

MANCHESTER WATER AND SEWER COMMISSION
June 6, 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, Secretary/Commissioner Hunt, Commissioner Hillsman, Alderman/Vice-Mayor Messick, Mayor Howard, Director Jeff Perry, Adam Carter, and Billing Office Manager Jennifer Hall.

Absent: None

Late Arrival: None

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

1) The minutes of the regular meeting on May 16, 2024 and of the special called meeting on May 24, 2024 (upon corrections), were approved upon a motion by Vice-Chairman/Commissioner Watson, second by Commissioner Hillsman. After a vote was taken, the motion passed 5-0.

2) **Citizen Comments:**

None to report.

3) **Director's Report:**

3.1 **Commissioner Training:**

The commissioner's training with the TAUD has a Business Conference doesn't offer any CEU credits on August 7, 2024. The TAUD 2024 Utility Leadership Conference is October 30-November 1, 2024 at the Gatlinburg Conference Center offers twelve CEU credits hours. The opening date for registration isn't until September 1, 2024 as the lowest price may be offered at that time. Chairman/Commissioner Anderson added that the online training from the Comptroller of the Tennessee Treasury is very informative with a wide selection of topics. Upon completions, they will mail you a certificate with 4-6 weeks. Director Jeff Perry was asked by Alderman/Vice-Mayor Messick did he know how many hours are needed by each member and he stated he had not seen any of the information and advised they the members would need to call for an update.

Director Perry announced Austin Haithcote went through the TAUD apprenticeship two-year program and passed two tests. He is now received his license in water treatment and collection water waste treatment or distribution facility. They also offer certifications in other courses such as flagger, trenching, and excavation. These courses will benefit our staff.

3.2 **Sewer Rehab:**

- a) Acting Director & Assistant Director Raney provided an update on the West End Circle pump station replacement project. The plans are still in the works.
- b) The bids for sewer televising and cleaning for the interceptors from the park and going to Grindstone Hollow was opened Wednesday, June 5, 2024. There were two bids turned in, received, and recorded. One from GSU, LLC for \$388,446.00 and Insituform Technologies for \$351,521.50. Adam Carter was asked by Alderman/Vice-Mayor Messick if he knew of these two companies and Adam stated that he hasn't checked into the companies. He had talked with Duke's which he was hoping would see their bid, but came in late and they stated that GSU, LLC was a good company. The Insituform Technologies was huge for a while, but Adam is going to check references into both companies. Mayor Howard asked Adam to explain the situation with the other two copies that were sent. Adam explained that there was one company that turned their bid on time, but the list of state requirements wasn't present nor their contractor's certification on the front of the envelope. The other bid was Duke's as their bid was FedEx

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and wasn't delivered until after lunch and bid opening was at 10:00 am. Alderman/Vice-Mayor Messick asked Adam when could we say yes to one of them and when can they get started. Adam replied with the BOMA will need to approve the contract at the next meeting the first of July, 2024. Once approved, there would be a pre-construction meeting. They would be able to start the end of July or first of August, 2024. The Insituform Technologies is known for cure in place, but they will be providing cleaning and televising service on this project. None of this project is repair work, only cleaning and inspection work. Alderman/Vice-Mayor Messick asked if a special called BOMA meeting (advertise in paper for seven days) is needed and other board members agreed. The commission board would place a recommendation once the contract is put into place with a special called meeting. Chairman/Commissioner Anderson asked Adam if these companies were made aware of the problems that the previous company ran into and Adam didn't put in there were problems from the previous company. We just specified how it is to be cleaned and that would be their own problem. Adam doesn't see that those issues would hold up this type of company. Chairman/Commissioner Anderson stated that the company before was much smaller (Adam agreed that they seemed to be as he didn't have much dealing with them) than these companies and discover that they didn't have the equipment that they really needed. Vice-Chairman/Commissioner Watson asked if there were representatives present to inspect the site and Adam stated that he wasn't aware of anyone. Adam stated that he included a map and it could be possibility that they may have gone and done it themselves. Adam could ask that question when he follows up with the companies. Mayor Howard advised Adam to really make sure these companies know exactly what they are getting into. Duke's would have known what they were getting into and Adam included that he was disappointed and had called on Duke's to be involved because we are getting so specific on this one because we want to integrate with our GIS that is had called on Duke's to help him write it to be sure that it said that. Duke's was also disappointed, but legally we couldn't include them. But if these companies read the specs then they should know.

Chairman/Commissioner Anderson made a motion to approve the lowest bid of these two companies (GSU, Inc. and Insituform Technologies) subject to further investigation that could alter the bid or any other aspect of the contract in a significant way. Alderman/Vice-Mayor Messick seconded. After a vote was taken, the motion passed 5-0.

3.3 Water System Rehab:

- a) The water line relocation on McArthur Street is in its final stage in doing dress up work.

