



Norris Water Commission

Monday, April 15, 2024, 6:00 P.M.

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
 - M-1: Consideration of Approving March 18, 2024 Regular Meeting Minutes
- V. New Business
 - N-1: Training:
 - Cross-Connection Basic Course- 3 days-NWC Employee
 - Water Industry Apprenticeship Program- NWC Employee (Prep for Coll/WW certifications)
 - Water Training Classes-NWC Employee (Prep for Water Certification)
 - N-2: Surplus Items
- VI. Old Business
 - O-1: Update on the Status of the Benny Carden Memorials
 - O-2: Update on Activities at the Water Treatment Plant
 - O-3: Update on Activities at the Wastewater Treatment Plant
 - O-4: Update on the Water Distribution System
 - O-5: Update on the Sanitary Sewer Collection System
 - O-6: Update on Cross Connection Management System
 - O-7: Update on the Galvanized Pipe Project
 - O-8: Update on the SB845 Tennessee Board of Utility Regulation
 - O-9: Update on the Wastewater Regionalization Study
 - O-10: Update on the Alternative Water Supply Study
- VII. Reports
 - R-1: Superintendent March Report
 - R-2: March Financial Report
 - R-3: March Unaccounted-for Water Report
- VIII. Adjournment



NORRIS WATER COMMISSION MEETING MINUTES
March 18, 2024

Members Present: Loretta Painter, Will Grinder, Bill Grieve, Mayor Chris Mitchell and Charles Nicholson

Absent:

Water Superintendent: Tony Wilkerson

- I. **Call to Order:** The meeting was called to order by Chuck Nicholson at 6:00 pm.
- II. **Approval of the Agenda** – No action was taken at this time.
- III. **Hear the Public** – Mayor Chris Mitchell introduced communication received from Jeff Harshbarger. He indicated that an invitation had been offered to Mr. Harshbarger to speak before the council on his concerns.

IV. **Minutes**

1. **February 21, 2024 NWC Minutes**

A motion was made by Chuck Nicholson and seconded by Loretta Painter **to approve the February 21, 2024 meeting minutes** as presented.

The proposal passing on a vote of 5 to 0 as follows:

Yes: Will Grinder, Loretta Painter, Bill Grieve, Chris Mitchell, Chuck Nicholson

V. **New Business**

1. **Discussion with Candace Vannasdale, a Representative from the Tennessee Board of Utility Regulation (TBOUR)**

Mrs. Vannasdale presented information on the new oversight board of which she is a member.

2. **Cannon & Cannon Agreement**

Representatives from Cannon & Cannon presented the details of their proposed agreement between their organization and NWC to conduct the initial steps of the regional sanitary sewer study.

A motion made by Mayor Chris Mitchell and seconded by Chuck Nicholson **to recommend approval of the agreement to the Norris City Council.**

The proposal passing on a vote of 5 to 0 as follows:

Yes: Will Grinder, Loretta Painter, Bill Grieve, Chris Mitchell, Chuck Nicholson

VI. **Old Business**

1. **Benny Carden Memorial**

Superintendent Wilkerson reported materials were on order.

2. **Activities at the Water Treatment Plant**

Superintendent Wilkerson reported the telemetry is being calibrated, but should be done soon. He further shared photos of improvements at the plant.

3. **Activities at the Wastewater Treatment Plant**
Superintendent Wilkerson provided a written update via his report. No additional comments were made at this time.
4. **Water Distribution**
Superintendent Wilkerson shared details of a leak on a 1" line.

Testing for PFAS in the future was discussed, but no action was taken at this time.
5. **Sanitary Sewer Collection System**
Superintendent Wilkerson reported some planned improvements are being paused while he awaits delivery of the new mini-excavator in April. He further explained some details of upcoming INI projects that will be part of the corrective action plan approved by TDEC.
6. **Cross Connection Management System**
Superintendent Wilkerson shared that he is having a second employee certified for management of this segment of operations.
7. **Galvanized Pipe Project**
Superintendent Wilkerson reported many questions are still unanswered by the federal government on final details of the plan, however, currently a plan must be in place for Norris by late 2027 and action taken by 2037.
8. **SB845 New TN Board of Utility Regulation**
No comments of action taken on this topic.
9. **Wastewater Regionalization Study**
No comments of action taken on this topic.
10. **Alternative Water Supply Study**
No comments of action taken on this topic.
11. **Capital Equipment Update**
Superintendent Wilkerson reported the safety trailer has been delivered and work has started to create a lean-to to facility that trailer and the mini-excavator.
12. **Tree Safety**
Superintendent Wilkerson reported that 2 trees had been cut related to concerns. An additional tree was scheduled to be taken down in the near future.
13. **New Security Fencing**
Superintendent Wilkerson reported he is still fielding estimates for this project.
14. **Paving Project Impact**
Mayor Chris Mitchell asked if the utility had been involved in planning for the paving project starting in town.

