

**MANCHESTER WATER AND SEWER COMMISSION**  
**December 5, 2024**

The Manchester Water and Sewer Commission met on Thursday, December 5, 2024 for a regularly scheduled meeting.

Director Perry made an announcement that this meeting will be live streaming.

Roll taken and present were: Chairman/Commissioner Anderson, Vice-Chairman/Commissioner Watson, Secretary/Commissioner Hunt, Commissioner Hillsman, Alderwoman Anderson, Director Jeff Perry, and Billing Office Manager Jennifer Hall.

Absent: Mayor Hobbs (viewing via live streaming)

Late Arrival: Alderwoman Anderson

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

1) **Citizen Comments:**

1.1 Tim Morris, one of the 5<sup>th</sup> District Commissioners for Coffee County

a) Mr. Morris represents the area out towards Hwy 105 and Hickerson Station. There are residents that live on JE Sartain Road which connects to 16<sup>th</sup> Model Road and Cathey Ridge Road (down by the lake) that are willing to pay (previously brought before the board) to do the survey and study with St. John Engineering, LLC. They are also willing to place the pipe in the ground if the city is willing to connect water. Coffee County is willing to pay for the pipe. Mr. Morris is present today to ask what he can do to help these residents start this project or to see if the city take this line on. Director Perry asked to receive his contact information and after the meeting, he would discuss this project with him. Mr. Morris also asked what is the long-term plan of getting residents on dead end roads water that are in the Manchester area. Director Perry responded with assessing the area and seeing how they would need to proceed. One thing that has been brought to Mr. Morris is if there could be a fee for residents (residents at the bottom of the Cedar Point, old TVA boat dock, but not recreation area) that are currently taking water from the lake as needed. Is there a way the residents could have a higher bill than normal (residents would know up front) in order for them to pay for an engineering study in order for them to receive water? Director Perry responded that they would just have to take a look at the area and would discuss further with Mr. Morris. Chairman/Commissioner Anderson stated that the board did entertain that proposal several months ago and everyone agreed that it was a good project. Mayor Howard focus was on the sewer problem being priority. What is being proposed is what has been done in the past for other residents to receive water and sewer. It was extended and Coffee County would pay for the pipe and maybe even place the pipe. Director Perry stated that he would do all that he can. If this board has already passed through, this proposal can go before the Board of Mayor & Aldermen.

1.2 Allan Howard, Howard Development

a) Mr. Howard stated that last week he was out of town, apparently an incident happened, and an incident report was written. He explained that he had a sub-contractor that was paving in capping three subdivisions for him. The first job, the sub-contractor had asked if he could tie off on a fire hydrant. Mr. Howard stated that he told him no, not without going and getting a meter first or he could go down to his barn to get water. He apparently followed through and got water some place. He then came last week on his third paving job at Hillschapel and one of his employees, not under his direction, tied onto a sewer main but didn't get any water as he was stopped by one of us or someone had stopped him. Mr. Howard was named in the incident report as he had given permission and he stated that he had no way, never given permission and wasn't his permission to give, number one to tie onto a fire hydrant. He stated he has never tied onto a fire hydrant within the City of Manchester. He would like to have his name removed if his name is listed on the incident report. Director Perry stated that he and the

Chief have been in discussion about this incident and after the meeting, he would be more than happy to talk with him.

1.3 Sarah Bradley, Citizen

a) Sarah Bradley stated that she appreciated everything the staff is doing. She is seeing progress and is thankful.

2) The minutes of the regular meeting on October 3, 2024, were approved upon a motion by Secretary/Commissioner Hunt, second by Commissioner Hillsman. After a vote was taken, the motion passed 5-0.

3) Mayor's Report:

Director Perry stated that Mayor Hobbs wanted to speak on some classes he had attended with everyone. He feels like Mayor Hobbs would like to enlighten us in our next scheduled meeting.

4) Director's Report:

4.1 Water Distribution:

a) J.R. Wauford Engineering Firm conducted a flow study and analysis of the booster pumps at the old water treatment plant on 11.12.2024. Daniel, the engineer for Wauford, had found some plans where they have done work for the wastewater treatment plant (booster pump house) in year 1969 that was included in the board's packets.

b) Attorney Johnson is looking into an ordinance on master water meters for apartment complexes. With this change, it would take less responsibility of the department of repairing busted water service lines of those 75 plus apartments (Hillschapel Apartments), as there would be only a master meter. It would be up to the manager of these apartment complexes to charge the metered water consumption of each individual apartment.

