

MANCHESTER WATER AND SEWER COMMISSION
February 8, 2024

The Manchester Water and Sewer Commission met on Thursday, February 8, 2024 for a regularly scheduled meeting. Present were: Chairman/Commissioner Anderson, Vice-Chairman/Commissioner Watson, Secretary/Commissioner Hunt, Commissioner Hillsman, Alderman/Vice-Mayor Messick, Mayor Howard, Director Miller, and Billing Office Manager Jennifer Hall.

Absent: Assistant Director Raney.

Late Arrival: None

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

1) The minutes of the regular meeting on January 4, 2024, were approved upon a motion by Alderman/Vice-Mayor Messick, second by Commissioner Hillsman. After a vote was taken, the motion passed 5-0.

2) **Citizen Comments:**

2.1 City Water Request:

- a) Judy Pugh and Marshall Harris discussed a request and/or consideration of city water for JE Sartain Road as the residents currently receive their water from a spring. Reasons for requesting city water are as follows:
- Bathing in water that is not clear or sanitary
 - Showers or baths must be scheduled with one-hour intervals
 - Toilet tanks filled with mud
 - Constantly replacing toilet valves
 - Purchasing washing machines and water heaters more often than normally necessary
 - Washing machine lines filled with gravel
 - Only one load of laundry per day
 - White clothing can only be worn once or not at all because after washing, it is no longer white
 - All drinking and cooking water must be purchased
 - Frequently replacing spring water pump
 - Filling an above ground pool requires transporting water with a \$1,000 cost

Alderman/Vice-Mayor Messick questioned that this road is already on the list to receive city water and asked Judy how many residents live on this particular road and the response was six residences and 12-13 different properties. The water line is currently close on surrounding roads of Cathey Ridge Road, Sixteenth Model Road, and Robert Ridge Road. Director Phil Miller stated that there several roads in that area are on the list to receive water. We would have to start at the top and let gravity pull down the water. Currently we have I&I as our top priority. The city has had the initial talk was is at the beginning stages of agreements with the county. Judy stated that Marshall Harris has agreed to volunteer his time and equipment to dig the water lines, but will need an extra hand. The project should only take a week to complete. Chairman/Commissioner Anderson suggested that the city go to the county mayor or county commission may have priorities and they would need to get the work on their list since they are paying for the project (pipes). Judy hasn't talked with the county mayor nor commission as their first stop was the city. Phil stated they would need to proceed in getting plans from an engineering firm, approved, the line gets dig and laid, tested, sampled, and the city would approve it for city water.

Alderman/Vice-Mayor Messick made a recommendation for Judy Pugh and Marshall Harris (digging the line) go to the county level and gets their consent to pay for the piping, the city will work to get this project on the schedule for completion.

Mayor Howard asked Director Phil Miller if we moved more into the county, would this affect the water pressure and do we have water lines within the city

that needs to be rehab. Phil stated that we definitely have water lines within the city that needs rehab and it would certainly affect the water pressure. We have currently a water pressure issue and in need of a water tower. The city had a bigger water tower than Tullahoma did and Tullahoma increased their tower (bigger and taller) that really affects the city. Commissioner Hillsman asked if supplying these residents with city water would generate a noticeable change and Phil stated there wouldn't be that much of a change.

Mayor Howard asked if the city fixed some of the in-house water lines (that have cracks in the pipes that leaks into the sewer) would that affect our sewer which critical currently with I&I. Phil stated yes with many ongoing emergency leak repairs. The water was definitely leaking into the ground and not sure about leaking into the sewer. Mayor Howard stated that the sewer issue is priority and is a governmental regulation. This new water service would not take a long period of time and the work being done for our sewer issue will not stop. Other small projects will need to addressed or worked on as they come up.

3) **Director's Report:**

3.1 **Sewer Rehab:**

- a) The downtown smoke and dye testing lead to an issue outside, in front of the city hall and it is now fixed (patched and covered up). 811 underground locates called in for dig net to city hall. Director Miller called Rogers Group out of Hillsville and they are out of commission until March, 2024.

Alderman/Vice-Mayor Messick asked that when it comes paving, keep in mind to pave the parking lot at Cooper's that we had messed up. He hasn't said anything about it, but it does cause him trouble. The issue was created before they arrived of Director Miller. Phil stated that he has talked to George Gannon about this issue and others.

- b) There was a bad leak off Hills Chapel and Cooper Place where there was a line was taking in water from a drainage ditch and was replaced with 8" piping.
- c) The line behind Home Depot was bad and was replaced with 10" piping.
- d) There was a broken force main on Forrestwood Drive.
- e) They televised around two miles 1.85 of a mile) of line. Phil stated that they were going to get a televising contract with their equipment and it fell through because the contractor was going to televise a section of line (from 711, back up through the park) that we have not had televised in a decade assuming that, a) there are problems (breaks) and b) there are obstructions. We need to get it cleaned, televised, and then begin rehab. Our televised equipment isn't big enough to handle the job as it is an 18" and 21" mains. The contractor's equipment would drag their camera through with a bigger machine and wheels as TDOT has done in the past. Alderman/Vice-Mayor Messick asked if the city could include this project along with the project Adam is putting together for bid. Phil stated that Adam needs this information as the 711 and the Johnny Brown (both 18" lines) comes into the plan. If you look into the mapping and have it come in, how would you prove it and get the engineers the information they are needing to make it work. We can, a) use the new pump b) rent a pump, bypassing scenarios. Plug it, bypass the blocked area (causing a bigger problem when it rains), clean the line. We have three jetters, but they will need something bigger running 85 gallons a minute for a couple of miles. The project may be done in-house, but will need to bid some things out because it all can't be done in-house. It was asked what the obstruction could be and Phil stated it could be cinder blocks and stuff from the J&H job (2x4s, grit). By the Johnny Brown, they put two 18" lines in the past with one being a little higher than the other (header). When it rains, they both fill up and it drains with silt. St. John Engineering was moving strong with White Oak. After digging into the issue, fixing White Oak isn't going to fix our chronic man holes and it isn't going to reduce the I&I at the head of the plant. It was

