

December 6, 2023

M E M O R A N D U M

To: City of White House Stormwater Advisory Board
Jason Reynolds, City Engineer

From: Derek Watson, City Recorder

Re: Meeting of the Stormwater Advisory Board

The Stormwater Advisory Board of the City of White House will meet on Monday, December 11, 2023. The meeting will take place at 4:00pm in the Board Room of the Billy S. Hobbs Community Center located at 105-D College Street.

If you have any questions or are unable to attend, please contact me at 615-672-4350, option 4.



CITY OF WHITE HOUSE
Stormwater Advisory Board
Agenda
December 11, 2023
4:00 p.m.

- I. Call to Order by Chairman
- II. Roll Call
- III. Adoption of the Agenda
- IV. Approval of September 11, 2023 Meeting Minutes
- V. Reports
- VI. New Business or Discussion Items
 - a. Current Stormwater Project
- VII. Other Business
- VIII. Adjournment

CITY OF WHITE HOUSE
Stormwater Advisory Board Minutes
September 11, 2023
4:00 p.m.

I. Call to Order by Chairman

Meeting was called to order 4:00 pm by Chairman Andy Cieslak

II. Roll Call

Mr. Gerald Herman - Absent; Mr. Ceagus Clark – Present; Mr. Drew Christenson – Absent; Mr. Jason Barnes – Present; Mr. Andrew Taylor – Present; Mr. Andy Cieslak – Present; **Quorum – Present.**

III. Adoption of the Agenda

Motion was made by Mr. Clark, second by Mr. Barnes to approve the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

IV. Approval of June 12, 2023 Meeting Minutes

Motion was made by Mr. Clark, second by Mr. Barnes to approve the minutes from the June 12, 2023, meeting. A voice vote was called for with all members voting aye. **June 12, 2023 minutes were approved.**

V. Reports

Motion was made by Mr. Clark, second by Mr. Barnes to approve the reports. A voice vote was called for with all members voting aye. **Motion passed.**

VI. New Business or Discussion Items

a. Current Stormwater Project

Stormwater Manager Mike Hussion was present and reviewed stormwater projects that have been completed in White House since the last Board meeting.

VII. Other Business

Stormwater Manager Mike Hussion discussed that the Ms4 permit was submitted and approved by Tennessee Department of Environment and Conservation (TDEC).

Stormwater Manager Mike Hussion thanked his stormwater crew which was present at the meeting and introduced them to the Board members.

Finance Director Jason Barnes asked about the department's process for notice of violations. Mr. Barnes discussed that the new apartment complex called The Mill had excessive trackouts on Hwy 31W. Mr. Hussion noted that The Mill has been contacted and normally a total of two verbal warnings are assessed before a notice of violation is charged.

VIII. Adjournment

Meeting adjourned at 4:15 pm.