Superintendent Wilkerson shared the utility's involvement.

VII. Reports

1. **Superintendent Report:** The report is herein attached as part of these minutes. Superintendent Wilkerson further reported that an additional 40 services calls were made in February, the state park is moving forward with a project to replace their water system which is being coordinated with the Norris, training/health/safety training was conducted at no cost towards certifications, and some service repairs out into the streets need work.
2. **February Financial Report:** The report is herein attached as part of these minutes.

3. **February Unaccounted-for Water Report:** The report is herein attached as part of these minutes.

VIII. **Adjournment: 8:01 p.m.,** Motion by Will Grinder and seconded by Bill Grieve to adjourn, All: AYE

V. Old Business:

0-1: Benny Carden Memorial: Supt. Wilkerson reports the plaque has been ordered and is paid for by donations , and upon receiving (in about 10-12 weeks) , then it can be placed in the Norris Community Building.

0-2: WTP-Telemetry/Tank Project: Supt. Wilkerson reports effective of March 27, 2024 the operation control for the pumps/motors (signal) is wireless. Have had some glinches, which we are currently reviewing with Tennessee Associated. The staff at NWC does feel confident with wireless going into the future. Also we hope to eliminate hardwire ATT phone line which would be a cost savings at the WTP.

0-3: WWTP: Update on the following Directors Order/ City Council Update, CCI up-date-Open for Discussion

SEWER Rehab Projects: Supt Mr. Wilkerson and City Manager Leford meeting with Cannon & Cannon Engineers on discussion of projects and time line for progress with ARPA funds in the year 2024.

Short Term STP Upgrades: (July 2024)

2- recirculating pumps	\$5,000.00
1- Mobile building (to house equipment)	\$2,500.00
1- Electric install	\$2,500.00
1- Piping/Fittings	\$1,500.00
1- Baffle Wall-(RTE review/quote)	\$7,000.00-\$10,000.00 reviewed and discussed with Engineers and RTE and design has been reduced BUT still will work as per CAP Plan.

- ***Letter of REQUEST to TDEC requesting of delaying SHORT-TERM Improvements was APPROVED by Michael Landcaster, TDEC as long as effluent results***
Also see #4 Supt Report pertaining to WWTP

0-4: Distribution System: See #7 in Supt Report

0-5: Collection System: See #9 Supt Report and

- NWC Staff visited 79 residents with Private identified Issues/NWC will need to re-smoke some areas identified
- Customer identified sites-Completed by customers- Response: _18_Qty-continuing to communicate with customers
- NWC is reviewing Public Identified issues/NWC side

0-6: Cross Connection: (RPBP)

- All COMPLETED 2023

0-7: Galvanized Pipe replacement/Eliminate Projects

- ***NWC IS -IN PROGRESS***, Final inventory is required to be developed and submitted to TDEC no later than Oct. 16, 2024
- ***LSLI GRANT APPLICATION: \$250,000***-NWC is currently waiting to see if approved for the grant.

0-8: SB845 TN Board of Utility Regulation

0-9: Wastewater Regionalization Study-(Grant awarded notification \$ 3.3 M with a match of \$177,000) Open for discussion

CCI agreement: Approved by Norris City Council 4-8-2024 and signed by the Mayor 4-10-24

0-11: Reservoir Hill:-Fence Quote-No New updates -Supt Wilkerson does report discussion/viewing the options for cameras/cost for the WTP area and possible for the Reservoir area-with the NWC Operators and will present to the City Mgr.

***0-12: Shoring Panels: Supt Wilkerson** reports receiving the 2(sets) of shoring Panels and accessories on Thursday April 11, 2024, at the Operations Facility NWC.

