

**Town of Thompson's Station
Utility Board
Meeting Agenda
February 17th, 2021**

1. Approval To Conduct This Meeting By Electronic Means Which Is Necessary To Protect The Public Health Safety And Welfare Of Tennesseans In Light Of The COVID-19 Outbreak (Pursuant To Executive Order No. 71):

Documents:

[INTRODUCTION STATEMENT FOR TS UB FEB 17 2021.PDF](#)

2. Consideration Of The Minutes

January 20, 2021 meeting &
February 3rd, 2021 Special called meeting

Documents:

[ITEM 2 - UTILITY BOARD MINUTES 01_20_21.PDF](#)

[ITEM 2 - UTILITY BOARD MINUTES SPECIAL CALLED MEETING 02_03_21.PDF](#)

3. System Operator's Update – Kenny Bond:

4. Barge Design Updates – Matthew Johnson:

- a. Bridgmore I & I Update
- b. Hill Property Construction Update
- c. MBR Project Update
- d. Plans/Discussions/Timing Regarding the Force Main on Highway 31.

5. Announcements

Re-Appointment to Utility Board:

Skip Beasley

Jeff Risdén

Charles Starck

Appointment to Utility Board

Lauren Gaudio

6. Adjourn

This meeting will be held at 6:00 p.m. remotely due to the COVID-19 Public Health Emergency and live-streamed on the Town Website www.thompsons-station.com

STATEMENT FOR THE RECORD AT START OF MEETING
Thompson's Station Utility Board

Hello and welcome to this the February 17th, 2021, Utility Board meeting for the Town of Thompson's Station.

Pursuant to the Guidance from the Office of the Comptroller for the State of Tennessee and in accordance with Governor Lee's Executive Order # 71 (which was previously extended by Executive Order # 16, 34, 51, 60 and 65): due to the treatment and containment of COVID-19.

This Town of Thompson's Station Utility Board meeting, with notice, is being held virtually and being recorded to protect the public health, safety, and welfare of the Citizens of Thompson's Station in light of the coronavirus and to continue to allow the Town to function and operate.

Further, it is the desire of the Utility Board to include this determination in the minutes for this meeting.

We understand that we, the Thompson's Station Utility Board, serves the Town of Thompson's Station, which is why we are currently recording this virtual meeting, broadcasting it live for public viewing, and uploading and preserving it for future viewing.

**Town of Thompson’s Station
Utility Board
Remote Meeting Minutes
January 20, 2021 6:00 p.m.**

Call to Order:

The remote meeting of the Utility Board of the Town of Thompson's Station was called to order at 6:00 p.m. on January 20, 2021, with the required quorum. The following statement was read by Chairman Riden:

This meeting is being conducted pursuant to the Guidance from the Comptroller’s Office, and in accordance with Governor Lee’s Executive Order No. 71 (which was previously extended by Executive Order Nos. 16, 34, 51, 60 and 65): due to the treatment and containment of COVID-19.

This regular monthly meeting for January 20, 2021, is being held by video conference with the Utility Board of Thompson’s Station and live streamed, as necessary to protect the public’s health, safety, and welfare in light of the coronavirus. Further it is requested that the governing body include this determination in the minutes for this meeting.

We understand, we the members of the Utility Board serve at the pleasure of the citizens of the Town of Thompson’s Station, and due to the current situation, is why we are currently live streaming this meeting for the benefit of the public, through our website.

A recording of this meeting will be available on the Town of Thompson’s Station website at thompsons-station.com within 24 hours of this meeting. Utility Board Members and Staff virtually present were: Chairman Jeff Riden, Alderman Brian Stover, Utility Board Members Skip Beasley, Mike Roberts, Town Administrator Ken McLawhon, Finance Director Steve Banks, Wastewater Coordinator Kenny Bond, Wastewater Operator Brandon Haskins, IT Coordinator Tyler Rainey, Town Clerk Regina Fowler and Town Attorney Kirk Vandivort. Bruce Difrancisco, Charles Starck and Brad Wilson were absent. Additional virtual attendants were Matthew Johnson of Barge Design, and Steve Wyatt of MTAS.

Minutes:

1. Consideration of the November 18, 2020, regular Utility Board meeting were presented. Alderman Mike Roberts made a motion to approve the November 18, 2020, regular Utility Board meeting minutes as presented. The motion was seconded by Skip Beasley and carried unanimously.

Roll Call Vote:

	<u>VOTE</u>		<u>VOTE</u>		<u>VOTE</u>
Skip Beasley	Yea	Bruce Difrancisco	absent	Jeff Riden	Yea
Mike Roberts	Yea	Charles Starck	absent	Brian Stover	Yea
		Brad Wilson	absent		
Yea	4	Nay	0	Absent	3

Motion carried.