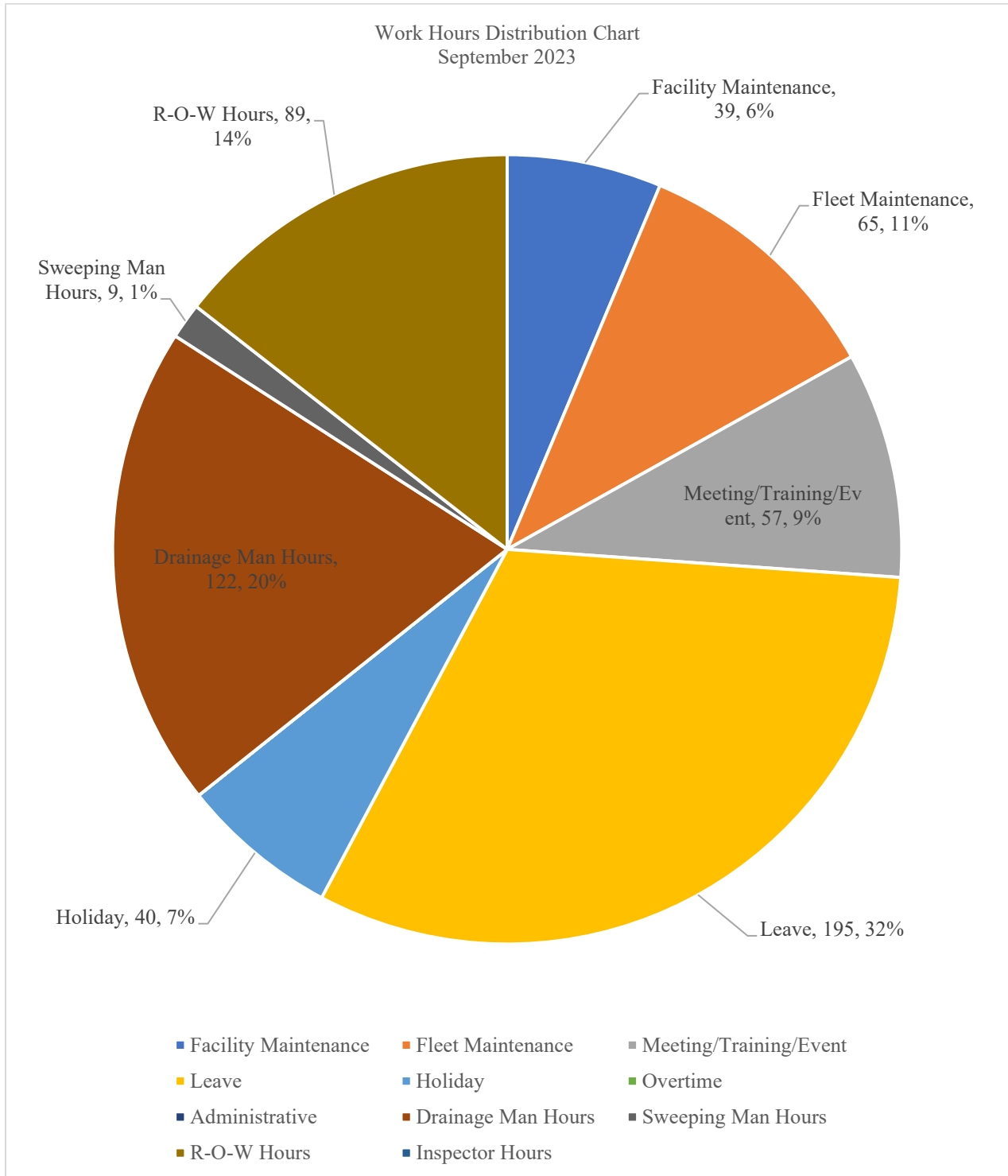
ATTEST:

Andy Cieslak, Chairperson

Derek Watson, City Recorder

Public Services Department – Stormwater Division September 2023

Total Hours Worked in The Stormwater Division were 640 hours. The chart below shows percentage of time spent on each task.



**Public Services Department – Stormwater Division
September 2023**

Monthly Work Log

WO090523003, 193 S. Palmers Chapel – Assist Public Works with road repairs.



WO090523004 - 007, 427 Industrial Dr. – vehicle inspections and equipment repairs. Check hot spots after rain.



WO091323003, 100 Brook Ct. – Flooding complaint due to adjacent construction at Frey Branch Cottages. No flooding observed. TDEC is investigating this same complaint with comments on invert elevation of temporary crossing. City will coordinate with TDEC.

**Public Services Department – Stormwater Division
September 2023**

WO090523003, 193 S. Palmers Chapel – Assist Public Works with new asphalt.



WO091123008, 107 Copperfield Ct. – clean debris around SCM



WO091423002, Hot spot monitoring - Cleaned storms drains around city. Holly Tree subdivision, Indian Ridge subdivision, Hillwood Dr., Kennedy Dr., Calista Rd., Briarwood subdivision, N Palmers area.



**Public Services Department – Stormwater Division
September 2023**

WO091823003, 129 Oak Park Ct. – ditch maintenance.



WO091823005, 307 Tyree Springs Rd. – ditch maintenance.



