

## NASHVILLE UTILITY SERVICE BOARD MEETING MINUTES

SEPTEMBER 14, 2022

Commission members present in-person: President Bob Willsey, Vice-President Bob Kirlin, Member Alyn Brown and Member Pam Gould. Commission Member absent: Dan Klaker. Also in attendance in person: Town Administration Manager Phyllis Carr, Town Council President Nancy Crocker, Municipal Operations Consultant Dax Norton, NMU Water/Sewer Utility Operator Robin Willey and ms consultants engineer Nathan Delisle.

Bob Willsey called the meeting to order at 6:30 PM and did the roll call.

### Presentation: St. Agnes Church Lift Station Request

- Representatives of St. Agnes Catholic Church requested that the NMU consider taking over their private lift station.
- Robin Willey advised that he was in favor but asked the church to change the pumps and control box prior to the town talking over the station.
- Church reps stated that a new pump was installed 2 weeks ago and the other pump was recently repaired by BBC pump. They also stated the pipes were repaired with good brass fittings
- Robin Willey asked for additional information about the pumps
- President Willsey suggested the staff work with St. Agnes and present the board with a proposal or findings during the next meeting.
- Further discussion ensued.
- Pam Gould asked if the lift station fee was enough to cover the costs to maintain the lift stations in the system. Nancy Crocker suggested a cost analysis study be conducted. Discussion ensued.
- Bob Willsey asked the consultants and staff their thoughts:
  - Dax Norton suggested gathering details
  - Pam Gould suggested creating a standard detail for this type of request
  - Dax Norton suggested tabling.
  - **Bob Willsey moved to table. Pam Gould seconded. Motion carried 4-0**

### Approval of Meeting Minutes:

- Bob Willsey and Alyn Brown stated that there were no meeting minutes prepared to approve.
- Dax Norton stated that if help was needed to catch up the missing meeting minutes, he could have the ms consultants staff assist. Alyn Brown accepted the help.

### Approval of Adjustment Requests:

- Discussion ensued about the pending new adjustment procedure and how that new procedure if in place would affect the approval of the current request.

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- Bob Kirlin made a motion to approve the requests. Alyn Brown seconded the motion. The motion carried 4-0.

### Water Master Plan Draft Presentation:

- Nathan Delisle and Dax Norton gave a brief PowerPoint presentation about the draft of the water master plan. They asked for additional feedback from the board and public to finish the plan.
- Robin Willey told Nathan Delisle that the pipe was mostly asbestos concrete as opposed to cast iron in the village area.
- Dax Norton discussed funding options
- Alyn Brown suggested breaking up the large amount in phase 1 to \$3-4M chunks that would have a visible impact and show the rate payer that progress was being made with increased rates.
- Additional Discussion ensued.

### Water Loss Investigation Flow Meter Project:

- Nathan Delisle and Robin Wiley stated that the utility had ordered a meter but was still waiting on the product to be available. Discussion ensued.

### Asset Management Plan Update:

- Dax Norton explained the difference between an asset Management Plan and a Master Plan.
- Dax Norton stated that the Asset Management Plans were in the USB google doc folder.
- Nathan Delisle stated he was waiting on financial advisor to add financial numbers to the plans.
- Additional discussion ensued.

### Monthly Reports:

- Security Camera Quotes:
  - Phyllis Carr introduced Kyle Harmes from Security Pros.
  - Kyle introduced himself and gave a presentation about the quotes
  - Kyle stated Security Pros was a partner with Verizon
  - Phyllis Carr advised that she requested three quotes for the cameras to be installed at the treatment plant site. The quotes came from Security Pros for \$10,028.47, Koorsen for \$6,403 and Circle City Security for \$4,068.74.
  - Phyllis Carr stated that the Food and Beverage Board had already recommended Security Pros to install cameras at the Town public restroom facilities.
  - Phyllis Carr explained that the 2 low quotes did not come with all of the hardware needed to install and other missing items.
  - Bob Willsey asked the staff if they were ready to make a recommendation

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- Additional discussion ensued.
- Bob Willsey moved to take the staff's recommendation to adopt Security Pros quote of \$10,028.47. Pam Gould seconded. Phyllis Carr asked if she could sign the proposal. Bob Willsey amended his motion to give Phyllis Carr authorization to sign. Motion carried 4-0.

### **Budget Management Report:**

- Dax Norton presented the budget reports
  - Dax Norton explained that the sanitary sewer was in the red because the sanitary sewer rehabilitation design fees were being funded out of the operating budget as opposed to the depreciation or asset management funds.
  - Dax Norton stated that the water utility continues to run in the black throughout 2022.
  - Brief discussion ensued.

### **Operations Report:**

- Phyllis Carr discussed the September 6, 2022 leak and boil water order.
- Town Council President Nancy Crocker praised the staff for a job well done handling a very stressful situation with such a large water leak.
- Dax Norton urged the Board to urge others to refrain from attempts to micro-manage the excellent staff.
- Town Council President Crocker recommended that Bob Willsey write an email commending the staff for a job well done.
- Dax Norton stated that the Chief Administrative Officer / Chief Operations Officer roles had worked very well together and this system was working well.

### **State Park Project Update:**

- Robin Willey stated that the park water line was installed to the south drive.

### **Sanitary Sewer Rehab Project Update:**

- Dax Norton stated that he sent the quarterly agreed order compliance report to IDEM.
- Dax Norton stated that design is 30% complete
- Dax Norton stated that design has been halted while waiting on word from the IFA about funding.

### **2023 Budget:**

- Dax Norton stated that the payroll numbers were added into the budget worksheet already and he would add the rest of the numbers after consultation with staff.

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- Bob Willsey suggested the board should be prepared to ask staff questions after this part of the process was completed
- Discussion ensued.

**Adjourn:**

The meeting adjourned at 8:45 pm.

*The audio recording made at the Nashville Utility Service Board meeting on 9-14-2022 is retained in the office of the Town Clerk-Treasurer and available on the town website [www.townofnashville.org](http://www.townofnashville.org)*

  
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President Bob Willsey

  
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Date