

**CITY OF MANCHESTER
WATER & SEWER COMMISSION
CALLED MEETING AGENDA
August 8th, 2024 @ 3:00 P.M.
City Hall Board Room**

- **3:00 pm Call to Order**
- **Citizen Comments**
- **Review of previous minutes**
- **Director's Report**
- **New Business**
 1. **J.R. Wauford & Company, Consulting Engineers, Inc.**
 - **Greg Davenport P.E. President**
 - **Daniel Tribble P.E. Manager of Engineering Services**
 2. **Road maintenance – maintaining after water/sewer repairs.**
 3. **Insituform began Sewer Interceptor cleaning and televising.**
 4. **Mandatory after hours on call for MWSD personnel passed by BOMA.**
 5. **EONE Residential Pumps. Responsibility issue.**
- **Adjourn**

MANCHESTER WATER AND SEWER COMMISSION

July 18, 2024

The Manchester Water and Sewer Commission met on Thursday, June 6, 2024 for a regularly scheduled meeting. Present were: Chairman/Commissioner Anderson, Vice-Chairman/Commissioner Watson, Commissioner Hillsman, Alderman/Vice-Mayor Messick, Director Jeff Perry, Adam Carter, and Billing Office Manager Jennifer Hall.

Absent: Secretary/Commissioner Hunt and Mayor Howard

Late Arrival: None

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

1) **Citizen Comments:**

None to report.

- 2) Chairman Anderson introduced Randal Braker with Duck River Utility Commission (DRUC). Randal Braker informed board members of the Duck River Development Agency and their infrastructure plans for the Duck River. Currently, the City of Manchester Water & Sewer has been paying \$0.05 on a thousand gallons of water that we have sold over the last fifty years into an infrastructure improvements fund. This process ended June 30, 2024 and the new state law requires the DRUC to pay the \$0.05 for the city. They have utilized this request from the TVA for us to modify their intake to request money from the DRA to pay for it because they feel like the entire river basin benefits from us modifying their intake infrastructure lower in the lake. This would insure to keep the down stream flow going by letting more and more water out of the lake. The project that they are getting ready to kick off is to replace the pumps at the intake facility on Normandy so they can pull water much lower in the lake than they can currently. The draft in 2007 and 2008 pulled the lake to 852 and the normal lower is 875 in the summer. We were 20 plus feet below normal and their pumps were starting to show trouble. They were extremely concerned at that time and had reached out to the TVA, Governor, etc. Finally, it rained and we lived through that. Afterwards, they went to TVA and expressed how serious the problem was and they stated that they were going to do a study. (TVA came back in 2011, said they were good as they had analyzed the lake and that we would never get that low again as they have other priorities and problems that is going to keep us from getting that low again). After 10 years, TVA revisited the issue again and they anticipated the equivalent of the 2007-2008 drought will cause the lake to drop to the 840. The TVA said that they didn't have any money for this project and would be pretty much out of water. DRA has agreed to give/fund DRUC \$3 million dollars and the state's remaining ARP has agreed to give/fund DRUC \$8 million dollars towards this project. DRUC is about to embark upon a \$12 million dollar project to redo their intakes and modify the plant slightly to handle that quantity change when it occurs pulling the water down that low. Under the current DRA trust fund agreement, the city entered into along with the seven water systems within the Duck River basin that there has to be a majority approval of the water boards to release funds from that trust fund. The DRA board has voted to approve this contribution to DRUC and now they need to get four of the seven water boards' vote in favor. This will allow the release of the \$3 million dollars from the trust to give to DRUC. So far, the city board, Tullahoma, Lewisburg, and Columbia
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(work session with follow-up board meeting where they formally vote) water boards have agreed. City of Manchester is purchasing water with the cheapest rate in the state and DRUC doesn't anticipate any rate increases coming. The water demand is up and that is always helpful for revenue ending June 30, 2024. They have been averaging a water rate increase with one every ten years. The last rate increase was last year (2023). Alderman/Vice-Mayor Messick asked if Mr. Barker had any suggestions for a rate study. He stated that Allen & Hoshall does water and waste water rate studies every year to see where DRUC stands up with other utilities in the state. The report can be downloaded at <https://allenhoshall.com/rate-study/>. Director Jeff Perry was asked to check into this study along with TAUD or TML. MTAS did the previous studies.

Alderman/Vice-Mayor Messick made a motion to move to concur with the Board of Mayor/Alderman. Commissioner Hillsman seconded. After a vote was taken, the motion passed 4-0.