WO091823012, 427 Industrial Dr. - Repaired pick-up heads on street sweeper.

WO092123003, 427 Industrial Dr. - Added new Public Services logos to vehicles.

WO092123004, 132 W Main St, Gallatin - CoRE-EX Program, 811 pipeline training

**Public Services Department – Stormwater Division
September 2023**

WO092523003, 421 Wilkinson Ln. – culvert inspection. Scheduled maintenance 4 weeks out.



WO092723001, Morgan Trace Ct. at N. Palmers Chapel Rd. – Inspect options for removal of valley gutter.



**Public Services Department – Stormwater Division
September 2023**

WO092823003, City hot spots – flooding issues

212 Hillwood Dr. (The Mills)

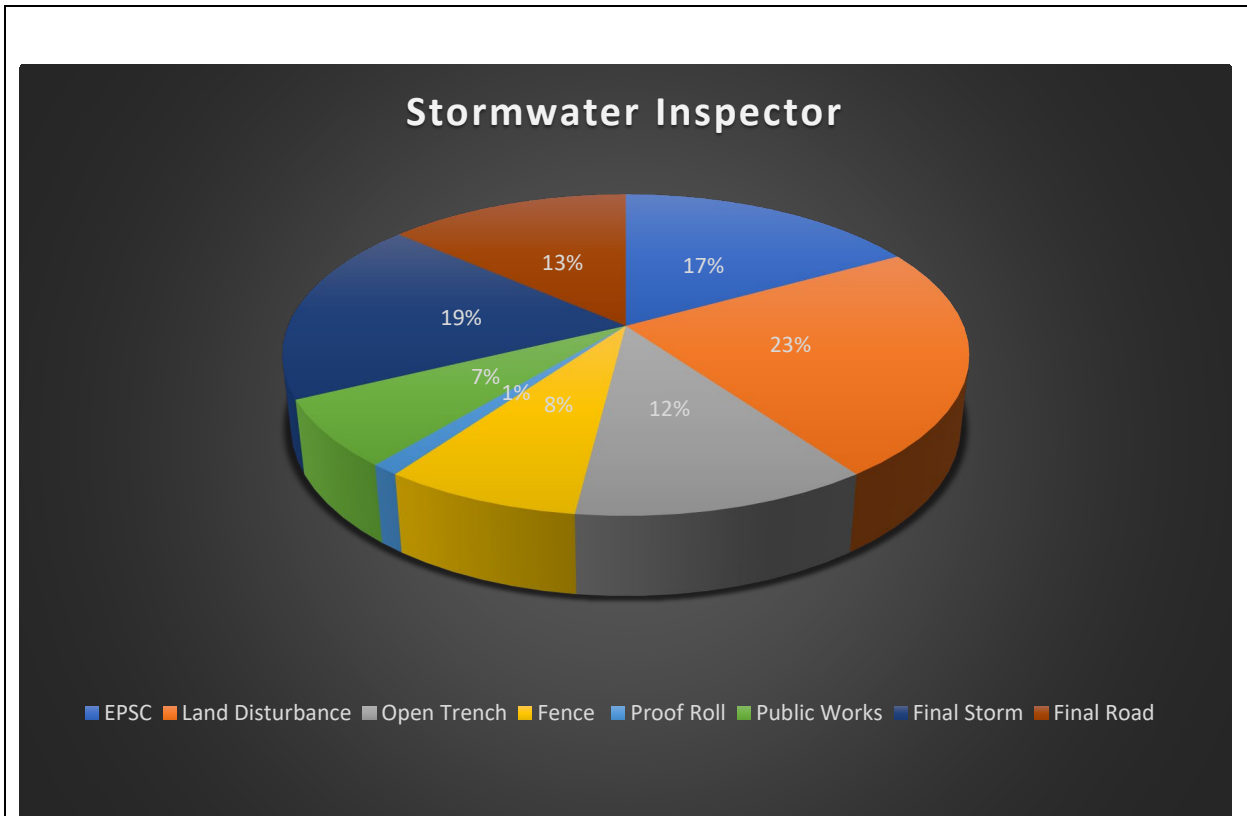


400 Valley View Dr. (Copes Crossing)



**Public Services Department – Stormwater Division
September 2023**

Stormwater Inspector Notes



EPSC Site Inspections	30
Land Disturbance	41
Open Trench Inspections	21
Fence Inspections	14
Proof Rolls	2
Public Works Inspection	12
Final Storm	33
Final Road	24
Total Inspections Performed for the Month	177

