

**MANCHESTER WATER AND SEWER COMMISSION**  
**January 9, 2025**

The Manchester Water and Sewer Commission met on Thursday, January 9, 2025 for a regularly scheduled meeting.

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

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

None to report.

2) The minutes of the regular meeting on December 5, 2024, were approved upon a motion by Alderwoman Anderson, second by Commissioner Hillsman. After a vote was taken, the motion passed 5-0.

3) **Mayor's Report:**

- a) Mayor Hobbs informed the board that the city had received the permit back for Skinner Flat Road, will be placed out for bid, and onto BOMA in March or April in order to award someone with this project.
- b) At the last BOMA meeting, approval to reward Duke's Root Control a \$1.5 million project for area 1 and 2 (half the footage of the sewer system, 300,000 feet, 8-month project).
- c) Norris Brothers Co., Inc.'s kickoff will be at the end of January, 2025 for another \$2.2 million project.
- d) A letter was sent in to the State requesting additional APR funds. There are cities, towns, and counties that don't need APR funds.
- e) Mayor Hobbs acknowledged Director Perry and his team for accomplishing a lot in a short period of time. The city has a system that is always going to need to be serviced and will be ongoing. The average daily treated gallons are roughly 1.5-1.6 million gallons a day in the dry season with no rain. The release limit of 4.3 million gallons a day with no capacity problem with normal weather. When it rains, flow into the plant is 3 up to 4 million gallons. The sewer isn't the issue, it is the lines letting in too much water in through storm activity.
- f) The change in billing to one cycle is down to 15 days from 25 days subject to cutoff for nonpayment. This will allow customers not to get so delinquent on their bills that is become unaffordable.
- g) The reorganizing of the department in a manner for growth and the ability to add work and work crews, there will be a vision of how to manage moving forward.
- h) The random EPA audit on November 19, 2024 with TDEC performed a review of Wastewater Treatment and Collection systems of any improvements or issues the city can make. The report gave some good recommendations. There no major issues, but there were maintenance issues. The next meeting will discuss the report with timelines to fix and address the 3 to 4 items that came about. There were three manhole issues in this last rain event.

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- i) Chairman/Commissioner Anderson asked Mayor Hobbs of the training he had received and wanted to go over with the board. Mayor Hobbs had attended some training in Chattanooga, TN and met with TDEC one on one. He also attended an additional meeting in Nashville with TDEC management in order to start understanding how the city of perceived and what they recommend some strategies. Mayor Hobbs will update the board with more to follow information at a later date.

4) **Director's Report:**

4.1 Discussion:

- a) Director Perry stated that the crew of men and women with their expertise has been valuable in moving things forward. He has a group of talented employees under his umbrella and looks forward in making things better as time goes by. There was a service line break roughly 10-11p at night and out until after 3a this morning working in the weather. During this time of the year, the work is challenging. The appreciation that Director Perry has for his staff and other departments that work in these conditions, says a lot of the employees and their willingness and do their jobs.
- b) On December 19, 2024, the department had a luncheon for all of the employees and board members. The department is making the event a monthly luncheon to get everyone together as it helps to improve the moral of our employees. It shows that we all can come together as a team to cook and enjoy each other.

4.2 Water Distribution

- a) A 2-inch meter was replaced at 405 Park Tower Drive.
- b) On January 2, 2025, a 2-inch water tap was made at 2800 Woodbury Highway.
- c) The department has been conducting end of line flushing to raise chlorine levels at dead ends throughout the water system. Now with the way our water system is and the lines extended out, there is a possibility of connecting these lines together with a loop system. This will eliminate the dead-end hydrants.
- d) Full service was done on the mini-excavator with welding the cutting edge on the bucket.
- e) On December 10, 2024, the Water and Sewer Commission members along with Alderwoman Anderson did a walk-through of the old water treatment and the wastewater plants that are very hazardous. The report from J.R. Wauford Engineering Firm has been received, but not reviewed. It will be compared to St. John Engineering, LLC's report that was recently received as well.

