

*August 20, 2024*

# MEMORANDUM

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

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, September 9, 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**  
**September 9, 2024**  
**4:00 p.m.**

- I. Call to Order by Chairman
- II. Roll Call
- III. Adoption of the Agenda
- IV. Approval of June 10, 2024, Meeting Minutes
- V. Public Comment
- VI. Reports
- VII. New Business or Discussion Items
  - a. Current Stormwater Projects
- VIII. Other Business
  - a. Ordinance Amendment Recommendation
- IX. Adjournment

**CITY OF WHITE HOUSE**  
**Stormwater Advisory Board Minutes**  
**June 10, 2024**  
**4:00 p.m.**

**I. Call to Order by Chairman**

Meeting was called to order at 4:00 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 – Absent; 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 March 11, 2024 Meeting Minutes**

Motion was made by Mr. Christenson, second by Mr. Manfredi to approve the minutes from the March 11, 2024 meeting. A voice vote was called for with all members voting aye. **March 11, 2024 minutes were approved.**

**V. Public Comment**

Mr. Bill Grimes of White House spoke regarding stormwater and flooding issues around his home.

Mr. Bill Thompson of White House spoke regarding stormwater and flooding issues around his home.

Mr. Randy Seabolt of White House spoke regarding stormwater and flooding issues around his home.

Mr. Aaron McBride of White House spoke regarding stormwater and flooding issues around his home.

Ms. Paige Crunk of White House spoke regarding stormwater and flooding issues around her home.

Ms. Lynn Longwell of White House spoke regarding stormwater and flooding issues around her home.

Mr. Justin Pinkley of White House spoke regarding stormwater and flooding issues around his home.

**VI. 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.**

VII. New Business or Discussion Items

a. Nominations for chair and vice-chair positions (1-year term)

Motion was made by Mr. Clark second by Mr. Christenson to nominate Mr. Isaiah Manfredi for Chair. No other nominations for Chair were mentioned.

Motion was made by Mr. Barnes second by Mr. Manfredi to nominate Mr. Ceagus Clark for vice-chair. No other nominations for vice-chair were mentioned.

b. Voting for chair and vice-chair positions (1-year term)

A voice vote was called for by Chair Ceagus Clark with all members voting aye. **Motions to nominate chair and vice-chair passed.**

c. Current Stormwater Projects

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

VIII. Other Business

IX. Adjournment:

Meeting adjourned at 4:32 pm.

**ATTEST:**

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Ceagus Clark, Chairperson

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



# REPORTS

**Public Services Department  
Stormwater Division  
May 2024**

**Stormwater General Maintenance**

05/01/2024

7724 Bill Moss – Drainage mitigation, reshape ditch.



05/02/2024

725 Industrial – facility & fleet repair and maintenance

05/06/2024

124 Covington Bend – Curb inlet repair.





**Public Services Department  
Stormwater Division  
May 2024**

05/07/2024

340 Hester – Curb inlet repair.



05/08/2024

903 Meadowlark – concrete over storm pipe.

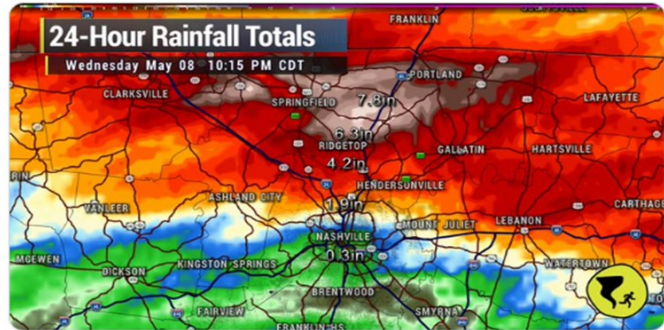
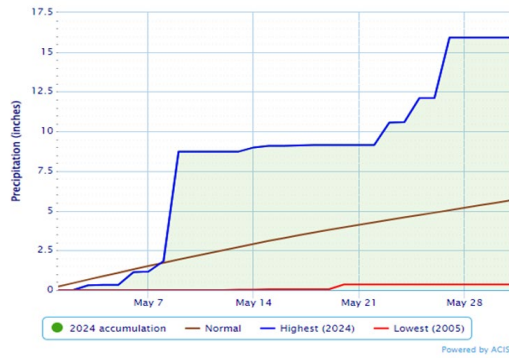