Daily Work Activities:

Sept. 4 – **Labor Day**

Sept. 5 – Composed BMA Notes, updated work orders, and work log, prepared weekly schedule, worked on ADA research, and updated fence permit information. Final inspections at 755 N. Palmers Chapel Rd. Form Inspections at Legacy Farms and Summerlin. LD inspection at Exotic Marble.

Public Services Department – Stormwater Division
September 2023

Sept. 6 – Springbrook Subgrade Proof Roll, training Public Works Inspector. Provide correspondence regarding land disturbance applications and Long-term Maintenance Agreements. Reviewed Fence Permit applications.

Sept. 7 – Proof Roll at The Reserve at Palmers Crossing marking curbing and sidewalk repairs. Phone conversation regarding updates with Tyler Tech Software Updates. Met with Development Team to review issues at Dorris Farms Phase 2. Land Disturbance Inspections at Legacy Farms. Final Inspections at Willow Grove and Legacy Farms. Reviewed Fence Permit applications.

Sept. 11 – Meeting at City Hall for Compensation Study. EPSC Inspections at Jackson Farms, Legacy Farms, Frey Branch Cottages, Fields at Oakwood, and Calista Farms.

Sept. 12 – Updated records, permits, and work orders. Reviewed CCTV Footage for Summerlin. Open Trench Inspections at CORE5 and Legacy Farms Phase 3. Reviewed Fence Permit applications.

Sept. 13 – Reviewed CCTV Footage for Caliber Collison. Updated LTMAP information. Reviewed Specifications on Stormwater Infrastructure. Worked on Target Solutions. Discussions with Greg for training purposes. EPSC Inspections at Shell Fuel Station.

Sept. 14 – EPSC Inspections at Marlin Pointe, Review of violations with Developers at Dorris Phase 1&2. Land Disturbance Inspection for The Parks Phase 5.

Sept. 18 – Inspections at Box Culvert CIP, EPSC Inspections at Highland Park, Rec. Center, and The Mill. Reviewed Fence Permit applications.

Total Hours:

