

June 12, 2026

RE: Public Records Request – Site Scoring Matrix Methodology, Criteria Weights, and Engineering Data Inputs in WWTP Site Selection

Dear Ms. Santana,

Pursuant to the Tennessee Public Records Act (T.C.A. § 10-7-503 et seq.), I am requesting copies of all documents in the possession of the City of Lebanon relating to the development, application, and data inputs of the scoring matrix used to evaluate and rank candidate sites for the proposed new 20 MGD Wastewater Treatment Plant.

Specifically, I am requesting:

1. All written versions of the candidate site scoring matrix, including any document identifying the five screening criteria, the importance factor weights (1–3) assigned to each criterion, and the numerical scores assigned to each candidate site — in any draft or final form.
2. All written scoring rubrics, anchor definitions, or criterion-specific guidelines specifying what characteristics distinguish a score of 1, 2, 3, 4, or 5 for each of the five criteria — including any such documents prepared by city staff, engineering consultants, or committee members at any stage of the process.
3. All records documenting the engineering basis for the importance factor weights assigned to each criterion, including any memoranda, consultant reports, or meeting minutes addressing why specific weights were chosen.
4. All sensitivity analyses or scoring stability assessments examining whether small changes in individual site scores or importance factor weights would alter which sites are eliminated or retained.
5. All records identifying which candidate sites were

characterized to engineering-grade data depth and which were not, including any internal assessments or consultant communications acknowledging data gaps or information asymmetries between sites.

6. All engineering cost estimates for three-phase electrical service extension to any candidate site confirmed to lack three-phase service — including per-foot line extension costs, transformer or substation requirements, and utility infrastructure upgrade costs.
7. All records identifying scoring criteria that have been deferred to a later stage of review and not included in the current five-criterion matrix, including any list of deferred criteria and any schedule for when they will be evaluated.
8. All records addressing whether sites eliminated during the shortlisting phase may be revived or reconsidered if shortlisted sites prove unsuitable in deeper engineering review.
9. All correspondence between the City of Lebanon, its engineering consultants, or committee members regarding the development of the scoring matrix, the assignment of criterion weights, the treatment of data gaps, or the scoring of any individual candidate site.
10. All data sheets, engineering summaries, or site characterization records prepared for each candidate site that served as inputs to the scoring matrix — including force main distances, flood plain percentages, acreage figures, utility availability assessments, and any other per-site data used in scoring presentations.

Please provide the responsive records in electronic format if available. If any portion of this request is denied, please provide a written explanation citing the specific statutory exemption relied upon. If any responsive record contains both exempt and non-exempt information, please redact the exempt portions and provide the remainder. Please do not withhold an entire record solely because a portion of it may be exempt.

I am willing to pay reasonable copying or processing fees. Please notify me in advance if the estimated cost exceeds \$25.00.

Thank you for your assistance. Please feel free to contact me with any questions.

Sincerely,

Ryan Todd Roark

Email: tnt.central@gmail.com