

MANCHESTER WATER AND SEWER COMMISSION

August 8, 2024

The Manchester Water and Sewer Commission met on Thursday, August 8, 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, Mayor Howard, Newly Elected Mayor Hobbs, and Billing Office Manager Jennifer Hall.

Absent: None

Late Arrival: None

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

1) Citizen Comments:

Spoke at the end of the meeting -

Marandi Riley at 1930 Knob Creek Road (Bedford County) at 615.804.5883 came to the board about a year ago (August, 2023) regarding a request of getting water on Knob Creek Road. She is currently 600 feet from the water line and had been working previous Director Phil Miller. She was under the impression that the state and the board had approved the water extension to build her house and for the request of her neighbor behind her as well. It was agreed upon that she would pay the material fees and the city would supply the labor. Chairman/Commissioner Anderson stated that the board did approve this request. Director Jeff Perry was asked to look into this request.

- 2) The minutes of the regular meeting on July 18, 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.

3) Director's Report:

3.1 Commissioner Training:

- a) Director Jeff Perry passed out information for the 2024 Utility Leadership Conference 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.

3.2 Waste Water Treatment Plant:

- a) The drum screener and grit removal screws and trough were received July 29, 2024 and has yet to be installed. Currently waiting on MR Systems to schedule a date for the end of August, 2024.
- b) The four rollers for the drum screener have been received.
- c) The large and small shaft for the mixers of the digesters and oxidation ditch has been received and installed.
- d) The panel for A/C unit at the 7-Eleven pumping station was received and installed.
- e) All of the blower filters for the ditch and digesters have been received.
- f) Adam Carter and Austin Haithcote were doing the draw down test out on the Fredonia pump station with some problems detected with the pump. The issue was a clean out cap that was stopping it up. They were able to get back up and running again.
- g) A technician was scheduled for Tuesday, August 6, 2024 as the belt press went out. It was a hydraulic issue initially what they had indicated. They were able to bypass one of the relays to get it back running. Staff will need to monitor throughout the day and night until the parts are received.
- h) The Insituform arrived on Friday, August 2, 2024, but was rained out. Work continued on Monday, August 5, 2024 and found a few major issues of the sewer slip line. One of the

issues was a twenty-four-inch line that was reduced down to a sixteen-inch line. One of the lines is packed full of roots. They are documenting and we can go back and address the issue after the inspection is completed.

- i) A PO requesting ten EONE pumps has been submitted. The customer maintains it for a year and the city maintains it for the lifetime thereafter. It was suggested that a fee would need to be charged to the customers that have the EONE grinder pumps. They cost roughly \$2,000 apiece and the life span is roughly ten years. A minimum fee of \$15.00 a month would enable the warehouse to not bare the responsibility for the lifespan of changing out a customer's pump. There are some items drawn up about the schematics, how it should be wired up, and the lines. Director Perry doesn't feel that we should be responsible for these pumps over their lifespan. For example, if the pump goes out within two or ten years, currently the city would be responsible of replacing those pumps. The main reason these pumps go out is due to customers things that shouldn't be flushed down and it wears down the pumps. This would benefit the city and the customer for there to be a minimum charge each month of roughly 300 customers that have them. That way the city is not responsible for the full cost. The cost to keep the pumps in stock will be \$20,000-\$30,000 at all times. Currently, the Water & Sewer is spending \$60,000 on pump replacements. It was advised by the committee that Director Perry talk with Attorney Craig Johnson regarding any liabilities or policy changes that needs to be prepared to hold customers responsible or charge for the own sewer line and grinder pump.

3.3 Water Distribution:

- a) There were two water main breaks fixed (six-inch cast iron) with minimal road damage over the past few weeks. The locations were Roger's Drive and Hills Chapel Road. There was a delayed time frame due to traffic and trying to detect where the precise location. Compliments were made to Director Perry from Chairman/Commissioner Anderson on a great job on both of these locations.
- b) There was also a main break on Spring Street fixed (six-inch AC).

3.4 Safety:

- a) The wastewater treatment plant and shop have received lockout/tagout stations.
- b) Will be setting up trench excavation and confined space training for all employees. The correct safety policy and training have been implemented in the past.

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.

4) Billing Office Items:

None to report.

MR

GRH

5) **Old Business:**
None to report.

