

**NASHVILLE UTILITY SERVICE BOARD MEETING
WEDNESDAY MAY 11, 2022**

Commission members present in person: Vice President Bob Kirlin, Secretary Alyn Brown, Member Pam Gould, Member Dan Klaker. Commission member not present: President Bob Willsey. Also in attendance in person: Municipal Operations Consultant Dax Norton, Town Administration Manager Phyllis Carr, NMU Water/Sewer Utility Operator Robin Willey, Town Manager Sandie Jones and Town Attorney Wanda Jones.

COMMISSION BUSINESS

1) Call to Order

Vice-President Kirlin - called the meeting to order at 6:32 and did the roll call.

- Sandie has been promoted to Town Manager

2) Approval of Minutes

- April – 13 – Not done yet
- April 20 – Work Session – Motion to approve as presented –
 - Motion by Dan
 - Second by Pam

3) Adjustment Requests –

- All approved – By Robin
 - Question by Vice-President Kirlin– How many of these would have been approved under the proposed ordinance?
 - 2 of the 3
- Have the new guidelines gone to council?
- **Member Klaker - Motion to approve as written**
- **Member Gould – Second**

○ Monthly Reports:

- Budget Review Management Report
 - Where are we on budgets?
 - Water is in the black
 - Member Gould asked how much of this is due to the rate tracker increase
 -
 - Sewer is in the red
 - Due to some upfront costs
- KPI's
 - Many different areas to measure –
 - Need to focus on 5 or 6
 - Water Loss
 - Individual Labor KPI's?
 - MOC Norton will send us a list of these to look at and consider.
 -
- SOP's
 - Anyone that has to do with the day to day operation of the utilities
 - No one has these in place at this point.

NASHVILLE UTILITY SERVICE BOARD MEETING MAY 11, 2022

- Vehicle Maintenance, Vehicle Care, Etc.
- Lab procedures –
- This is in the original list of things for MOC Norton to complete
- Asset Management Plan – Nathan creating – Already on approved SOW
 - 100's of pieces of information in 100's of different places
 - Nathan - Have something by the end of the summer – Draft
 - This will need to be continuously updated once it is created
 - This information can be placed into Ziptility, or whatever else we use.
 - This would fulfil our 5 year plan.
 - Asset management plan would have
 - Anything with a \$5K or more would be in this
 - This would start with an excel spreadsheet –
 - Can Ziptility do this type of thing?
 - Data, Water Leaks, in different sections –
 - Member Gould – Concern is that once this is complete, how do we keep it alive –
 - How do we input this into a software program?
 - This workorder
 - How do we manage this going forward after this is complete?
 - Realistically we are looking at end of August to do this.
 - This should be able to do work orders.
 - Member Gould asked if there is an efficient way to do this –
 - Is this working for you?
 - Have Nathan there –
 - Asset Management – Ziptility was about where things are in the ground
 - Is there a different set of terminology for that?
 - License we got from Ziptility – When we know where an asset is, we map it.
 - And it tells us where it is.
 - Does Ziptility have an asset management system
 - Will take a strong commitment to make keep this alive?
 - What is the crunch with the state revolving fund?
 - Because we submitted our preliminary engineering report last year, we just have to self-certify that we are developing the asset management plan
 - If we aren't under the gun let's make sure we have what we need to keep it alive
 - 36 page document that no one is going to read is not worth the \$\$
 - Talk to Ziptility, review their program, see what we need, and get a cost and timeframe.
 - Licensing will be in this also
 - But the licensing will be in word files?
- Water Master Plan
 - Created water system map
 - Handed out –
 - Created sewer map
 - Surprises –

NASHVILLE UTILITY SERVICE BOARD MEETING MAY 11, 2022

- Hodgepodge of water line sizes
- Lack of hydrants in Downtown
- Water Leak detection
 - Wearing the guys out –
 - Calling in contractors
 - Robin is on leaks also
 - Plant is hurting
 - IGA was a good leak find – 200K gallons per month
 - Found a new one on 135, and figuring it at 400K per month
 - Who will pay for repaving at the IGA –
 - We will repave it ourselves
 - Pavers can only do what is on the list
 - Leak on Jackson Branch –
 - Came in this morning and found it
 - Tested for chlorine in the ditch –
 - Moved up, tested again, tested again... isolated it 1 ½ under the grave
 - 57% leaks... fixed about 5%
 - Secretary Brown asked about incentivizing the team to fix leaks.
 - Do we need to modify the Salary Ordinance to allow for bonuses for fixed leaks, and money saving?
 - How to incentivize people to go above and beyond
 - MOC Norton will research?
- Operations/MRO Report
 - Trying a new chemical –
 - Using less than ½ of the chemicals
 - Reducing it even more
 - Using a lot less than if we were using Alum
 - If we officially switch to this chemical, we have to notify IDEM
 - Vice-President Kirlin asked how often we test the water before discharging –
 - 3x per week.
- Water Loss Report
 - 57%
- State Park Project
 - Water bond will close on the 25th.
 - At that point, contracts with the engineer will be assigned.
 - Curry Engineering will do the work
 - The bids were for construction
 - Contract has been awarded
 - 2 bids for the tanks and 2 bids for the waterlines.
 - Estimated construction start date – August of 22, completion in December 22 (this seems too fast)
 - This is not really a loan, it is a forgivable loan
 - Town is signing off on all of it, but it is all forgiven.
 - The town has to agree with the contract with Curry to do the engineering with the state park.

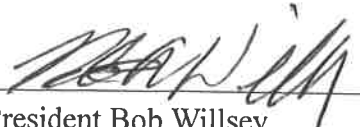
NASHVILLE UTILITY SERVICE BOARD MEETING MAY 11, 2022

- The same with ARA is doing the labor standards. We are not paying for it, but we are signing it.
- The state can't loan money to the state
- **Unfinished Business:**
 - Review Master Services Task Order Form –
 - This needs significant updates
 - Operations Report
 - Verizon coming in to discuss smart City
 - Water Leak updates?
 - Sewer
 - MOC Norton –
 - Asked the state to fund the Salt Creek Lift Station
 - 2 million
 - And asked for \$5 Million more
 - We do not have an estimate for the total project - \$10.5 Million
 - This is approximately 30% Done
 - Waterworks Rehab Project –
 - We are waiting on the Water Master Plan
 - Update Rate –
 - Will be at the next meeting –
 - This should show up on the October bill.
- **New Action Items**
 - Make sure Wanda is going to work on converting the proposed ordinance
 - Dax will send a list of potential KPI's
 - Robin/Dax – Will reach out to Josh and set up a meeting/Work Session with them
- **Old Action Items**
 - MOC Norton will review and find out where the asset Management Reserve Transfer Payment went. To pay for the Rural Development Loan that we pay every year. – Complete
 - Operator Willey will get more information about the tracking system and will work with Town Council President Crocker to discuss with the Police Department.
 - Town Attorney Jones – Find out if we have a conflict statement
 - Spreadsheet of editable action items on the Google Drive.

- **ADJOURN**

Vice-President Kirlin adjourned the meeting at 8:15 pm.

The audio recording made at the Nashville Utility Service Board meeting on 5-11-2022 is retained in the office of the Town Clerk-Treasurer.



President Bob Willsey



Date