

May 30, 2024

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, June 10, 2024. 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
June 10, 2024
4:00 p.m.

- I. Call to Order by Chairman
- II. Roll Call
- III. Adoption of the Agenda
- IV. Approval of March 11, 2023 Meeting Minutes
- V. Public Comment
- VI. Reports
- VII. New Business or Discussion Items
 - a. Nominations for chair and vice-chair positions (1-year term)
 - b. Voting for chair and vice-chair positions (1-year term)
 - c. Current Stormwater Projects
- VIII. Other Business
- IX. Adjournment

CITY OF WHITE HOUSE
Stormwater Advisory Board Minutes
March 11, 2024
4:00 p.m.

I. Call to Order by Chairman

Meeting was called to order at 4:04 pm by Chairman Ceagus Clark.

II. Roll Call

Mr. Jason Barnes – Present; Mr. Drew Christenson – Present; Mr. Gerald Herman - Present; Mr. Isaiah Manfredi.- Present; Mr. Andrew Taylor – Present; Ald. Mike Wall – Absent; Mr. Ceagus Clark– Present; **Quorum – Present.**

III. Adoption of the Agenda

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

IV. Approval of December 11, 2023 Meeting Minutes

Motion was made by Mr. Barnes, second by Mr. Christenson to approve the minutes from the December 11, 2023 meeting. A voice vote was called for with all members voting aye. **December 11, 2023 minutes were approved.**

V. Reports

Motion was made by Mr. Barnes, second by Mr. Manfredi 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

Assistant Public Services Director Mike Hussion was present and reviewed stormwater projects that have been completed in White House since the last Board meeting.

VII. Other Business

VIII. Adjournment:

Meeting adjourned at 4:32 pm.

ATTEST:

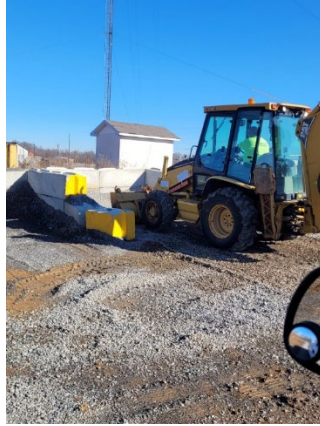
Ceagus Clark, Chairperson

Derek Watson, City Recorder

**Public Services Department – Stormwater Division
February 2024**

2/01/2024

545 Tyree Springs Rd. – Traffic control. CEMC requested help to replace a downed pole.



2/05/2024

725 Industrial Dr. – Preventative maintenance. Curb stops, cones and painted lines at new compactor to address safety concerns for citizen household waste drop off.



2/05/2024

S.R. 65 ramps – Preventative maintenance. Helped with large item trash pickup.



**Public Services Department – Stormwater Division
February 2024**

2/06/2024

307 Tyree Springs Rd. – Drainage mitigation. Clean culverts due to the pine needles.



2/07/2024

118 Highland Dr. – Drainage mitigation. Repaired concrete swale after homeowner removed fallen tree.



2/07/2024

725 Industrial Ln. - Chris Keith 30 Year anniversary



**Public Services Department – Stormwater Division
February 2024**

2/08/2024

756 N. Palmers Chapel Rd. – Traffic control. Accela complaint about bush blocking line of sight.



2/12/2024

City-wide - Potholes



2/12/2024

Union Rd. – Emergency drainage mitigation. Installed high water signs for standing water.



**Public Services Department – Stormwater Division
February 2024**

2/13/2024 & 2/14/2024

Union Rd. - Drainage mitigation. Rebuilt road shoulders, reshape ditch and bank, remove trees and obstructions.



2/15/2024

Morgan trace – Drainage mitigation. Remove valley gutter causing traffic complaints and installed smaller gutter with drain.



**Public Services Department – Stormwater Division
February 2024**

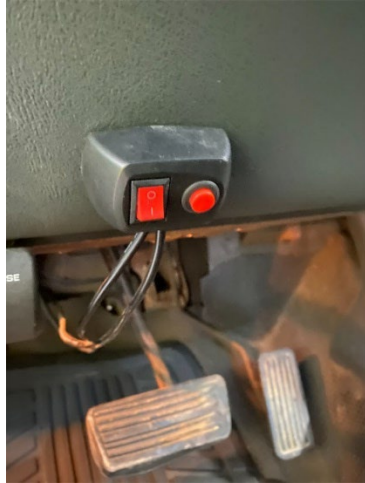
2/20/2024

Calista Rd. - Drainage mitigation. Reshape ditch before road paving.



