

**Nashville Utility Service Board**  
**Meeting and Budget Work Session**  
**September 15, 2023**

Commission members present: President Pam Gould, Vice-President Alyn Brown, Secretary Nancy Crocker, Member Scott Dick and Member Tom Roberts. Also in attendance: Water/Sewer Operator Robin Willey, Chief Administrator Phyllis Carr, ms consultants Representative Nathan Delisle, Municipal Operations Consultant Dax Norton, Town Council Member Jane Gore, Town Manager Sandie Jones. Present via Zoom: ms Representatives, Dan Cutshaw and Carla Mann.

**1. Opening the Meeting**

President Gould called the work session to order at 10:07am.

**2. APPROVAL OF MINUTES:**

Vice-President Brown made a motion to approve the August 11, 2023 and September 8, 2023 meeting minutes. Secretary Crocker seconded the motion. All were unanimously in favor.

**3. Presentations:**

**A. Electrical Request**

MOC Norton spoke about an Electrical Request. The County is installing security cameras under the bridge of the Salt Creek Trail. The County is requesting permission to pull power from Nashville meter on the Brown County Inn Lift Station. MOC Norton thinks it is a good idea to show corporation with the County. It will cost the Town about \$15.00 month, but it will not hurt the budget that is in place. Secretary Crocker made a motion to approve the request for the County to tap in to the electrical. Vice-President Brown seconded the motion. All were unanimously in favor.

**B. SOP**

MOC Norton wanted to discuss a new Protocol involving Billings and Utility. This starts in billing. There will be Red Flags that go off, within the software to alert higher water usage. This will go to the Utility Billing Clerk first, then to Chief Administration Carr to see the reports and compare it to the previous month. She will then communicate with the outside team to see if they need to get a meter read, or she will contact the customer to see if they could provide information about the water usage. This will cut down on unnecessary meter data reads and other tasks the operators are doing. Secretary Crocker made a motion to accept the new protocol. Vice-President Brown seconded the motion. All were unanimously in favor.

**4. Adjustment Requests:**

There were three requests for adjustments. Water/Sewer Operator Willey told the Board that there are no issues with the requests. Secretary Crocker made a motion to accept the adjustments as presented. Vice-President Brown seconded the motion. All were unanimously in favor.

**5. Monthly Reports:**

**A. Budget/Revenue Management Report**

MOC Norton, water side- less revenue from operating. Billings were lagging some. There were no over-expenditures, all looked good.

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**B. Operations/ MRO Report**

Water/Sewer Operator Willey said things are running well this month. No issues to discuss.

**C. Water Loss Report**

Water/Sewer Operator Willey said water loss was better than last month. It was 36% the previous month. Repairs on leaks are happening much quicker. The State Park coming on helps a lot. President Gould wants to see consumption for the State Park. Water/Sewer Operator Willey will send the consumption report to the Board Members each month.

**D. Wastewater Rehab Project Update**

ms Representative Delisle said it was a busy month.

- 1) Had locators in to pinpoint the exact location of the force main for Washington Street Lift Station
- 2) Completed Survey
- 3) Update easement- need additional 25' width for the gravity sewer line and parallel temporary Easement for construction.
- 4) Permitting and Wetlands team, out to do their fieldwork at Salt Creek with force main. Working on Wetlands Report for Permit.

**6. 2024 Budget Workshop:**

**A. Contract Services- Water**

Discussion among board members, MOC Norton and Water/Sewer Operator Willey. The budget for last year was \$60,000. The board feels it needs to be higher for 2024, due to repairs that were costly and inflation. They decided upon raising the budget amount to \$80,000 for 2024.

**B. Contract Services- Sewer**

Discussion among board members, MOC Norton and Water/Sewer Operator Willey. There are a couple of collapsed lines. MOC Norton said those must be priority for repair before the sewer project. The board decided on a budget amount of \$100,000 for 2024.


**C. Custodian for water and sewer**

The board decided on a budget amount of \$8,000 for both water and sewer.

Next meeting will be September 29, 2023, at 10:00am to continue Budget Work Session.

**7. Adjourn**

President Gould adjourned the work session at 11:27am

  
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President Pam Gould

  
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Date