3.1 Wastewater Plant:

a) J.R. Wauford Engineering Firm did a walk-through at the WWTP on 11.06.2024. We went through the plant and also discussed problems that we are facing currently. We discussed short term fixes and the long-term goals of getting the plant to where it needs to be to sustain future growth. Wauford will be preparing a report of action items and sending vendors to address the issues that need immediate attention that we cannot do in-house. The report was included in the board's packets. We discussed the two most important immediate needs being the headworks and the UV room.

b) Plant Maintenance and Repairs:

1. On 10.21.2024, debris was cleared from the new north RAS and WAS values.
2. On 11.08.2024, the grit gearbox was disassembled and the gears unseized. We reinstalled and tested operation and it is in working condition.

c) John Bouchard, WASCON, and BAR Environmental visited the plant and inspected the north clarifier. We are waiting for repair quotes from all three vendors. The clarifier bearing is bad and clarifier will need to disassembled to replace. The bearing is for the large turning arm that equally distributes the settled sludge on the bottom of the clarifier.

- d) Blower number 5 went down in the oxidation ditch. The blower provides air for microscopic bugs to treat wastewater.

3.2 Wastewater Collection System:

- a) At the end of October, 2024, we had the following rain events: line sewer blockage in front of Shelton's at the intersection of Murfreesboro Hwy and Woodbury Hwy. The 21-inch main sized down to a 16.5-inch (common problem throughout the entire system). LTS helped clear obstruction with a mandrel. An overflow was reported on October 13, 2024 under greenway bridge. After being televised, blockage was found that caused two overflows (another one on Duncan Street, down past Shelton). In the past, Austin Haithcote, our Wastewater Plant Operator, has pulled pieces of ziplining out of the 7 Eleven pumping station. A bypass pump was rented to have on stand-by while using the new bypass pump for the first time and bought 1250 feet of hose. We ordered an emergency Fernco mandrel in case we had to dig up a main line. This work over two days caused two overflows at B 66 under the bridge and B 67.
- b) On 10.21.2024, TDEC and the EPA conducted a random inspection on the Wastewater Plant and Wastewater Collection System. The report will be available within 60 days of the visit. There were some corrective items that were due by October 31<sup>st</sup> and with the help of Austin Haithcote, those items have been completed.
- c) Staff have been conducting daily televising and cleaning of problem areas during the month of November, 2024. On 11.05.2024, service sewer repair was done on Fairlane Drive. On 11.13.2024, sewer main repair was done in Country Lane Subdivision where a contractor drilled through the sewer and caused a hole on top of the sewer main. On Kefauver Street, sewer service was replaced.
- d) On 10.28.2024, manholes B 85 and B 87 were unburied and raised on Hunt Street and Rigney Drive.
- e) We found multiple sections of sewer mains with damage. Sections include manhole B 93 to manhole B 93A, manhole B 89 to manhole B 119, and manhole B 126 to manhole B 127.
- f) On 10.24.2024, manhole E 7 overflowed due to a blockage in the main. We jetted the line and removed the blockage.
- g) We installed new rings and lids on the following manholes: M 8, M 28, and G 84.
- h) We ordered and received additional bypass hose for 6-inch pump for future emergencies. We now have 1500 feet of bypass hose.
- i) On 10.28.2024, a 2 x 8 piece of wood was found stuck in main line between manholes B 85 and B 86.

3.3 Sewer Collection System Projects (Adam Carter with St. John Engineering, LLC):

- a) For the project of 102-167 Basins A, B, E, F, H, I, and K Sewer Rehabilitation (First Round TDEC ARP Grant, \$3.2 million from the federal government and not being administered by TDEC minus equipment already purchased), this project was out for bid and the total bid came back at a total of \$4.2 million (well above grant amount). At this point, the contract was split up in difference areas (3 out of 5 chronic manholes will be addressed) so it could be awarded to different contractors to save money for the city or separated to fit within budget.

