

MANCHESTER WATER AND SEWER COMMISSION
February 6, 2025

The Manchester Water and Sewer Commission met on Thursday, February 6, 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, Secretary/Commissioner Hunt, Commissioner Hillsman, Alderman Anderson, Mayor Hobbs, Director Jeff Perry, and Billing Office Manager Jennifer Hall. A meeting quorum had been established

Absent: Vice-Chairman/Commissioner Watson

Late Arrival: None

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

1) **Citizen Comments:**

- a) Judy Pugh represented the property owners along JE Sartain Road. She expressed her thanks to anyone and everyone that had any contribution to the water project. Director Perry stated that he is currently working on the numbers and will start the project soon.

- 2) The minutes of the regular meeting on January 9, 2025 were approved after a vote was taken, the motion passed 4-0.

3) **Mayor's Report:**

- a) Mayor Hobbs informed the board that the city had just put out for bid on March 3, 2025 the \$1.5 million project from Skinner Flat to Willis Farms replacing 2750 feet of 10-inch line to 18-inch gravity fed lines with ARP funds. The awarding will be in April, 2025.
- b) BOMA had approved a resolution 3 to 4 months ago for Industrial Development Board to apply for a grant for the Manchester Industrial Park and was awarded this project for \$1.6 million with Manchester funding around \$150,000 and the Industrial Development Board funding will be around \$75,000. This project will be to collect waste water from the Industrial Park including a pump station pumping down the side of Hwy 41. It will dump into a manhole and not be in the current existing lines we currently maintain.
- c) Manchester was 1 out of 11 communities that was awarded those governmental funds. Adam Carter and Annie from Industrial Development Board were present and did a great job in their presentation for Manchester and was awarded around \$7 million on upgrades to the sewer system.
- d) The monthly budget review began in January, 2025. Secretary/Commissioner Hunt was invited to the next budget review meeting. Director Perry has been making some good strides in the organization of his department. Some of the purchases (vehicles and equipment) passed in last year's budget, will be presented for approval in the next coming month.
- e) The change in billing to one cycle is down to 15 days from 25 (from 45 days) days subject to cutoff for nonpayment. This will allow customers not to get so delinquent on their bills that it becomes unaffordable. The fees associated with turning water back on after hours was becoming a problem as staff was getting paid time and a half for the labor.
- f) Mayor Hobbs has been meeting with Hillsville to start some discussions on their 3-to-5-year plan of their expectations or needs from the City of Manchester to determine internally what needs to be done. Due to the increase in their usage, we

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will need to put in new infrastructure, towers, etc. to be able to handle it and we need to see what their buy in will be for the changes.

- g) Mayor Hobbs has been publishing data on growth (reality verses expectations and conversations). The city averages 61 new permitted single-family residences as an average over a 3-year period. Multi-family is around 34 new apartments and 8 duplexes. With those numbers along with the TDEC map at 300 gallons per day, it is an average usage of 30 - 35,000 gallons a day in growth on a plant that has 4-million-gallon capacity with the usage daily roughly at 1.5 to 1.7 million gallons. It is showing that it is in our collection system where we have rain events that brings our treatable flow up into 3 to 3.5 million gallons. Internally, we are capturing several gallons by our corrections. After previous conversations with TDEC, they have provided a formula for us to use to understand what we can bring as new capacity (by percentages) for growth. There are currently 500 new buildable lots in Manchester with BOMA approvals by Codes Department. With only a couple hundred homes a year, we would still be in less than 100,000 gallons a day range. We don't have a capacity problem at the sewer plant, we do have items in the collection system that we are addressing that will make us more efficient. Duke's Root Control is out within the city and is ahead of schedule and is doing a very good job in identifying and inspecting over 500 manholes (over 300,000 feet). They have also found manholes that during construction and clearing of land were destroyed. Director Perry is sending invoices out for the staff's time and labor to fix the manholes that have been destroyed. Some of the manholes have been missing lids and that has created an issue of sucking in of stormwater. In the Codes Department, they have hired a new stormwater staff member and part of their task will be to get out and understand the stormwater flow and where it is backing up (log jams). This will eliminate the pond up and pool over manholes. The department has received a sample of a new manhole pan at \$64 apiece and has purchased 40. This pan doesn't let water into the top, but will allow to release it up through the manhole and will stop the flow into the system.

