

**Town of Thompson's Station
Utility Board
Virtual Meeting Agenda
August 19, 2020**

Call Meeting To Order

1. Consideration Of The Minutes Of The June 24th, 2020 Meeting

Documents:

[ITEM 1 - UTILITY BOARD MINUTES 06_24_2020.PDF](#)

2. System Operator's Update:

3. Bridgemore I & I Update:

4. Hill Property Construction Update:

5. Alexander Property Update:

6. MBR Project Update:

7. Announcements:

Documents:

[UB WASTEWATER CORRECTED.PDF](#)

8. Adjourn

*This meeting will be held remotely due to the Emergency of
COVID-19 and will be live streamed at*

6:00 p.m. via our website www.thompsons-station.com

**Town of Thompson's Station
Utility Board
Virtual Meeting Minutes
June 24, 2020 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 June 24, 2020, 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. 16 due to the treatment and containment of COVID-19.

This regular monthly meeting for June 24th of 2020, 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 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's web site at thompsons-station.com within 24 hours of this meeting. Utility Board Members and Staff virtually present were: Chairman Jeff Riden, Alderman Brian Stover, Board Members Skip Beasley, Bruce DiFrancisco, Mike Roberts and Charles Starck. Brad Wilson was absent. Town Administrator Ken McLawhon, Finance Director Steve Banks, IT Coordinator Tyler Rainey, Wastewater Operator Brandon Haskins, and Town Attorney Kirk Vandivort. Additional virtual attendants were Matthew Johnson, Barge Design.

Minutes:

1. Consideration of the May 20, 2020 regular Utility Board Meeting were presented. Mike Roberts made a motion to approve the May 20, 2020 regular Utility Board Meeting minutes. 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 | Yea | Mike Roberts | Yea |
| Charles Starck | Yea | Brian Stover | Yea | Brad Wilson | Absent |
| Yea | 5 | Nay | 0 | Absent | 1 |

Motion carried.

2. System Operators Update: Brandon Haskins updated the UB. The MOR Report shows 11.6 were received and 8.3 was expelled. The effluent was scaled back. West Harpeth has been mowed and repairs were completed as needed in the field. Cell 1 has basically remained the same.

3. **Bridgemore I & I Update - Matthew Johnson presented the following information:**
 - Reviewed system pump station flow data.
 - Data review indicated most significant issue in Bridgemore subdivision.
 - BOMA approved CES to perform smoke testing and CCTV investigations.
 - Field work will take approximately 4 weeks.
 - Coordinating updating the GIS mapping and public notifications with Town staff.

4. **MBR Project Update - Matthew Johnson presented the following information:**
 - Conducted design review meeting with Town staff on June 12, 2020.
 - Incorporating comments received and proceeding with work on 60% design submittal.
 - Decommission of Cell #1 will allow for siting of new equipment/structures inside footprint.
 - Cell #2 will be utilized for effluent storage.

5. **Hill Property Update - Matthew Johnson presented the following information:**
 - Connection at Dog Park Road is complete.
 - Continuing to install the headers and force main piping.
 - MTEMC in process of installing power line to onsite pump stations.
 - Milestone #1 Date: July 7, 2020.
 - Pending change order for strainer.

6. **Alexander Property Update - Matthew Johnson presented the following information:**
 - Approximately 33 acres currently identified for drip.
 - Additional 10 acres are being mapped and coordinated with TDEC.

Announcements:

The July Virtual Utility Board Meeting was a joint Work Session with BOMA for the purpose of discussion of Wastewater Fund CIP projects and General Fund CIP Projects.

Adjourn:

There being no further business, the meeting adjourned at 7:12 p.m.

Chairman, Jeff Riden



Monthly Finance Report

Wastewater Funds CORRECTED
For the period ended July 31, 2020

Prepared by
Steve Banks, Finance Director

Prepared on
August 17, 2020

Table of Contents

Wastewater Fund info3

Wastewater Fund Budget VS Actuals4

Wastewater Fund Statement of Activities5

Wastewater Fund EXPANDED Activities6

Wastewater Fund Capital Projects Activity8

Unaudited CASH BALANCES9

Wastewater Fund info

The wastewater fee is calculated from monthly data received from HB&TS water utility. The data is reviewed by the Finance Director and the wastewater fee is calculated, sent out for printing and mailing of statements.

