

MANCHESTER WATER AND SEWER COMMISSION

September 5, 2024

The Manchester Water and Sewer Commission met on Thursday, September 5, 2024 for a regularly scheduled meeting. Present were: Chairman/Commissioner Anderson, Vice-Chairman/Commissioner Watson, Alderman/Vice-Mayor Messick, Secretary/Commissioner Hunt, Commissioner Hillsman, Director Jeff Perry, and Billing Office Manager Jennifer Hall.

Absent: Mayor Hobbs

Late Arrival: None

Chairman Anderson called the meeting to order at 3:00 PM.

1) **Citizen Comments:**

None to report.

- 2) The minutes of the regular meeting on August 8, 2024 were approved contingent upon corrections (change Director *Jerry* Perry to Director *Jeff* Perry and *stomping* to *stopping*), a motion by Vice-Chairman/Commissioner Watson, second by Alderman/Vice-Mayor Messick. After a vote was taken, the motion passed 5-0.

3) **Director's Report:**

3.1 **Commissioner Training:**

- a) Director Perry provided information from Doug Murphy, Executive Director of Duck River Agency including a memorandum from State of Tennessee Comptroller of the Treasury. They will provide a 6-hour (continuing education) session to be offered in the early part of November, 2024 with a head count due by September 13, 2024. Included in the memorandum are frequently asked questions and answers for review. Chairman/Commissioner Anderson mentioned that the chairman is responsible for reporting to the Comptroller's office the list of training (2022, 2023, and 2024) of other members provided on a form that he will need by the January, 2025 meeting.
- b) The 2024 Utility Leadership Conference will be held October 30-November 1, 2024 at the Gatlinburg Conference Center. This conference provides 12-hour (continuing education) for utility district and authority commissioners, utility municipal officials as well as TAP participants. Registration for the Leadership Conference opened September 1, 2024. For anyone wanting to attend (Director Perry, Chairman/Commissioner Anderson, and Secretary/Commissioner Hunt), let Director Perry know and he will contact Sage Keele for registration, lodging, and per diem checks.

3.2 **Waste Water Treatment Plant:**

- a) In the process of hiring 3 new employees and will be fully staffed in the waste water plant. One employee will start on September 23, 2024 (Water Distribution Operator) and the other 2 employees (waste water plant in the collection system) will start on September 30, 2024. Two have extensive background in plant operations and in collections. The other one has an electrical background and experience in both plant operations and collection systems.
- b) Insituform completed the televising of the interceptors on August 16, 2024. Data collection should be completed soon.
- c) St. John Engineering, LLC and Adam Carter will assist in getting a timeline together (preliminary stage) for projects to collect data to prioritize future projects moving forward ending May, 2026. Data collection on the entire system to include cleaning, televising, and smoke testing completely using the remaining ARP grant fund. There will be a complete report published with all of the findings.

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- d) MR Systems installed DO (dissolved oxygen) and ORP (oxidation-reduction potential) probes in the oxidation ditch. They installed the UPS (uninterruptible power supplies) for the non-potable water panel, RAS (return activated sludge), and WAS (waste-activated sludge) panel. They also installed the non-potable water ac unit.
- e) We have completely replaced the sleeves and bulbs for UV Channel 2 and plan to do Channel 1 this week. Each channel has 12 bulbs and sleeves. Channel 2 is in service.
- f) BAR Environmental came in Tuesday, September 3, 2024 to install sensors that communicate to the hydraulics. It's been down a few weeks and we have not been able to waste or press. An additional two more sensors are needing to be replaced and are able to press at a slower pace.
- g) We have received the PO for installation of the screw and trough at the head works on September 3, 2024. Part of the PO for Motion Industries received a signature and the other part is waiting upon Mayor Hobbs return to sign. Alderman/Vice-Mayor Messick stated that he would be able to sign.
- h) We are having pump 3 at the 7 Eleven pumping station rebuilt and a cutter head installed. The cost was roughly \$45,000 (\$120,000 roughly for a new one). The station has 5 pumps and pump 3 was the only one that didn't have a cutter head which would lead to it having to be pulled due to stoppage.