3.2 Waste Water Treatment Plant:

- a) Director Jeff Perry provided all board members copy of a list of the wastewater plant issues that needs to be strongly looked at. Jeff suggested that everyone needs to get together with Austin Haithcote one day and go from front to back at the wastewater plant so everyone can see all of the issues. There are quite a few items on this list that if they go down, this city is in a lot of trouble. It is going to be expensive to get this plant back up to speed to the way it needs to be. Chairman/Commissioner Anderson asked if any of these issues could be classified as routine maintenance and Jeff stated that this has been part of the problem. To his knowledge, there hasn't been in proper PM schedule done, it's just been as seen fit as his observation. Secretary/Commissioner Hunt asked why these items wasn't fixed when they became broken and Jeff responded they when things presented itself as being broke, they would be a lot of no's told by the previous directors. Half of the ditch doesn't work. Just in the five weeks Jeff has been here, he doesn't know what happen in the past. He can only tell you what is happening now. Board members agreed that they thought things were going well, but it hasn't been. Jeff made his staff walk him through the plant from start to

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finish. He had worked in waste water plant and has a good working a pretty good working eye for things like this even though he worked in a lagoon system not an oxidation ditch. Jeff stated he is going to start turning in request for money to be spent on repairs. There are quite a few issues that an electrician can fix possibility, but there is a lot of big items on here that needs to be fixed as well. It has been broken up in priorities and is working on the priority one all the way down. There needs to be an increase for maintenance and repairs as there is never enough planned for in the budget. It was included that there is roughly \$2 million to \$4 million in reserves. The grant funds in the amount of \$6 million was given to the city specifically for the collection system only. It was agreed upon to meet up tomorrow, Friday, June 11, 2024 at 2:00 pm. It was agreed upon that these repairs need to be addressed and contractors to look at the repairs for cost quotes. There was a further discussion on some of those punch lines items (blower, SCADA).

- b) We are not accepting flow from Bonnaroo this year due to issues with the plant and the collection system in the city's best interest. There was a permit written before Director Jeff Perry got here. But after discussion of our current sewer problems, we had told them the best course of action for us to monitor it. There was a revised permit turned in with the cost. Last year's permit from Bonnaroo wasn't paid assuming that there was a manhole out in the collection system that they pumped into as there is no piping at the site. Brad Parker had asked if Jeff could recant and take it, that they would pay our rate. At this point, Jeff didn't feel comfortable taking it on with our current situation and issues. In the future, we would be more interested and more prepared to accommodate them once getting everything in working order. Director Jeff Perry stated that he thinks the city never sent an invoice for payment and a bill should be sent to them. Mayor Howard stated that she had researched and she can't find where it was paid for year 2023.

3.3 Water Distribution:

- a) The Hwy 55 and McArthur Street line relocation project is completed and is pending a walk-through inspection. This date is to be determined.
- b) The annual fire hydrant flushing is set for the week of July 14-21, 2024. Chairman/Commissioner Anderson asked what work was being done in his neighborhood (Tanglewood, Sherwood SDs) a couple of weeks ago and Director Jeff Perry stated that they were probably performing a pressure check on the fire hydrants. Chairman/Commissioner Anderson suggested that the fire plugs in that area needed to be painted.

3.4 Collection System:

None to report.

3.5 Equipment Upgrade & Project Needed:

- a) Director Jeff Perry listed the problems with the wastewater plant rehabilitation that had already been discussed.

4) Billing Office Items:

None to report.

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5) **Commissioner's Comments:**

5.1 JE Sartain Road Water Line Project:

- a) Secretary/Commissioner Hunt had asked if anyone had talked to the county regarding this project and none to report. He stated that he had talked with the county mayor that the commissioners in that area need to be presenting the commission.

6) **Old Business:**

6.1 Asset Management / City Works:

- a) Director Jeff Perry discussed that the city can't effectively manage assets without having something like this in place. With this in place would benefit our city with the GIS. True North is the lowest priced software that works along with Cityworks. The first year's cost will be \$78,960 (cost for GIS Data Management Solutions \$15,000, Cityworks Implementation \$45,000, and Post Implementation Support \$18,960) plus \$24,000 (15 Users for Cityworks Online). The estimated Software Cost would be \$26,540 per year thereafter. The 5-year estimated professional services cost for annual support is \$120,976. In the past, the procedure was done on paper and lost track along the years with a possible audit finding. Adam Carter informed the board that actually having adhesive asset management plan is actually a requirement of the ARP grant that the city has been award for \$2 million which \$75,000 has been set aside for the asset management plan. This will cover not all, but a big portion the initial setup.

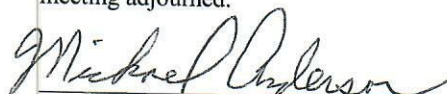
Commissioner Hillsman made a motion to approve the acceptance of Cityworks Asset Management System. Alderman/Vice-Mayor Messick seconded. After a vote was taken, the motion passed 4-1 (Anderson).

7) **New Business:**

7.1 Results of Bid Opening for the Interceptor Cleaning and Televising Project:

- a) Previously discussed.

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


Mike Anderson, Chairman


Gary Hunt, Recording Secretary

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