2/21/2024 & 2/22/2024

725 Industrial Dr. – Preventative maintenance. Repaired plow, strobe switch and gas sensor.



2/26/2024

Wilkinson Ln. – Drainage mitigation. Cleared culverts at temporary crossing for Frey Branch Cottages.



**Public Services Department – Stormwater Division
February 2024**

2/27/2024

700 N. Palmers Chapel Rd. – Drainage mitigation. Cleared leaves from drop inlet. Discussing long term solutions.

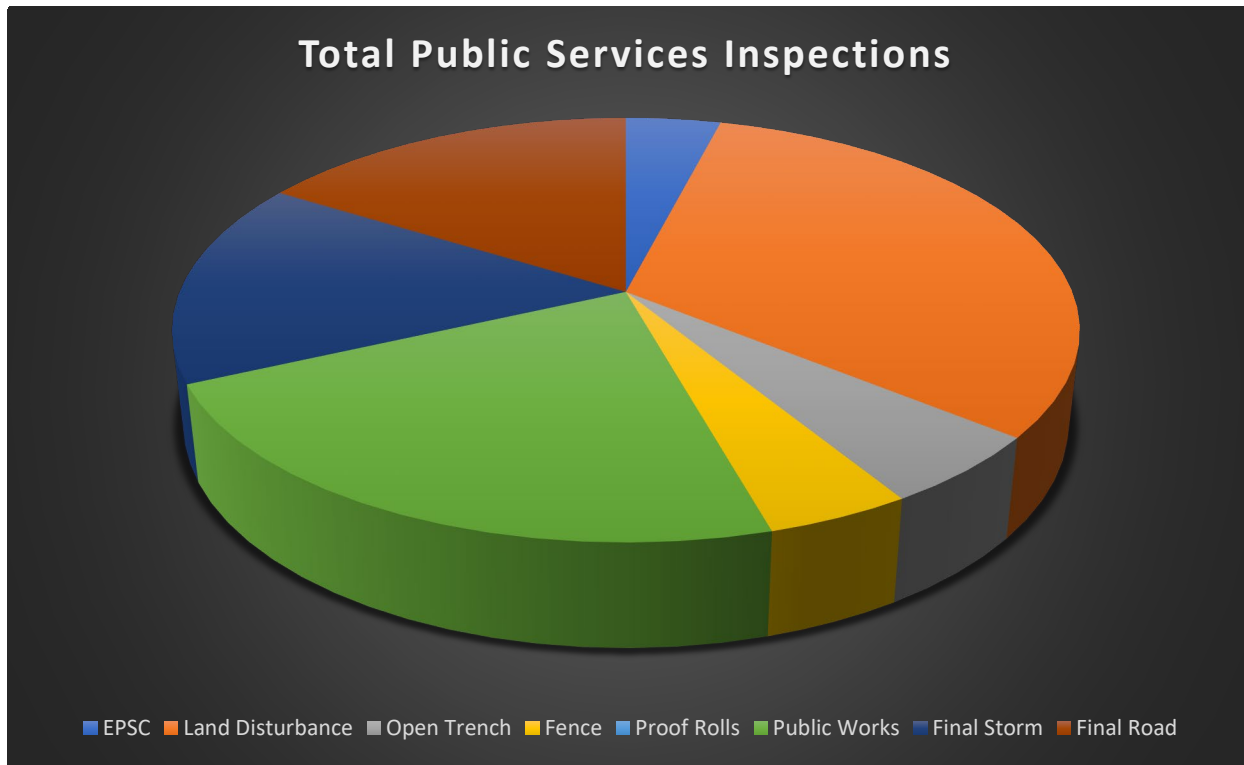


2/28/2024

225 Oakdale - Cleared pipe at retention pond.



**Public Services Department – Stormwater Division
February 2024**



EPSC Site Inspections	30
Land Disturbance	65
Open Trench Inspections	11
Fence Inspections	9
Proof Rolls	0
Public Works Inspection	46
Final Storm	32
Final Road	33
Total Inspections Performed for the Month	226

Total Hours:

Hours Worked: 90.0

P.T.O – 40.0

Holiday – 10.0

**Public Services Department – Stormwater Division
March 2024**

3/4/24: Vehicle inspections. 221 Hillwood and 400 Autumnwood drainage mitigation.