Hours Worked: 120.0

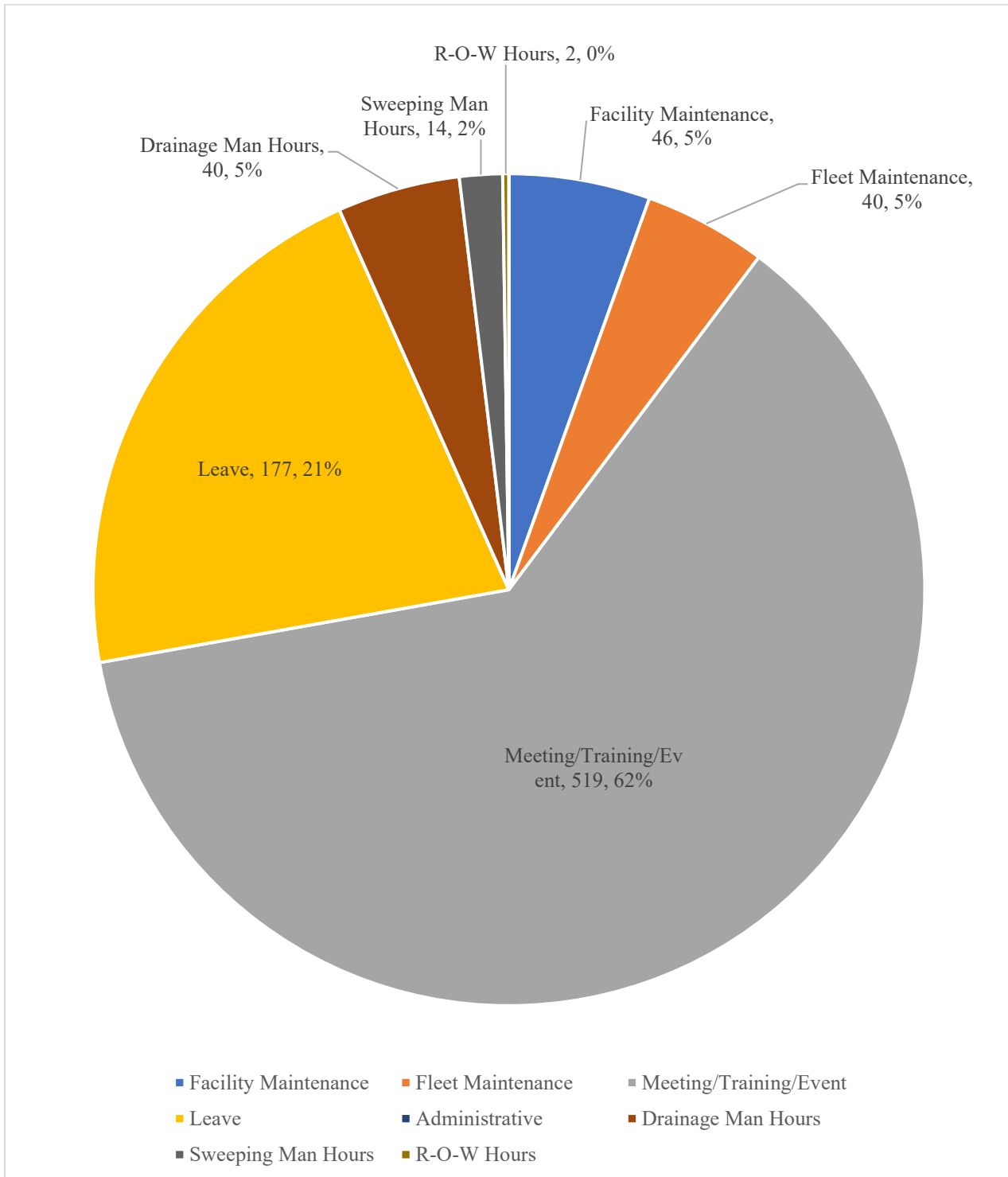
Overtime: 0.5

PTO: 8.0

Holiday: 10.0

**Public Services Department – Stormwater Division
October 2023**

Stormwater Division worked a total of 838 hours, including 158 hours of overtime and 40 hours of holiday time. The chart below shows percentage of time spent on each task.



Public Services Department – Stormwater Division
October 2023

Monthly Work Log

10/02/2023 – 10/20/2023 - CDL Training



10/23/2023 - Team meeting, inspections of projects on hold past 3 weeks, repair ditch witch, return rental dump.

10/24/2023 - 420 Calista Rd. debris cleanup, preparations for Trail-of-Treats, uniform follow up, IT follow up, vehicle maintenance.



**Public Services Department – Stormwater Division
October 2023**

10/25/2023 - Snow plow prep, street sweeping



10/25/2023 - Union Rd. cleanup.



10/26/2023 - Trail-of-Treats setup, employee luncheon, work on parade float.



**Public Services Department – Stormwater Division
October 2023**

10/30/2023 - Rain: 0.5" Target solutions, 208 Cherry Ln. inspection, PPE purchases (jackets, gloves, coveralls), clear street sweeper indoor storage area. Facility/Vehicle maintenance.

10/31/2023 - 213 Hillwood Dr. drainage improvements



**Public Services Department – Stormwater Division
November 2023**

Stormwater Division worked a total of 640 hours, including 0 hours of overtime, 160 hours of leave time and 100 hours of holiday time (Chris Keith remains on medical leave). The maintenance crew improved approximately 630 linear feet of the drainage system. Inspector spent 61% of time on Stormwater.

