

February 29, 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, March 11, 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
March 11, 2024
4:00 p.m.

- I. Call to Order by Chairman
- II. Roll Call
- III. Adoption of the Agenda
- IV. Approval of December 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 Agenda
December 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 - Present; Mr. Ceagus Clark – Present; Mr. Drew Christenson – Present; Mr. Jason Barnes – Present; Mr. Andrew Taylor – Present; Ald. Mike Wall – Present; Mr. Andy Cieslak – Present; **Quorum – Present.**

III. Adoption of the Agenda

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

IV. Approval of September 11, 2023 Meeting Minutes

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

V. Reports

Motion was made by Mr. Clark, second by Mr. Christenson 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 Projects

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

VIII. Adjournment

Meeting adjourned at 4:58 pm.

ATTEST:

Ceagus Clark, Chairperson

Derek Watson, City Recorder

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

Stormwater Division worked a total of 825 hours, including 25 hours of overtime, 101 hours of PTO and 100 hours of holiday time. Maintenance crew improved approximately 310 linear feet of the drainage system. Inspector spent 61% of time on Stormwater.

PW/SW MONTHLY WORK LOG								BMA Dec 2023	
Date: December 2023	Ed	Chris	Jacob	Tristian					
Facility Maintenance Hours	17	29	20	15				81	
Fleet Maintenance Hours	19	20	42	41				122	
Meeting/Training Hours	34	10	3	5				52	
Personal/Sick/Vacation Hrs	20	31	20	30				101	
Holiday Hours	25	25	25	25				100	
Administrative Hours	20							20	
Special Event Hours	7		5	5				17	
Emergency Hours								0	
Stormwater									
Brush Collection Stops									
Brush Truck Loads									
Leaf Pick-up Bags									
Brush/Leaves Hours								0	
Litter Pick-up Bags									
Liter Pick-up Hours								0	
Stormwater									
Drainage (Feet)									
Worked Drainage Hours	24	36	37	30				127	
Debris Removed Loads									
Street Sweeping Hours	2	4	9	9				24	
Mowing Hours								0	
Stormwater									
Curb (Feet)									
Shoulder (Feet)									
Shoulder/Curb Hours								0	
# Of Patches/Pothole Repairs									
Pothole Hours								0	
R-O-W Hours	5	4	4	4				17	
# Signs Repaired/Replaced									
Sign Work Hours								0	
Salt Hours	2	1		1				4	
Salt Tons									
Decorative St Light Hours								0	
High Mast Light Hours								0	
Total Monthly Hours								665	
Total Hours Worked:	<u>Regular</u>				<u>Overtime</u>				<u>Total</u>
	Ed	160			Ed	15		Ed	175
	Chris	160			Chris	0		Chris	160
	Jaboc	160			Jaboc	5		Jacob	165
	Tristian	160			Tristian	5		Tristian	165
	Shawn	160			Shawn	0		Shawn	160

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

12/02/2023 – Christmas Parade! 2nd place float!



12/04/2023

Dee Cee @ 76 – 7-11 construction track out, illicit discharge

12/04/2023

725 Industrial Dr. – preventative maintenance, street sweeper pick-up hose



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

12/05/2023

31W @ 76 – traffic control, camera cleaning



12/05/2023

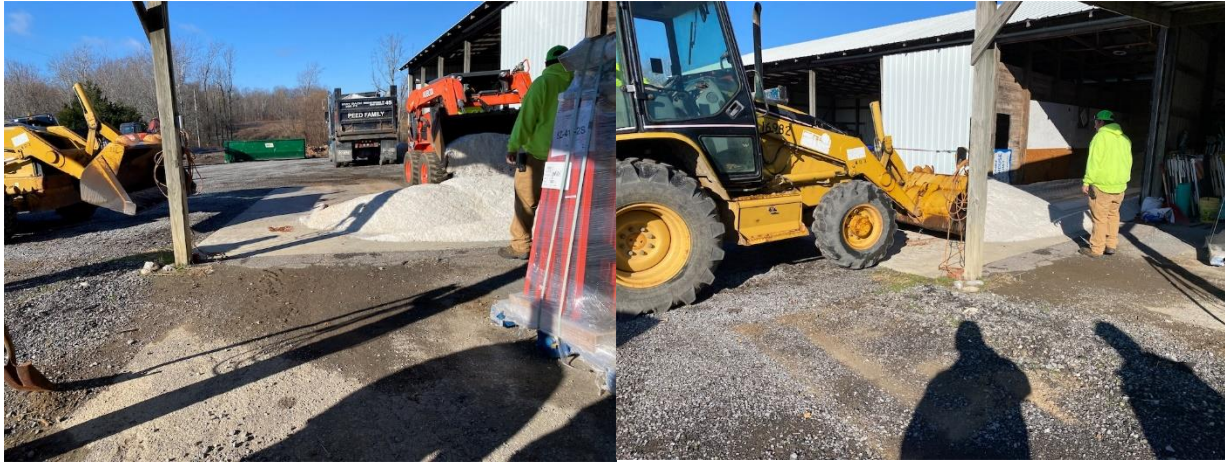
401 Valley View Dr. – drainage mitigation,



