



Meeting Minutes
November 23, 2010 - 9:00 AM
Traffic Operations Conference Room, Franklin City Hall

Attendees:

David Parker, City of Franklin
Eugene LeBoeuf, Vanderbilt University
Mark Hilty, City of Franklin
Ken Moore, City of Franklin
Eric Gardner, City of Franklin
Eric Stuckey, City of Franklin
Chris Provost, CDM

Bo Butler, SSR
Paolo Fonda, SSR
Kati Bell, CDM
Leeann Williams, CDM
Kirk Westphal, CDM
Jamie Lefkowitz, CDM

I. Introductions

This November Steering Committee meeting marks the transition from Phase I of the IWRP into Phase II. Additional team members were introduced for Phase II, including Andrew Lynn from CDM, who will assist with management of subtasks during Phase II, and Paolo Fonda from SSR.

II. Project Quality Management Meeting Update

CDM held an internal Project Quality Management (PQM) meeting to begin Phase II, and the resulting Mission Statement and Critical Success Factors were presented to the Steering Committee. The Steering Committee was asked to respond with any comments on the Mission Statement, which reads:

“The project team will recommend an implementable and publically supported plan to meet Franklin’s water resources needs for the next 30 years. The plan must be sustainable, cost-effective, permittable, defensible, and protect and enhance the Harpeth River.”

Additionally, each Critical Success Factor was discussed, and feedback was solicited for ideas on meeting each of these CSFs.

Critical Success Factors:

- A. *Plan must meet regulatory requirements and have TDEC buy-in*

A meeting with TDEC (as a regulatory body rather than as a Stakeholder) early in the project will be held. Initial TDEC contacts were identified as Sherry Wang and Saya Qualls, with additional contacts as needed: Dan Eager, Paul Davis, Lee Keck, etc. A metric to determine whether TDEC has bought into the IWRP was defined as documentation in writing, such as a memo or an e-mail.



B. Stakeholders must be engaged and support recommended plan

Currently, two Stakeholder workshops are included in the schedule, with an option to add additional. For Phase II, it was decided that all Stakeholder workshops will be recorded as well as being open to BOMA, Stakeholder constituents, and the public. However, the workshop input will remain open to Stakeholders only, and each Stakeholder will be responsible for representing and reporting back to his respective group.

C. Plan must be technically defensible

One of the key project issues that were identified was the ability to address public comments that may be initiated from groups that have objections to particular projects that may be part of the final plan. Therefore, from the standpoint of documenting the technical validity of the evaluation with respect to the overall economic impact of the plan, a third party review will be conducted. CDM will identify an appropriate third party reviewer for the plan.

D. Plan must be comprehensive and address multiple objectives and interest as defined in Phase I

E. Project must be closely managed, communicated, and coordinated to stay on schedule and budget

F. BOMA must be engaged and informed so that they support and adopt the final plan

As mentioned in critical success factor “B,” BOMA will be invited to the Stakeholder workshops during Phase II. In addition, an initial BOMA “Kick-off” meeting will be held on the proposed date of January 25th. During that meeting, project team will provide an overview of Phase II, present a schedule with critical meeting dates, and outline specific goals. The project team will also revisit the concept of the Stakeholder Group to clarify that this group is not a substitute for public participation and engagement, but rather a mechanism to identify critical planning issues and regulatory concerns. There will also be discussion with BOMA regarding the level of information they would like have presented; whether this be in the form of quarterly reports or regular meetings, etc. The Stakeholder Workshops will be video recorded for BOMA.

Further, it was noted that before the end of Phase II, there may be administrative changes resulting from local elections. It will be important to develop plans to inform BOMA candidates, this could include briefing meetings prior to, and following elections.

G. The River model must be well defined, documented, and achieve consensus in answering focused questions



The River model is a key component of Phase II; modeling efforts will consider previous modeling work on the Harpeth River. There is a significant body of available data from numerous sources and this effort will be used to identify and integrate data that meets appropriate data collection and quality control standards. To achieve this, available data will be reviewed and rigorously evaluated for soundness before being validated as acceptable for model inputs. In order to achieve acceptance of the model, it will be submitted for technical review by TDEC, EPA Region 4, and possibly a technically qualified third party.

Because the Instream Habitat Alteration was previously used to develop the hydrologic analysis to obtain the Water Treatment Plant withdrawal permit (Aquatic Resource Alteration Permit [ARAP]), the City will also continue to work with AECOM to obtain an electronic copy of the model for review during Phase II of this project.

H. All CDM QA/QC requirements must be met

III. Subtask Manager Assignments

Phase II of the IWRP contains many components which will be completed simultaneously, Kati Bell will be the primary point of contact for project work however, other subtask managers will be in contact with various city staff for data collection and other information. A list of staff who will be involved on various subtasks follows:

Subtask	Key Personnel
Stormwater	Leeann Williams - CDM
Water Treatment	Andrew Lynn - CDM
Water Distribution	Jennifer Lind - CDM
Water Conservation	Andrew Lynn - CDM, Bill Davis - CDM
Wastewater Treatment	Existing WWTP - Steve King - CDM New WWTP - Kati Bell - CDM
Wastewater Collection	Bo Butler - SSR, Leeann Williams-CDM
Ecological Restoration	Andrew Lynn - CDM
Reclaimed Water	Bo Butler, Paolo Fonda - SSR
Biosolids	Richard Tsang and Carrie Carden - CDM
Integrated System	Jamie Lefkowitz and Kirk Westphal - CDM

IV. Additional Data

During Phase I of the IWRP, a significant amount of the necessary data has been collected however, as Phase II progresses into development of more detailed evaluation of benefits and costs, additional data will be required. The City has some additional river water quality data, upstream and downstream of the city, as well as in some of the contributing streams. This data is funded jointly by the city's stormwater and wastewater departments. The City and SSR currently have this data, and will distribute it as needed. If additional data is required, the City is willing to collect and provide it and a list of data needs will be developed and submitted to the City and SSR.



The City will also install flow monitors and for collecting flow data in the wastewater collection system for infiltration/inflow analysis. This is a time-critical step, as it should be done during the dormant season (roughly December through May).

V. State Coordination

As discussed in critical success factor “A” above, the project team will work closely with state regulatory agencies to provide that the IWRP includes critical information necessary to obtain permits for the project options that ultimately comprise the final plan.

VI. Scheduling

Upcoming meetings have been scheduled as follows:

December 8th, 2:00pm - Steering Committee Meeting: Water Resource Demand Projections

January 12th, 2:00 pm - Steering Committee Meeting: Phase II Scheduling

During this meeting discussions should include schedule and topics for BOMA meetings and Stakeholder workshops; following this meeting, Steering Committee meetings will be held on the first Wednesday of the month at 2:00 pm in the TOC.

January 25th, 5:00 pm - BOMA Work Session: IWRP, Phase II Project Kick-Off