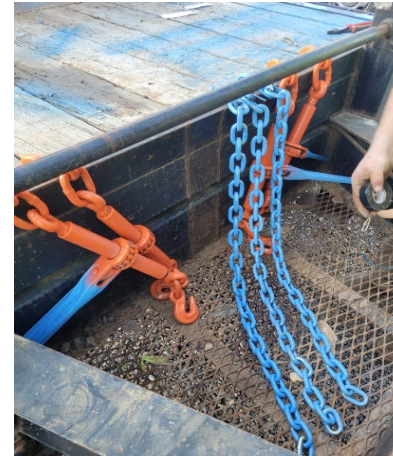
11/02/2023 – recycled old trailer, set up snow plow



11/06/2023 – remove tree debris, remove Morgan Trace gutter ramps.



11/07/2023 – Preventative maintenance, vehicle maintenance

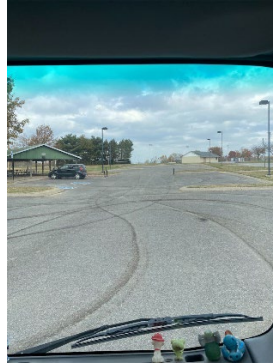


**Public Services Department – Stormwater Division
November 2023**

11/08/2023 – Wilkinson Ln. drainage improvements



11/08/2023 – street sweeping



11/09/2023 – set up Christmas tree, street sweeping



**Public Services Department – Stormwater Division
November 2023**

11/09/2023 – Apache Trail CIP tree removal and pole inspection (CEMC)



11/14/2023 – The Mills outfall modifications.



11/15/2023 – Apache Trail CIP, tree removal for design adjustments to flow path.



**Public Services Department – Stormwater Division
November 2023**

11/16/2023 – Tyree Springs drainage improvements



11/20/2023 - Storm cleanup at pump station



11/28/2023 - 219 Hobbs meeting, safety meeting, shop inspections, brush truck ride along