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

12/11/2023

725 Industrial Dr. – snow removal, salt delivery



12/11/2023

City wide – traffic control, decoration maintenance

12/12/2023

725 Industrial Dr. – facility maintenance, camera installation



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

12/13/2023

217 Apache Trail – drainage mitigation, install flexmat for new box culvert



12/14/2023

725 Industrial Dr. – facility maintenance, cleanup from safety inspection

City wide – street sweeping and trash pickup

12/18/2023

725 Industrial Dr. – gate repair



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

12/27/2023

Pantana Dr. Bridge – drainage mitigation



12/28/2023

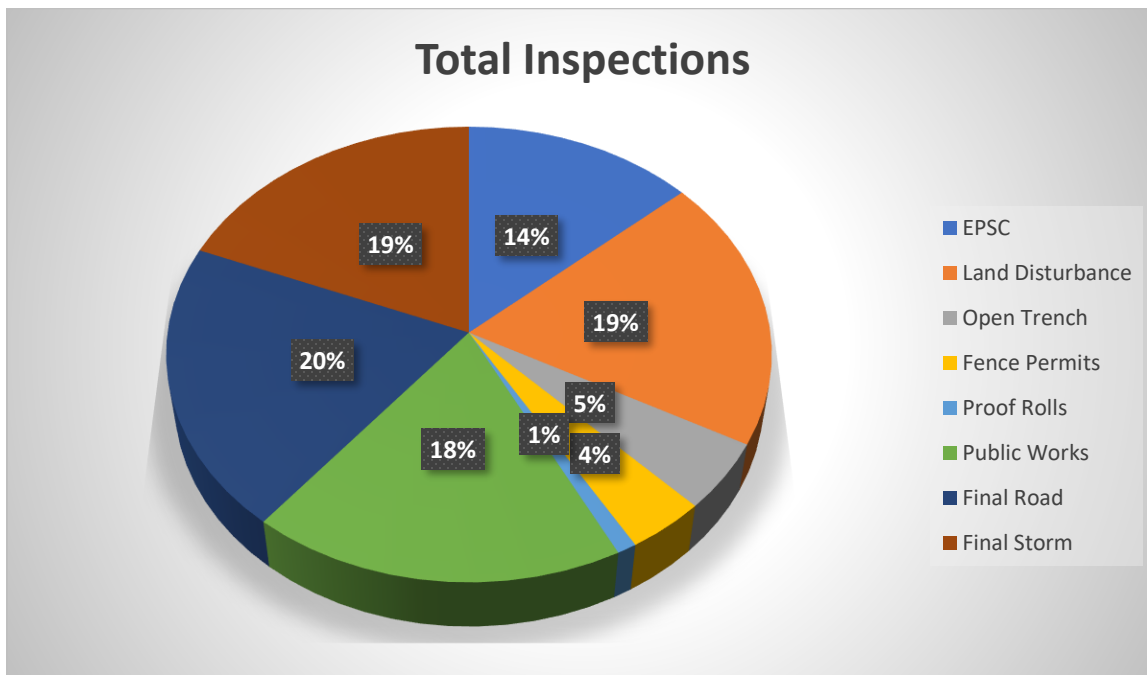
City Wide – drainage mitigation, hot spotting



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

12/28/2023

Apache Trail – traffic control



EPSC	28
Land Disturbance	40
Open Trench	10
Fence Permits	8
Final Storm	39
Public Works	38
Final Road	42
Proof Roll	2
Total	207

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

Work Log:

December 4 – Form inspections at Fields at Oakwood. Open trench inspections at Calista Farms and 711. EPSC inspections at Marlin Pointe and Liberty Market. Caliber Collision review to close the project.

December 5 – EPSC Inspections at Sage Farms, Cambria Phase 3B, Dorris Farms Phases 1 & 2, Willow Grove, and Cardinal Pointe. LD Inspection at 200 Cardinal Dr. Final Inspections at Willow Grove, Legacy Farms, and Summerlin. Composed November Report. Reviewed Fence Concerns at 1005 Apache Trail. Open Trench Inspection at 711.

December 6 – EPSC inspections at Springbrook and Summerlin. LD Inspections at Copes. Proof Roll was scheduled but was not completed due to a misunderstanding of the process.

December 7 – Reviewed Final Inspections for the Reserve at Palmers Crossing; Curbing and ADA Ramps. Completed Target Solutions and TNEPSC LVL. 1 Recertification.