**Public Services Department  
Stormwater Division  
May 2024**

05/09/2024 – 05/31/2024

City wide – 500 yr. flood, road closings, hot spots, drainage mitigation



**Public Services Department  
Stormwater Division  
May 2024**

**Stormwater Inspections**

**Work Log:**

**May 1<sup>st</sup>:** Updated Previous Month's records, Notes, and Work Orders. Fence Permit Reviews. EPSC Inspections at 711. Form Inspection at 711. Follow-up on LGI's Request and scheduled response. Reviewed Post-Construction and Maintenance of Briarwood.

**May 2<sup>nd</sup>:** Open Trench Inspections at Jackson Farm. Reviewed EPSC @ Dollar General, Marlin, Jackson, Calista Rd., Highland Park both Builder and Development. Reviewed concerns at Volunteer Dr. on Sediment-laden discharges and spoke with the development team to improve and correct issues. Staff Review meeting canceled but not informed.

**May 6<sup>th</sup>:** Consolidated previous month's inspection photos and organized folders and files in software and file storage. Composed April's Report and SCM Inspection Results.

**May 7<sup>th</sup>:** Reviewed Fence Applications. Updated LDP spreadsheet and permit information in Tyler. Online Webinar Training. EPSC Inspection at Summerlin. Open Trench inspection at Marlin Pointe.

**May 8<sup>th</sup>: Rain Event:** Review meeting with the Assistant Director to review the Fence Permitting process and potential changes that need to be incorporated into the software to enhance our efficiency. The meeting was interrupted by panic from the rain event. 4" in 4 hours(6-10). Deployed Truck and trailer equipped with barricades. Inspected after effects at Copes Crossing, Dorris Phase 2, Bridle Creek, Towne Center, Hwy 76E, Union Rd. and Sage Rd. EPSC at Cambria, Dorris 1&2, McInerney, Exotic Marble, Sage Farms, and WHUD.

**May 9<sup>th</sup>:** Composed and sent reports from previous days' inspections. Provide additional correspondence on inspection procedures for final inspections and how all teams involved can review and flow through the workflow within Tyler. Reviewed Applications and files, emails, organized records, and confirmation of signed sent reports.

**May 13<sup>th</sup>: P.T.O 10 Hours.**

**May 14<sup>th</sup>:** Reviewed Emails, Notifications, and Fence Applications. Provided correspondence of reviews. I tested the correction with the Issuance of the Fence Permits once the Approval of Inspection was completed and notified the Administration Assistant to increase her efficiency. Starting Video recording as a tutorial for training on EP&L for the Fence Application and Permitting process, not completed, but initiated request with IT to trigger access to Microsoft product Clip Champ to edit the recording. Updated EPSC Reports from the previous week and uploaded and organized photos and records. Correspondence sent to Developer on Citizen concern in Fields of Oakwood of disturbed soils eroding onto the property from developer property. I completed TTAP training.

**May 15<sup>th</sup>:** Reviewed Emails, Notifications, etc. Discussion with internal maintenance and inspection staff about the previous day's rain event, and its effects, and brainstorming potential solutions for certain problematic areas. I updated the Assistant Director on areas assigned to investigate the prior day, discussed the new TDEC updates with the MS4 permit, and discussed an internal issue I had experienced and the personnel manual.

**May 16<sup>th</sup>:** Tennessee Association of Utility Districts Training and Operator Expo. for Continuing Education Credits.

**May 20<sup>th</sup>:** Open Trench inspection at McInerney Industrial. EPSC Inspections at Legacy Farms, The Parks Pinson Pointe, Rec. Center, and Spring Brook.

**May 21<sup>st</sup>:** EPSC Inspections at Highland Park, Fields at Oakwood, Cardinal Pointe, the Mill., Calista Rd. Sub. and Drew C. Development.

**May 22<sup>nd</sup>: Rain Event:** SRM ERU evaluation onsite, observed finished product for the project had increased the Impervious Area significantly to what was submitted on Construction Documents and researched further. Reviewed Fence Applications and provided correspondence on reviews.

