

**Town of Thompson's Station  
Utility Board  
Meeting Minutes  
December 18, 2019 6:00 p.m.**

**Call to Order:**

The meeting of the Utility Board of the Town of Thompson's Station was called to order at 6:00 p.m. on December 18, 2019 at the Thompson's Station Community Center with the required quorum. Members and staff in attendance were: Chairman Jeff Riden, Alderman Brian Stover, Bruce DiFrancisco, Joe Whitson, Skip Beasley, Brad Wilson, Town Administrator Ken McLawhon, Finance Director Steve Banks, Town Recorder/Clerk Regina Fowler and Town Attorney Kirk Vandivort.

**Minutes:**

**Consideration of the minutes of the November 20, 2019, regular meeting was presented.**

Mr. Stover made a motion to approve the November 20, 2019 regular meeting minutes. The motion was seconded and carried unanimously.

**1. System Operators Update:**

Brandon Haskins updated the Utility Board. Everything is about the same as last month. Smoke testing begins tomorrow in Canterbury. Matthew Johnson, Barge Design noted that approximately 96,000 ft. of drip lines are in the ground. If a defect is found Comcast would be contacted to repair said defect. The second option would be to expand smoke testing. The third option is to collect data in the high tide units and analyze said data for anything unusual at the pump stations. The fourth option is to conduct CCTV (camera in lines) testing.

Wastewater Impact Fee Presentation – Jim Marshall

**System Development Fees – Definition**

- A contribution of capital toward existing or planned future plant facilities necessary to meet the service needs of new customers to which such fees apply.
- Two methods used to determine the amount of these charges are the buy-in method and the incremental-cost pricing method.
- Charges are intended to provide funds to be used to finance all or part of capital improvements necessary to serve new customers.  
\*AWWA's, Principles of Water Rates, Fees and Charges, p328

**System Development Fees – Methodologies**

- Equity (Buy-In) Method – This approach attempts to assess new customers a fee to approximate the equity position of current customers. (AWWA M-1, p199)
- Incremental Cost Method – Assigns to new development the incremental cost of system expansion needed to serve the new development. (AWWA M-1, p202).

- Given the dynamics of the Town’s wastewater system, the Incremental Cost Method was applied.

**Process Overview**

1. Develop Equivalent Residential Unit using 12 months ended June 2018 billing statistics.
2. Determine the number of ERU’s of capacity being added.
3. Incremental Cost - Calculate the average investment per ERU on the additional capacity being added.

**Develop Equivalent Residential Unit**

**Incremental Approach**

Annual Residential Sales (Gals)	85,481,600
Annual Residential Billings	17,448
Monthly Volume/Customer (Gals)	4,899
Annual Volume/Customer (Gals)	58,791

530,000 gallons Additional Dailey Capacity 193,450,000

Equivalent Residential Units (ERU) **3,290**

**Determine the Avg. Investment Per ERU in New Capacity**

Equivalent Residential Units (ERU) 3,290

Projected Growth Related Investment in Plant	\$ 20,000,000
Projected Interest Expense on Long Term Debt	\$ <u>10,356,250</u>
Projected Cost of Capacity Related Investment	\$ <u>30,356,250</u>

Average Investment/ERU \$ **9,225**

\*Does not include labor, materials, inspection, etc.

**Fee Escalation by Meter Size**

Meter Size (Inches)	Multiplier	Fee
3/4	1.00	\$ 9,225
1	1.33	\$ 12,301
1 1/2	2.00	\$ 18,451
2	2.67	\$ 24,601
3	4.00	\$ 36,902
4	5.33	\$ 49,202
6	8.00	\$ 73,804
8	10.67	\$ 98,405
10	13.33	\$ 123,006
12	16.00	\$ 147,607

Fee Escalation by Estimated Max Flow

Maximum Rated Flow GPM	Meter Size	Multiplier	Fee
30	3/4	1.00	\$ 9,225
50	1	1.67	\$ 15,376
100	1 1/2	3.33	\$ 30,752
160	2	5.33	\$ 49,202
320	3	10.67	\$ 98,405
500	4	16.67	\$ 153,758
1,000	6	33.33	\$ 307,515
1,600	8	53.33	\$ 492,024
4,200	10	140.00	\$ 1,291,563
5,300	12	176.67	\$ 1,629,830

\*Meter Flows would need to be confirmed by water provider

**Discussion:**

The Utility Board discussed how to proceed forward. it was determined that a recommendation for a new rate be referred to BOMA for their consideration at the February BOMA meeting. Jeff Risdén noted that at present, there is a \$6,100 (all in fee) which consists of a disposal fee, builder fee and a developer fee. Ken McLawhon noted there would need to be documents updated by Town Attorneys. He also believes its most beneficial to the Town to replicate the collection of these fees on the front end. A future Open House was discussed for the Utility Board. The Utility Board did ask Mr. Jim Marshall with Jackson Thornton to make the above presentation at the 6:00 p.m. BOMA Work Session February 11, 2020.

**Recommendation to BOMA for the Endorsement of Jackson Thornton’s Presentation - Town of Thompson’s Station, TN Wastewater System Development Charge Analysis.** Mr. Whitson made a motion to approve the recommendation to BOMA for the Endorsement of Jackson Thornton’s Presentation – Town of Thompson’s Station, TN Wastewater System Development Charge Analysis. The motion was seconded and carried unanimously.

**Announcements:**

John Peterson resigned from the Utility Board therefore, the vacant position has been advertised.

**Adjourn:**

There being no further business, the meeting adjourned at 6:53 p.m.

  
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Chairman, Jeff Risdén