3/5/24: 309 Wyoming drainage mitigation. Facility maintenance. Insurance open enrollment.



3/6/24: Facility maintenance. Target Solutions

3/7/24: Pleasant Grove Potholes. Installed “road may flood” signs on Calista.

3/11/24: Finished Morgan Trace Job. SWAB meeting.

3/12/24: Street Sweep SR 78, Hwy 31W and Raymond Hirsch. Individual pay study meeting.

3/13/24: Autumnwood sign repair. Met owners about drainage concerns at Hillwood an Ravenwood.

**Public Services Department – Stormwater Division
March 2024**

3/14/24: 303 Autumnwood repaired road shoulder. Filled potholes at Cardinal Drive, Maiden Lane, Cheyanne drive, Wilkinson Lane. Traffic control for wastewater line break.



3/18/24: 301 Covington Bend road cut. Traffic control for mower max. Fixed drainage on Tyree Springs after wastewater line break.



3/19/24: 301 Covington Bend road repairs.



3/20/24: 301 Covington Bend

3/21/24: 301 Covington Bend. Staff meeting

**Public Services Department – Stormwater Division
March 2024**

3/25/24: 203 Laura drainage mitigation and Calista pond drainage mitigation.



3/26/24: Safety meeting. Facility maintenance. Emergency tree removal on Pleasant Grove.



03/27/24: Filled potholes on Ravenwood, Christian, Hillwood, Cherry. Target solutions.

Stormwater Inspections

EPSC Site Inspections	31
Facility Site Inspections	4
Land Disturbance	2
Open Trench Inspections	17
Fence Inspections	18
Proof Rolls	0
Final Storm	1
Final Road	42
Total Stormwater Inspections	115

Public Services Department – Stormwater Division
March 2024

Inspector's Notes

March 4th: Reviewed and submitted comments for the McInerney Industrial Project on Union. Assisted PW Inspector with Technology processes for saving and downloading pictures to the desktop and accessing the Inspection sheet on the mobile tablet. Open Trench Inspections at Calista Farms. Inquired about upcoming proprietary device “R-Tank” installation at Towne Center. EPSC Inspections at Dorris Farms Phases 1 & 2. Met Black Lion for Tech Support for Mobile Tablet. Provided Explanation of LDP Fees to Director on Site-specific questions. Update and Review Fence Applications. Reviewed Long-Term Maintenance Agreement and Plan for WH Assisted Living and Legacy Farms. Reviewed Calista Road Subdivision EPSC violations.

March 5th: Reviewed Fence Permit applications. Reviewed and commented on LTMAP submissions for WH Assisted Living and Legacy Farms. Created a drain inspection case type in EnerGov for Stormwater Infrastructure for review and approval to have configured and active to run on the mobile inspection application IGInspect. EPSC Inspection at Bridal Creek. Inspected 311 Wyoming Dr. for obstruction to drainage easement. Performance Appraisal meeting with the Director.

March 6th: Met with Contractor for Liberty Market to review sealant product and requested approval of Director of PW. Updated Inspection Reports, Spreadsheets, and work logs. Reviewed updates and next steps on the training course with EnviroCert. EPSC Inspections at 711, Exotic Marble, McInerney, Core 5, and WH Assisted Living.

March 11th: Checked emails, and notifications, reviewed fence applications, scheduled inspections. Vehicle Inspection. EPSC inspections at SRM, Center Dr., Marlin Pointe, Summerlin, Willow Grove, Springbrook, Town Center, Drew C. Dev. Open Trench at Towne Center, and Marlin. Met PW Inspector to review the correct phase of Summerlin for Curbing Repairs.

March 12th: Check Notifications in EP&L, updated schedule. Completed open enrollment and submitted documentation. Open trench at WH Shops(x2), Towne Center of R-Tank. EPSC Inspection at WH Shops, The Mill, and Cambria. Scheduled meeting with Asst. Director, No Show and not rescheduled. Compensation Review.

