

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

**Call Meeting To Order**

**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. 78):**

Documents:

[ITEM 1 - INTRODUCTION STATEMENT FOR TS UB.PDF](#)

**2. Consideration Of The Minutes Of The February 17, 2021 Meeting.**

Documents:

[ITEM 2 - UTILITY BOARD MINUTES 02\\_17\\_2021.PDF](#)

**3. Approve Proposed Ordinance 2021-007: An Ordinance To Amend Title 18 Of The Town Of Thompson's Station, Tennessee Municipal Code As To The Prescribed Chapters And Requirements Of Training Related To Board Of Mayor And Alderman And The Utility Board Of The Town Of Thompson's Station And Move Forward To BOMA For Their Review.**

Documents:

[ITEM 3 - ORDINANCE 2021-007 TO AMEND TITLE 18 AS TO CHAPTERS AND ADD TRAINING REQUIREMENT 3.10.21 V.2.PDF](#)

**4. System Operator's Update-Kenny Bond:**

**5. Barge Design Updates-Matthew Johnson:**

- a. Bridgemore I & I Update
- b. Hill Property Construction Update
- c. MBR Project Update
- d. Critz Lane Utility Relocation Update
- e. Force Main and Pump Station on Highway 31 and Thompson's Station Road

**6. Announcements:**

**7. Adjourn**

**Information Only:**

Documents:

[BROADBAND INFORMATION.PDF](#)  
[FCCBROADBANDMAP2.PDF](#)

***This meeting will be held remotely due to the Public Health Emergency related to COVID-19 and will be***

*live streamed at 6:00 p.m. via the Town Website @ [www.thompsons-station.com](http://www.thompsons-station.com)*

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

Hello and welcome to this the March 17, 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 # 78 (which was previously extended by Executive Order # 16, 34, 51, 60, 65 and 71): 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  
Meeting Minutes  
February 17, 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 February 17, 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 February 17, 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](http://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, Bruce Difranco, Lauren Gaudio, Mike Roberts, Charles Starck, Town Administrator Ken McLawhon, Finance Director Steve Banks, Wastewater Coordinator Kenny Bond, IT Coordinator Tyler Rainey, Town Clerk Regina Fowler and Town Attorney Kirk Vandivort. Virtual attendant Matthew Johnson with Barge Design was also remotely present.

**Minutes:**

Consideration of the minutes of the January 20, 2021 regular meeting and the February 3, 2021 Special Called Meeting were presented. Mr. Skip Beasley made a motion to approve the January 20, 2021 regular meeting minutes and the February 3, 2021 special called meeting as amended. The motion was seconded by Mike Roberts and carried unanimously.

**Roll Call Vote:**

	<u>VOTE</u>		<u>VOTE</u>		<u>VOTE</u>
Skip Beasley	Yea	Bruce Difranco	Yea	Lauren Gaudio	-
Jeff Riden	Yea	Mike Roberts	Yea	Charles Starck	Yea
		Brian Stover	Yea		
Yea	6	Nay	0	Absent	