3.3 Water Distribution:

- a) One new employee is being hired as a Water Distribution Operator as previously discussed.
- b) LSLI (Lead Service Line Inventory) is due by October 16, 2024. This procedure was pushed aside. With the 8,400 customers, you will have to identify every service line on both sides of the meter for lead or galvanized replacement through past records or building inspections. Currently, the reporting is at a 75% completion rate. Director Perry commended his staff for all of their hard work in gathering this information. Neither lead nor galvanized has been reported thus far. If the report isn't completed by October 16, 2024, EAP gets involved issuing fines and penalties. If lead or galvanized is found on the customer(s)' side, they will be notified and they will have to replace it.

3.4 Safety:

None to report.

3.5 Sewer Rehab:

None to report.

3.6 Water Distribution:

None to Report.

3.7 Collection System:

None to report.

3.8 Equipment Upgrade & Project Needed:

None of report.

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4) **Billing Office Items:**

None to report.

5) **Old Business:**

None to report.

6) **New Business:**

6.1 **Contract with J.R. Wauford & Company, Consulting Engineers, Inc:**

- a) Alderman/Vice-Mayor Messick commended Director Perry on the great job he is doing with the Water & Sewer Department. It had been a long time since we have come to a meeting and had this many things get taken care of and he is proud of him. All other members agreed with the good job and trust Director Perry to make the right decision of which job meets the most need.

Director Perry would like to discuss the contract with J.R. Wauford & Company, Consulting Engineer, Inc. and bringing in a company with their only focus being water and waste water. Their work at the Blue Oval mega site and with the state will benefit the City of Manchester. With his many conversations with Mr. Greg Davenport, PE, President, he is confident that it would be a good working relationship. With his help, the current work shown to be done will be expediated along with the future forecasting needs with the plant. Phase one is a one-time fee of \$15,000 and phase two is \$42,000 with a total of \$57,000. Secretary/Commissioner Hunt questioned what services Griggs and Maloney, Inc. were paid around \$150,000 initially. Alderman/Vice-Mayor Messick stated that he had talked with them and they still have most of the money that was paid to them. It would be seen as two comparisons. He didn't know who we needed to talk with to receive the money back to the general fund. The fee was for permits, drafting, and the report dated in 2021 they had prepared which recommended the upgrade of our facilities and increase in the capacity. This report would need to be updated due to the change in the landscape. He was unsure of what work has been completed, but the work that has been done should have been questioned (e.g., UV lights installed in 2011). Director Perry stated that he has no ill dealings with Griggs and Maloney, Inc. but, he recommends J.R. Wauford & Company, Consulting Engineer, Inc. as a company that he has worked with in the past and the most well-organized utility departments.

Alderman/Vice-Mayor Messick made a motion to approve the contract to use J.R. Wauford & Company and revisit within a one-year period, Commissioner Hillsman seconded. After a vote was taken, the motion passed 4-1 (Hunt).

6.2 **Another Scheduled Plant Walk Through:**

- a) Board members expressed to have another walk through for the next meeting in October, 2024. Unfortunately, Director Perry has several things going on the beginning of October with the plant. He would like to schedule the walk through at a separate time from the meeting in October towards the end of the month with more progress and more time with the new employee coming on staff. Chairman/Commissioner Anderson asked Director Perry to pick out a good time to schedule the tour at the convenience of him and his crew.

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6.3 Comprehensive Rate Study:

- a) Alderman/Vice-Mayor Messick asked for an update regarding the rate and fee changes. Director Perry stated that he would start the process of the proposal for these changes to be presented to the commission board.

6.4 Nickel Program:

- a) Director Perry gave an update regarding the Nickel Program as it had ended as of June 30, 2024 of our monthly payments to Upper Duck River Water Trust Fund via Randal Braker. He asked if there needed to be an increase due to this program ending. Chairman/Commissioner Anderson stated that the issue we are facing now is paying for the water we sold. We were also paying the nickel on water we lose. We are sustaining with no collection system on water loss. Question is how much water loss do we have and do we want to increase the surcharge in order to make up for roughly \$6,000. Currently, it is just a pass through because we are currently paying for water that we purchase whether we sell it or put it back into the streams.


6.5 Additional Storage:

- a) Director Perry asked for additional discussion regarding more storage (water tank) that is needed for water in our next meeting. There has been some discussion on this topic in a prior meeting.

7) Commissioners Comments:

None to report.

On a motion from Vice-Chairman/Commissioner Watson, seconded by Commissioner Hillsman, the meeting adjourned. 5/0

  
Mike Anderson, Chairman

  
Gary Hunt, Recording Secretary

jlh/09-24