March 13th: Reviewed Fence Apps. Pre-Con with McInerney and provided additional Information for LTMAP. Scheduled Inspections and provided email notification of such. Met with the Development Team @ Legacy Farms to address the Repair and installation of a Concrete Apron to Lift Station and the sidewalks identified as damaged in the area. EPSC Inspections at Copes Crossing, Rec. Center, and Legacy Farms. Open Trench at WH Shops. Sent Reports from the Previous day's inspections.

March 14th: Checked notifications and reviewed Fence applications. Plans review with Inspectors, Asst. PW Director, and PW Director. Form Inspection at Infill lot on NPC, and 711. Open Trench Inspection at Marlin Pointe.

March 18th: Reviewed Fence Applications, Updated work orders, Inspection cases, and Title 16 research for site-specific issues. Field inspection of fence installation per adjacent property's request and researched the concern. Open Trench at Dorris Farms.

March 19th: Meeting on Title 16 requirements with Public Works Director, Asst. Public Works Director, and Public Works Inspector. Onsite review of Driveway widths and related concerns with Builder. Open Trench at Towne Center and Dorris Farms Phase 2 with a review of violation issues of EPSC at Dorris Farms Phase 2. Liberty Market review of outstanding items requested for correction for a final certificate of occupancy. WH Assisted Living form inspection. EPSC inspection at Sage Farms, Highland Park, WH Assisted Living, Frey Branch, Rec. Center.

March 20th: Updated Notes, Reports, and Inspections. Reviewed Fence Apps. Discussion with PW Inspector on Asphalt Temperature requirements, review of Towne Center proprietary device “R-Tank” and infiltration of Stormwater concepts and benefits, and the zoning and planning for Towne Center. Calista Rd. Sub. EPSC inspection at Pinson Pointe and The Parks. Reviewed and recorded current conditions of asphalt damages on Boyles Road. Fence Permit inspections. Updated Notes.

Public Services Department – Stormwater Division
March 2024

March 21st: EPSC Inspections at Jackson Farms, Fields @ Oakwood, Jackson Farms, White House Intermediate School. Open Trench inspections at Marlin Point and Calista Rd. Sub. Onsite review of TDOT ROW at 711 with lane widening with the contractor, engineering team, CEMC, and other staff.

March 25th: Revid, Issued, and Updated Fence Apps & Permit Information. Updated EnviroCert Training information. Composed and sent inspection reports from 3/21. Updated Project files with Related documentation. Open Trench inspections @ Marlin Pointe. EPSC Inspections at Cardinal Point, Dollar General. Reached out to SRM on Violations to Ordinance and CGP.

March 26th: Reviewed Fence Apps, updated and Sent inspection reports. Open Trench Inspections at WH Shops. Complimentary Site Review with the contractor at Springbrook. Post-Construction/City Facility BMP Inspections at Community Center. Splash Pad, Municipal Park, Calista Rd. Pond. Confirmed requirement on CCTV with Asst. Director.

March 27th: Target Solutions. Reviewed Jackson Farms SWPPP for updates. Met Developer/Owner and Contractor onsite to discuss EPSC Violations, required corrections, and updates to SWPPP for consideration of lifting STOP WORK ORDER with the Public Services Asst. Director. Reviewed the Calista Rd. Sub. for corrections from the Inspection Report.

March 28th: P.T.O. Hours. Open Trench at Town Center. Additional Research in Ordinance Requirements.

Public Services Department – Stormwater Division
February 2024

Work History:

Feb. 5th – P.T.O.

Feb. 6th – Stormwater Control Measure Inspection and Maintenance Course online. Reviewed LTMAP for Liberty Market and Highland Park. Form Inspection at Highland Park.

Feb. 7th – SCM I&M Course Part 2 and Exam. Reviewed Land Disturbance at Bridle Creek. Reached out to the development team at Copes Crossing about an old electric pole that had not been removed after a new installation. Updated and Reviewed Submitted LTMAP and provided correspondence.

Feb. 8th – Open Trench Inspection at Calista Farms and reviewed site violations from previous inspections. Reviewed LTMAP for Willow Grove. Reviewed Fence Permits.

Feb. 12th – Completed and submitted SCM I&M Exam. Reviewed Fence Permits. Reviewed Bridle Creek Permit and troubleshooting invoicing/fee functions.

Feb. 13th – Tyler Trouble Shooting. Followed up on Liberty Market's Repairs called out from Final Inspection. EPSC Inspections: Marlin Pointe, Liberty Market, Dollar General, Summerlin, Willow Grove, and Cambria.