discussed it they look at the way the system was designed, you can't have an 18" and an 18" line going into an 18. Trying to get a larger pipe accepting it into the plant to more flow eliminate the overflows or go into the ground when it rains. Building an equalization basin and slowly fed it back into your plant. This would be a total solution for the city is having EQ Basin and upsizing lines where you need them cleaned (needs to be cleaned every 3-5 years) so the silt doesn't build up. This project is in the beginning stage and there isn't a frame time as of yet.

Now that we have the bypass pump, we are going to be able to bypass a lift station. They can go to each lift station and put in a quick disconnect/discharge and pump a station down as needed.

3.2 Water System Rehab:

- a) The McArthur Street project (water line relocation) is moving right along. Alderman/Vice-Mayor Messick mention that a contact at TDOC will be paving in May, 2024, Director Phil Miller stated they are going to be taking out four valves out of the middle of the road that will save the city a huge amount of money. Their department will be removing two of them and the other two are a little tougher will be taken out by a contractor. TDOC will coordinate with the city and give us 24 hours' notice to have the valves removed. The commission board appreciates the fact that any work that can be done by the city is done by the expertise of our employees.

3.2 Waste Water Treatment Plant:

- a) Director Phil Miller stated that he is still waiting on the NPDES permit. If they let us go from three times a week to one day a week, it will be great in saving us some money.
- b) The biosolid permit has been accepted by TDEC. We are having a pretreatment inspection by our inspector on February 21, 2024.

3.3 Water Distribution:

- a) The preliminary pricing for the water tower addition is ongoing at Director Phil Miller has reached out to a couple of contractors for cost information. The last time the city got inspected by TDEC and the water side, they stated that the city uses a large volume of water that we needed to work with an engineer to get pricing, this came from our last sanitary survey. Griggs & Maloney worked with our waste water sewer plant expansion project. Southeast Tank is a local company that been reached out a quote. Anticipated quote between \$1-3M. Since the city sells to Hillsville, it is required to have the capacity to hold at least 80% of what you sell. If you buy \$1M and sell \$1M, you have to 800,000 in capacity. We would have to ask an engineer of a location due to water pressure issues and usage. A possible location could be around a small Coffee County School.

3.4 Collection System:

- a) The North Ridge lift pump station is fixed.
- b) The West End lift pump station is down to one pump today. There may be a need for an emergency purchase order forthcoming to the Mayor.

3.5 Equipment Upgrade:

- a) The purchase of work truck was budgeted in the amount of \$115,000. There will be a purchase for three trucks from the State of Tennessee. Next year, the intent to buy another two to three more and etc. Since the purchase of one truck is around \$45,000, we would need to get approved for the additional funds needed for funds over \$35,000.

Chairman Anderson made a motion to authorize the purchase of a truck in the amount of \$43,000, Alderman/Vice-Mayor Messick seconded. After a vote was taken, the motion passed 5-0.

- b) The Asset Management is a requirement and needs to be put into place by year 2026. Another component is the capital improvement plan and planning/record keeping plan. Director Phil Miller stated that he would like to table this item at this time due to the feedback he received as being super expensive (Cartograph-\$100,000, \$50,000 a year annual subscription (Nashville and Chicago use)) and he will move forward in getting a couple more options. It is part of our ARP funds as a requirement to get it.
- c) The Administrative Assistant job description was going to include a portion of the Asset Management which includes a detail record keeping for tagging every asset in our system (every piece of equipment, vehicles, towers, piping) taking a lot of time staff doesn't have. Phil was going to hire someone for this position, but that person gave her resignation today. He is going to extend this need within the budget.

4) **Billing Office Items:**

4.1 Automatic Phone System:

- a) Jennifer Hall presented to the board the new credit card machines are going to be installed as of March 1, 2024 where the staff will no longer take credit cards payments over the phone. This method has freed up time for staff to work on other job responsibilities. There has been an increase of phone payments through our automatic phone system which is effective and working well.

4.2 Repairs on McArthur Street

- a) The adjustments for McArthur Street have decreased (around \$500). The city credits the customer(s)' accounts (adjustment) and the contractor will be charged for the repairs.

5) **Commissioner's Comments:**

5.1 Water Department Grants:

- a) Chairman Anderson asked Director Phil Miller if he had received the report from the board members of the record training as a state requirement now. The recording will be every January of every year for the previous year's training. This is a record keeping of training city and county commissioners and it has been completed at last board meeting and by reaching out to TAUD with their record keeping.

6) **Old Business:**

None to report.

7) **New Business:**

Items previously discussed.

On a motion from Chairman Anderson, seconded by Commissioner Hillsman, the meeting adjourned.

Mike Anderson, Chairman

Gary Hunt, Recording Secretary