

*June 8, 2020*

# **M E M O R A N D U M**

To: City of White House Stormwater Advisory Board

From: Derek Watson, City Recorder

Re: Meeting of the Stormwater Advisory Board

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The Stormwater Advisory Board of the City of White House will meet on Monday, June 8, 2020. The meeting will take place at 4:00 pm in the Boardroom of the Billy S. Hobbs Municipal Center located at 105 College Street.

If you have any questions or are unable to attend please contact me at 615-672-4350, ext. 2111.



**CITY OF WHITE HOUSE**  
**Stormwater Advisory Board**  
**Agenda**  
**June 8, 2020**  
**4:00 p.m.**

- I. Call to Order by Chairman
- II. Roll Call
- III. Adoption of the Agenda
- IV. Approval of March 9, 2020 Meeting Minutes
- V. Reports
- VI. New Business or Discussion Items
  - a. Current Stormwater Project List
- VII. Other Business
- VIII. Adjournment

**CITY OF WHITE HOUSE**  
**Stormwater Advisory Board**  
**Minutes**  
**March 9, 2020**  
**4:00 p.m.**

I. Call to Order by Chairman

Meeting was called to order at 4:03 pm by Chairman Gerald Herman.

II. Roll Call

Ald. Clif Hutson - Present; Mr. Gerald Herman - Present; Mr. Andy Cieslak – Present; Mr. Drew Christenson – Present; Mr. Ceagus Clark - Present; Mr. Rob Dorris – Present; Mr. Jason Barnes – Present; **Quorum – Present.**

III. Adoption of the Agenda

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

IV. Approval of December 9, 2019 Meeting Minutes

Motion was made by Ald. Hutson, second by Mr. Clark to approve the minutes from the December 9, 2019 meeting. A voice vote was called for with all members voting aye. **December 9, 2019 minutes were approved.**

V. Reports

VI. New Business or Discussion Items

a. Current Stormwater Project List

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

VII. Other Business

None

VIII. Adjournment

**Meeting adjourned at 4:24 pm.**

**ATTEST:**

\_\_\_\_\_  
Gerald Herman, Chairperson

\_\_\_\_\_  
Derek Watson, City Recorder

**Public Services Department - Public Works Division  
February 2020**

**STORMWATER DIVISION**

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>JAN-20</b>	<b>FEB-20</b>	<b>YTD 19/20</b>
Stormwater	0	5,744	5,637	7,349	7,982		735	712	5,206
Facility Maintenance	2,049	3,494	895	541	455		75	303	533
Fleet Maintenance	1,157	1,034	339	228	308		36	95	267
Meeting/Training	572	502	345	373	300		23	37	229
Leave	807	1,253	709	576	577		80	20	445
Holiday	850	795	375	345	440		80	40	355
Overtime	263	508.5	306	334	211		7	39	229
Administrative	781	385	1,489	1,347	1,206		167	153	810
Drainage Work (feet)	0	0	2,817	3,409	12,222		150	0	1,830
Drainage Man Hours	0	0	1,229	1,359	1,809		58	42	728
Debris Removed Load	0	0	115	48	175		13	8	104
Sweeping Man Hours	0	0	92	170	237		26	26	255
Mowing Hours	0	0	175	96	117		0	0	76
Curb Repair	0	0	0	0	0		0	0	0
Shoulder LF	0	0	210	0	0		0	0	0

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>JAN-20</b>	<b>FEB-20</b>	<b>YTD 19/20</b>
Shoulder Hours	0	0	90	27	0		0	0	0
# of Potholes	0	0	0	140	0		0	0	0
Pothole Hours	0	0	2	112	30		0	0	3
R-O-W Hours	0	0	1,456	2,016	2,479		186	14	1,596

**Stormwater Improvement Projects:**

The goal is to maintain the existing drainage infrastructure through culvert replacement, ditch cleaning and dry basin mowing. This department responds to citizen drainage complaints and, as such, we list the requested projects on the City's website. Additionally, we maintain the curbed lanes, intersections, center turn lanes and bike path along 31W with our street sweeping program.

