

# Meeting Minutes of the Town of Smyrna Storm Water Advisory Committee

January 3, 2008 at 5:00 PM

Smyrna Town Hall /Utilities Department Conference Room

## Members Present:

Steve Steele  
Rob White

Tim Warren  
Gunner Miller

Ray Lee (absentee)  
Paul Johns (absentee)  
Rhett Kimble (absentee)

## Staff Present:

David King (ex-officio)  
Dwayne Lawson  
Greg Upham (SWM Program Coordinator)

- I. Called to order at 5:15PM (Steve) and Roll Call (Greg).
- II. Election of vice chair (Greg). Gunner Miller was elected by four present SWAC members.
- III. Distributed minutes to last meeting (Greg) then approval of minutes was completed (Steve) and minutes were signed (Steve and Greg).
- IV. Presented certificates of appreciation to all SWAC members, past and present (certificates of former and absent members will be mailed to them by Greg).
- V. The following SWM Program achievements made since the October 2007 SWAC meeting were discussed.
  - A. Led quarterly SWAC meeting where 5/7 committee members and three staff attended.
  - B. Learned from Michele Elliott, Town Attorney, that the SWAC must have a vice chair as a committee official and that this position had to be democratically filled at the next SWAC meeting in January 2008.
  - C. The Smyrna Municipal Town Council officially adopted, after two readings, the state-generated TDEC Guide to the Selection and Design of Stormwater Best Management Practices: A Guide for Phase II MS4 Communities for Protecting Post-Construction Stormwater Quality and Managing Stormwater Flow. A memo encouraging its use was mailed to 184 developers, contractors, home builders, and design engineers (17).
  - D. Attended TDEC-hosted EPA meeting intended to provide interaction between selected MS4 programs and these two governing entities to learn more about future post-construction efforts throughout EPA Region IV.
  - E. Based on recent TDEC email, requested town attorney to craft a letter to TDEC requesting extension of existing MS4 permit past the February 26, 2008 termination date. Ms. Elliott will take this letter to town council for two readings then have Mayor Spivey sign it before mailing to TDEC.
  - F. Met with new programmer to initiate a future electronic data tracking system for the SWM Program providing her with all current permitting and other related documents.
  - G. Met with Planning Office who agreed to send Grading Permit Procedural Requirements document, along with their notification letter, to developers and plan engineers of Smyrna Municipal Planning Commission-approved projects within two working days of approval. This now occurs and significantly expedites the grading permit process.
  - H. Hosted five Storm Water Utility planning meetings with the valuable support of Dempsey, Dilling, and Associates. Significant progress was made including completion of final versions of the SW Utility Ordinance and SW Utility Credit Policy ready for eventual town council review. A special presentation made by the statewide MS4 coordinator for TDEC, Robby Karesh, informed participants of increased MS4 permit intensity in coming years. Mr. Karesh may be asked to speak to town council members during upcoming workshop or retreat.
  - I. Hosted an on-site pervious concrete project planning meeting at the Street Department shop with Dr. Heather Brown, MTSU-Concrete Institute, Sarah Rohall, Tennessee Concrete Association, Jerome Dempsey, engineer of record, and staff then submitted aerial photograph with sub-watershed areas and flow direction arrows to Dr. Brown.
  - J. Received written TDEC verification that the Town of Smyrna was not responsible for any E-coli monitoring in Finch Branch.
  - K. Hosted eighth Guest Speaker Forum where Dr. Warren Anderson, of the MTSU Soil Sciences Department, discussed rain garden construction and the importance of having suitable soils below each site.
  - L. SWM Program manager obtained copies from SRWA, Smyrna High School, and Motlow State Community College and provided them to the Sam Davis Home Foundation executive director, while marking the area along Stewart Creek that needs to be trimmed for eventual visits by fifth graders, teachers, and chaperones.
  - M. Assembled and installed two posts with just a Legal Notice sign attached and six with 'No Dumping: Drains to Lake' and Legal Notice signs attached along Stewart Creek and Harts Branch at practice fields, a street crossing, and Sharp Springs Natural Area. To date, 25 posts have been installed with at least one sign mounted to each.
  - N. Assessed the entire length of the Mayfield Drive greenway/sidewalk project providing detailed directions as to where sediment control measures should be installed by contractor prior to and maintained during land disturbance.
  - O. Met with Mike Moss, Director of Parks Department, about required sediment control measures at the proposed tennis court additions, immediately north of the existing Lee Victory Park courts, and at the new Gregory Mill Park restrooms, beside the Splash Pad.