3) **Commissioners Comments:**

Chairman Anderson stated that he would like to see the board meetings held again at the warehouse location. Being present onsite would help commissioners improve their performance as a commission board. He would also like to continue the walk throughs (with progressing/corrections/changes/additions foresee coming) every three months with the next one scheduled for October, 2024. Director Jerry Perry likes the idea so board members will be familiar with the process and equipment. Chairman Anderson thought the reason for the meeting move was for safety reasons.

- 4) The minutes of the regular meeting on June 6, 2024 (upon corrections-change Adam Floied to Adam Carter), were approved upon a motion by Vice-Chairman/Commissioner Watson, second by Commissioner Hillsman. After a vote was taken, the motion passed 4-0.

5) **Director's Report:**

5.1 Commissioner Training:

- a) The 2024 Utility Leadership Conference will be held October 30-November 1, 2024 at the Gatlinburg Conference Center. This conference provides twelve hours of continuing education for utility district and authority commissioners, utility municipal officials as well as TAP participants. Registration for the Leadership Conference will open September 1, 2024. Chairman Anderson mentioned another way to get CEUs is online classes under Comptroller of Currency that are free of charge. Director Jeff Perry can get the websites for anyone needing CEUs.

5.2 Waste Water Treatment Plant:

- a) Director Jeff Perry has contacted several engineering firms he had dealings with in West Tennessee. Two of these firms run up to the Nashville, TN area, but doesn't provide the range of service we are needing here in this area. The other
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two firms do service this area. One is JR Wauford Engineering Firm which was present for the walk through at the waste water plant on July 8, 2024. This firm did a lot of projects for the utility he had worked for. They were very instrumental with Blue Oval in Haywood County. Currently, the city isn't under any contracts with any engineering firms according to Attorney Craig Johnson with the plant. Craig Davenport with this firm has asked to set up a meeting to meet all of the commissioners, explain who he is, who the engineering firm is, contracts/projects in the past, layout of experience and credentials, ask questions, and discussion of the work to be done on the plant going forward. One item that was discuss is fixing the items first that we couldn't live without at the moment and doing the twenty-four-month study and making changes or upgrades as he sees things progress. During this meeting he will have material to study over. Jeff stated that with his experience with this firm, they are top notch.

- b) We are still at four chronic manholes. Austin Haithcote had discussion and if the manhole 141 Skinner Flat overflows again, we will be at five chronic manholes. **This line item can be removed stating new chronic manhole added due to June's overflow. 141 Skinner Flat location for a total of 6.**
- c) The new headwork screw and trough has been ordered - \$26,682.37 no ETA (but, since found out that it will be delivered the end of August, 2024).
- d) The grit removal system - \$523.48 will also be delivered the end of August, 2024.
- e) The four rollers that were ordered for the drum screener with an estimated arrival of September 1, 2024, was received last week.
- f) We are having to purchase the POC and SCADA programming because we don't own the rights to it. They are in the process of getting a PO for this purchase in the 2024-2025 budget.

5.3 Water Distribution:

- a) The flushing was completed on the distribution system which began on July14, 2024 with no water main breaks.
 - b) Michael Kesling resigned his position as the Distribution Manager. Interviews had started for his replacement. Ronald Williams (in house) will be taking his place.
 - c) Director Jeff Perry asked about the impact fees that were being charged and which accounts they will be entering. Alderman/Vice-Mayor Messick advised that the impact fees will go into the general fund and will be disbursed out with 80% going towards building schools and 20% infrastructure. The water and sewer department will not receive any of these funds. The impact fees that were passed will be put on the new construction. The impact fees that are charged with sewer taps will go to water and sewer department's account. The impact fee of the sewer
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taps that have been sold and were not above a chronic manhole and even before they went chronic should be a large amount of money in that account.

- d) Director Jeff Perry need to ask Mayor Howard the status of JE Sartain Road's water project. This has been delayed until the new City Mayor is elected. Waiting to hear from the county. Their commissioners would need to make a request and there would also be a new County Mayor after the election as well.

5.4 Sewer Rehab:

- a) There was a preconstruction meeting on the sewer interceptor cleaning project today (July 18, 2024) and has a tentative starting date of August 5, 2024 through November, 2024.

5.5 Water Distribution:

None to Report.

5.6 Collection System:

None to report.

5.7 Equipment Upgrade & Project Needed:

None of report.

6) **Billing Office Items:**

None to report.