2. MTAS Financial Analysis – User Rate Fee Study: Steve Wyatt with MTAS was presented with financial/budgetary information from Town staff for the purpose of a financial analysis for funding information on a new wastewater MBR treatment system for the Town of Thompson's Station. This wastewater system would go online in 2022 – 2023. The cost of the MBR system is approximately \$15,000,000, and the Interest on loans for the wastewater system would be at 1%. Operational expenses, without debt, will increase annually to \$1,064,746. With revenues of 1,100,000 that number would need to increase to cover that extra expense. Capital contributions consist of wastewater impact fees paid at the time of the plat and effluent disposal fees paid during the permit fee process and can be applied as operational revenue but **only** for the exact cost of tap installation. Revenue from operations **cannot** be applied.

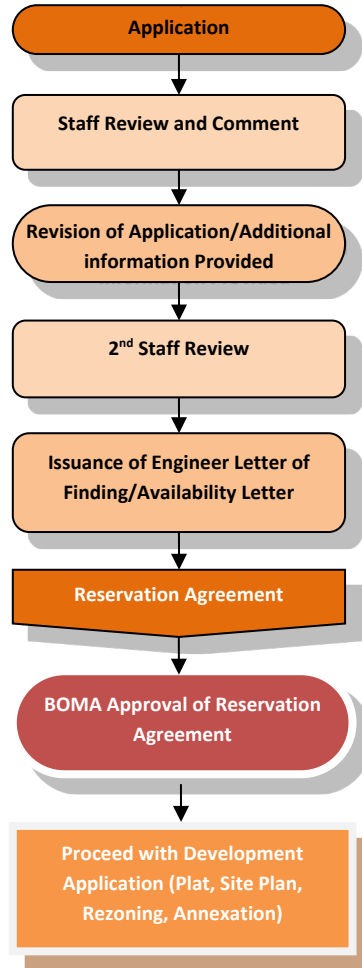
The TN State Comptroller forecast a Town's net position and consists of the Water/Wastewater Finance Board. The purpose of this Board is to determine the financial viability of municipalities water and wastewater systems. They do not allow capital contributions as part of their calculation of the net position. Tap fees may be used but only the actual amount of installation of the tap. With current projections the Town of Thompson's Station would be in the red by 2023. If a municipality is in the red for two consecutive years, that municipality would automatically be placed under the authority of the Water/Wastewater Finance Board. The Town would then be sent a questionnaire to determine how they plan to increase/raise rates and/or cut expenses to get back in the black within a reasonable time frame. An administrative court order would then be issued as to how the town would proceed. Should the town refuse to take any action the Town would then be taken to Chancery Court in Davidson County, TN and a Judge would issue a court order to every elected official on the board as to what action they would take. Should the elected officials choose to do nothing, they could be held in contempt of court by that Judge. The State can allow the Water/Wastewater Financial Board to remove a utility from a Town's ownership and merge it with another municipality.

Three main issues have been identified by MTAS: 1) The Town has no legal authority to keep a cap on residential customers. 2) The Town needs to eliminate inclining block per volume and adopt a uniform cost. 3) Without capital contributions the Town would not be able to meet the criteria for a positive net position. Debts could be paid however the town would not conform to the policy of the Water/Wastewater Financial Board. In addition, the budget indicates Town growth as overly optimistic.

Chairman Riden felt this was a lot of information to digest in such a short period of time. He felt it appropriate at this time to reconvene next month and possibly meet and/or discuss different strategies or analysis to address this issue and determine what possible recommendations can be made and referred to BOMA.

3. Overview of the Capacity Reservation Process: The following flow chart depicts how the

Sewer Tap Capacity Reservation Process works.



4. Consideration to accept and move the Reservation of Wastewater Capacity Agreement with the Town of Thompson’s Station to the February BOMA meeting agenda. Alderman Brian Stover made a motion to accept and move the Reservation of Wastewater Capacity Agreement to the BOMA February meeting agenda. The motion was seconded by Skip Beasley and passed unanimously.

Roll Call Vote:

	<u>VOTE</u>		<u>VOTE</u>		<u>VOTE</u>
Skip Beasley	Yea	Bruce Difrancisco	absent	Jeff Risten	Yea
Mike Roberts	Yea	Charles Starck	absent	Brian Stover	Yea
		Brad Wilson	absent		
Yea	4	Nay	0	Absent	3

Motion carried.

