Dax Norton The Town Council must approve this. You can make a recommendation to the Council to waive the fees. No better home to build in Nashville. One of the best builds you can have in this climate. The council does have every right by State Statute, to waive the fees for special circumstances. This is happening in many communities and is a great cause. I strongly recommend you consider this. The budget can handle it. We can find it in the budget. Waiving the Tap Fees, yes, it would set precedent, but it is an easy precedent to defend. I recommend you give a favorable recommendation to the council from this point on, waive the fees to organization like Habitat, plus others for this. You cannot give charitable money to a non-profit. The Council has to say we will waive that fee.

President Gould I would like to see a breakdown of where \$8,600 is going. W/S Operator Robin Willey: The Lift Station alone is \$6,100.

Secretary Crocker: We have to look at the overall benefit of giving our Town new homes and having more taxpayers. It might be work the \$8,600 to partner with them. I like the partnership idea.

MOC Dax Norton Which you technically cannot do as a governmental unit, but Council can definitely waive those fees for Economic Development perspective. Secretary Crocker: So the Council has a Budget line for Economic Development. MOC Dax Norton The Council does. You can ask Council to use some of their ED Fund; we can do that, though it is sparse. They do not have a lot of money.

President Gould Part of Philanthropy is that we take care of each other. That is not the purpose of our Utility. As I appreciate Habitat, there are many good organizations, doing great things for not-for-profit I am not sure we want to set a precedent favoring this one for another. I think it would be safer, and this is just dialogue, to isolate what our cost are insist that those things are paid through fund raising by the

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people that are heading up this effort, and the Town of Nashville could possibly supplement that with Labor.

Secretary Crocker: I respectfully disagree. I think it would be great for relationships with people and for Economic Development. We need more homes, and \$10,000 is not a lot to waive to support something that is this good for our community.

Scott Dick asked if the Lift Station Manufacturer give a discount for the equipment? W/S Operator Robin Willey will ask.

Member Roberts asked if there are houses being built there now? Erin Kirchhofer answered that there is a large development, I believe, in the \$500,000 range, 10-12 of them on Woods Lane. The Habitat house will sell for about \$225,000. It is a four bedroom, 2 bath, 1,800 SF. It will match the neighborhood.

Secretary Crocker moved to advise the Council to waive Habitat hook-on fees and we say one per year. Member Roberts we are not paying for it. Like a gift. MOC Dax Norton The Utility is paying for it. The ratepayer is paying for it, there is a cost associated with that Lift Station.

Erin Kirchhofer: This home will be a thirty-year mortgage and the homeowner will be required to live in the home for a minimum of 10 years. They will be a ratepayer. President Gould would be like any other home that would be there, not just Habitat home.

Nathan Delisle: Asking a question of W/S Operator Robin Willey. If you go to the supplier and ask if they would donate it, could that manufacture donate to Habitat for the Town to install and therefore it is a tax write-off. Erin Kirchhofer: we would provide any documentation for that.

Member Dick seconded Secretary Crocker's motion. Secretary Crocker, Member Dick and Member Roberts voted in favor, President Gould voted against. The motion carried.

### **6. IU Medical Health Building**

MOC Dax Norton reported that IU Health is building a facility outside the municipal jurisdiction, but inside the Utility jurisdiction. We are requiring them to find the main that they need to get water & sewer to the site. They asked for our reimbursement agreement. Economic/Planning – We would have taken care of this a long time ago. We are under some pressure now to get going on this. W/S Operator Robin Willey & I decided the best route would be a member of the USB, myself, W/S Operator Robin Willey, Town Manager Jones, and Rep of IU Heath, sit down in a non-Board setting to come up with what reimbursement agreement would look like. The Council will ultimately have to approve the agreement, but you all would have a recommendation to give to the council.

W/S Operator Robin Willey commented that they want to talk about reimbursing others that could be using it as well.

MOC Dax Norton commented that he is a fan of Pre-Planning and being Prepared. The Town is not prepared for Economic Development, so yes to have something in place and someone already using it.

Dax and the Board members continued discussing procedure regarding reimbursement and to streamline for Economic Development.

MOC Dax Norton advised that the Town has no Master Design Plan. The developer would show the town a master design they want. That way, the developers' plans compared to what the Town Master

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Design is. Town Master Design is what would be acceptable. The County Planning needs to be working with us. The Town needs Design Standards. We do not have them. We also do not have Inspection standards.

The Board wants to get started on putting the design standards together. MOC Dax Norton wants the meeting set up quickly- No more than two Board members. Next USB meeting is August 11 @ 10:00am

President Gould Wants to see some recommendations for Design Standards. MOC Dax Norton advised that he and Nathan could make up a proposal not to exceed \$5,000.

Secretary Crocker moved to approve the task order to create Design Standards with the amount not to exceed \$5,000. Member Dick seconded the motion. All unanimously in favor.

**5. ADJOURN**

President Gould motion to adjourn the meeting, seconded by Secretary Crocker. President Gould adjourned the meeting at 12:04pm.



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President Pam Gould



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Date