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For the areas of C (behind Sycamore Drive), F (located in the same area that goes across the island in the river), G (Sherwood Drive), and H (project sign required by the grant), this project includes the following work that was awarded in the BOMA meeting on 12.03.2024 for \$2.196 million to Norris Brothers Company, Inc.:

1. Sewer interceptor upsizing behind Carter Sain's house
2. Sewer main upsizing from the Willis Farm to Sherwood Drive
3. CIPP lining of service connections in Morton's Lake Subdivision
4. CIPP lining of sewer lines and manhole rehab in White Oaks Subdivision
5. CIPP lining of sewer lines and manhole rehab on High Street by Old National Bank
6. CIPP lining of sewer lines and manhole rehab on Sycamore Drive
7. CIPP lining of sewer lines and manhole rehab on Jackson Street behind Food Lion

currently awaiting Environmental Permitting and should be out for bid in the next few weeks, approved by TDEC for the engineering, and out to bid after the first of the year. This project includes the following work for a \$2 million total grant with \$1 million grant funds and a \$1 million match:

1. Sewer Interceptor (chronic manhole) upsizing the line from what is currently a 10-inch line to an 18-inch line from the Willis Farm to Skinner Flat Road
- b) The future 102-205 Basins A, H, I, K, and M Sewer System Cleaning and Inspection (Federal ARP Grant) project is currently in the design phase and should be out for bid after the first of the year. This project work will be done with proceeds being allocated using a purchasing cooperative through H-GAC Purchasing Program and Duke's Root Control for the following:

1. Sewer main cleaning and CCTV in the sewer basins listed in the title
  2. Sewer manhole inspections in the sewer basins listed in the title
  3. Smoke testing of the sewer system in the sewer basins listed in the title
- c) Director Perry would like flow monitoring devices placed in the problem areas in certain spots and basins. When you have heavy inflow, you are able to monitor the rain water coming in. The price point that was quoted for unit and maintenance was over \$10,000 a unit plus additional cost for man-hole monitoring (three-year contract \$186,000). A total of \$1.6 million for units, installation, and two monitoring (man-hole and pump) prices. We do have some flow meters and the problem is to locate them as they were purchased awhile ago. If they are still operational, we would be able to use them. A city-wide preliminary flow meter study was done by Duke's Root Control a year to two years ago for \$108,000 only indicating where the water would rise when it would start raining. Data collection is one of the most important ways of finding out where your problems are located.

#### 3.4 Wastewater Pretreatment:

- a) We delivered a fine to Batesville Casket Company for consecutive exceedances in multiple quarters. A fine of \$6,000 was added to their water bill. They had six different violations over the last three quarters for total phosphorous in mg/l. Austin Haithcote stated the phosphorous is coming from their paint which clings to the metal and causes it to break.

3.5 Water Billing Office:

- a) We are continuing to work on rate changes and the last portion is to be completed by the end of this month. If completed sooner, Director Perry would like to call a special called meeting before going before BOMA in January, 2025.
- b) We interviewed and hired two Customer Service Clerks for the billing office.

5) Old Business:

None to report.

6) New Business:

6.1 Election of Officers:

- a) Chairman/Commissioner Anderson informed by the municipal code; this board is required to elect officers every year. Officers serve until they are replaced or re-elected.

1. The floor is open for nominations of Secretary, as current Secretary is Gary Hunt.

Commissioner Hillsman nominated Gary Hunt, seconded by Vice-Chairman/Commissioner Watson, and was accepted by Gary Hunt. After a vote was taken, the nomination passed 4-0.

2. The floor is open for nominations of Vice-Chairman, as current Vice-Chairman is Nelson Watson.

Secretary/Commissioner Hunt nominated Nelson Watson, seconded by Commissioner Hillsman, and was accepted by Nelson Watson. After a vote was taken, the nomination passed 4-0.

3. The floor is open for nominations of Chairman, as current Chairman is Mike Anderson.

Commissioner Hillsman nominated Mike Anderson, seconded by Vice-Chairman/Commissioner Watson, and was accepted by Mike Anderson. After a vote was taken, the nomination passed 4-0.

6.2 Hire Two New Meter Readers:

- a) Director Perry would like to hire two new meter readers. One of the current meter readers he would like to transfer over to the new Asset Management program being implemented here in the near future. The other meter reader he would like to transfer over into a crew. Chairman/Commissioner Anderson asked if the two new meter readers are for the level of meter reading that is needed now, be told they would be hired as temporarily positions since the proposal of the automatic meter reading. Director Perry stated they would not and the intention would be that they would move into a different role some where within the department. The automatic meter readers will come at a later time. Until the collection system issue is taken care of, meter readers are needed.