7) **Old Business:**

None to report

8) **New Business:**

8.1 Mandatory on Call Rotation:

- a) Director Jeff Perry stated that there has never been put into place a mandatory on call roster here in the past. Staff would just volunteer to work. Two weeks ago, the city had four water mains to break. With structure, we are serving the public and we are having a disservice to the public by having to hunt down workers in our department to service these issues. Jeff would like to have a mandatory on call rotation with three to four employees. He will have the layout by the time it goes before the Board of Alderman/Mayor. There would be a foreman and two other employees. Each shift will have someone who can dig and operate the machinery.
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The compensation will be paid for an hour a day for pulling call with a two-hour minimum for a call out. The answering service will take call anytime after hours if a problem should arise and they would respond accordingly. If it is something urgent, we need to have the manpower and people in place instead of calling the whole department trying to get someone to come into work. Also included are disciplinary actions for not answering a call. It should be the same across the board. This would be a department policy. Due to past behaviors, Attorney Craig Johnson is working on preparing the document to present to the Board of Aldermen/Mayor.

Alderman/Vice-Mayor Messick made a motion to recommend to the Board of Mayor/Aldermen a mandatory on call rotation policy. Commissioner Hillsman seconded. After a vote was taken, the motion passed 4-0.

8.2 Engineer Firm Walk Through WWP (Progress):

- a) Previously discussed. Further added by Director Jeff Perry. With the mega site and the new people coming in, the plant is number one priority. You can have overflows in the system and that is an issue. If the plant fails and has raw sewage going into the river, the city is in trouble. It is mandatory to get the plant issues ironed out. Coming up with a short-term plan to fix the plant with a long-term solution for what is to come. It is best to go with someone who has handled a mega site, helped with grants, and a lot of resources at his fingertips.
- b) Chairman Anderson complimented Director Jeff Perry with all of his work in the water waste treatment plan with complaining the list, getting items ordered, and the progress that is being currently done. As the 2025-2026 budget gets approved, more funds will become available around the end of August, 2024 to the first of September, 2024.
- c) With all of the vacant job positions that haven't been filled, the job titles and descriptions will be approved at the next board meeting. Hopefully by then, Director Jeff Perry will be able to fill those vacant positions that we need. One of them being an electrician. Jeff also had a mechanic that turned in his two weeks' notice two days ago. Currently, Jeff is going through every job description and updating them.

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

Mike Anderson, Chairman

Gary Hunt, Recording Secretary

CITY OF MANCHESTER
WATER & SEWER DEPARTMENT DIRECTOR'S REPORT
August 8, 2024

- **Commissioner Training:**

The 2024 Utility Leadership Conference will be held October 30-November 1 at the Gatlinburg Convention Center. This conference provides 12 hours of continuing education for utility district and authority commissioners, utility municipal officials as well as TAP participants. *Registration for the Leadership Conference will open September 1st.*

Date: October 30 – November 1, 2024

Location: Gatlinburg Convention Center

- **WWTP:**

1. Drum Screener and Grit Removal screws and trough were received July 29th. Was scheduled for end of August.
2. Received 4 rollers for the drum screener.
3. Received the large and small shaft for the mixers for digesters and oxidation ditch.
4. Received and installed panel A/C unit for the 7/11 pumping station.
5. Received all of the blower filters for the ditch and digesters.
6. Scheduled for Monday 8/5, we are doing a pump down test on Fredonia Pump Station. Was done a month ago, numbers were down (70gpm should 200-300 gpm). If still low we will need to look at repair or replacing the pump. Currently just 1 pump working.
7. Technician scheduled for Tuesday 8/6 for the belt press. Belt press is down (Belt misalignment and hydraulics won't turn on) and cannot press at the moment. Technician to diagnose and fix the issue.
8. Insituform started Friday afternoon 8/6 on the Sewer Interceptor and Cleaning project. We have talked to Tullahoma about taking anything that has been removed from the system. Rocks, debris, grease, silt, and grit. We do not have any grit removal system and did not want rocks or gravel going through our system.
9. Running on one pump at Great Lakes Cheese Factory. Ordering a new pump and rebuilding the one down for spare pump.
10. PO request for 10 EONE pumps has been submitted. Currently have two on hand. We are responsible for maintaining pump after 1 year end of homeowner's responsibility. There are roughly 300 in our system. The contract needs to be addressed. Currently pumps possibly could be grandfathered in, but we need to remove ourselves of responsibility from future installs. The lifespan is

about 10 years. We are spending 60,000 a year on pump replacement. Pumps are \$2,000 each.

- **Water Distribution:**

1. 7/30/24 Rogers Drive and Hills Chapel water main break fixed. 6-inch Cast Iron. Road was shut down. Had to do leak detecting to be precise as to where the leak was for minimal road damage.
2. 7/22/24 Main break on Spring Street. 6-inch AC.

- **Safety**

1. Lockout/ tagout stations received for WWP and shop.
2. Will be setting up trench excavation and confined space training for all employees.