This is a summary of that data for the July 31, 2020 data.

| WW Billed | (All) | Service Areas | | | | | | | |
|---|---------------------------|------------------|------------|-----------|-----------|-----------|------------|-------------|--|
| Account Types | AW | BV | FC | HC | No Serv | RP | TV | Grand Total | |
| Builder | | 32 | 26 | | | | 37 | 95 | |
| Combine | | | | | | 5 | | 5 | |
| Commercial WW | | | 1 | 11 | | 35 | | 47 | |
| No Bill | | 2 | | 1 | 69 | 1 | | 73 | |
| Wastewater | 13 | 446 | 703 | | | | 615 | 1777 | |
| Grand Total | 13 | 480 | 730 | 12 | 69 | 41 | 652 | 1997 | |
| As of July 10, 2020 meter reading from HB & TS | | | | | | | | | |
| Area | Sum of Water Usage | | | | | | | | |
| AW | 71800 | Allenwood | | | | | | | |
| BV | 3038500 | Bridgemore | | | | | | | |
| FC | 4431800 | Canterbury | | | | | | | |
| HC | 163200 | Heritage Commons | | | | | | | |
| No Serv | 498900 | Septic | | | | | | | |
| RP | 1496700 | Regional Plant | | | | | | | |
| TV | 2991100 | Tollgate | | | | | | | |
| Grand Total | 12692000 | | | | | | | | |
| WW Billing for July 31, 2020 | | | | | | | | | |
| Commercial | \$ 27,838 | 47 | | | | | | | |
| Builder accounts | \$ 2,464 | 95 | | | | | | | |
| Residential | \$ 81,598 | 1777 | | | | | | | |
| Total WW Fees - July 2020 | \$ 111,900 | | | | | | | | |
| Accounts at \$55 cap | | | | | | | | | |
| No of Accounts | 737 | | | | | | | | |
| Amount over \$55 | \$ 30,642 | | | | | | | | |
| Percent of all Res. Accts | 39% | | | | | | | | |

Wastewater Fund Budget VS Actuals

July 2020

| | Wastewater | | | | Total | | | |
|---------------------------------------|--------------------|--------------------|------------------|-----------------|--------------------|--------------------|------------------|-----------------|
| | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget |
| INCOME | | | | | | | | |
| 34090 Total Wastewater Fees | 112,705 | 109,414 | 3,291 | 103.00 % | 112,705 | 109,414 | 3,291 | 103.00 % |
| 341090 Total Tap Fees | 43,900 | 26,042 | 17,858 | 169.00 % | 43,900 | 26,042 | 17,858 | 169.00 % |
| 34700 Total All Other Revenues | 682 | 1,235 | -553 | 55.00 % | 682 | 1,235 | -553 | 55.00 % |
| Total Income | 157,287 | 136,691 | 20,596 | 115.00 % | 157,287 | 136,691 | 20,596 | 115.00 % |
| GROSS PROFIT | 157,287 | 136,691 | 20,596 | 115.00 % | 157,287 | 136,691 | 20,596 | 115.00 % |
| EXPENSES | | | | | | | | |
| 43100 Total Payroll Costs | 12,049 | 24,550 | -12,501 | 49.00 % | 12,049 | 24,550 | -12,501 | 49.00 % |
| 43300 Total Professional Fees | | 14,166 | -14,166 | | 0 | 14,166 | -14,166 | 0% |
| 43400 Total Operating Costs | 10,188 | 16,402 | -6,214 | 62.00 % | 10,188 | 16,402 | -6,214 | 62.00 % |
| 43600 Total Interest Expense | 662 | 792 | -130 | 84.00 % | 662 | 792 | -130 | 84.00 % |
| 49900 Total Capital Improvement Costs | 231,077 | 290,417 | -59,340 | 80.00 % | 231,077 | 290,417 | -59,340 | 80.00 % |
| Total Expenses | 253,975 | 346,327 | -92,352 | 73.00 % | 253,975 | 346,327 | -92,352 | 73.00 % |
| NET OPERATING INCOME | -96,688 | -209,636 | 112,948 | 46.00 % | -96,688 | -209,636 | 112,948 | 46.00 % |
| OTHER EXPENSES | | | | | | | | |
| Depreciation | 37,500 | 44,162 | -6,662 | 85.00 % | 37,500 | 44,162 | -6,662 | 85.00 % |
| Total Other Expenses | 37,500 | 44,162 | -6,662 | 85.00 % | 37,500 | 44,162 | -6,662 | 85.00 % |
| NET OTHER INCOME | -37,500 | -44,162 | 6,662 | 85.00 % | -37,500 | -44,162 | 6,662 | 85.00 % |
| NET INCOME | \$ -134,188 | \$ -253,798 | \$119,610 | 53.00 % | \$ -134,188 | \$ -253,798 | \$119,610 | 53.00 % |