6.3 Asset Management Administrator Position and Job Title:

- a) Director Perry presented the new position of Asset Management Administrator that would be working with Cityworks.

6.4 Maintenance Manager Job Title:

- a) Director Perry discussed the direction he would like the structure of the department to go. He knows historically, the Public Works (street's department) and our job titles have always been the same. Last month it was approved that he could change the job titles from Heavy Equipment Operator to Utility Worker II and Light Equipment Operator to Utility Worker I. These jobs are more involved as the workers are in the holes fixing water/sewer issues and just not the perception of running light or heavy equipment all day which isn't a fact. With the restructuring of the department, one of the positions he would like to add is the Maintenance Manager over two current maintenance workers (Tanner and Will) and more maintenance workers forthcoming.

6.5 Maintenance Technician Job Title (Previously Mechanic Position):

- a) This position was originally a replacement for the Mechanic position. In the years past, we have been doing our own mechanic work. Currently, the mechanic workshop is in a state of disrepair. The concrete pad that the lift is on is unsafe. Per the Mayor and Director Perry's discussion, the mechanic work for the vehicles is now going to Public Works (street department) along with all of the other city vehicles. They are now assuming all the mechanic work and upkeep of our equipment and vehicles if the repair can be done in house. If work can not be done, the equipment will need to be carried elsewhere.

6.6 Pretreatment Coordinator for the Collection System:

- a) Director Perry stated that Austin Haithcote is wearing several hats and needs some help. This role will be keeping the industries and businesses with grease traps and that the pretreatment program is being followed and implemented. This person will also be working with Austin levying fines if necessary, making sure proper steps are being taken, and they are doing what they are suppose to be doing.

6.7 Insituform:

- a) Insituform (performed the televising and heavy cleaning) has not submitted the report as of 12.05.2024 and was due 11.04.2024. We are proceeding with liquidated damages for not meeting the specifications of the agreement portion of the contract. As of the last Commission meeting, we had only received a small portion of the data. Adam Carter and Director Perry were on the phone with Insituform a couple days ago and the update seemed to reflect that we haven't been a priority for them in getting the data to us. The liquidated damages, according to the contract, is \$600 a day.

6.8 Revised Ordinance to Amend Code 18-201:

- a) Jennifer Hall discussed that the billing office has three billing cycles each month. In talking with our Finance Director, Anthony Burrows, we would like to propose to combine those cycles into one billing cycle. She is working with our Tyler program to see exactly when this can be implemented. By the 25<sup>th</sup> of each month, all meter readings will be don, a bill will be generated for all accounts, and the due date will be on the 15<sup>th</sup> of the following month (except for the weekends and holidays, then it will fall on the next business day). Late customers will receive a red late notice on the 16<sup>th</sup> stating that their bill is due, and a disconnection by the first of the following month with a re-connection fee applied to their account. There will be an additional fee for after hours re-connection. Upon agreement, this would go to the Finance committee, Attorney Johnson, and on to BOMA for two readings. This change will go live in March, 2025.

Alderwoman Anderson made a motion to combine three billing cycles into one billing cycle per month. Commissioner Hillsman seconded. After a vote was taken, the motion passed 5-0.

6.9 J.R. Wauford and Company, Consulting Engineers, Inc.:

- a) Director Perry wanted to inform the board of Wauford taking a tour of the Wastewater Treatment Plant. On 12.12.2024, two vendors came to review the existing Wastewater Treatment Plant equipment that needs to be repaired to continue with the plant operations over the next three to four years until a plant renovation and/or expansion project would be able to eliminate or replace them. Upon review of the information, there will be proposals for submission of pricing for this work. Preparation of the preliminary engineering report is underway to address the existing condition of the plant, future growth, and developments and make recommendations for renovation and/or expansion. One of the items of the Wastewater Treatment Plant is according to the map they sent from 1969, there are air release valves that go all the way out into the park. You have to walk that line every so often to release the air. The air will mimic the air fluent, the amount you are able to release. There is no record of how long this has been done with overgrown trees. You will have to get permission from the park to go through and knock down trees in order to take our equipment back there to start back the process of releasing the air again. This could be some of the issues with the plant and capacity that we are facing with new pipe or the pumping station. This will be in their preliminary engineering report and recommendations moving forward which they are in the process of getting together for our review.