**Motion carried.**

1. **System Operators Update:** Wastewater Operator Kenny Bond noted they had seen a recent disbursement of a substantial amount of water. The blow off valve has been installed and new VFD pumps are to be installed. One of the pump motors will also need to be repaired. The new drip fields are almost 100% operational. Difficulties have been experienced with the solar panels not properly charging the batteries however, this issue will be addressed. A Board Member wanted to know if the system had received any extra flow due to the inclement weather. The Wastewater Department has had no access to the roads to the drip fields due to the ice storm however, they have not noticed any discernable amount of additional flow because of the inclement weather.
  - a. **Barge Design Updates-Matthew Johnson:** I & I update-BOMA approved flow monitoring at four sites for six months. Installation of these devices should begin by next week and once data has been downloaded and received Barge will review said data.
  - b. **Hill Property Drip Fields:** With the anticipation of the shipment of two valves next week and after installation (by W. O. Construction Co.) and testing of said valves this project should be complete.
  - c. **MBR Update:** The Design is complete and once the funding has been determined and completed (USDA or SRF) Barge will complete the front-end specifications. Discussion with the property owner to purchase additional land for the new pump station for adjacent property next to the existing pump station is ongoing. The funding facilities plan with SRF should be submitted by next week. Barge is awaiting to hear from the environmental review with SRF. After speaking with the Department of USDA they are still awaiting environmental letters from the Native American Tribes. Once Barges wraps up the environmental report for USDA all reports should be completed in the next couple of weeks.
  - d. **Update Capacity Reservation Process:** A Development Overview and a Template for Capacity Assessment Results Overview was shared with the UB board. The question was asked as to whether conditional letters of approval (subject to conditions) will be mailed out or would they flat out be denied? The letters would be mailed and would originate from the Community Development Department/Town Planning Director's Office.
  - e. **Force Main and Pump Station on Hwy 31 and Thompson's Station Road:** Discussions with Developers/Town Administration/Barge are ongoing as how to move forward with this project. The Wastewater pump station in front of the Thompson's Station Church which flows south to Heritage Commons, cannot accept any additional flow. Decisions will have to be determined as to whether to turn this station and pump north to connect to the plant. The new station will be built adjacent to the old station.

Conversations are continuing with all parties involved as to a cost breakdown for the installation of a new 6" pipe vs. the old 4" pipe (HB & TS easement) on Highway 31 running North. Once the details have been accomplished this project should get started fairly soon. A worst-case scenario time frame for completion of said project should take approximately six to eight months.

**Announcements:** Congratulations to Skip Beasley, Jeff Riden and Charles Starck for their re-appointments to the Utility Board. We also want to welcome Lauren Gaudio as a new member to the Utility Board.

**Adjourn:**

There being no further business, the meeting adjourned at 6:45 p.m.

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**Chairman, Jeff Riden**

ORDINANCE NO. 2021-007

AN ORDINANCE TO AMEND TITLE 18 OF THE TOWN OF THOMPSON'S STATION,  
TENNESSEE MUNICIPAL CODE AS TO THE PRESCRIBED CHAPTERS AND  
REQUIREMENTS OF TRAINING RELATED TO BOARD OF MAYOR AND ALDERMAN  
AND THE UTILITY BOARD OF THE TOWN OF THOMPSON'S STATION

WHEREAS, the Board of Mayor of Alderman by Ordinance 2019-002 created a Utilities Board to assist the Board of Mayor Alderman in its duties and to advise Town Staff with respect to the operation of the wastewater system and other utility-related functions.

WHEREAS, the Board of Mayor and Alderman based on the recommendation of the Utility Board relating to necessary amendments of the Town Code as a result of a clerical correction for the assignment of the chapter for Utility Board under Chapter 3 shall be amended to Chapter 5 as provided hereinafter.

WHEREAS, the Board of Mayor and Alderman based on the recommendation of the Utility Board relating to the statutory required training and continued education by the Comptroller's Office of the State of Tennessee as to the Board of Mayor and Alderman and the Utility Board, does delineate the statutory requirements of the training and continuing education hereinafter by amending and adding to Title 18, Chapter 5 for the Utility Board as provided hereinafter.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Thompson's Station, Tennessee as follows:

**Section 1.** That Title 18 of the Thompson's Station Municipal Code is amended by renumbering Chapter 18-301 thru 18-304 to and adding a new Chapter 5, 18-501 thru 18-505 to be titled Utility Board as set forth as follows:

**18-501. Creation.**

That there is hereby created a Utilities Board to be known and referred to herein as the Thompson's Station Utilities Board ("Utilities Board" or "board").

**18-502. Board Membership; Appointment.**

The Utilities Board shall consist of seven (7) members appointed by the Board of Mayor and Aldermen ("BOMA"). The BOMA may, in its discretion, appoint one (1) BOMA member as one (1) of the seven (7) members of the Utilities Board, but in the event, the term of that member shall not extend beyond their term on the BOMA.