Wastewater Fund Statement of Activities

July 2020

| | Jul 2020 | Total |
|---------------------------------------|--------------------|--------------------|
| INCOME | | |
| 34090 Total Wastewater Fees | 112,705 | 112,705 |
| 341090 Total Tap Fees | 43,900 | 43,900 |
| 34700 Total All Other Revenues | 682 | 682 |
| Total Income | 157,287 | 157,287 |
| GROSS PROFIT | 157,287 | 157,287 |
| EXPENSES | | |
| 43100 Total Payroll Costs | 12,049 | 12,049 |
| 43400 Total Operating Costs | 10,188 | 10,188 |
| 43600 Total Interest Expense | 662 | 662 |
| 49900 Total Capital Improvement Costs | 231,077 | 231,077 |
| Total Expenses | 253,975 | 253,975 |
| NET OPERATING INCOME | -96,688 | -96,688 |
| OTHER EXPENSES | | |
| Depreciation | 37,500 | 37,500 |
| Total Other Expenses | 37,500 | 37,500 |
| NET OTHER INCOME | -37,500 | -37,500 |
| NET INCOME | \$ -134,188 | \$ -134,188 |

Wastewater Fund EXPANDED Activities

July 2020

| | Jul 2020 | Total |
|--|----------------|----------------|
| INCOME | | |
| 34090 Total Wastewater Fees | | 0 |
| 31000 Wastewater Treatment Fees | 111,955 | 111,955 |
| 31010 Septage Disposal Fees | 750 | 750 |
| Total 34090 Total Wastewater Fees | 112,705 | 112,705 |
| 341090 Total Tap Fees | | 0 |
| 33000 Tap Fees | 43,900 | 43,900 |
| Total 341090 Total Tap Fees | 43,900 | 43,900 |
| 34700 Total All Other Revenues | | 0 |
| 36120 Interest Earned - Invest. Accts | 682 | 682 |
| Total 34700 Total All Other Revenues | 682 | 682 |
| Total Income | 157,287 | 157,287 |
| GROSS PROFIT | 157,287 | 157,287 |
| EXPENSES | | |
| 43100 Total Payroll Costs | | 0 |
| 41110 Payroll Expense | 9,351 | 9,351 |
| 41141 Payroll Taxes - FICA | 580 | 580 |
| 41142 Payroll Taxes - Medicare | 136 | 136 |
| 41289 Employee Retirement Expense | 468 | 468 |
| 41514 Insurance - Employee Medical | 1,515 | 1,515 |
| Total 43100 Total Payroll Costs | 12,049 | 12,049 |
| 43400 Total Operating Costs | | 0 |
| 41211 Postage, Freight & Express Chgs | 698 | 698 |
| 41221 Printing, Forms & Photocopy Exp | 486 | 486 |
| 41235 Memberships & Subscriptions | 870 | 870 |
| 41241 Utilities - Electricity | 6,442 | 6,442 |
| 41242 Utilities - Water | 187 | 187 |
| 41245 Telecommunications Expense | 155 | 155 |
| 41260 Repairs & Maint WW | 686 | 686 |
| 41311 Office Expense | 126 | 126 |
| 41691 Bank Charges | 538 | 538 |
| Total 43400 Total Operating Costs | 10,188 | 10,188 |
| 43600 Total Interest Expense | | 0 |
| 41633 Interest Expense - Note Payable | 662 | 662 |
| Total 43600 Total Interest Expense | 662 | 662 |
| 49900 Total Capital Improvement Costs | | 0 |
| 41940 Capital Projects | | 0 |
| Approved Budget Capital Expenditures | 231,077 | 231,077 |
| Total 41940 Capital Projects | 231,077 | 231,077 |
| Total 49900 Total Capital Improvement Costs | 231,077 | 231,077 |