4.3 Wastewater Plant (No Discussion Made for the Following):

- a) John Bouchard, Wascon, and BAR Environmental visited the plant and inspected the North Clarifier. Waiting for repair quotes from all three vendors. Clarifier bearing is bad and clarifier will need to be disassembled to replace. Bearing is for the large turning arm that equally distributes the settled sludge on the bottom of the clarifier.
  - 1. Update- BAR Environmental has new project manager named Jason Cary who is to visit on Thursday 1-9-2025. Will be looking at north clarifier again to ensure future quote is sufficient.
- b) All ordered VFD drives and soft starts for the mixers and blowers are delivered.

- c) On December 28, 2024, the plant had power surge and lost power. Power surge arced and disabled the NPW UPS (Back-up Battery Supply). Bypassed the UPS until new one is ordered and installed.
- d) Two large surge protectors were burned up and need to be replaced. Headworks, and Press room. Looking for replacements.
- e) Brushes installed on both drum screener augers. Had to weld one auger to hold brush in place.
- f) Repaired WAS Pumps were delivered and are ready to be installed.
- g) Drum Screener number 1 basket is put to a welding shop for repairs.

4.4 Wastewater Collection System:

- a) On December 4, 2024, broken sewer main found between manholes B 78 and B 77.
- b) These findings are from Mr. Greer and his crew televising daily and fixing the problems we can fix along the way. This is a time-consuming effort as our crews are tied up performing their own work responsibilities. The umbrella of organization currently includes a distribution office that handles water distribution issues and complaints. In the sewer department, we have the Operators, Chief Plant Operator, two Maintenance Technicians, and a Maintenance Manager. The new structure the department is Wastewater Operations Manager will provide an oversight over the entire scope of work with the wastewater plant including the collection system. As time passes and the department grows, would like to build a wastewater crew that follows the camera and dedicated solely to fixing problems as we encounter them. The job description was included in the packets for review. At the wastewater plant, Austin Haithcote has had to wear may hats due to short staff. We are in a need of a Pre-Treatment Coordinator dedicated solely handling industries pre-treatment programs. The job title and descriptions were passed at last month's BOMA meeting.
- c) On December 5, 2024, the sewer main joints are destroyed between manholes B 77 and B 67.
- d) On December 6, 2024, a crack was found in sewer main from manhole B 64 to B 63.
- e) On December 9, 2024, there was a crushed sewer main from manhole B 74 to B 73.
- f) On December 9, 2024, sewer service needs to be replaced 60 feet from manhole B 75.
- g) The vac truck was used on two stations in December 2024 located at Relco and Great Lakes Cheese stations. The vac truck tubing fell apart during process and had to be retrieved via man hoist on December 16, 2024.
- h) An overflow occurred on December 27, 2024 at manhole A 43 (Spring Street Bridge).

- i) We had the following sewer repairs:
1. Located at 1241 Murfreesboro Hwy, a sewer tap was replaced on December 9, 2024 due to infiltration from roots and I&I.
  2. Located at 1183 Murfreesboro Hwy, a crushed sewer pipe with an 8-inch clay that was replaced.
  3. Located at 165 Fairlane Drive, replaced 5 feet of 8-inch main.
  4. Located at 232 Rigney Drive, replaced a broken pipe bell on an 8-inch main.
  5. Located at 1617 Hillschapel Road, replaced 6 foot of line that was broken.
- j) The total December, 2024 daily televised sewer inspection throughout system was 16,342.4 feet.

4.5 Sewer Collection System Projects (No Discussion Made for the Following):

- a) Director Perry discussed the pre-construction meeting was held with Duke's Root Control with the estimating time line for the project expanding 6-8 months for completion. There will be monthly meetings to go over work that is being done and hit on areas that need attention. One of the biggest issues at the beginning is manholes that are covered up and unable to find. As we move in spring, we will start the smoke testing as there wouldn't be as much water in the sewer mains and would be able to track the smoke testing better for the 3,678 feet.
- b) Mayor Hobbs asked for an update regarding Insituform. Director Perry stated that he hasn't heard back from them. Liquidated damages are over \$40,000 presently. Mr. Carter has a conversation and the hang up feeling like they should not have to pay because they have given partial information. The format is incorrect and we hold them reliable to the contract as this should have been delivered the beginning of November, 2024. We should move forward with payment minus liquidated damages amount. Insituform is expecting the city to waive the liquidated damages. Mayor Hobbs would like to have a meeting the following week with Attorney Craig Johnson and staff.
- c) 102-167 Basins A, B, E, F, H, I, & K Sewer Rehabilitation (TDEC ARP Grant)- This project is currently out for bid and the bid opening is scheduled for November 6, 2024. This project includes the following work:
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

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7. CIPP lining of sewer lines and manhole rehab on Jackson Street behind Food Lion.

