

**NASHVILLE UTILITY SERVICE BOARD
BUDGET WORK SESSION
WEDNESDAY, SEPTEMBER 9, 2021**

Commission members present: President Roger Kelso, Member Bob Kirlin, and Member Pam Gould. Commission members not present: Vice-President Bob Willsey and Secretary Alyn Brown. Also in attendance: NMU Water/Sewer Utility Operator Robin Willey, Administration Manager Phyllis Carr, Municipal Operations Consultant Dax Norton, and Records Clerk Sandie Jones.

COMMISSION BUSINESS

1) CALL TO ORDER

President Kelso called the meeting to order at 6:09 pm and did the roll call.

2) BUDGET WORK SESSION

MOC Norton reviewed the water/sewer budget numbers the Board had discussed at a previous meeting. Sales tax is not in the budget numbers

President Kelso suggested they should hire a Utility Manager and asked if the board wants to hire a utility manager. Administration Manager Carr and Operator Willey stated that they are doing some jobs with and without a Utility Manager. Member Gould stated that the board acts as a manager and suggested that we leave the position open for now. Administration Manager Carr and Operator Willey stated that the biggest need for operation is more employees. President Kelso agreed with Member Gould's suggestion regarding Utility Manager and suggested that we come up with a title and salary for the positions.

Member Kirlin suggested that we need job titles and MOC Norton stated that they are being created now. Member Kirlin noted that the board cannot be the day-to-day manager. Administration Manager Carr and Operator Willey advised that they do the day-to-day management. President Kelso suggested we look at a personnel structure.

Member Kirlin asked why Town Council is being paid out of the water/sewer budgets even though USB has taken over the duties. MOC Norton will ask Town Council. Member Gould suggested to cut their budget.

MOC Norton reviewed IDEM's organizational evaluation. Nathan DeLisle of MS Consultants recommended for both utilities to have 6 full time and 1 part time employees. He recommends that at least two people need to be licensed. The next hire should be someone that can mirror Robin with licensing. Operator Willey stated that employee Bond needs classes and certification which will take 3 years to pass all.

President Kelso asked Administration Manager Carr and Operator Willey to merge the two org charts together. MOC Norton is to come up with correct market pay, and Member Gould asked for a continuity plan.

President Kelso asked what the percent change is in revenues and fundings. MOC Norton advised there is a 16.7% and 8.59% total increase from last year.

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MOC Norton stated that another public hearing needs to be held for the tracking factor rate change. Discussion. Administration Manager Carr asked about increasing the deposit amount, and President Kelso and Member Gould advised that we need to justify the increase.

Member Gould suggested that we have some more aggressive leak management. President Kelso suggested a capital plan. Member Gould asked if we need to build capital reserves and the answer was yes. President Kelso stated that we are doing this now but will need to see some good size projects.

Operator Willey reported that Ziptility wanted to do a presentation about their services for utility mapping and work orders. President Kelso agreed that they should present, but suggested we get at least 2 quotes to compare.

Member Gould asked that the next proposed ordinance be sent to USB before the next meeting. Member Kirlin asked about the status of the increased hookup fees ordinances. Discussion.

Member Kelso asked why MOC Norton is doing work for the utility board, but not receiving pay from the utility budget. MOC Norton responded that Clerk-Treasurer Young thought the EDIT fund could handle it and the utility budget was tight. MOC Norton stated that \$39,000 contract was the yearly fee for MS Consultants work. President Kelso asked if we should account for MOC Norton's time and pay him out of several funds such as \$20,000 out of utilities and \$20,000 out of tax budgets. Discussion.

Action Items: 1) MOC Norton to rework budget names and 2) Water rate and charges increase.

President Kelso would like to have a joint meeting of the USB and Clerk-Treasurer Young. He also suggested that maybe they should split the public works salary ordinance and have two separate salary ordinances. President Kelso also proposed a contract with the USB to operate the street department.

MOC Norton will find out if we can raise USB salaries if the council does not. Member Kirlin asked about depreciation and if it could be used as seed money to work on certain sections of town or use as matching grants. MOC Norton waiting on SRF info and may hear on 9/13/2021. President Kelso asked if we get funds what the next steps would be. MOC Norton stated that it would be completed in Fall of 2022 per Bob Curry of Curry and Associates.

3) ADJOURN

Member Gould made a motion to adjourn the meeting. President Kelso adjourned the meeting at 8:04 pm.

The audio recording made at the Nashville Utility Service Board meeting on September 9, 2021 is retained in the office of the Town Clerk-Treasurer.


Utility Service Board Member

1/12/2022
Date