December 11 – Updated LTMAP information for The Mill and Twin Springs. Troubleshooting CSS and Tyler Hub fence permitting issues for customers. Reviewed LD request for 121 Brookview Dr., and established communication for initiating Pre-Con Meeting. Meeting onsite to review issues regarding Collins Crossing. EPSC inspections at SRM,

December 12 – Troubleshooting EP&L issues with applications for Fence and LD. Conversating with the team on ADA concerns and changes needed. Proof Roll at Highland Park. LD Inspections at The Parks, Willow Grove, and Dorris Farms Phase 2.

December 13 – Reviewed Drew Christenson's Project on SR76 for pre-con on 12/14. Open Trench at 711. EPSC inspections at 711, Jackson Farms, The Parks, Pinson Pointe, Frey Branch Cottages, Fields at Oakwood, and White House Heritage High School.

December 14 – EPSC Inspections at Legacy Farms. Open Trench inspections at 711. Pre-Construction Meeting for Drew Christenson Project.

December 18 – Reviewing revision for Publix/White House Shops Right of Way Storm Changes. EPSC Inspections at Rec. Center, The Mill, and Cops Crossing.

December 19 – Employee Luncheon. EPSC inspection at Core5, Calista Rd., and Towne Center. Open Trench Inspections at 711 and Calista Rd.

December 20 – P. T. O.

December 21 – Updated Work Orders, Permits, Email Correspondence, etc. reviewed PROWAG. Personal Year End Review. Open Trench Inspections at 711 and Calista Rd. Half Day Holiday. Employee Luncheon. 5 years of Service.

December 25 – Christmas Eve Holiday

December 26 – Christmas Day Holiday

December 27 – Scheduled Inspections, reviewed Permits, Issued Permits. Reviewing issues with Tyler and collecting information to troubleshoot.

December 28 – EPSC Inspections at White House Assisted Living.

Total Hours:

Regular Hours – 130.0

Holiday – 25.0

P. T. O. – 5.0

Total: 160.0

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

1/02/2024

725 Industrial Dr. – vehicle inspections, preventative and facility maintenance.



1/03/2024

Apache Trail Box Culverts – installed permanent traffic signage.



1/03/2024

31W & Meadowlark – road closures and cleanup needed for auto accident.



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

1/04/2024

124 Willowleaf Ln. – Assisted with wastewater conversion (licensed employees only).



1/8/2024

City Wide – hot spots, vehicle inspections



1/8/2024

City Wide – traffic control for decoration removal



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

1/09/2024

8044 Bill Moss Rd. – tree removal, traffic control



1/10/2024

939 Meadowlark Dr. – close road connection to 31W and remove asphalt



1/10/2024

121 SR 76 – Picked up trash and changed out trash cans for White House Primary Care



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

1/14/2024

City Wide – snow plowing, salting



1/17/2024

725 Industrial Dr. – fleet maintenance



1/17/2024

128 Larkspur Ct. – repair stop sign



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

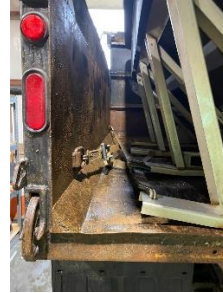
1/23/2024

123 Calista Rd. – pond maintenance



1/24/2024

725 Industrial Dr. – vehicle inspection, fleet maintenance, cleaning



1/25/2024

725 Industrial Dr. – vehicle inspection, fleet maintenance



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

1/24/2024

301 Stephanie Dr. – drainage mitigation



1/25/2024

218 Hillwood Dr. – drainage mitigation



1/25/2024

101 Hickory Tr. – drainage mitigation



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

1/25/2024

317 Patana Dr. – drainage mitigation (Dorris Farms Phase 2 NOV)



1/29/2024

725 Industrial Dr. – vehicle inspection & cleaning, fleet maintenance

1/30/2024

Park and library – setup traffic control (radar signs)