**Public Services Department  
Stormwater Division  
May 2024**

**May 23<sup>rd</sup>:** Review Notifications in Tyler, emails, and permit status. Correspondence was provided, again, to Goodall on LDP Expiration for Summerlin Phase 9 and initiated a “Hold” on the project.

**May 27<sup>th</sup>:** Holiday Hours, Memorial Day.

**May 28<sup>th</sup>:** Updated and reviewed Fence Applications and provided the Administrative Assistant with the current status of the permit status in review.

**May 29<sup>th</sup>:** **TDEC Audit onsite 8-3:30.** Reviewed and discussed information from the audit and reviewed facility with the Assistant Director of Public Services.

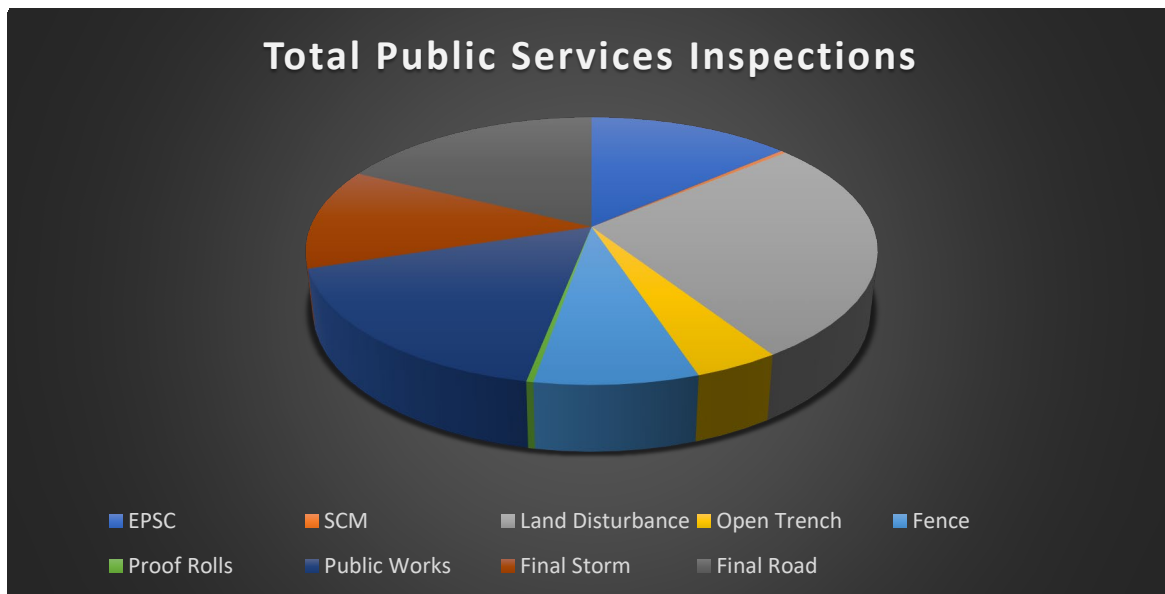
**May 30<sup>th</sup>:** **Continued TDEC Audit onsite: 8:30-12:00, 12:00-2:00 on a CGP project.** Reviewed Jackson Farm with TDEC Staff to review inspection procedures. Provided documentation and correspondence per Municipal Code on the requirements for geotechnical testing for open trench inspections for Parks Phase 5.

**Total Inspector Hours: 180.00**

**Hours Worked: 157.00**

**P.T.O.: 13.00**

**Holiday Hours: 10.00**



EPSC Site Inspections	40
Land Disturbance	62
Open Trench Inspections	12
Fence Inspections	34
Proof Rolls	1
Public Works Inspections	37
Final Storm	41
Final Road	52
Total Inspections Performed for the Month	279



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

06/03/2024

605 Wilkinson – Drainage mitigation.



06/04/2024

108 Cedarbrook – Drainage mitigation.





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

06/05/2024

495 Calista – Drainage mitigation.



607 Volunteer – Drainage mitigation.



903 Meadowlark – concrete over storm pipe.





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

06/06/2024

124 Dakota – Drainage mitigation



207 Hillwood – Drainage mitigation





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

06/10/2024

410 Donal – Drainage mitigation



324 Wilkinson – Drainage mitigation





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

06/11/2024

415 Donal – Drainage mitigation



06/17/2024

225 Rolling Acres – Drainage mitigation





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

06/20/2024

102 Forrest – Drainage mitigation



06/25/2024

106 Arapaho – Drainage mitigation





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

Soccer Complex – Americana. Build walkway.