Page 4

5. **System Operator's Update:** Kenny Bond reported that the flow is down due to valves sticking at the facility on the OZZAD property. The Hill property has been running at approximately 50% of capacity. Several mechanical issues have proven problematic however, the system is up and running at this time. The mechanical issues are mainly maintenance related.

6. **Barge Design Updates - Matthew Johnson with Barge Design updated the following:**

a. **Bridgemore I & I Update:** Bids have been received for the Duration of Flow Monitoring. Utility Technologies came in as the low bidder and hopefully this item can be added to the BOMA February agenda for their approval. Three months of monitoring the entire collection system will proceed with utilization of up to six months if needed. Money was saved on the CCTV monitoring that was not needed therefore allowing that money to be applied to this project to minimize cost. Monitoring will take place in three to four locations near the wastewater plant. As data is collected monitoring may be moved to collect any trace sources.

b. **Hill Property Construction Update:** All fields are complete and on-line. The only remaining item are two valves that have been ordered and are shipping from Israel. Once those valves are received and installed this project will then be closed out.

c. **MBR Project Update:** The Wastewater Treatment Plant Improvements Design Plans are 90% complete and have been shelved at this time until the funding application work is completed. As far as funding, application letters have to be sent to multiple agencies as required by USDA and SRF (example - Native American Tribes). Those letters have been sent and several have been returned however, we are awaiting the remainder. Once those are received the Environmental Report can then be completed. Work is near completion on the Facility Plan/Engineering Report and once submitted, and the Environmental Report is finished, the State will then have a chance to review and accept the Facility Plan/Engineering Report.

Additional land will need to be acquired from the property owner adjacent to the existing influent pump station. Discussions have begun with the property owner for purchase of said land and this transaction will need to be finalized before construction can begin.

The permit process with TDEC is ongoing until the plans are finalized.

Adjourn:

There being no further business, the meeting adjourned at 8:10 p.m.

Chairman, Jeff Ridsen

**Town of Thompson's Station
Special Called Utility Board
Meeting Minutes
February 3, 2021 6:00 p.m.**

Call to Order:

The special called remote meeting of the Utility Board of the Town of Thompson's Station was called to order at 6:00 p.m. on February 3, 2021, with the required quorum. The following statement was read by Chairman Riden:

This meeting is being conducted pursuant to the Guidance from the Comptroller's Office, and in accordance with Governor Lee's Executive Order No. 71 (which was previously extended by Executive Order Nos. 16, 34, 51, 60 and 65): due to the treatment and containment of COVID-19.

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1. Removal of the "CAP" on Wastewater User Rates per the MTAS recommendation/report: Chairman Riden noted the discussion on this topic is recertifying the Utility Board's recommendation with support of MTAS findings and legal findings and is appropriate. This discussion was to obtain more information for the record and said item has been placed on the upcoming February BOMA agenda.

2. Increasing of User Rates per recommendation of the MTAS recommendation/report: A motion was made by Brian Stover to approve increasing User Rates as recommended with the base rate at \$29.00 and uniform cost rate at \$8.10 with an annual review of the rate for purposes of evaluation of the expenses and operation to occur January 1, 2023 and if necessary, thereafter. The motion was seconded by Skip Beasley and carried unanimously.

Roll Call Vote:

	<u>VOTE</u>		<u>VOTE</u>		<u>VOTE</u>
Skip Beasley	Yea	Bruce Difrancisco	Absent	Jeff Riden	Yea
Mike Roberts	Absent	Charles Starck	Yea	Brian Stover	Yea

		Brad Wilson	Absent		
Yea	4	Nay	0	Absent	3

Motion carried.

Brian Stover wanted to go on record stating “I am a little disappointed that none of my other BOMA members (who were invited to listen only to this meeting) showed up for this meeting. It would have been helpful to understand this a little more but that being said, would it be more advantageous to move the BOMA Workshop up to 5:30? I have a feeling we are not going to get through all that material. There will be a lot of questions asked, there is a lot to go through and a lot of stuff to digest and fully understand. With Mr. Wyatt going to be there, that is the time to ask questions of what is going on, why are we doing this? He is the expert and that is why we actually called this meeting tonight was to answer those questions. And I am a little concerned that we might run out of time at that workshop. It already looks like it might be a lengthy BOMA meeting. Anyway, it is what it is. It is what we have got to go through. But just something to consider because we’ve got a lot to cover”.

Adjourn:

The meeting adjourned at 6:54 p.m.

Information Only:

TDEC – Clean Water State Revolving Fund Loan Program Potential Funding Notification
BOMA-Invitation for Guest Viewing

Chairman, Jeff Ridsen