Feb. 14th – Tyler Reviews: Exploring functions of the EP&L, organizing, and updating LDP information and expirations of permits on a spreadsheet. Identify classifications of inspections integrated into EP&L and potential new inspection case types that could be incorporated into the software. Presented information to Asst. director. EPSC Inspections: Cardinal Pointe, Sage Farms, WH Assisted Living, White House Shops, The Mill, Towne Center, Drew Christenson Dev., Rec. Center, Copes Crossing, Dorris 1&2.

Feb. 15th – EPSC Inspections at Legacy Farms, Pinson Pointe, and 711.

Feb. 19th – President's Day Holiday.

Feb. 20th – Assisted with making connections on Technology with the Public Works Inspector to be able to view Construction Documents. Updated Permit cases, reviews, and other related information to the case file. EPSC Inspections at Jackson Farms. Reviewed Marlin Pointe with the Contractor on the Installation of Stormwater Infrastructure. Follow-up EPSC and Open Trench Inspection at Marlin Pointe and Calista Farms. Pre-Con with Lennar for Highland Park. E-review meeting at City Hall.

Feb. 21st – P.T.O. Spoke with Public Works Inspector about Form Installation at Highland Park.

Feb. 22nd – P.T.O.

Feb. 26th – Reviewed Fence Permit Applications. Tyler Tech Support conversation with correcting the LD Permits issues with fees. EPSC Inspection at Fields at Oakwood, WHIS, Calista Farms, Highland Park, The Parks, and Frey Branch Cottages.

Feb. 27th – Wrote and provided information to the Assistant Director for the Notice of Violations on the Construction sites of Frey Branch, Calista Farms, and Jackson Farms. Updated Inspection report notes and reports by transferring sent or stored files to the server.

Feb. 28th – Requested Meeting by email from PS director. Contacted 711 about offsite issues brought to my attention by the Maintenance team. Fence application and LD Reviews. ADA & MUTCD Research on Crosswalk Markings and Curb Ramps. Inspected 103 Sapphire by request of the Director on concerns of illicit discharge from a single-family construction lot. Reviewed Center Dr. Land Disturbance violations and emailed management.

Feb. 29th – EPSC Inspections at Core5, DMK, and Copes, and follow-up inspection at Dorris 2. Training Public Works Inspector at Towne Center on EPSC. Open Trench At Calista Farms.

**Public Services Department – Stormwater Division
April 2024**

04/01/2024

208 Creekwood Dr. – Drainage mitigation, sinkhole in road by curb inlet.



04/01/2024

3159 Pleasant Grove Rd. – Tree cleanup.



04/02/2024

349 Calista Rd. – Drainage mitigation, road shoulder cuts for drainage at new paving.



**Public Services Department – Stormwater Division
April 2024**

04/03/2024

Robert F. Woodall Elementary School – Education/Outreach, Touch-a-Truck



04/03/2024

725 Industrial Dr. – Facility Maintenance, cleanup brush truck dump area.



04/04/2024

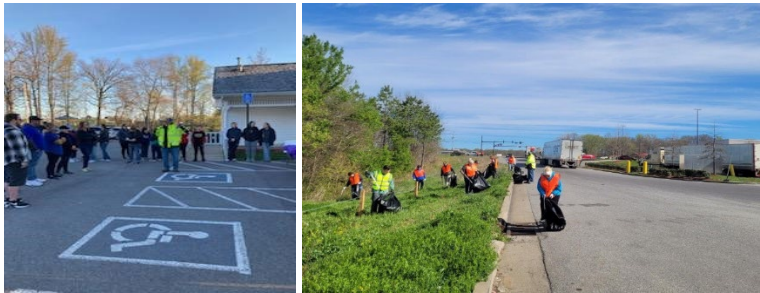
3356 Calista Rd. – Drainage Mitigation, Collins Crossing north pond spillway.



**Public Services Department – Stormwater Division
April 2024**

04/06/2024

City Wide – Sumner County Cleanup Day



04/08/2024

109 Bridlewood Dr. – Drainage mitigation, area is flat so owner will redirect drainpipe.



04/09/2024

Union Rd. – Drainage mitigation, cleaned out culvert.



