

**Town of Smyrna**  
**Storm Water Management Program**  
**Progress Report to the**  
**Storm Water Advisory Committee**  
*January 20, 2009 at 7:00 PM*  
*Smyrna Town Hall /Council Chambers*

- I. Discuss the following Storm Water Management (SWM) Program achievements made from: October 1, 2008 through December 31, 2008.
- A. Received 103 citizen inquiries about the newly initiated Storm Water Utility (SWU) user fee.
  - B. Mailed 46 large informational packets, including an aerial photograph, line item summary sheet, informational flyer already sent to them the month before in their utility bill, speaking notes, Adjustment, Appeals, and Credit policy and application forms, and business card of SWM Program Coordinator.
  - C. Most of the remaining 57 inquirers were sent the informational flyer already mailed to them with their September utility bill accompanied by speaking notes and business card of SWM Program Coordinator.
  - D. Tracking tables were maintained for the total number of SWU user fee inquiries and total number of large packets mailed.
  - E. Participated in two monthly SWU user fee preparation meetings where final pertinent information was thoroughly reviewed.
  - F. Field-measured and recorded areas of impervious surfaces on Rutherford County property (immediately west of the air emissions testing facility) based on direction by the Storm Water Advisory Committee (SWAC).
  - G. SWAC meeting packets were hand-delivered to the residences of all seven SWAC members one week prior to each of the last two SWAC meetings.
  - H. Town of Smyrna staff facilitated the first three quarterly SWAC meetings where SWU user fee issues were addressed by all seven of the SWAC members. Eight corrections were heard at the October meeting, three corrections were heard at the November meeting, while one correction, one adjustment, and one credit application were heard at the December meeting.
  - I. Reviewed 11 grading plans during three monthly staff plan review meetings. This satisfies a MS4 permit requirement.
  - J. Completed sediment control measure inspections of five construction sites prior to issuance of their grading permit.
  - K. Facilitated five official grading permit pre-construction meetings. This satisfies a MS4 permit requirement.
  - L. Issued five grading permits. This satisfies a MS4 permit requirement.
  - M. Assessed the 13 stream cleanup sites to learn that 11 needed attention in 2009. This satisfies a MS4 permit requirement.
  - N. Assisted numerous citizens with inquiries concerning storm water drainage issues. Forwarded information to Billy Davis, Street Department supervisor then initiated a work order with Susan Weber for each.
  - O. Directed Dwaine Lawson to investigate reported illicit discharge (IDDE) of used motor oil and leave used motor oil recycling flyers at 12 residents closest to IDDE site.
  - P. Dwaine Lawson, Environmental Tech/inspector accomplished the following:
    - i. Completed monthly construction site inspections, inspecting 126 sites, not including those generated by citizen complaints, and issuing nine Notices of Violations (NOVs).
    - ii. Completed quarterly grease receptacle inspections, issuing four NOVs.
    - iii. Began assembling electronic database of all issued NOVs and other documents found in project files.
    - iv. Attempted to coordinate a policy that would require the Codes Department to fail footer inspections if the site failed the sediment control measure inspection.
    - v. Participated in all five pre-construction meetings.
    - vi. Attended and assisted in the preparation of three monthly SWAC meetings.
    - vii. Participated in all SWU user fee preparation meetings.
    - viii. Assisted with answering SWU user fee inquiries over the phone for one week.
    - ix. Participated in the annual Stones River Watershed Association (SRWA) meeting where he became a member.
    - x. Dealt with a wide array of citizen complaints.
    - xi. Continued to submit weekly activity reports to David King.
  - Q. The SWU media blitz was continued on Channel 3 and the town's web page to adequately announce the user fee.
  - R. A draft contract was written by Michele Elliott's legal staff to enable a half-time educator to serve as facilitator for the Project WET contract. The draft was then reviewed by the four MS4 coordinators in Rutherford County and discussed at a meeting held in Town Hall. This contract should begin in the last three months of the '08 -'09 school year when the project facilitator will be paid through the county as a contractor, not as an employee. This contract should increase the usage and effectiveness of Project WET in our school systems. This helps satisfy a MS4 permit requirement.
  - S. Participated in the SRWA-sponsored Stewart Creek float trip where the SWM Program Coordinator and his son obtained the GPS coordinates for sites along the stream bank that will eventually serve as half-mile markers. These markers will afford future Blueway participants valuable location information when alerting emergency squads of any accidents that should ever occur. Local emergency squads will have Stewart Creek maps with these markers properly located on them to reference during emergencies.

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- T. Town of Smyrna SWM Program staff hosted the SRWA's annual planning meeting, where nine members and one facilitator planned the focus and events of this important citizens' group for 2009.
- U. Participated in a quarterly MS4 coordinator's meeting in Franklin.
- V. Volunteered to assist MyTV30 and CW television station staff with the planning of their future outreach efforts, utilizing Project WET as one of the key components of this effort.