Utilities Board members shall be appointed by majority vote of the BOMA and shall serve at the will of BOMA. The terms of all the Utilities Board members shall run from their original appointment for a period of two (2) years. However, if a member of the BOMA of the Town is appointed to serve on the board, the BOMA member's term shall run concurrent with their BOMA term. Appointments to complete unexpired terms of office, vacant for any cause, shall be made in the same manner as the original appointments.

**18-503. Meetings; Compensation.**

- (a) Within thirty (30) days after appointment of members, the Utilities Board shall hold a meeting to elect a chair and designate a secretary, who need not be a member. The board shall hold public meetings at least once per month, at such regular time and place as they may determine. Notices of the time and place of all meetings shall comply with the Open Meeting Act. The board shall establish its own rules of procedure at its first meeting.
- (b) All members of the Utilities Board shall serve without compensation, but they shall be allowed necessary traveling and other expenses while engaged in the business of the board.

**18-504. Powers; Duties.**

- (a) From and after its first meeting, the Utilities Board shall provide guidance and direction to Town Staff and shall advise the BOMA in all matters pertaining to the operation of the Town's wastewater system. The board may adopt policies related to the operation of the wastewater system, provided that such policies shall be consistent with any ordinances of the Town and any applicable state laws and regulations.
- (b) Subject to funds specifically budgeted by the Board of Mayor and Aldermen and subject to the Town's purchasing policies, the Utilities Board may authorize expenditures for goods or services related to the operation of the wastewater facilities.
- (c) The board shall not be responsible for the supervision of Town staff, nor shall it have any authority with respect to the hiring, dismissal or discipline of Town employees.
- (d) The Town Administrator or his or her designee shall be present at all meetings of the Utilities Board and assist the board in the collection of information it needs to perform its duties.
- (e) The board shall perform such other duties related to the operation of the Town's wastewater systems as may be requested by the BOMA.
- (f) The board may also perform other duties with respect to other, non-wastewater related utility issues as may be requested by the BOMA from time to time.

**18-505. Required Training and Continued Education**



(a) From the statutory requirements under TENN. CODE ANN. § 7-34-115 (j)(1)-(7),(k), the prescribed training and continuing education for members of the Utility Board, and as applicable to the Board of Mayor and Alderman shall be as follows:

“(j)(1) The governing body of a municipal utility system subject to this section that supervises, controls, or operates a public water or public sewer system, including, but not limited to, those systems using a separate utility board pursuant to any public or private act, must meet the training and continuing education requirements in this subsection (j).

(2) All members of the municipal utility board of commissioners shall, within one (1) year of initial appointment or election to the board of commissioners or within one (1) year of reappointment or reelection to the board of commissioners, attend a minimum of twelve (12) hours of training and continuing education in one (1) or more of the subjects listed in subdivision (j)(4).

(3)(A) In each continuing education period after the initial training and continuing education required by subdivision (j)(2), a municipal utility board commissioner shall attend a minimum of twelve (12) hours of training and continuing education in one (1) or more of the subjects listed in subdivision (j)(4).

(4) The subjects for the training and continuing education required by this subsection (j) shall include, but not be limited to, board governance, financial oversight, policy-making responsibilities, and other topics reasonably related to the duties of the members of the board of commissioners of a municipal utility.

(5) Any association or organization with appropriate knowledge and experience may prepare a training and continuing education curriculum for municipal utility board commissioners covering the subject set forth in subdivision (j)(4) to be submitted to the comptroller of the treasury for review and approval prior to use. The comptroller shall file a copy of approved training and continuing education curriculum with the water and wastewater financing board. Changes and updates to the curriculum must be submitted to the comptroller for approval prior to use. Any training and continuing education curriculum approved by the comptroller must be updated ever three (3) years and submitted to the comptroller for review and approval.