- b) At the Water Treatment Plant, a kickoff meeting was conducted on 12.12.2024. The review of the water system was completed all by field testing near the water booster station. Pressure recordings were left on various hydrants for long term data collection. These recorders are planned to be picked up on 12.12.2024 and the data analyzed. The city is also providing tank levels which will be used in correlation with the pressure recorder data. Upon review of data, a preliminary engineering report will be generated with a summary of the findings and recommendations to the city on how to proceed with either installation of a new booster pump or booster station and/or installation of transmission line to eliminate the station.

6.10 Budget Review:

- a) Director Perry discussed the current budget being at \$10,143,758.76 and with year to date, we have spent \$2,228,565.76. We have spent roughly \$557,141.44 monthly. At that projected rate, we will be continuing to spend at that rate or lower and be under budget with projects, items being forecasted, and replaced (trucks, new employees). Some items will be held off to make sure we get our issues fixed before we start spending money other things not necessarily a priority at the moment.

7) Commissioners Comments:

- 7.1 Chairman/Commissioner Anderson would like to welcome Alderwoman Julie Anderson to the Water and Sewer Commission. She is glad to have her and looking forwarding in working with her.
- 7.2 Chairman/Commissioner Anderson would like to give thanks to Vice-Mayor Mark Messick as he has served as an Aldermen on this commission for a long time. Mark was a great addition and did a great job taking items to the Board of Mayor/Aldermen. He also ran the department when in absent of a director. He appreciated his service to this town and commission.

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7.3 Chairman/Commissioner Anderson provided information on a rate study with numbers from the billing office and from Randall from the Duck River Electric Commission. This information shows our water loss at a rate of 13.9%, average water loss is 14%, which isn't that bad. This rate is commendable for the system we have and age. We were thinking we were losing around \$6,000 from the Nickel Program ending which it turns out to be about \$8,000. It was asked to Director Perry to include this in the rate increase for this monthly water loss.

7.4 Chairman/Commissioner Anderson included Alderwoman Anderson on discussion of the number of members on this board. The municipal code says we have to have seven and it takes four votes to pass any items. The state years ago said you needed to have five or the majority rules with three votes would carry. We are down to five and have been running with five members ever since, but we never changed the code. There was an attempt to change the code years ago that Bryan Pennington sent to the City Attorney, but it never did happen. It was asked if Alderwoman Anderson could get with our attorney and get something going to get us back to seven (which is a violation of the state) or get the right with the state. Alderwoman Anderson agreed that she would talk with the attorney.

7.5 Chairman/Commissioner Anderson would like to take a tour (walk through) of the Wastewater Treatment Plant. The tour was set up for Tuesday, December 10, 2024 at 10:00a.

7.6 Jeremy Woods, Fire Inspector came in before the meeting and talked about the flow rates of the fire hydrants on North 41 with the new subdivisions developing. The flow rate- he is needing is 500 gallons per minute at a minimum. The figures that were quoted were three or four with 600 or more- but one was 536. A new water tank would be needed to improve the pressure in that area in order to provide fire service. Director Perry stated that he knew that a water tank was needed in the area of 16<sup>th</sup> Model Road.

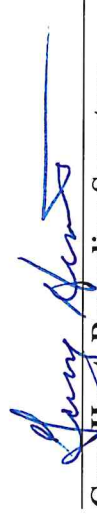
7.7 Director Perry invited everyone to a 12:00pm potluck lunch (everyone bring a dish) at the warehouse on December 19, 2024.

7.8 Director Perry asked if Secretary/Commissioner Hunt would be willing to help with the budget due to him being on the committee and a CPA. Secretary/Commissioner Hunt agreed. This would give some insight on the flow when it came down to submitting the budget for approval.

7.9 Alderwoman Anderson stated that it was great to hear such a thorough report with so much work being done and really appreciates it, she knows she does as a member of the board. She thinks the public does also, this water and sewer situation kind of got out of hand and now it seems like it is being taken seriously and we are being proactive about it. She knows that these are not easy things to fix and it is going to take a while, but sounds like we are on the right track. Everyone agreed.

On a motion from Chairman/Commissioner Anderson, seconded by Commissioner Hillsman, the meeting adjourned. 5-0

  
Mike Anderson, Chairman

  
Gary Hunt, Recording Secretary