**Public Services Department – Stormwater Division
April 2024**

04/09/2024

City wide – Drainage mitigation, hotspots.



04/10/2024

Sage Rd. at McCurdy Rd. – Street sweeping, remove trash and broken glass.



04/10/2024

149 Raymond Hirsch Pkwy – Street sweeping, crash cleanup.



**Public Services Department – Stormwater Division
April 2024**

04/11/2024

538 N Palmers Chapel – Drainage mitigation, blocked culvert



04/15/2024

City Wide – Street sweeping, vehicle inspections.

04/16/2024

Walnut Ct. – Drainage mitigation, removed pipe left in ditch.



04/17/2024

City wide – public works, camera cleaning, potholes.

04/18/2024

City wide – facility maintenance.

**Public Services Department – Stormwater Division
April 2024**

04/22/2024

306 Portland Rd. – General maintenance, tree removal, street sweeping, mowing



04/23/2024

100 Mohawk Ct. – Drainage mitigation, pothole repair & ditch clean.



04/24/2024

725 Industrial Dr. – vehicle preventative maintenance.

04/25/2024

725 Industrial Dr. – facility & vehicle maintenance

04/29/2024

City wide – street sweeping



**Public Services Department – Stormwater Division
April 2024**

04/29/2024

City wide – Rights of Way mowing



04/30/2024

7724 Bill Moss Rd. – drainage mitigation, reshape ditch.



04/30/2024

725 Industrial Dr. – vehicle & facility maintenance, repairs for street sweeper and excavator.

Public Services Department – Stormwater Division
April 2024

Inspectors Notes for April 2024

April 1: Checked email, and notifications in Tyler. Followed up on CPMSM Course information. Started composing Monthly March Report. Discussed the phases of the Project of Fields at Oakwood with the Public Works Inspector, and provided information. Discussed Collins Crossing with Asst. Director and assisted with equipment requests. Open trench inspections at Towne Center. Met the Public Works Inspector at Fields at Oakwood for an impromptu Review of the curbing and sidewalks of phases 2-4. Reviewed Sage Farms' Violations related to the Stop Work Order issued.

April 2: Updated information, notes, and work logs. Consolidated Notes and other documents for Monthly Reports. Viewed TTAP Asphalt Maintenance Webinar. Research into Asphalt Testing Equipment needed for Public Services staff. Reviewed Fence apps and scheduled inspections.

April 3: Updated LDP spreadsheet. Part 2 of TTAP's Asphalt Maintenance online seminar. EPSC Inspections at McInerney, Dollar General, WHIS, Summerlin, Cambria, Towne Center, and Jackson Farms.

April 4: Reviewed Fence Applications, updated Inspection notes, built reports, and updated project and permit information and files. WHUD Pre-Con. LD Inspection at WHUD. Open Trench Inspections at Dollar General, Calista Farms, and Marlin Pointe. Sent EPSC inspection reports for Frey.

April 8: Reviewed email and Notifications in Tyler. Issued LDP for WHUD. Washed and Cleaned truck 1329 and completed weekly inspection along with disconnecting the trailer that was used during the Sumner County Clean event. EPSC Inspections at Highland Park, SRM, Marlin Pointe, Cambria, Summerlin, and 711.

April 9: Reviewed Fence applications. Reviewed ERU for SRM. Assisted homeowner with Property concerns about fence permitting requirements. Reviewed and Updated Inspection reports on EPSC from the previous week. Notified contractors on corrective actions to be taken with EPSC violations. Updated LDP Permit information. Reviewed MS4 Permit. Filed remaining reports from previous weeks' inspections.

April 10: Reviewed Long Term Maintenance Agreement and Plan information. Updated LTMAP Highlight Doc to provide the specific ordinance information on one document. Worked on developing SCM Inspection Document and formatting can be completed digitally. Spoke with the Development Team at Summerlin and Publix about the ongoing EPSC & CGP violations. EPSC Inspections at The Mill, Willow Grove, Springbrook, Dorris 1 & 2. Filed returned signed reports.

April 11: Reviewed and updated Files, notes, pictures, etc. Reviewed Concord Springs Phase 2&3 for Bond considerations to Right of Way appurtenances. Reviewed Stormwater Areas for Maintenance issues.

April 15: Open Trench Inspections at Dollar General. EPSC Inspections at Cardinal Pointe. Sage Farms, White House Assisted Living, Legacy Farms. Reviewed Fence Permits at Legacy Farms.