6) **New Business:**

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

- a) Greg Davenport, PE, President and Daniel Tribble, PE, Manager of Engineering Services in Nashville, TN were present to give a presentation of their inspection and diagnoses of the site visit of the waste water treatment plant in early July, 2024. They are a water and sewer municipal engineering firm. They have 42 municipal clients across Tennessee and Western Kentucky with offices in the Knoxville, Nashville, and Jackson, TN areas. A notable project is that they have designed the \$70 million Blue Oval city waste water treatment plant. Another project that they just started construction on is a \$96.2 million oxidation ditch which is the same project the city has in Columbia, TN. A similar waste water facility that has been in operation for about fourteen years in Shelbyville (Jason Reece, General Manager). They also do \$600,000 community development block grants sewer rehab projects. Daniel Tribble started the presentation with a google arial shot of our waste water plant. The plant was constructed in 1988 originally and spanned upon and renovated in 2009. The current design flow of the city's facility is 4.3 million gallons per day with the peak flow of 12 million gallons per day. The facility discharge is to the Duck River upstream of the Normandy Lake. Recommendations for next steps and potential renovations and/or expansion of the current waste water facility. They proposed a two-phase approach for improvements. The **first phase** is proposed to consist of utilizing the existing equipment and any processes that the city has now while making critical repairs to equipment that is necessary to properly treat our waste water and bring the plant back into good working order. The goal of this phase is to only spend money on critical pieces of equipment that we need to meet our discharge permit or NPDES discharge permit. However, it is possible some of the funds would need to be spent on equipment that would need to be replaced or potentially abandon as part of a plant renovated or expansion project. There are two orders of magnitudes, number one is to keep it in the pipes, clean your system to stop the overflow issues. Number two is reducing the flow of waste water. It is better to hold it in a storage tank until the flow decreases. The **second phase** is proposed to consist of preparing a preliminary engineering report to give the city a recommendation to proceed with a renovated or expansion of the facility including growth for the future. This would evaluate various things within our sewer system that would need replaced or modified. It will describe how our current facility is operating for properly treating waste water, decreasing operation, and maintenance requirements under examination of conditions. A compacity assessment at 6.9 million gallons per day Alderman/Vice-Mayor Messick mentioned he would like to see the city at.

It was agreed upon from the committee members that they would like to hear a presentation from Grigg and Maloney, Inc. before proceeding forward.

6.2 Road Maintenance:

- a) After the repair of a water main break, the hole in the pavement is filled by Water & Sewer with gravel and cold mix immediately, tap the mixture down, and borrow a roller from the street department. Afterwards, the street department finishes the road repair. But sometimes it isn't packed with gravel to their level of quality and the Water & Sewer will have to continuous go back out and repack with more gravel and other material. This is a huge cost for the department. If the street department can handle the process after our department fills the hole with gravel it would help out a great deal. Alderman/Vice-Mayor Messick mentioned that there is a company, PRI (Pavement Restoration, Inc.) they met at TML that is going to come and repair the hole in front of the City Hall to prove their quality work for no cost and to never have any problems going forward.

6.3 Instituform:

- a) Insituform began the sewer interceptor cleaning and televising.

MA

GRF

6.4 Mandatory After Hours on Call:

- a) The mandatory after hours on call personnel was passed by BOMA.

6.5 EONE Residential Pumps:

Previously discussed.

6.6 Lead Service Line Inventory:

- a) The lead service line inventory was sent out a few years ago and is due on October 16, 2024. It is at the point that this needs to be completed. Currently, we have over 8,400 service line connections. Half of this inventory has been done and over 4,000 service lines to still identify. There are a couple ways to get this completed by passing up until a later date and/or dedicating all of the warehouse staff into digging up service lines over the next two months. TAUD circuit rider is coming in to go through with the distribution crew and Directory Jeff Perry to discuss options. This operation has been put off for a long time with missed opportunities for grants to pay for crews to come in and perform this work. There are different ways of filling out the LSLI with maps, work orders, service orders which has been completed. This may be also be determined by the age of the house. Per the lead rule, any house built after 1986/1988 would be in the clear.

6.7 After Hours Re-Connection Fees:

- a) The current fees do not match what is actually cost to send someone out to do the work and we are losing money.

6.8 Backflow Testing:

- a) The backflow testing is currently being done free of charge and should be charged. The recommend charge of at least \$100 annually unless it fails. Alderman/Vice-Mayor Messick would like to hold a meeting to go over the rate schedule and fees to adjust accordingly. There are many factors that need to be taken into consideration. Chairman/Commissioner Anderson asked if Director Jeff Perry could put together a proposal for all of those different items and make it into a department policy.

7 Commissioners Comments:

Secretary/Commissioner Hunt would like to ask Mayor Howard for an update on a financial staff member for the Water & Sewer department. Mayor Howard stated that it was her recommendation to keep it job responsibility with the City of Manchester. The current Finance Director, Anthony Burrows is planning to handle the finances for the department and come to all of the meetings, meet with each director, and have a financial report and/or updates every month. Confirmed by Newly Elected Mayor Hobbs. Reconciliation will also be quarterly so future planning can start mid-year. Alderman/Vice-Mayor Messick stated for the board's information with the start of 2024-2025 budget year, the department received five new employees, three new trucks, crane, \$1,000,000 out of the ARP funds to replace water and sewer lines, \$1,000,000 out of surplus to work on the wastewater treatment facility, and end up close to \$4,000,000 in surplus with a quarterly budget meeting.

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


Mike Anderson, Chairman


Gary Hunt, Recording Secretary