- P. Participated in three Fire Hall #6 team meetings, inspecting all sediment control measures and directing corrective measures be completed for a few violations.
- Q. With Dempsey, Dilling, and Associates assistance, initiated a Storm Water Pollution Prevention Plan template for lots less than an acre in size and not needing a TDEC Notice of Coverage. This will need to be reviewed and approved by town council in two readings before being added to the SW Ordinance according to town attorney.
- R. Reviewed 25 grading plans during four staff plan review meetings.
- S. Participated in three official and one unofficial pre-construction meetings.
- T. Issued eight to ten grading permits.
- U. Dwaine Lawson, Environmental Tech/inspector, completed his first quarterly inspections of ~150 detention basin as well as performing numerous 'as required' construction site inspections.
- V. Initiated Awards Program by assembling an album comprised of the 39 most recently presented Storm Water Management Program Certificates of Appreciation and the 61 previously presented certificates. These certificates were awarded to citizens who assisted the Town of Smyrna as Guest Speaker Forum presenters, WaterFest participants, in-stream and stream bank cleanups, a Project WET monitoring event, TWRA in-stream flow workshop, innovative grease receptacle catchment devices, and properly constructed and well-maintained detention basins. The Awards Program satisfies a new Year-5 MS4 permit requirement.
- W. Compiled album for all newspapers written by or about the SWM Program addressing storm water issues of the day.
- X. Presented concept to Rutherford County MS4 coordinators of hiring Karen Hargrove, current WaterWorks manager with MTSU's Center of Excellence for Environmental Education to manage a countywide Project WET program. Met with three other MS4 coordinators and Ms. Hargrove to discuss how she would assist existing Project WET teachers, promote the program with principals and teachers, and initiate an Outdoor Classroom program. Ms. Hargrove has already submitted meeting notes to us, while initiating discussions with the Discovery Center, where the teacher training workshop occurs and the Rutherford County Hands-On Science Program leader.
- Y. Presented the concept to the Stones River Watershed Association board of directors of having a Boat Day at the U.S. Army Corps of Engineers Stewart Creek Boat Ramp, just north of Smyrna along Weakley Lane. The 4<sup>th</sup> Annual SRWA-hosted Boat Day this July saw ~150 attendees, where they were able to canoe and kayak Stones River and learn much about water quality. Wrote U.S. Army Corps of Engineers for permission. The Corps has not responded at this time.
- Z. Attended a Sustainable Landscape workshop at MTSU hosted by the Cumberland River Compact.
- AA. Attended quarterly MS4 meeting in Franklin where Robby Karesh, MS4 Coordinator for TDEC, addressed next five-year MS4 permit requirements.
- BB. Began final stages of completing municipal pollution prevention plans (MPPPs) for the ten Town of Smyrna facilities that require plans and inspection/education programs.

The next meeting of the Town of Smyrna SWAC is scheduled for April 3, 2008.

There being no other business, the meeting was called for adjournment, which was promptly and democratically approved at 6:00PM (Steve).

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Steve Steele, Chair, SWAC

Date

AS SUBMITTED BY:

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Greg Upham, Secretary, SWAC

Date

cc: Mayor and Council Members  
Mark O'Neal, Town Manager  
Michele Elliott, Town Attorney  
Planning Commissioners  
SWAC Members