<b>Stormwater Accounting</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>JAN-20</b>	<b>FEB-20</b>	<b>YTD 19/20</b>
Units Billed	24,410.00	45,476	50,278	47,822	47,456		4,386	4,391	34,839
# of ERUs	0	0	0	86,933	88,019		8,178	8,175	65,025
Receivables (Billed)	\$107,250	\$395,818	\$638,015	\$781,529	\$791,290		\$73,520	\$73,493	\$584,575
Revenue (Received)	\$105,118	\$364,022	\$614,459	\$808,754	\$760,244		\$71,486	\$76,474	\$575,647

**Public Services Department - Public Works Division  
February 2020**

**STORMWATER FEBRUARY 2020**

Monday, February 3<sup>rd</sup>

- Stormwater Staff Meeting
- Municipal Park WO – building pad

Tuesday, February 4<sup>th</sup>

- Locate utility (Parks)
- Staff Meeting
- Fleet Maintenance

Wednesday, February 5<sup>th</sup>

- Parks (remove vegetation and debris)

Thursday, February 6<sup>th</sup>

- Fleet maintenance
- Installation of water line at the Municipal Park

Friday, February 7<sup>th</sup>

- Parks – building pad (Ron & Chris OT)

Saturday, February 8<sup>th</sup>

- Parks – building pad

Sunday, February 9<sup>th</sup>

- Parks – building pad

Monday, February 10<sup>th</sup>

- Inventory Management
- Fleet maintenance (fixed bucket on Mini-Ex)

Tuesday, February 11<sup>th</sup>

- Target Solutions
- Inspection of hot spots
- Install 6” pump to retention pond (Calista)

Wednesday, February 12<sup>th</sup>

- Fleet maintenance (cleaned sweeper and big dump truck)
- Inspection of hot spots cont.
- Installation of pump cont. (Calista/Longview)

Thursday, February 13<sup>th</sup>

- Transport pump to Calista
- Street sweeping (31W)
- Parks (moving dirt)

Friday, February 14<sup>th</sup>

- Parks – building pad (RON OT)
- Stormwater Inspections
- Stormwater Project List

Wednesday, February 19<sup>th</sup>

- Mark Pleasant Grove Rd for 1 call (remeasured for location and footage of pipe)

Thursday, February 20<sup>th</sup>

- Installed salt box on trucks
- Parks (brush removal)

Monday, February 24<sup>th</sup>

- Staff Meeting
- Stormwater Inspections (765 McCurdy Rd)

Tuesday, February 25<sup>th</sup>

- Fleet maintenance (cleaned rental equipment and fuel)
- Applied stone to Parks building pad

Wednesday, February 26<sup>th</sup>

- Insurance meeting at City Hall
- Installed EPSC at Parks
- Rolled building pad at Parks

Thursday, February 27<sup>th</sup>

- Assist with Parks & Rec building pad
- Picked up stormwater equipment
- Stormwater inspection (Baylee CT)
- Fleet maintenance (cleaned mini ex and skid steer)

**Public Services Department - Public Works Division  
March 2020**

**STORMWATER DIVISION**

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>FEB-20</b>	<b>MAR-20</b>	<b>YTD 19/20</b>
Stormwater	0	5,744	5,637	7,349	7,982		712	757	5,963
Facility Maintenance	2,049	3,494	895	541	455		303	70	603
Fleet Maintenance	1,157	1,034	339	228	308		95	53	320
Meeting/Training	572	502	345	373	300		37	56	285
Leave	807	1,253	709	576	577		20	20	465
Holiday	850	795	375	345	440		40	0	355
Overtime	263	508.5	306	334	211		39	41	270
Administrative	781	385	1,489	1,347	1,206		153	243	1,053
Drainage Work (feet)	0	0	2,817	3,409	12,222		0	1,123	2,953
Drainage Man Hours	0	0	1,229	1,359	1,809		42	117	845
Debris Removed Load	0	0	115	48	175		8	6	110
Sweeping Man Hours	0	0	92	170	237		26	62	317
Mowing Hours	0	0	175	96	117		0	0	76
Curb Repair	0	0	0	0	0		0	0	0
Shoulder LF	0	0	210	0	0		0	0	0