| | Jul 2020 | Total |
|-----------------------------|----------------|----------------|
| Total Expenses | 253,975 | 253,975 |
| NET OPERATING INCOME | -96,688 | -96,688 |
| OTHER EXPENSES | | |
| Depreciation | 37,500 | 37,500 |
| Total Other Expenses | 37,500 | 37,500 |
| NET OTHER INCOME | -37,500 | -37,500 |
| NET INCOME | \$ -134,188 | \$ -134,188 |

Wastewater Fund Capital Projects Activity

July 2020

| Date | Transaction Type | Num | Name | Division | Memo/Description | Amount |
|--|------------------|--------|---------------------------------|------------|--|--------------------|
| Ordinary Income/Expenses | | | | | | |
| Expenses | | | | | | |
| 49900 Total Capital Improvement Costs | | | | | | |
| 41940 Capital Projects | | | | | | |
| Approved Budget Capital Expenditures | | | | | | |
| 07/07/2020 | Bill | Pay #9 | W & O Construction Co. | Wastewater | Hill Property Drip Fields installation | 221,327 |
| 07/17/2020 | Bill | 20413 | EarthSearch Soil Consulting LLC | Wastewater | Alexander property soil testing - addition | 9,750 |
| Total for Approved Budget Capital Expenditures | | | | | | \$231,077 |
| Total for 41940 Capital Projects | | | | | | \$231,077 |
| Total for 49900 Total Capital Improvement Costs | | | | | | \$231,077 |
| Total for Expenses | | | | | | \$231,077 |
| Net Income | | | | | | \$ -231,077 |

Unaudited CASH BALANCES

| Wastewater Funds Cash Position | May | Jun | Jul |
|---|---------------------|---------------------|---------------------|
| Checking | \$ 9,689 | \$ 147,870 | \$ 342,485 |
| Savings | \$ 3,839,651 | \$ 3,839,492 | \$ 3,340,174 |
| Less: Reserve | \$ (521,880) | \$ (522,069) | \$ (522,069) |
| Total Cash | \$ 3,327,460 | \$ 3,465,293 | \$ 3,160,590 |
| <i>Add:</i> | | | |
| Accounts Receivable | \$ 205,496 | \$ 203,765 | \$ 203,765 |
| Due from Gen Fund | \$ 110,538 | \$ 116,110 | \$ 85,089 |
| <i>Less:</i> | | | |
| Note Balance (Franklin Synergy) | \$ (333,333) | \$ (324,074) | \$ (315,815) |
| Accounts Payable | \$ (126) | \$ (172,083) | \$ (1,413) |
| Deposits | \$ (21,000) | \$ (24,300) | \$ (24,450) |
| Less Committed: | | | |
| Hill Prop Drip Fields | \$ (1,373,089) | \$ (870,372) | \$ (870,372) |
| Cell #1 repairs | \$ (300,000) | \$ (300,000) | \$ (300,000) |
| All Other | \$ (922,189) | \$ (866,553) | \$ (874,053) |
| Total Available Funds | \$ 693,757 | \$ 1,227,786 | \$ 1,063,341 |