550 N Palmers Chapel – Tree removal.



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

**Stormwater Inspector Notes**

June 3<sup>rd</sup>: Reviewed Notifications & Emails from over the weekend. I began Downloading TDOT Specs to the shared server, per the Directors request. Reviewed LDP expiration statuses. Traffic Control Webinar training. Reviewed The Mill Outfall onsite 2/Contractors and General Contractor for the project with the Public Services Team. Reviewed the Mill EPSC. Reviewed Fence Permits. Researched Storm Design Regs and Permitting requirements.

June 4<sup>th</sup>: 3 Hours P.T.O. Spoke with Assistant Director on any specific tasks needed. Open Trench at Bridal Creek.

June 5<sup>th</sup>: Reviewed platform notifications for assigned work or reviews needed. Gathered requested documentation for the Copes Crossing Subdivision meeting onsite with development teams to address failures in the pond dam and outlet structure at Pond 1. Moved Equipment on NPC for access to Parks and Rec. Greenway.

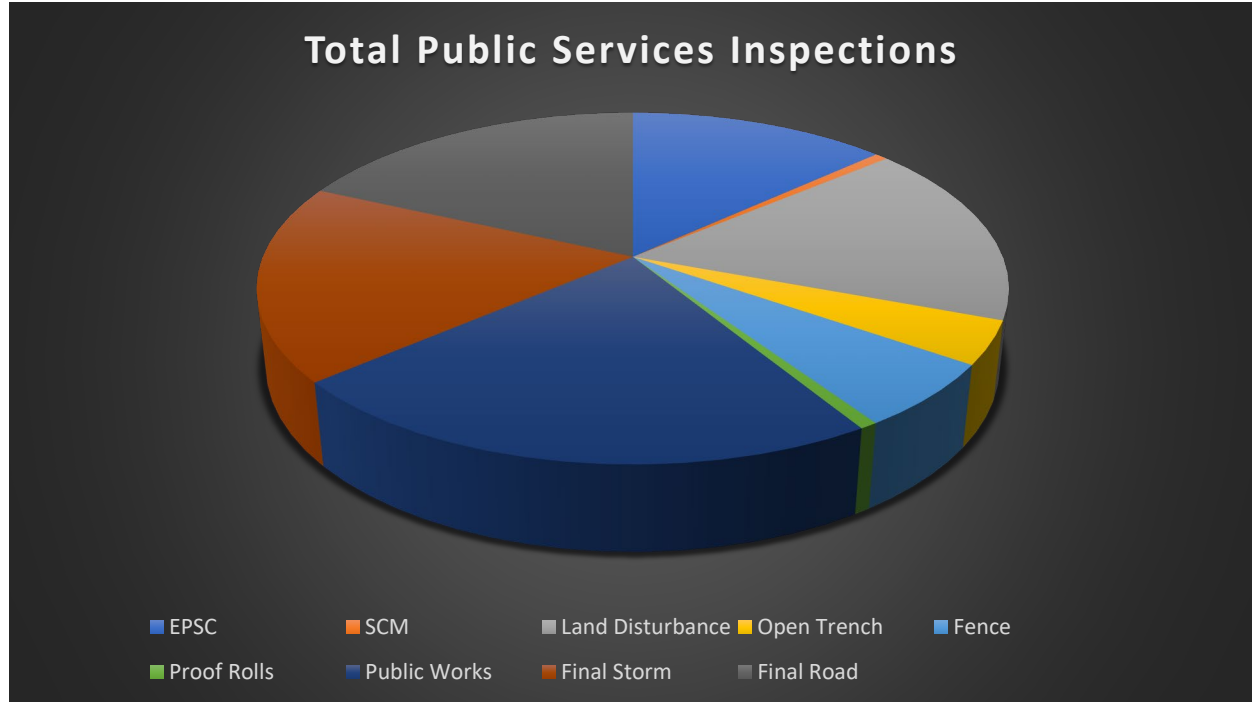
June 6<sup>th</sup>: Built Inspectors Report for BMA. Went to Walmart to purchase shop and vehicle supplies/equipment. Reviewed Force Main Conflict/ potential conflict with wastewater inspector and contractor at Marlin Rd at Sycamore Dr. Advised contractor to seek engineering solution since they were proposing to install utility in a drainage-only easement.