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>FEB-20</b>	<b>MAR-20</b>	<b>YTD 19/20</b>
Shoulder Hours	0	0	90	27	0		0	0	0
# of Potholes	0	0	0	140	0		0	0	0
Pothole Hours	0	0	2	112	30		0	0	3
R-O-W Hours	0	0	1,456	2,016	2,479		14	131	1,727

**Stormwater Improvement Projects:**

The goal is to maintain the existing drainage infrastructure through culvert replacement, ditch cleaning and dry basin mowing. This department responds to citizen drainage complaints and, as such, we list the requested projects on the City's website. Additionally, we maintain the curbed lanes, intersections, center turn lanes and bike path along 31W with our street sweeping program.

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Receivables (Billed)	\$107,250	\$395,818	\$638,015	\$781,529	\$791,290		\$73,493	\$73,592	\$658,167
Revenue (Received)	\$105,118	\$364,022	\$614,459	\$808,754	\$760,244		\$76,474	\$71,294	\$646,941

**Public Services Department - Public Works Division  
March 2020**

**STORMWATER MARCH 2020**

**Monday, March 2<sup>nd</sup>**

- Weekly stormwater meeting
- fleet maintenance
- material pickup for pipe installation project

**Tuesday, March 3<sup>rd</sup>**

- staff meeting
- install pump and hose in pond at Calista
- install drainage pipe on McCurdy

**Wednesday, March 4<sup>th</sup>**

- WO's on McCurdy (drainage repairs)

**Thursday, March 5<sup>th</sup>**

- Tornado relief in Mt. Juliet

**Friday, March 6<sup>th</sup>**

- Tornado relief in Mt. Juliet

**Monday, March 9<sup>th</sup>**

- Inspect hot spots
- Ditch work on McCurdy Rd
- Street sweeping HWY76
- Fleet maintenance (cleaned trucks)

**Tuesday, March 10<sup>th</sup>**

- Shoulder work (Sage Rd)
- Ditched sewer line

**Wednesday, March 11<sup>th</sup>**

- Locate line utility (Pleasant Grove Rd)
- Assist with curb and sidewalk repairs

- Traffic control

**Thursday, March 12<sup>th</sup>**

- Public works inspections at Summerlin (roads, curbs & sidewalks)
- Meeting with WHUD on Pleasant Grove
- Fleet maintenance (utility trucks)

**Monday, March 16<sup>th</sup>**

- TN 1 call – locating underground utilities
- Orchard Park street sweeping
- Revised stormwater project list

Fleet maintenance (cleaned street sweeper)

**Tuesday, March 17<sup>th</sup>**

- Stormwater project list updates
- Weekly staff meeting
- Cleaned out drainage pipe at wash pad

**Wednesday, March 18<sup>th</sup>**

- Traffic control for WW at Roberts Ave
- WO for Calista Rd.
- Fleet maintenance (cleaned transit

**Thursday, March 19<sup>th</sup>**

- Ditch work Roberts Ave

- Repair sewer line break on Roberts Ave

**Monday, March 23<sup>rd</sup>**

- Removed trees on PGR
- Project management (SR76 improvement)

**Tuesday, March 24<sup>th</sup>**

- Validated ditch work list
- Crew leader position interviews
- Shop maintenance
- Cleared hot spots

**Wednesday, March 25<sup>th</sup>**

- Street sweeping HWY 31W

**Thursday, March 26<sup>th</sup>**

- Roll and gravel shop parking lot

**Monday, March 30<sup>th</sup>**

- Staff meeting
- Scouted jobs with new hire
- Fleet maintenance (mini ex and oil change)
- Inspect stormwater infrastructure (Concord Springs)