(6) For purposes of this subsection (j), a municipal utility board commissioner may request a training and continuing education extension of up to six (6) months from the comptroller of the treasure or the comptroller’s designee. The request shall only be granted up on a reasonable showing of substantial compliance with this subsection (j). If the extension is granted, the municipal utility board commissioner must complete any additional required training hours necessary to achieve full compliance for only the relevant continuing education period within the extension period. The municipal utility board commissioner shall file copies of any extension request letters and

corresponding comptroller of the treasury determination letters with the water and wastewater financing board.

(7)(A) Beginning no later than March 1, 2019, the comptroller of the treasury shall offer online training and continuing education courses for purposes of compliance with this subsection (j).

(B) Any association or organization with appropriate knowledge and experience may prepare an online training and continuing education curriculum for municipal utility board commissioners covering the subjects set forth in subdivision (j)(4) to be submitted to the comptroller of the treasury for review and approval prior to use.

(C) The comptroller of the treasury shall file a copy of approved online training and continuing education curriculum with the water and wastewater financing board. Changes and updates to the curriculum must be submitted to the comptroller of the treasury for approval prior to use. Any online training and continuing education curriculum approved by the comptroller of the treasury must be updated every three (3) years and submitted to the comptroller of the treasury for review and approval.

(D) Any person required to complete training and continuing education under this subsection (j) may take one (1) or more of such online courses in lieu of attending training and continuing education courses in person.

(E) The online training and continuing education provider shall provide a certificate of completion or attendance that shall be submitted by the municipal utility board commissioner to the municipality. Each municipality shall keep the certificate of completion or attendance for six (6) years after the calendar year in which the certificate of completion or attendance is submitted.

(k) If any member of a municipal utility board or commissioner fails to meet the training and continuing education requirements set forth in subsection (j) before the end of the continuing education period or before the end of any extension approve by the comptroller of the treasury or the comptroller's designee, then the water and wastewater financing board shall have full discretion to order reasonable sanctions against the municipality, including, but not limited to, the municipality being ineligible to receive assistance from the Tennessee local development authority under § 68-221-1206(a)(3).”

(b) The town shall be responsible for paying for any training and continuing education course registration and travel expenses for each board member.

**Section 2.** If any section, clauses, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion, of this Ordinance which is not itself invalid or unconstitutional.

**Section 3.** This ordinance shall become effective upon final passage, the public welfare requiring it.

Duly approved and adopted by the Board of Mayor and Aldermen of the Town of Thompson's Station, Tennessee on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Corey Napier, Mayor

ATTEST:

\_\_\_\_\_  
Regina Fowler, Town Recorder

Passed First Reading: \_\_\_\_\_

Passed Second Reading: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Kirk Vandivort, Town Attorney

----- Forwarded message -----

From: **Micah Wood** <[mwood@thompsons-station.com](mailto:mwood@thompsons-station.com)>

