

The Manchester Water and Sewer Commission met on Thursday, April 4, 2024 for a regularly scheduled meeting. Present were: Chairman/Commissioner Anderson, Vice-Chairman/Commissioner Watson, Commissioner Hillsman, Alderman/Vice-Mayor Messick, Mayor Howard, Acting Director & Assistant Director Raney, Adam Floied, and Billing Office Manager Jennifer Hall.

Absent: Secretary/Commissioner Hunt

Late Arrival: None

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

1) The minutes of the regular meeting on March 7, 2024, were approved upon a motion by Vice-Chairman/Commissioner Watson, second by Commissioner Hillsman. After a vote was taken, the motion passed 4-0.

2) **Citizen Comments:**

Sarah Bradley wanted to make the board aware regarding the city overflows under the Spring Street bridge and Fred Deadman Park. Acting Director & Assistant Director Raney stated that the department is aware of the issues and is their main focus and priority under the sewer rehab projects.

3) **Director's Report:**

3.1 **Commissioner Training:**

Acting Director & Assistant Director Raney provided board members with a list of available classes to receive credit hours. Chairman/Commissioner Anderson asked to please look into the department's record keeping to located the board member's documents of classes attended that everyone has turned in. Commissioner Hillsman reminded everyone of the August's convention in Gatlinburg, TN where he is planning to attend this year.

3.2 **Sewer Rehab:**

a) Acting Director & Assistant Director Raney provided mapping options (*see attachments) for the Westend Circle pump station replacement project that Adam Floied has been working on. The reason for the plans of a new pump station is because recently the city avoided a catastrophic failure (repairs \$26,000) with our oldest pump station. This project would fall under the ARP and the use of grant funds (round 1 or 2) or surplus.

The following are the three options:

- Option 1: Moving the new pump station to the next street over on West Short Street with an estimated cost of \$1,129,650.
- Option 2a: Building a new pump station next to the old pump station on Westend Circle with an estimated cost of \$1,068,738 including raising the gravity invert.
- Option 2b: Rehab existing old pump station on Westend Circle with an estimated cost of \$853,138 keeping the gravity system as-is.

The board and Acting Director & Assistant Director Raney agreed to start the bid specs and discuss further with the new director coming aboard as of May 1, 2024.

Chairman/Commissioner Anderson made a motion that the Water and Sewer Commission Board approve to proceed with this project to replace and move the new pump station to West Short Street, Alderman/Vice-Mayor Messick seconded. After a vote was taken, the motion passed 4-0.

- b) A company out of Alabama that was hired to come in to clean and televise the interceptor lines from the 7 Eleven pump station to the soccer fields. The company showed up and didn't get through the first run due to a partial concrete block. They stated that they would need to come back with bigger equipment to proceed further. They called back a week later and stated they couldn't complete the work as it was more than what they could handle with zero dollars owed to them by the city. Adam Floied is working up project specifications (bid package) for the cleaning and televising all of the city's interceptor lines. A heavy cleaning of the line from the 7 Eleven pump station to the soccer fields and the line from our gravity line plant over the Spring Street may cure or have a huge impact with the overflow issues. There is a lot of unknown debris present. Discussion has been made with Dukes Root Control, Inc. and additional bigger companies. Adam is currently writing up specs in efforts to receive bid packages for this project. This was just informative information to advise the board of where our intensions and concerns are currently in sewer rehab. This would be a separate bid package for the ARP (first) funding. The rough estimating pricing for this project is \$10-\$15 a foot, around \$500,000-\$700,000 without the company looking at a map of the areas.

3.3 Water System Rehab:

- a) McArthur Street -

i: Currently waiting on meter box at the old hospital. They are going to temporally tie it in without a meter and create an average water bill until we get the new meter box hooked up and shut off the abandoned old line. The contractor (Norris Brothers) asked for an extension and they would be done by midnight of April 19, 2024 in order for the TDOT to come in get the paving started in June, 2024.

3.2 Waste Water Treatment Plant:

- a) There is no new agreed order with TDEC and everything else is going well.
- b) There is an electrical room in the UV system building that has a lot of electronics and it gets very hot as it needs to stay very cool. The cooling system (wall unit) for this building has failed (multiple pin holes in the coil) again and needs to be replaced. Acting Director & Assistant Director Raney had advised staff to start getting quotes and move along quickly. Shelton's Heating and Cooling advised that there isn't anything further we can do to repair this unit. Currently at 96 degrees, the doors are open and fans are running keeping equipment as cool as possible.

3.3 Water Distribution:

- a) In the near future, the city has already started the preliminary plans of adding a new water tower for more water storage. The regulation is stating that the city can't buy more water than you have storage (80% of daily usage) for. The water pressure issue was due to our city water towers are lower than Tullahoma's water towers. We may need to discuss this with Randal Braker for additional details and agreement to build the water towers the same height.

3.4 Collection System:

None to report.

3.5 Equipment Upgrade & Project Needed:

- a) The department in in search for a newer crane truck (for lifting newer pumps that exceeds the weight limit) replacing the old one we currently own. The estimated cost would exceed \$100,000.