**Tuesday, March 31<sup>st</sup>**

- Clean and service equipment (preventative)
- Inventory management and updates

**Public Services Department - Public Works Division  
April 2020**

**STORMWATER DIVISION**

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>MAR-20</b>	<b>APR-20</b>	<b>YTD 19/20</b>
Stormwater	0	5,744	5,637	7,349	7,982		757	648	6,611
Facility Maintenance	2,049	3,494	895	541	455		70	66	669
Fleet Maintenance	1,157	1,034	339	228	308		53	40	360
Meeting/Training	572	502	345	373	300		56	50	335
Leave	807	1,253	709	576	577		20	10	475
Holiday	850	795	375	345	440		0	0	355
Overtime	263	508.5	306	334	211		41	2	272
Administrative	781	385	1,489	1,347	1,206		243	161	1,214
Drainage Work (feet)	0	0	2,817	3,409	12,222		1,123	1,915	4,868
Drainage Man Hours	0	0	1,229	1,359	1,809		117	253	1,098
Debris Removed Load	0	0	115	48	175		6	13	123
Sweeping Man Hours	0	0	92	170	237		62	50	367
Mowing Hours	0	0	175	96	117		0	10	86
Curb Repair	0	0	0	0	0		0	0	0
Shoulder LF	0	0	210	0	0		0	0	0

<b>Total Hours Worked</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>		<b>MAR-20</b>	<b>APR-20</b>	<b>YTD 19/20</b>
Shoulder Hours	0	0	90	27	0		0	0	0
# of Potholes	0	0	0	140	0		0	0	0
Pothole Hours	0	0	2	112	30		0	0	3
R-O-W Hours	0	0	1,456	2,016	2,479		131	8	1,735

**Stormwater Improvement Projects:**

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Revenue (Received)	\$105,118	\$364,022	\$614,459	\$808,754	\$760,244		\$71,294	\$72,485	\$646,941

**Public Services Department - Public Works Division  
April 2020**

**STORMWATER APRIL 2020**

**Monday, April 6th**

- Weekly stormwater meeting
- Stabilize McCurdy Rd
- Ditch Rehab at 121 Industrial Dr

**Tuesday, April 7th**

- Ditch maintenance at 102 & 104 S.C.T Dr
- Fleet maintenance (tractor)
- Shop cleanup and organization (bush hogged back field and tire inventory)
- Stormwater inspections (land disturbance permit request)

**Wednesday, April 8th**

- Prepared stockpile location
- Stabilized ditch on S.C.T

**Thursday, April 9th**

- Jetted culvert at S.C.T
- Checked Hot Spots after rain event
- Stabilized stock pile on at shop
- Seed and straw WWTP

**Sunday, April 12th**

- Drainage man hours (OT) for flooding at 101 Meadows Ct, 101 Edwards Ct  
ID: 0415200002

**Monday, April 13th**

- Team meeting
- Target solutions
- Hot spot check ups
- Facility maintenance

**Tuesday, April 14th**

- Installed temp drive and EPSC for new stockpile location

- Generate website design and layout for department

**Wednesday, April 15th**

- Stormwater inspections at S Aztec, Indian Ridge and Morgan Trace Ct
- Swept streets at Reidway and 31W SB

**Thursday, April 16th**

- Seed and Straw stockpile are at shop (6 bales)
- Fleet Maintenance (Truck #1329 to Springfield for repair)
- Update Project List

**Monday, April 20th**

- Replaced storm grate at Hunterwood and Magnolia intersection
- Adjust basin at Pinewood Dr before paving
- Excavated end of pipe at sinkhole
- Relocated equipment at McCurdy Rd
- Fleet maintenance (cleaned street sweeper)

**Tuesday, April 21st**

- Ditch maintenance at 748, 764 & 775 McCurdy Rd
- Weekly staff meeting
- Cleaned out drainage pipe at wash pad

**Wednesday, April 22nd**

- Completed ditch work from previous day, stabilized soils

- Rehabilitate conveyance at 341 Allers

**Thursday, April 23rd**

- IT update at City Hall
- Admin Day (updating VueWorks, scheduling work orders)
- Mowing at Union Rd
- Pickup truck from Repair at Springfield shop