June 10<sup>th</sup>: Reviewed platform of notifications, and updated schedule and calendar. Reviewed LTMAP. Contacted Homeowner on Calista about flooding concerns and advised accordingly based on inspection results. EPSC inspections at McInerney, Exotic Marble, Core 5, Drew C. Development, and Fields at Oakwood.

June 11<sup>th</sup>: Reviewed Notifications, fence apps, email, etc. EPSC inspections at Legacy Farms and Pinson Pointe. Researched Plant schedule and follow up on Rain Gardens in Cambria. Open Trench Inspection at McInerney and The Parks.

June 12<sup>th</sup>: Reviewed the site Deer Crossing Creekside and provided a report on the percentage complete, condition, and items needing attention or missing. Notified administration on issues at Soccer Complex. EPSC Inspections at Dollar General, WHIS, and The Parks. Open Trench at The Parks and McInerney.

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



Total Inspection Case Type	Quantity
EPSC	40
SCM	2
Land Disturbance	51
Open Trench	12
Fence	18
Proof Rolls	2
Public Works	68
Final Storm	55
Final Road	55



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

**Stormwater Maintenance**

**July 01, 2024**

**725 Industrial** – Vehicle and facility maintenance.

**July 02, 2024**

**City Wide** – Flood inspections.

**July 03, 2024**

**Soccer Complex** – Americana preparations, walkways and barricades.

**July 05, 2024**

**Hwy. 31W** – Americana preparations, street sweeping and mowing.

**July 06, 2024**

**Soccer Complex** – Americana



**July 08, 2024**

**324 Wilkinson** – Reshape ditch.





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

**July 09, 2024**

**135 Seminole** – Reshape ditch.



**July 10, 2024**

**City Wide** – Street sweeping and mowing. Vehicle and facility maintenance.

**July 11, 2024**

**229 Longview** – clean roadway gravel from driveway washout.

**July 15, 2024**

**725 Industrial** – Vehicle and Facility maintenance, Mowing and street sweeping.

**July 16, 2024**

**114 Tison** – Drainage mitigation, reshape upstream and clean downstream.





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

**July 17, 2024**

**312 Walnut** – Remove gravel in road from washout.

**July 18, 2024**

**550 North Palmers Chapel** – Remove tree stump in ditch.

**July 22, 2024**

**349 Calista** – Regrade bridge wash out for flow to enter the creek at a different location and stabilized the area. Clean the road area to allow better visible driving condition.



**126 Villages** – Clean up rocks washed out of the creek.





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

**476 Calista** - Removed rock dam causing water to backup.



**July 23, 2024**

**304 Covington Bend** - Cleaned neighborhood outfall area.





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

**524 North Palmers Chapel** – Repaired sinkhole in driveway with new material. These culverts will need total replacement for long-term functionality.