- b) The city's skid steer has quit working several years ago that was savaged/sold. The estimated cost would be around \$60,000.
- c) City is in need of a new sewer jetter (sewer cleaner) is wearing down. The estimated cost for the equipment would be around \$60,000.
- d) Pipe ground storage we currently have needs to be under roof, but it is currently out in the sun/weather and not useable anymore. Discussion for the near future to get something built (pole barn) to cover the piping.
- e) It was placed into budget in the amount of \$115,000 for the purchase of pickup trucks (2 to 3). Currently, we have purchase one truck. The problem we are running into is when a service truck is found, the quote is brought to get approved, and then goes through the process to get the funds for the purchase. By that time, the service trucks are sold immediately. We are not allowed time for the approval process. Alderman/Vice-Mayor Messick suggested that it was placed into the budget \$150,000 capital outlay for equipment. For this budget, there was a purchase of a pump and one service truck that was close to the total of those funds. Increase funds for the purchase of the other remaining trucks in the next year's budget come July 1, 2024. It was asked why we don't purchase from the State of Tennessee. If an order of service trucks is purchased through the state, the time frame of receiving them is two to three years. There are other dealerships that would sell on state contract when they get them available through mass emails. One option is ordering the service trucks through the State of Tennessee and wait and the other option is to purchase service trucks through dealerships via email of availability with the state contract. Mayor Howard suggested that we do both options if the funds are in the budget and a check can be cut right away.

It was agreed to place these purchases into next years (2024-2025) budget.

4) **Billing Office Items:**

4.1 Revised Ordinance Change to Amend Code 18-201:

- a) Jennifer Hall presented to the board the revised ordinance to change the past due days from the previous extension of 45 days back to 25 days after due date before a customer's water can be cut-off for nonpayment.

Commissioner Hillsman made a motion to approve the revised ordinance change, Chairman/Commissioner Anderson seconded. After a vote was taken, the motion passed 4-0.

4.2 Billing Office Staff:

- a) Jennifer Hall informed the board that since the retirement of John Davidson and Candy Hilmoe on medical leave, the billing office has hired Melissa Martin (full-time) and Melody Blaylock (temp) and are working hard in learning the job responsibilities.

5) **Commissioner's Comments:**

None to report.

6) **Old Business:**

6.1 City Water Request:

- a) Chairman/Commissioner Anderson would like to move forward with the proposal that Judy Pugh and Marshall Harris had presented in the February 8, 2024 meeting of providing city water for JE Sartain Road residents.

MA

GKH

In this meeting, the board recommended Judy Pugh and Marshall Harris (digging the line) go to the county level (pay for the lines, values, and St. John Engineering, LLC work) and get their consent to pay for the piping and the city (pay the labor) will work to get this project on the schedule for completion. Adam Floied stated these plans would need to be approved by TDEC. It was encouraged Acting Director & Assistant Director Raney to meet with the county (Jeff or Dennis Hunt) come to an agreement in writing and move forward. Alderman/Vice-Mayor Messick would like this to listed on the next month's agenda for discussion and voting after a review with City Attorney, Craig Johnson for the written proposal.

7) **New Business:**

7.1 **Customer's Request for Relief of High-Water Bill:**

- a) A customer residing on Hunt Street contacted Acting Director & Assistant Director Raney regarding their high-water bill due to a water leak. The lady was placed in the hospital during the winter for a long period of time. Her pipes froze and her usage went up to over 500,000 gallons. The bill that was issued was for \$5,927.70 and after all of the leak adjustment credits (water and sewer adjustments), the bill was reduced down to \$3,024.27. The bill still remains high and it was questioned to the board if there was anything that could be approved to reduce her bill even further to help this customer out. The average usage is around 1,000 gallons per month (minimum). The leak occurred under the house with no damage inside the home. There weren't any red flags that could have alerted us of this leak until the next month's reading. At that time, they would inform the customer (door hanger) of the leak and disconnect the meter. No one was living there at the time of the leak. If this was an automatic meter, then the leak detection would staff immediately. Jennifer Hall asked if the board would allow the second sewer adjustment for the year for another \$1,766.33 with a remaining balance of \$895.74. Chairman/Commissioner Anderson mentioned that he would like to see the adjustment insurance for \$1.50 a month in place to take care of situations. Citizen, Sarah Bradley asked if there was a fund other citizens could make donations to help or even getting the situation out to the public via newspapers to ask for help. Jennifer Hall stated that anyone could pay on any customer(s)' bill as donations and that several Methodist Churches in Tullahoma help Manchester water customer(s) out as well.

7.2 **Asset Management Program:**

- a) An update was presented by Acting Director & Assistant Director Raney with discussion with different software companies. Former Director Phil Miller had talked a lot about Cartograph Company in the past, but after further research, Cityworks has been looked at as a number one recommendation for this program. This company serves many utilities in the surrounding areas of Brentwood, Murfreesboro, and Franklin. True North is the company that Cityworks contracts through the intergradation. It is Cityworks software, but True North (headquarters is in Murfreesboro) GIS experts that implement everything. They are fully aware of the city's state regulators, regulations, codes, laws, and reporting. The cost estimated annual fee is \$24,000 (Cityworks), cartograph \$113,892, and an unknown contract expense quote from True North. There would be elite 15 office and field users with iPads. This system would also include work orders, all of the asset and inventory management all in one.

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


Mike Anderson, Chairman


Gary Hunt, Recording Secretary