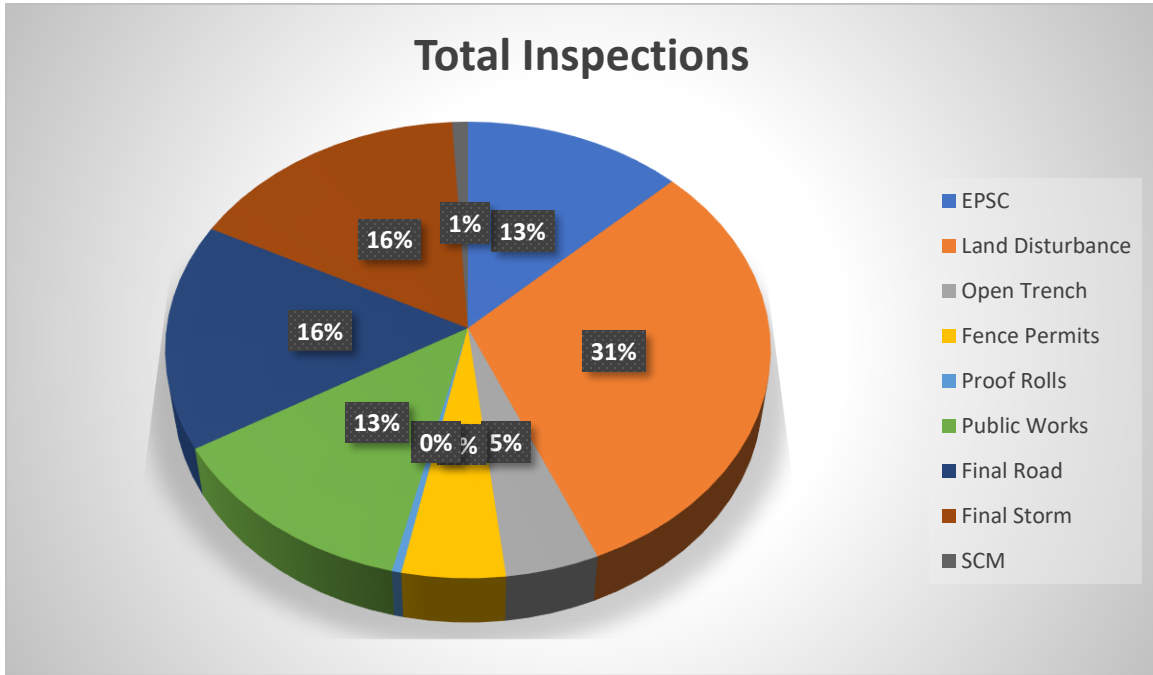
1/31/2023

Wastewater Treatment Plant – drainage mitigation



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

Stormwater Inspectors Notes January 2024



SCM	2
EPSC	31
Land Disturbance	67
Open Trench	2
Fence Permits	11
Proof Rolls	1
Public Works	28
Final Road	35
Final Storm	36
Total	212

Public Services Department – Stormwater Division
January 2024

Daily Work Log:

Jan. 1 – Holiday

Jan. 2 – PTO

Jan. 3 – Open Trench inspection at Raymond Hirsch and 76 for White House Shops Lane widening project. Reached out to Tyler Tech Rep. to gain a better understanding of troubleshooting software-related issues and adding a user with mobile applications.

Jan. 4 – Open Trench at Raymond Hirsch and Hwy 76.

Jan. 8 – Reviewed Fence Permit Applications. Final Inspections at 193 Marlin Rd. Updated records, and reviewed Land Disturbance Applications, Construction Documents, and inspection reports. EPSC inspection at Springbrook. Initiate conversation with the Developer to finalize the required documents for the project. Troubleshooting EnerGov Software. Followed up on customer complaints with track out.

Jan. 9 – Submitted Tuition Assistance application, registration for TCA required course, Reported previous months reports. Troubleshooting with Tyler Tech Support. Updated permit and project information in EnerGov.

Jan. 10 – Bond reduction walk-through at The Parks Phase 3b.

Jan. 11 – EPSC inspections at Marlin Pointe, Summerlin, and Liberty Market. Provided correspondence with items remaining at Liberty Market.

Jan. 12 – Training at Tennessee Concrete Association.

Jan. 13 – Training at Tennessee Concrete Association.

Jan. 15 – Holiday MLK.

Jan. 16 – Half Day due to inclement weather. PTO for the other half.

Jan. 17 – EnerGov Troubleshooting Issues with Tyler Support. Updated work orders, files, and training information.

Jan. 18 – Bridle Creek Subdivision Construction Documents review. Updated LTMAP information in their respective files.

Jan. 22 – Dollar General Pre-Con. Form inspection at Dorris Ph. 1. EPSC inspections at Dorris Ph. 1 & 2.

Jan. 23 – Inspecting Curb Ramps online seminar provided by TTAP. Reviewed TDOT design standards for sidewalks and curb ramps. Registration for Stormwater Control Measures course with TNEPSC.

Jan. 24 – Updating permits, inspection reports, and other project-related documentation in EnerGov. Reviewing Curb Ramp design standards in PROWAG and ADAAG. Reviewing Construction Documents.

Jan. 25 – PTO.

Jan. 29 – Tyler Teams Meeting with Jeff Wasmer. Pre-Con Bridle Creek Ph. 2.

Jan. 30 - EPSC Inspections at Legacy Farms, Copes Crossing, Smyrna Ready Mix, and Pinson Pointe.

Jan. 31– EPSC Inspections at The Parks, Cambria, WH Assisted Living, Sage Farms, Frey Branch, Town Center, Fields at Oakwood, Cardinal Pointe, The Mill, Calista Farms, Rec. Center, Publix, Core5, WHHHS, and 7-Eleven.