



LOUDON UTILITIES

P.O. BOX 69

LOUDON, TENNESSEE 37774

NOTICE OF ELECTRONIC MEETING ACCESS & INFORMATION

To ensure government operations continue to function openly and transparently during the COVID-19 emergency while taking measures to protect the health and safety of citizens and government officials, Governor Bill Lee issued Executive Order No. 16 on March 20, 2020 allowing governing bodies to conduct essential business by electronic means. A link to the Electronic Meeting Access & Information is available online at:

WWW.LOUDONUTILITIES.ORG

Join the Zoom Meeting using our computer, tablet, iPad, and/or smartphone:

<https://loudonutilities.zoom.us/j/6429958536?pwd=WVRYQzEyaXc1c0lrUUhjWkVTYWZjdz09>

Meeting ID: 642 995 8536

Password: LoudonTN

One tap mobile

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Dial by our location

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Meeting ID: 642 995 8536

All participants will be muted upon entry to the Zoom Room.

During the appropriate times, the moderator will unmute any participant who would like to speak.

If you have questions or requests for special accommodations, please contact us at 865-458-2091.



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AGENDA

LOUDON UTILITY BOARD WORKSHOP

August 10, 2020

4:30 PM

1. Recognition of Visitors
2. TVPOA Update
3. CMOM Update
4. Fiber Feasibility Study – Rod Ballard
5. Financial Update for June
 - a. Work Order Update
6. Fireworks
 - a. Riverfest Tent
7. Safety Report
8. Natural Gas Rates
9. Other



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LOUDON, TENNESSEE 37774

To: Chairman Campbell and Board Members

From: Ty Ross

Subject: August Workshop Items

Date: August 7, 2020

The following items appear on the agenda for the August 10, 2020 workshop meeting of the Board of Directors of Loudon Utilities:

1. Recognition of Visitors
2. TVPOA Update - Since your last meeting we have held additional talks with TVPOA regarding the proposed new water supply agreement. We asked TVPOA to consider the booster pump improvements that were listed on the prior draft agreement's Exhibit B to be excluded from the agreement because we advised TVPOA it would be their responsibility to pay for, locate, and install those booster pumps within their own district rather than ours. This helps simplify the agreement. What remains to be done is have TVPOA engineers agree with LUB engineers that LUB can provide a constant flow during peak months so that a numerical constant can be established for TVPOA to build a system model off of. Once said constant is established (through computer modeling) we will attempt another draft agreement for your review.

3. CMOM Update – You will recall that we entered into Consent Order WPC17-0135 with TDEC. The first requirement of the order is to conduct a 12-month flow monitoring study of our wastewater collection system. Following the study, the flow data must be assessed and results reported to TDEC. Next, a Corrective Action Plan/Engineering report on the collection system must be submitted to TDEC.

Last year, before our Professional Engineer (Larry Joe Dockery) and Environmental Engineer (Ed Adame) were put in place, WK Dickson presented the attached proposal to conduct the work required to comply with this portion of the consent order – turn key. *See proposal dated 2/22/2019 in amount of \$225,000.* Since then, our new internal engineering team has reviewed this agreement and the work items associated with and has recommended that we reduce the necessary outside consulting tasks and fees to \$46,275. This is a savings of 80% totaling \$178,725 to LUB. At your workshop we will explain how we gained this efficiency.

4. Fiber Feasibility Study - You will recall engaging the Jackson Thornton accounting firm to conduct a Cost of Service Study for the Water Department. At your last meeting multiple board members requested that we look further into the feasibility of distributing broadband fiber to our customers. Rod Ballard of Jackson Thornton will be our guest and present the information that we do not know and will need to study in order to determine whether it is safe to dip our toes into such an endeavor.
5. Financial Update for June -
 - a. Work Order Update - Nicole Curtis and her accounting team have successfully managed to reconcile the back log of open work orders that has been reported as a red flag in multiple past LUB audits. At your meeting the completion of this project will be explained and celebrated.

6. Fireworks - Recreation Director Mark Harrell is requesting \$3,000 to go towards the Riverfest fireworks display to be held on August 22, 2020. Please know at the Riverfest vender area there will be raised an LUB Tent where we will hand out various goodies and knickknacks from TVA sponsored energy savings programs that cater toward our customers. Dave Birkholz was instrumental in putting together our display which includes an LUB branded tent which I affectionately have dubbed the “Tree Stand” (smile).
7. Safety Report - There was one (1) recordable injury in July.
8. Natural Gas Rates - The natural gas rates are not available at this time.

CONTRACT FOR SERVICES TASK ORDER NO. 007 FLOW MONITORING STUDY

The following task order shall be in accordance with the master contract for Professional Services provided on an “on-call” or “task order” basis dated February 22, 2019, between Loudon Utilities Board (OWNER) and W.K. Dickson & Co., Inc. (CONSULTANT).

