Stormwater Committee
9/3/26 Meeting Minutes

Members In Attendance:
Norman Walker – Facilities – Utilities
Grace Tinker – Center For Management, Utilization & Protection of Water Resources
Jim Cobb – Capital Projects
Joshua Edmonds – Residential Life
Fred Nichols - University Police
DeLayne Miller – Facilities & Business Services
Mary Elrod – City of Cookeville
Dan Warren - VP of Facilities & Business Services - *Committee Executive Officer*
Michele Chumley - *Committee Administrative Services*

Absent Members: *Link to meeting recording emailed to absent members.*
Dr. Evan Hart – Earth Sciences
Dr. Michael Nattrass – Agriculture
Awaiting Replacement – Student Representative

1. Meeting was called to order, and a quorum was perceived at 11:04 AM by Committee Executive Officer, Dan Warren.
2. Committee Executive Officer, Dan Warren, entertained a motion to approve the agenda. Motion was made by DeLayne Miller and seconded by Jim Cobb. With no objections, motion passed.
3. Committee Executive Officer, Dan Warren, entertained a motion to approve the 5/21/26 Meeting Minutes. Motion was made by Jim Cobb and seconded by Norman Walker. With no objections, motion passed.
4. Committee Executive Officer, Dan Warren, entertained a motion to approve the FY26 Annual Report. Motion was made by Norman Walker and seconded by DeLayne Miller. With no objections, motion passed.
5. Opening Comments from Executive Officer, Dan Warren: Dan welcomed & thanked everyone for attending and participating. Dan stated that there is a lot of tenure in the group and he is looking forward to working together. Introductions were made by each member.
6. Executive Officer, Dan Warren, opened the floor for nominations for the FY27 Committee Chair. Norman Walker volunteered to be the Committee Chair. Jim Cobb made a motion to accept Norman as a nomination and DeLayne Miller seconded. Dan asked if there were any other nominations or volunteers. There were not any other nominations. Jim Cobb motioned for Norman Walker to be elected for Committee Chair and DeLayne Miller seconded. With no objections, motion passed. Congratulations Norman!

7. Executive Officer, Dan Warren, entertained a motion to approve the FY27 Committee Meeting Dates: 11/5/26, 2/11/27, 5/20/27. Dates were clarified to be once per quarter per the Procedures and a proposal of having a meeting at the end of April vs May was discussed including conflict with end of year and graduation. Dates were agreed to be left as reported on the agenda. Motion was made to approve by Jim Cobb and seconded by Norman Walker. With no objections, motion passed.
8. Old Business
    a. MS4 period end June 30,2026 - update
        i. Required training re-cap – Norman and invited guest, Matt Staton, shared that made training slides and conducted training in Bell Hall with almost 100 participants mainly from Facilities Shops. Matt stated this was a good turnout. Matt would like to offer another training session in 6 months to capture new hires as the requirement is 6 months from hire and annually thereafter.
        ii. Matt shared that an online forum would continue to be looked at as an LMS is added to Talon's capabilities.
        iii. Discussion around in person vs online format included the good discussion and questions of the in-person format. Dan expressed his preference to keep it in person. Mary Elrod shared that the city employees all take an online training video with questions every 6 months and then all attend an in person annually.
    b. President's driveway area –
        i. Dan and Norman stated that the driveway area must have been addressed. Mary Elrod shared that the city is doing a TIS (Traffic Impact Study) on 12th – engineering/design phase is on their future project list; possibility of it being in the budget
    c. Steam Plant flooding concerns – a project request was submitted to the state for funding- waiting to see if it gets approved. Even if it is approved it will be 2 years from the approval for design, etc. to begin as there is reengineering of the underground and railroad impacts.
        i. Mary shared the issue with 4 private property owners (College Side Church, TECH, Rice Bistro, and a personal property) and what their responsibility is vs the city as there is a maintenance issue that impacts/runs through all 4 properties. The private property owner's responsibility is to maintain natural drainage, maintain ditches and pipes. The city is responsible for maintaining the right of ways. Mary shared that state drainage law comes down to non-compliance being a civil issue between property owners. Mary shared that there are some municipalities, Franklin for one, that has a community stormwater utility program where each homeowner pays a monthly fee and the city maintains through the use of easements. The current Cookeville City Council is not

looking at this structure as we currently do not have the manpower or funding.

9. New Business:
    a. Stormwater Outfalls:
        i. Outfall #1 update – Woodland & 12th: Norman shared that it is working great.
        ii. Outfall #2 update – Norman shared that it is staying clean.
        iii. Outfall #4 update – west side of Pine Street; Norman shared that the city removed brush and it is clean.
        iv. Outfall #5 – North Franklin, TTU side: Norman shared that the new culvert works good.
        v. Outfalls 6-9 – Norman reported no changes.
            1. Mary shared that the city is placing priority on flooding that is impacting structures/residences. Mary also shared that Cookeville is part of the NFIP (National Flood Insurance program). Mary stated that that all homeowners can get insured and there are resources online. Mary added that the flood insurance can be a separate policy from the homeowner's insurance policy.
    b. Miscellaneous New Business
        i. Grace shared that she attended a water professionals conference in Kentucky. She is part of the subcommittee for watershed and stormwater. They are discussing a conference for stormwater next year, possibly hosted by TECH. Mary, Dan, Norman and others expressed an interest. Norman asked Grace to keep him posted and that he would put something together to help.
        ii. Mary inquired if we have submitted our annual MS4 report. Norman said it will be submitted by the end of September. Matt added that they are getting inspections and everything together to submit.

10. Status of Campus Stormwater Projects – Norman Walker
    a. Tucker Stadium – Final state – retention pond/stormwater good
    b. ACME – breaking ground – 1 incident of silt in the pond – added fencing to control
        i. Jim Cobb added that the "pond" with the goldfish is actually stormwater retention.
    c. Johnson Hall – less than an acre so the contractor is using BMPs for stormwater control.
    d. JJ Oakley Innovation & Residence Hall – silt fences have worked to keep silt out of the pond. Norman spoke with the project manager to restore the silt fencing where it is wearing away as there is still another year on the project.

11. Such Other Matters
    a. Mary shared that the city reviewed the tennis project and that will be on Norman's project list soon. There was discussion and confirmation that there are pre-construction meetings that stormwater is discussed and a part of the process. Matt shared that there is a form acknowledging the requirements that is signed off on. Norman expressed his interest in being included in those pre-construction meetings.
    b. Trash Force is a student organization that DeLayne shared is very active. Mary will be contacting DeLayne who will pass information on to them for scheduling.
    c. Jim Cobb asked if anyone had a list of retention areas, how they are constructed, and if anyone is doing maintenance. Matt shared that they do have an inventory but are working to improve the list and are getting design plans. Mary shared that seasonally they should all be checked and cleaned out. She further shared that every 5 years a licensed landscape architect is to review design flaws. Mary said that the city is working on a GIS map with pins of the locations and attaching scans of the design plans.
    d. Mary asked as a follow up to a debris management meeting she attended previously where we take a tree that falls on campus. Dan will find out. Mary shared that the city purchased an additional 37 acres to have available. She also mentioned that they are looking to approve burning of natural debris (tree limbs). Mary added that the city mulches and has free untreated and not colored mulch for anyone that wants to pick it up from 8-2:30 daily.
12. Committee Chair, Norman Walker entertained a motion to adjourn. Motion was made by Jim Cobb and seconded by DeLayne Miller. Without objection, motion passed. Meeting was adjourned at 12:03 PM.