April 17: Reviewed Fence Applications and other notifications for weekly schedule considerations. Requested New phone and laptop equipment to be more efficient in the field with composing and filing inspection reports, and researching pertinent information on site.

April 18: Impromptu meeting with Public Services Director, Assistant Public Services Director, and Public Services Inspector to discuss concerns about bond reduction and report expectations as identified in an email I sent the previous week. Random Drug Screening. EPSC Inspections at WHUD, Dorris, and Bridal Creek. Open Trench at Dollar General. (P. T. O. 2.5 hrs.)

April 22: Reviewed notifications in Tyler and Email. Edited SCM Inspection Sheet. Consolidated notes on EPSC inspections and uploaded photos. Scheduled Form Inspection for 711. Reviewed Violations noted on inspection reports at Calista Farms, Jackson Farms, Frey Branch, Fields, Marlin, and Towne Center. EPSC Inspections at

**Public Services Department – Stormwater Division
April 2024**

Jackson, Calista Farms, and Fields at Oakwood. Open trench Inspections at Jackson and Marlin. Consolidated notes, built inspection reports, and provided the correspondence.

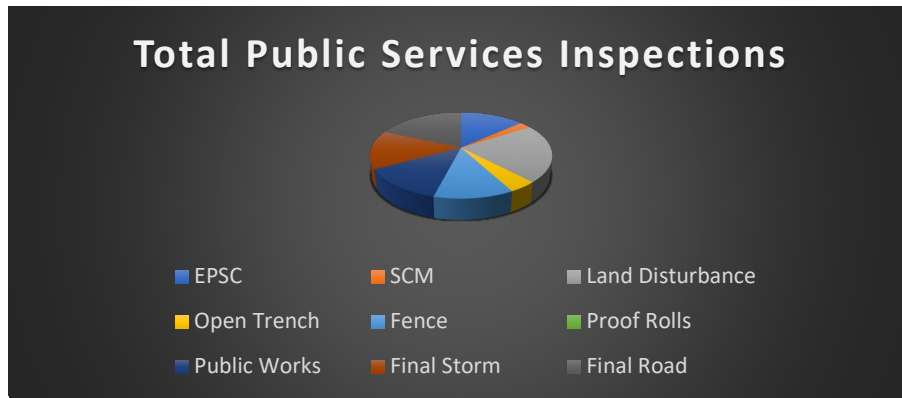
April 23: Assisted PW Inspector with accessing the Shared folder and how to navigate to files needed. Reviewed Fence Permit Applications and reviewed onsite conditions. Pre-construction meeting for the Smile Center and Reviewed Initial EPSC then Issued LDP. Checked on Sage Farms Current conditions. Updated Applications and consolidated notes. (P. T. O. 4 hrs.)

April 24: EPSC Inspections at WWTP, Pinson Pointe. Open Trench Inspections at Marlin Pointe, Jackson Farms. Phase 4 Bond Reduction. Reviewed work at Calista Road subdivision on the repair of the sinkhole in Basin 2.

April 25: P. T. O. (2hrs) Completed Reports from previous days' inspections and updated work logs and work orders. Met with the Assistant Director and discussed minor issues, permitting questions, internal issues, etc. EPSC Inspections at Springbrook. Fence Reviews. Open Trench at Marlin and Jackson. Health and Safety Fair.

April 29: Fence reviews and LDP. Reviewed Title 16. Received request on modifications to Temp Drives for consideration to permitting requirements. Composed requests to Directors for consideration and approval. EPSC Inspection at The Mill. SCM inspections at COWH Stormwater Facilities: Community Center, Municipal Park, Fire Hall #2, PD, Northwoods Retention, Chris Keith/Shady Lane Detention Basin, Calista Road Retention Basin.

April 30: Reviewed Notifications, Fence apps, Updated Reports, notes, pictures, etc. Spoke to builders at Dorris Phase 2 about ways to improve EPSC issues, secure the contractors from removing barricades to access neighboring communities, and overall improve the conditions of the site.



EPSC Site Inspections	38
Land Disturbance	62
Open Trench Inspections	12
Fence Inspections	34
Proof Rolls	3
Public Works Inspection	37
Final Storm	41
Final Road	52
Total Inspections Performed for the Month	279