1. **SCOPE OF SERVICES.** As part of the OWNER’s Consent Order and Assessment (WPC17-0135) a flow monitoring program for the collection system must be conducted for a duration of 12-months. The OWNER received notice on September 26, 2019 that the plan previously submitted to Tennessee Department of Environment and Conservation (TDEC) on June 21, 2018, had been approved. The OWNER is required to begin this flow monitoring program no later than November 25, 2019.

As outlined in the OWNER’s approved flow monitoring program, the following items must be adhered to:

- Duration: 12-months, to begin within 60-days of approval
- Flow Meter Locations: 8
 - Flow meters will be checked monthly for the following: independent water level, velocity, battery condition, data download, cleaning away of any debris and checked for desiccant
 - Records will be kept for each flow meter, frequency of flow meter inspection and calibration
- Rain Gauge Sites: 3
- Pump Station Monitors: 3
 - Pump station monitors will be checked monthly
 - Draw/fill calibration tests will be checked quarterly
- A report summarizing the collected data must be submitted to TDEC with 30-days of the completion of the program

To complete the flow monitoring program requirements as outlined above, the following phases anticipated by the CONSULTANT include but are not limited to:

Phase 01 – Data Collection and Field Coordination

The CONSULTANT will prepare a list of recommended installation sites for the equipment listed above, and review with the OWNER at the project kick-off meeting. Upon agreement of the site locations, the CONSULTANT will coordinate the installation of data collection equipment and assist in collecting data on regular monthly intervals. The CONSULTANT has budgeted for four meetings (quarterly) to review the field data results with the OWNER. Any additional meetings requested by the OWNER, will be considered Additional Engineering.

Phase 02 – Flow Monitoring Summary Report

Following the end of the 12-month flow monitoring program, the CONSULTANT will prepare a report, summarizing all collected data. The CONSULTANT has budgeted one meeting to review the draft report with the OWNER. The CONSULTANT will submit the Flow Monitoring Summary Report to TDEC, within thirty days of the completion of the 12-month flow monitoring program, as required by WPC17-0135.

Phase 03 – Corrective Action Plan/Engineering Report (CAP/ER)

Based on the summary of data collected during the Flow Monitoring Program, the CONSULTANT will prepare a Corrective Action Plan/Engineering Report (CAP/ER) on the collection system, including a project schedule with milestone dates for beginning and completing all activities, and shall identify and prioritize collection system areas for further investigation and repair. Additionally, the CAP/ER shall identify interim solutions to achieve compliance while the corrective actions are underway. The CONSULTANT has budgeted for one meeting with the OWNER to review the draft CAP/ER. The CONSULTANT will submit the CAP/ER to TDEC, within 6 months of the completion of the Flow Monitoring Program, as required by WPC17-0135.

Phase 04 – Additional Engineering

The CONSULTANT will provide additional services as requested by the OWNER that are not specifically listed in the above Scope of Services, including but not limited to:

- Provide monitoring for additional sites not quantified above
- Meetings with the OWNER to review field data results which are in excess of the scheduled quarterly review meetings

Exclusions

The CONSULTANT’s services do not include any soil or geotechnical investigations, archeological studies, wetland delineations, water quality testing, or permitting.

2. **TIME OF PERFORMANCE.** The final schedule for deliverables related to this project will be determined at the kick-off meeting with the OWNER. The estimated project schedule is as follows:

November 2019	Begin Flow Monitoring Data Collection
November 2020	End Flow Monitoring Data Collection
December 2020	Flow Monitoring Results Summary Due to TDEC
May 2021	Corrective Action Plan/Engineering Report Due to TDEC

3. **BASIS OF COMPENSATION.**

- A. **Phase 01 – Data Collection and Field Coordination:** The OWNER shall pay the CONSULTANT for services set forth above, Scope of Services, on an hourly plus expenses basis at current labor rates, an amount not to exceed \$179,000.

- B. **Phase 02 – Flow Monitoring Summary Report:** The OWNER shall pay the CONSULTANT for services set forth above, Scope of Services, the lump sum amount of \$15,000.
- C. **Phase 03 – Corrective Action Plan/Engineering Report (CAP/ER):** The OWNER shall pay the CONSULTANT for services set forth above, Scope of Services, the lump sum amount of \$31,000.
- D. **Phase 04 – Additional Engineering:** The OWNER shall pay the CONSULTANT for services set forth above, Scope of Services, on an hourly plus expenses basis at current labor rates.
- E. **Reimbursable Expenses:** Unless expressly included in the Lump Sum Fee, the OWNER shall compensate the CONSULTANT for incidental expenses incurred in connection with this Task Order, including travel expense, lodging and subsistence expense, printing and duplication expense, and other incidental out of pocket expenses at cost. For the purposes of reimbursement, travel expense shall be at current established rates at the time of service.

OWNER:

LOUDON UTILITIES BOARD

By: _____

Name: Ty Ross

Title: General Manager

Date: _____

CONSULTANT:

W.K. DICKSON & CO., INC.

By: _____

Name: Ryan D. Blake, PE

Title: Vice President

Date: _____