4) **Director's Report:**

4.1 Water Distribution:

- a) Staff replaced 4 fire hydrants for the month of January, 2025.
- b) Staff fixed 11 water leaks.
- c) There were 3 employees (Emily Bull, Tim Purrington, and J.R. Prater) that have received certifications for backflow prevention.
- d) Under advisement of JR Wauford & Company, Consulting Engineers, Inc., Director Perry is getting quotes to install a 12-inch discharge line and a pump. Initial thoughts of the issue were two valves that weren't working and they needed to be replaced (\$40,000). They were able to get one valve operational, but on the 12-inch line, the valve wasn't able to be repaired. In order to fix one of the pumps inside the water treatment plant and keep it going, they would need to install a water valve with additional (hot tapping) help because there is no way of shutting the water off.
- e) There is a sanitary survey coming up for our water distribution office that details going through compliance records. Director Perry feels confident that they will pass. In the history for the city, we have always received good scores.
- f) One of the issues was a tree falling on a fence at Blanton Chapel tank and currently, we have cleaned it up and are in the process of getting a fence company to replace the fence where it was busted.

4.2 Wastewater Plant:

- a) Currently looking for replacements for surge protectors for headworks and press room which are still down.
- b) The crew has repaired, reinstalled, and ready to test WAS pump number one. Pump number two still needs installation and tested.
- c) Currently receiving quotes to cover RAS/WAS pits to prevent damage caused by severe weather conditions. Chairman/Commissioner Anderson, Secretary/Commissioner Hunt, and Alderman Anderson came out to observe the issues. A lot of the electrical components are open to the weather. The RAS/WAS pits were a solid sheet of ice from water being present during snow or freezing weather. A solution to this problem could be a pole barn. Chairman/Commissioner Anderson asked if the area was still being heated with regular heat and Director Perry stated that it was.
- d) On January 30, 2025, the new north clarifier number three WAS pump was back in service as the line had been frozen solid.
- e) On January 30, 2025, there 5 quartz sleeves replaced in UV #2 channel with some of the sleeves being salvageable (if not a lot of buildup).
- f) Received quotes for 12 bulbs (\$1,500 per bulb) for the UV system. There is currently one vendor that supplies the bulbs to our UV system. There has been one vendor for a long time, but they have sold out and we were able to find another vendor. Hopefully, this business doesn't go out of business as the department needs to stock up on these bulbs for future use. We need to find a secondary means of disaffecting. Director Perry has suggested running an E. coli before it hits the UV (and before dumping into the river) to determine if it is taking all of the bacteria out of the wastewater.

4.3 Wastewater Collection System:

- a) On January 15, 2025, an e-one pump at 159 New Bushy Branch Road was replaced.
- b) On January 27, 2025, a backflow preventer was found broken and spraying water into the electrical panel. It was shut off and a new preventer was ordered to be installed.
- c) On January 30, 2025, we are looking into seeing if the city is responsible for the upkeep of the station on the side of one of our buildings where our pumps are to our sewer.

4.4 Sewer Collection System Projects:

- a) The Norris Brothers' project had been previously discussed by Mayor Hobbs. Mayor Hobbs gave an additional update that the contract has been signed and the pre-construction meeting was on January 21, 2025. We hit on a 16-week lead time on part of the project. There is some pipe that they will need to purchase that isn't readily available. It will be going under a couple of water streams. They are going to go ahead to proceed with some work in yards while they are waiting.
- b) The basin projects (TDEC ARP Grant) with Duke's Root Control began work on January 14, 2025 and have already covered 500 manholes. Our system shows we have roughly 1,000 manholes with a good portion of them being covered up for years which they are identifying and raising them. The data from these

inspections will start to tell them about the manholes covered up. The crews are anticipating the manhole inspections this week and next week, they will start televising Basin A which encompasses Stone Fort Drive to North Spring Street and Riverview Drive to West Highland Drive. Mayor Hobbs added that a writeup was in the paper and/or social media about the work that addressed complaints of workers being present in their yard(s). This was a right of way issue with the residents. Handouts are being given out in the areas of where workers will be present. Also, there are trees that are right next to the manholes or in the right-of-way that will need to be trimmed in order to perform the inspection of that area. Roots of those trees cause sewer issues penetrating those lines.