**Public Services Department – Stormwater Division
November 2023**

11/29/2023 - Street sweep, parade float, rain hot spots, assist public works

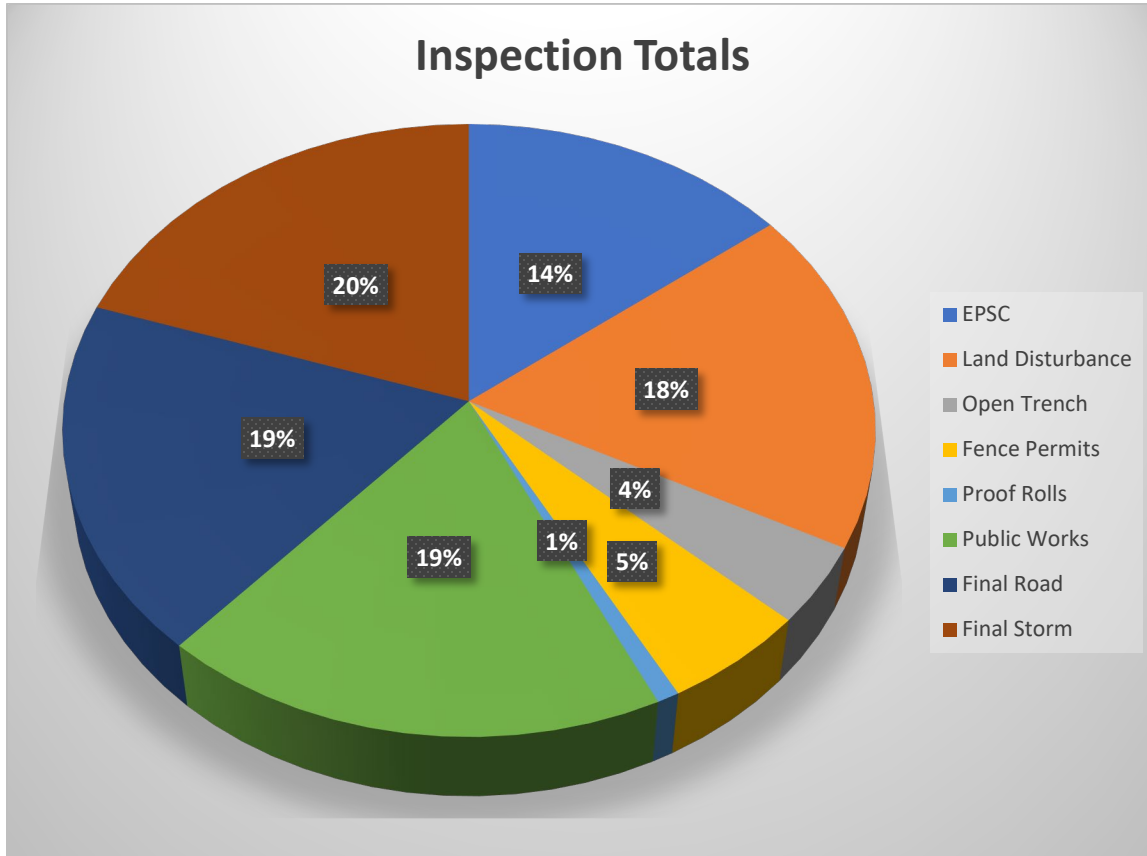


11/30/2023 - Street sweep, fire extinguisher inspection, parade decorations



**Public Services Department – Stormwater Division
November 2023**

Inspector Notes



EPSC	35
Land Disturbance	44
Open Trench	10
Fence Permits	13
Proof Rolls	2
Public Works	45
Final Road	45
Final Storm	48
Total	242

Public Services Department – Stormwater Division
November 2023

Work Log:

- November 1 – Completed BMA Notes, updated LDP information/ spreadsheet tracker, and other information. Open trench Inspections at Calista Farms and Legacy Farms. Reviewed Fields @ Oakwood for Maintenance Bond on Stormwater.
- November 2 -Completed Burress Ridge Plans review. Reviewed Stop Work Order on Dorris Phase 2. Open Trench Inspections at Legacy Farms and Calista Farms.
- November 6 – Completed Updated LDP Spreadsheet. Inquired about additional and required Training. EPSC Inspections at Pinson Pointe, WHHHS, Legacy Farms, Jackson Farms, Fields at Oakwood, Frey Branch, Sage Farms, Cambria Phase 3b, Dorris Farms Phases 1 & 2, and Marlin Pointe.
- November 7 – Meeting with the Stormwater Team on Policy acknowledgment regarding Punctuality. Assisted Stormwater Manager with Software Troubleshooting. EPSC Inspections at Springbrook, Willow Grove, Summerlin, White House Shops, and Highland Park. Met with the Contractor at Springbrook to review concerns with castings at the curb line. Met with the Inspector at Willow Grove. Spoke with Chris at White House Shops about addressing track out and repairs needed.
- November 8 – Training with Greg on Concrete in regards to Title 16. Reviewed New Process for Fence Applications within Tyler CSS. Updated Inspection reports. Proof Roll of 1st lift base stone at Highland Park. Open Trench at Frey Branch Cottages.
- November 9 – P. T. O
- November 13 – Veterans Day Holiday
- November 14 -16 - P. T. O
- November 20 – 22 – P. T. O.
- November 23 – Thanksgiving Holiday
- November 27 – On-site Density Testing for Turning Land at Willow Grove. Open Trench Dorris Farms 2. Met with New Builders to discuss the expectations on the vertical construction of Dorris Farms 1 & 2.
- November 28 – Met with the Contractor at Legacy Farms to discuss issues on twice-weekly reports. EPSC inspections at Towne Center, The Mills, Cardinal Pointe, Core 5, and Copes Crossing.
- November 29 – Reviewed Stormwater Conflicts at White House Shops, per Andy. Met onsite to review and discuss the issues with the configured design. Open Trench at White House Shops. EPSC Inspections at White House Assisted Living, Fields at Oakwood, Calista Rd. Sub.
- November 30 – Updated Notes, reports, and Inspections reports. EPSC Inspection at Rec. Center.