Date: Mon, Mar 15, 2021 at 3:15 PM

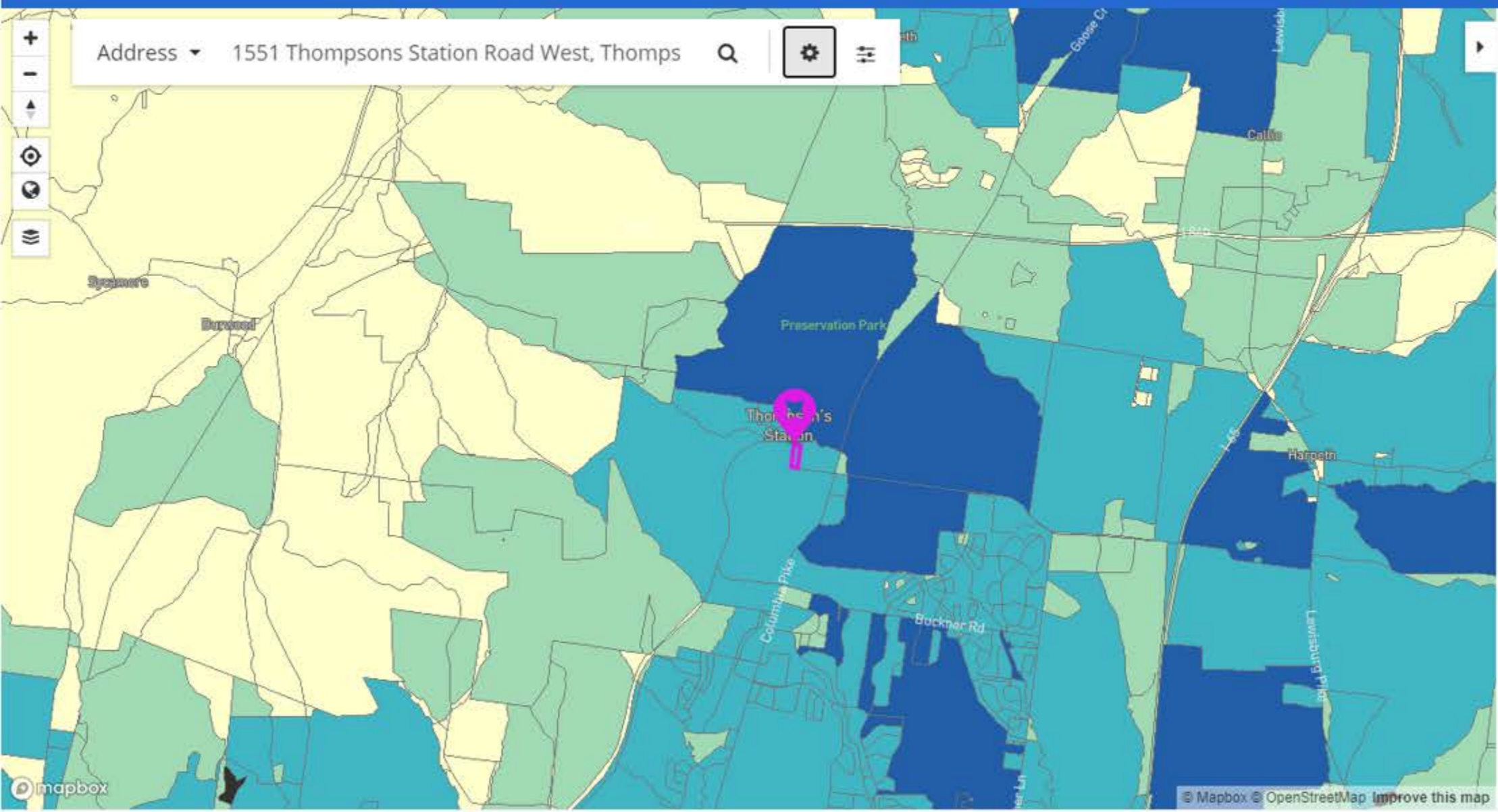
Subject: Thompson's Station Broadband Coverage Map

To: Regina Fowler <[rfowler@thompsons-station.com](mailto:rfowler@thompsons-station.com)>

The FCC has a mapper showing broadband deployment, see below. I can only send a screen shot of the map, but coverage in TS is pretty good, except for the west side of Town. The date of the info shown by the map is over a year old & doesn't take into account MTE bringing fiber to Town through Untied Communications, only their fixed wireless providers.

Here's a link to that FCC mapper: <https://go.usa.gov/xsm7p>

**Micah Wood, AICP**  
**Planning Director**  
**Town of Thompson's Station**



**All Providers Reporting Service**

Census block ID: 471870512013077



**Broadband**

**Technology** ADSL, Cable, Fiber  
**Speed** ≥ 25/3 Mbps  
**Date** Dec. 2019 (latest public release)

Provider	Tech	Down (Mbps)	Up (Mbps)
Charter Communications	Cable	940	35
ViaSat, Inc.	Satellite	100	3
MTE Holdings, LLC	Fixed Wireless	30	3
AT&T Inc.	ADSL	25	5
Hughes Network Systems, LLC	Satellite	25	3
AT&T Inc.	ADSL	12	0.512
VSAT Systems, LLC	Satellite	2	1.3