- c) Smoke testing will begin early spring of the sewer basins once the rain has ceased. A good visual of any smoke coming out of any lateral sewer line manhole that is covered up will be detected. The smoke test will indicate if there is a sewer leak from the main to the residence.

4.5 Wastewater Pretreatment:

- a) For the month of January 2025, semi-annual inspections and sampling on industries have been performed for Kasai, Ravago, and Great Lakes Cheese. Batesville sampling was not operational. They also delivered their samples to Pace for pretreatment.

4.6 Water Billing Office:

- a) We are proceeding with one cycle billing and on target for March 1, 2025. Information is being put on bills and we are giving reminders when customers come into the office.

5) Old Business:

None to report.

6) New Business:

6.1 Vehicles:

- a) Contacted Ford of Murfreesboro (Jason McCullough) about purchasing 1 Ford F150 and 3 Ford Mavericks (they no longer come in the XL, only the XLT version). They are working up final quotes, but they estimated \$30,000 per Maverick and between \$45,000 and \$47,000 for the F150. This dealership is able to purchase through state contract pricing verses a local dealership (they are not a vendor on the state contract). After this purchase, Mayor Hobbs stated that he would like to place a plan for future purchases to go out for bid, accept 3 bids, and award the bid out. Attempts to purchase these vehicles locally was given a try, but didn't work out and the city would have had to use the sealed bids procedure.

6.2 Budget Review:

- a) Mayor Hobbs discussed that Director Perry had in his budget to build a new building this year. The quote for the building is \$75,000 and he had received \$50,000 in the 2024-2025 budget. He was asked to go back to the vendor that gave him an estimated quote for a smaller building to get his inventory and equipment inside to keep dry and out of the weather. Currently awaiting a quote.
- b) Director Perry stated that a lot of their garbage vehicles sitting around are going onto GovDeals auctions along with help from Adam Floied (Manchester Police Department). There is currently a big list of items that are going on the site to sell.

Mayor Hobbs has asked all of the departments to review their asset lists for those that are not operational for insurance purpose and next budget cycle.


- c) Director Perry reported currently through January 31, 2025, they have meet 59.5% of their revenues along with rate increases on some services coming soon. Overall, the department has spent 37% of the budget for mid-year. Anticipate some bigger purchases forthcoming. Mayor Hobbs mentioned that Director Perry's budget has been hit with an estimated \$100,000 to \$120,000 of expenses that were bills that didn't get turned in from the previous budget year. Those expenses will be taken out of this current 2024-2025 budget. New controls in Finance have been set up as they don't send the bills to directors, only copied them via email. There is a billing email that goes right into finance currently. If finance hasn't received approval from Director Perry's office, finance will reach out for approval. Chairman/Commissioner Anderson asked for an update of the increase of water rates, fees for services, and status of our comprehensive plan. Director Perry plans to have this information by the next meeting with the help of Kathleen Penner as she has created a spreadsheet of rates and fees of surrounding cities. He would like the increase to be sustainable for the next 4 to 5 years. Proceeds need to be generated to fix the issues we are currently experiencing and be able to pay employees. He is really looking hard into impact fees as the price is too low. Chairman/Commissioner Anderson offered his help as he helped with rates for Hillsville. Director Perry reached out to MTAS and they are not doing any more rate studies this year. Tullahoma would be a good source as we both buy from Duck River Utilities. We are going to start charging for repairs that contractors or customers negligently because that don't call the department or One-Call to let us know (performing the services for free and the department taking the hit of the expenses, the city shouldn't be held responsible).

7) Commissioners Comments:

None to report.

On a motion from Commissioner Hillsman, seconded by Secretary/Commissioner Hunt, the meeting adjourned. 4-0


Mike Anderson, Chairman


Gary Hunt, Recording Secretary

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

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