**Monday, April 27th**

- Team meeting
- Drainage inspections in Northwoods subdivision
- Street sweeping of HWY 76 & HWY31W

**Tuesday, April 28th**

- Stabilized open ditches at McCurdy Rd and Allers Dr
- Fleet maintenance
- Stormwater Inspections (certificates of occupancy request)

**Wednesday, April 29th**

- Inspect open trench for new subdivision developments
- Catch basin cleaning with sweeper and vactor on Cypress Ct

**Thursday, April 30**

- Training on safety and fleet maintenance
- Inventory management and reporting
- Review monthly work logs and vehicle reports
- Fleet maintenance
- Stormwater inspections

## Stormwater Project List

Our objective is to establish and maintain a proactive approach to minimize any potential for localized flooding within City limits. This includes but is not limited to culvert repairs, catch basin cleaning and ditch maintenance. In addition, a large part of this objective is to respond to citizen complaints in a timely manner.

Please be advised that this is an operative working list. It is organized to transition based on feasibility and severity. This list is subject to change at the discretion of the department manager. Please notify your supervisor when projects are complete or if any materials are needed to complete a particular project.

Address	Scope of Work
<b>*2500 HWY 31W</b>	Repair drainage pipe for Super Stop Market
<b>164 Honeysuckle Dr</b>	Re-establish swale
<b>122 Sycamore Dr</b>	Re-establish swale
<b>209 Rolling Acres Dr</b>	Re-establish swale
<b>215 Rolling Acres Dr</b>	Re-establish swale
<b>301 Rolling Acres Dr</b>	Re-establish swale
<b>102 Rolling Forrest Dr</b>	Re-establish swale
<b>302-303 Allers Dr</b>	Rehabilitate cross drain/easement
<b>403 Autumn Wood Dr</b>	Re-establish swale
<b>125 Brooklawn Dr</b>	Re-establish swale
<b>160 Blueberry St</b>	Ditch cleaning
<b>100 Baylee Ct</b>	Upgrade drainage pipe; improve swale
<b>210 Beechbrook Ct</b>	Re-establish swale
<b>218 South Palmers Chapel</b>	Install catch basin within ROW
<b>*212 Morgan Trace</b>	Remove vegetation from culverts define swale behind lot
<b>103 Spicer Dr</b>	Re-establish swale
<b>100 Oak Park Ct</b>	Improve rip rap apron by roadway
<b>*128 Oak Park Ct</b>	Redefine easement between homes to Strassle Dr
<b>100 – 102 Hobbs Dr</b>	Re-establish swale
<b>205 Hobbs Dr</b>	Re-establish swale
<b>401 Hobbs Dr</b>	Re-establish swale
<b>210 Spring St</b>	Re-establish swale
<b>200 Covington Bend</b>	Ditch cleaning; repair and/or clean out culvert
<b>309 Covington Bend</b>	Re-establish swale; repair and/or cleanout culvert
<b>105 Winchester Ct</b>	Rehabilitate drainage infrastructure to provide positive flow

<b>214 Robert Ave</b>	Re-establish swale
<b>*214 Eastside Dr</b>	Improve drainage and rehabilitate ditch line
<b>125 Villages Ct</b> <b>207 S Aztec Dr</b>	Clean inlet channel and fill in ditch line as necessary Redefining ditch. Remove trees from 211 affecting drainage pathway
<b>312 Walnut Ct</b>	Re-establish swale and ditch cleaning
<b>100 Heritage Dr</b>	Re-establish swale and extend wing wall
<b>303 Hillwood Dr</b>	Re-establish swale and apply rip rap to prevent wash outs
<b>109 Meadows Ct</b>	Re-establish swale and ditch cleaning
<b>302 Valley View Rd</b> <b>Hickerson Dr</b>	Install ROW drainage pipe between lots to alleviate open ditch Ditch cleaning
<b>506 Foster Dr</b>	Re-establish swale
<b>121 Industrial Dr</b>	Re-establish swale