**THE PRE-CONSTRUCTION MEETING IS SCHEDULED FOR JANUARY 21,  
2025 AT 10:00 AM.**

- a) 102-187 Basin I Sewer Rehabilitation (ARC Grant)-

This project is currently awaiting environmental permitting and should be out for bid in the next few weeks. This project includes the following work:

1. Sewer interceptor upsizing from the Willis Farm to Skinner Flat Road.
- b) 102-205 Basins A, H, I, K, & M Sewer System Cleaning and Inspection (Federal ARP Grant)-  
This project is currently in the design phase and should be out for bid after the first of the year. This project includes the following work:

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

4.6 Wastewater Pretreatment:

- a) We will be delivering fines to KASAI North America, Inc. (peak flow limits \$3,000) and Great Lakes Cheese (late reporting for their DMR, fee undetermined at present time) for their violations.
- b) Semi-annual pre-treatment inspections and sampling for the month of January, 2025 has been scheduled for all 4 significant industrial users.

4.7 Water Billing Office:

- a) We have hired 1 new Customer Service Clerk, Madison Resendiz.

**5) Old Business:**

None to report.

**6) New Business:**

6.1 Introduction of New Officers and Alderwoman:

- a) Gary Hunt, Secretary  
Nelson Watson, Vice Chairman  
Mike Anderson, Chairman  
Julie Anderson-Alderwoman

6.2 Asset Management Administrator:

- a) Kevin Raney has filled this position of Asset Management Administrator.

6.3 Assistant Director:

- a) Director Perry is still taking applicants for this position and will start the interviewing process soon. The job posting is listed on the city's website, TAUD, and LinkedIn.

6.4 Current Posted Job Positions Available:

- a) Light Equipment Operator (2)
- b) A Meter Reader position as one of the current employees wants to move to a crew and received additional experience.
- c) Press Operator
- d) Unfilled positions from previous employees

6.5 Insituiform:

Previously discussed.

6.6 Wastewater Operation Manager Position:

Previously discussed.

6.7 Water Extension for JE Sartain Road:

- a) Director Perry informed that this was previously approved by commission and board. Coffee County is willing to lay pipe and pay for the water extension. Mayor Hobbs stated everyone is committed to the project, we waiting on the plans to continue and specific dollar amount funding from each party.

6.8 Meter Devices:

- a) Customers using their own metering devices to fill up water tanks must rent one from MWSD. The fee for the meter rental is \$875.00 deposit. The usage amount is taken out of the deposit after the return of the meter and read. Meters must be returned after usage. If the meters are not returns, customers will be charged for the cost of the meter. Contractors using their own meters are liable for prosecution of theft of water (water loss). Mayor Hobbs advised that a letter should be sent to customers regarding the change from Attorney Craig Johnson.

Vice-Chairman/Commissioner Watson made a motion to allow meter devices to fill tanks at a rental fee of \$875.00. Commissioner Hillsman seconded. After a vote was taken, the motion passed 5-0.

6.9 Budget Review:

- a) Director Perry received his budget from Anthony Burrows, Director of Finance and it hasn't been reviewed yet.
- b) Director Perry has asked for a purchase of Ford F150 work truck for himself. He has been currently using his personal vehicle for business without any complaints nor requests for reimbursement of fuel and mileage. No approval needed if the funds are available in the budget. Director Perry clarified that he drives his personal vehicle from home to work and work to the city hall. If it is work related, he drives or rides with a crew to the job sites.

6.10 Gate and Fencing Bid:

- a) The bid on the gate and fencing for the shop area security/safety of staff did not get awarded out. Currently awaiting quote from Southern Gate and Fence of McMinnville, TN estimating around \$5,000-\$6,000.

7) Commissioners Comments:

None to report.

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

  
Mike Anderson, Chairman

  
Gary Hunt, Recording Secretary

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LIVE STREAMING <https://www.youtube.com/@CityOfManchesterTennessee>

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