**108 Louise** - Removed clogged pipe and built a berm to help channel water to ditch.



**July 24, 2024**

**495 Calista** - Clean debris from the inlet side of the drainage system.





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

**217 Patana** - Removed trees blocking the box culvert.



**July 25, 2024**

**304 Covington Bend** – Cleaned ditch and stabilize.



**July 29, 2024**

**725 Industrial** – Vehicle and facility inspection.

**July 30, 2024**

**City Wide** – Drainage inspections, mowing, street sweeping.



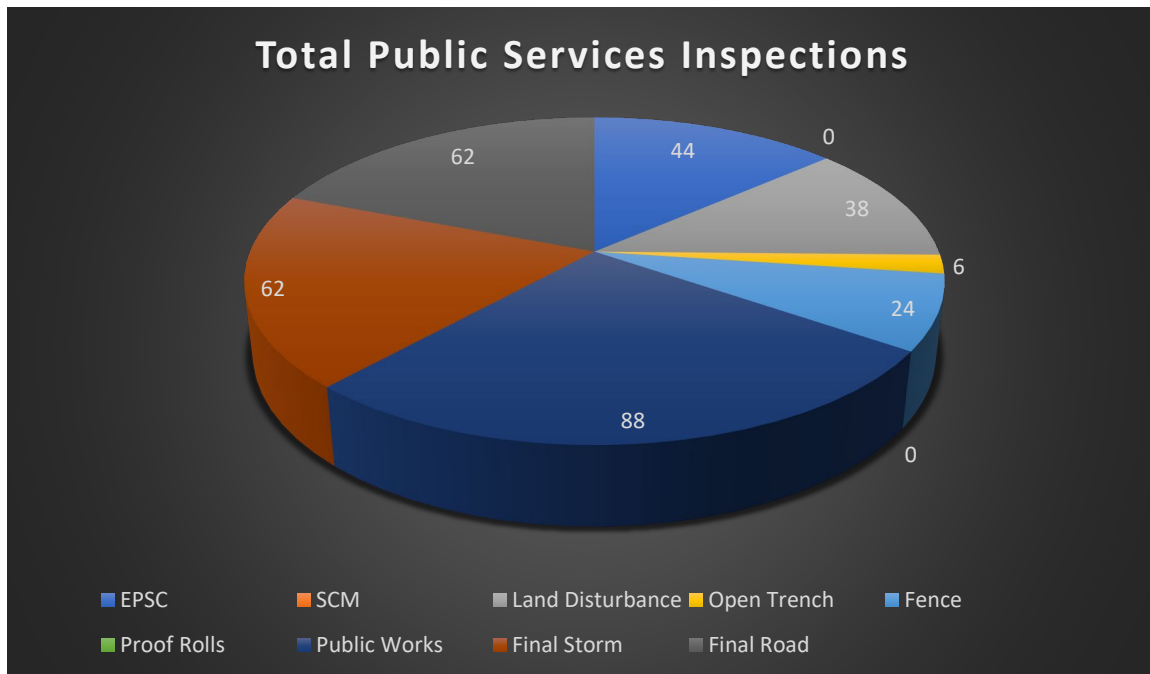
**Public Services Department – Stormwater Division**  
**July 2024**

**July 31, 2024**

**404 Wilkinson** – Reshape washouts and add asphalt for stability.



**Stormwater Inspector**



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

<b>Total Inspection Case Type for Public Services</b>	<b>Quantity</b>
EPSC	44
SCM	0
Land Disturbance	38
Open Trench	6
Fence	24
Proof Rolls	0
Public Works	88
Final Storm	62
Final Road	62
<b>Total Inspection Cases</b>	<b>324</b>

**Daily Work Log:**

July 1<sup>st</sup>-3<sup>rd</sup>: P.T.O. (Vacation)

July 4<sup>th</sup>: INDEPENDENCE DAY!

July 8<sup>th</sup>: P.T.O (Vacation)

July 9<sup>th</sup>: Reviewed all notifications and updated work orders, logs, and notes. Consolidated information and built Inspector's Report. Discussed Stripping requirements for Willow Grove. Reviewed issues at Doug Cox Property on Pleasant Grove Lane and notified owner/contractor. Followed up on the McCurdy Road County Issue for the homeowner.

July 10<sup>th</sup>: Reviewed Notifications and Fence Permitting documents and information. EPSC Inspection sat Dorris Farms Phases 1 & 2. Highland Park Discussion for Stop Work Order. State of The City Meeting.

July 11<sup>th</sup>: Reviewed Notifications. Open Trench Inspection at The Parks. Reviewed construction projects with the development team at Marlin and Dorris 1 & 2. Final inspections at Core 5 and contacted contractor on missing items.

July 15<sup>th</sup>: Reviewed Notifications, Fence Applications, and documents, built schedule, and sent reports from the previous week. Reviewed the repairs related to the Stop Work Order for the Mill. Visited Carol for the Retirement reception. Open Trench Inspection at Calista Rd. Sub. Discussed Calista Rd Issues and Violations with staff.

July 16: P.T.O.

July 17<sup>th</sup>: Reviewed Onsite conditions and progress associated with the Stop Work Order. Reviewed Right-of-way construction from White House Shops/Publix State Route Lane-widening issues at the Municipal Park entrance. Discussed Punchlist Items for Highland Park and Consolidated list to send out with PS Director and PW Inspector and discussed other areas of interest for repair and enforcement such as addressing issues that become disregarded for repair on projects while in maintenance bond, reviewing procedures on all inspections and the best ways to record inspections and follow up if needed, and evaluating active construction and Stop Work Orders. Checked the status of the identified drainage issue at Scotlyn and Owens.

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

July 18<sup>th</sup>: P.T.O

July 22<sup>nd</sup>: Reviewed Notifications, Fence Applications, and documents, built schedule, sent reports from the previous week, and followed up on questions or concerns. Calculated ERU on WHIS for Finance. Met with LGI at Springbrook to review Construction Entrances/Driveways. Met with residents on Tyree Springs to review recent flooding events and its effects in the Stream Buffer and offsite issues associated with active construction that connects to the properties.

July 23<sup>rd</sup>: Reviewed all notifications and updated work orders, logs, and notes. EPSC inspections at Summerlin and Sage Farms.

July 24: Reviewed Notifications and Fence Permitting documents and information. EPSC inspections at Towne Center, Bridle Creek, Drew C., and Frey Branch.

July 25<sup>th</sup>: Reviewed all notifications and updated work orders, logs, and notes. Met with the Administrative team and reviewed issues identified and related to the Stop Work Order. EPSC inspections at Fields at Oakwood and Pinson Pointe.

July 27<sup>th</sup>: TNSA Urban 5K Runoff. Hauled PW Equipment UTV to transport volunteers and supplies along route, and placed/removed signage. Assisted with setting up/tear down for the event.

July 30<sup>th</sup>: Reviewed all notifications and updated work orders, logs, and notes. Discussed planning Town Hall meeting to address Common issues in construction and the other issues relating to the Stormwater Program, Construction General Permit, and the MS4's Minimum Control Measures 1 & 2. EPSC inspection at Marlin Pointe.

July 31<sup>st</sup>: Reviewed Fence Applications. EPSC inspections at Legacy Farms, The Parks, Copes Crossing, Willow Grove, and Cardinal Ponte.



# OTHER BUSINESS

**ORDINANCE 24-15**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 18, CHAPTER 7 STORMWATER MANAGEMENT, SECTION 18-702.**

**WHEREAS**, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the Stormwater Advisory Board,

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen that the White House Municipal Code Title 18, Chapter 7 STORMWATER ADVISORY BOARD, Sections 18-702 be added to the Municipal Code as follows:

TITLE 18: WATER AND SEWERS  
CHAPTER 4: STORMWATER ADVISORY BOARD  
SECTIONS: 18-702

**\*Amends are made in bold, italics, and underlined text.**

**18-702. Composition; terms; filling vacancies.** The seven (7) members of this board shall be appointed by the mayor, subject to the approval of the board of mayor and aldermen. The mayor shall appoint members with the following representations: one (1) representative from the planning department, one (1) representative from public services, one (1) representative from the city administration at large, one (1) representative from the ~~finance department~~ **City Engineer Consultant**, one (1) representative employed or retired from a business establishment regulated by this article, one (1) citizen residing within the city limits of White House, and one (1) representative that is a current member of the board of mayor and aldermen. The stormwater coordinator ~~and city engineer~~ will not be **an** appointed members of the stormwater advisory board but shall attend the meetings of the stormwater advisory board on behalf of the city. All members shall serve until their successor is appointed. In the event of a vacancy, the mayor shall appoint a member to fill the unexpired term subject to approval by the board of mayor and aldermen. The stormwater advisory board shall select its own chair and vice chair. All officers shall serve for terms of one (1) year.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: September 19, 2024

Second Reading: October 17, 2024

\_\_\_\_\_  
John Corbitt, Mayor

ATTEST:

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