***0-14: Trailer to Haul NEW mini excavator:** Supt Wilkerson reports the trailer has been received and is currently located at the NWC Operations Facility.

0-15: BOBCAT MINI-EX: Supt Wilkerson reports receiving confirmation from Manager at Bobcat (April 11, 2024) that the new machine has shipped and Bobcat will receive it and conduct an inspection of it and Norris should receive it the week of April 15-19, 2024.

0-15:Vehicle: Supt Wilkerson is in process of reviewing options of a $\frac{3}{4}$ ton or 1 ton vehicle to replace the 2005 Chev 4x4 , continued. No new Update.

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: April 15, 2024

RE: Superintendent Report

1. **Water Pumped MG/Sold/% loss**—See attached
Sold to ACWA: Alley – 416,000/Alley Road-455,100/Res. 1,277,800- - each location
 2. **Water Budget**-see financial report see attached in packet
 3. **Rainfall** March 4.33_ " "15.96-YTD Source ok presently
 4. **Operations Building/Equipment Shed.**
NWC Team has been constructing a 20x30 shed for the New Mini Ex
 5. **WWTP-Non-Compliance-VIOLATIONS**
3-6—24-Diverted
3-9-24 -Diverted- In the month of March 2024- OT-pumped then diverted-XR
-Reports-Monthly to TDEC-(3 monthly-12 hours)
 - a. Dailey Inspections (84 points to inspect) and Operations
 - i. Recorded Dailey on Log Book and Computer
 - ii. Dailey Testing performed
 - b. **WWTP-Training-** March 2024 Xan Ridenour in training at STP(GREAT PERFORMANCE)
 - c. **Press Sludge-**__1__ times this month.
 - d. **Supernatant-** _3__ times
 - e. **Pumped Aeration to Digester-** _6__times mth
 - Tons of sludge hauled-0
 - Rain:- 3.93" " at STP
 - Ferm Zone-Dailey mixing/logging
 - Fill PT-190 /Bleach Barrel (chemical barrels-TP and filamentous protection)
 - Ground Maintenance-1 mth
 - EPA Nutrient Removal Case Study Project-Norris, TN
5. **WTP-Water Plant:**
- a. -Reports-Monthly-to TDEC completed (5 monthly-12 hrs)
 - b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant)
 - c. Dailey Testing conducted morning /evening
 - i. Record Dailey on Log Book and Computer
 - d. – Samples- Bacteriological ,Lagoon and quarterly Samples collected
 - e. -Backwashed Filters-__2__ this month-Requires 6 hours each BW. (coating)
 - i. -Adam Roberson-is training in the operations of the WTP/Distribution System

Water Samples Collected: Backwash aluminum

- f. Ground Maintenance- 1 day this month and Reservoir Hill and Spring
- g. Water Sampling: Preparing for SOC and Lead Copper potable water sampling-acquiring bottles from the Lab and setting a date to be picked up. TDEC required

6. Distribution System:

- a. -Read Meters/Rereads-4 day
- b.-Bact Samples-Collected 2-regular
- c.-Spring – checked 4 times this month
- d. -Service Calls- for the month of March 2024 __42__Qty
- e. Water Valves Inspection-XR/AR-identifying and inspecting (Starting)
- f. Deer Ridge-1" service line -REPAIRED
- g. Chestnut Drive: Relocated 3 water services for a customer-customer billed
- h. Lenior Museum: Supt Wilkerson has meet with NDSP and Timberline Construction and discussed the options for the fire line and potable water line and also installation of a new fire hydrant which would be facing Hwy 441 with Pumper Connection. NWC will assist in the project.
- i. Oak Road: Assisted with removal of tree limbs with NPW.
- j. 16 Deer Ridge: replaced $\frac{3}{4}$ " yoke valve
- k. Meter change Out: one (also ordered 24 meters to change out)
- l. Meter Pits: ACWA (Reservoir Road, Alley Rd x2), TVA and NDSP-READ DAILY

7. Flushing Program: NWC Team flushed -Orchard Road, Oak Road-Pine Road

8. Sewer Collection System:

- Sewer stoppages-
- Sewer Lift Stations x2- Hickory Trail-checked daily

9. Training/Health & Safety

- TAUD Region 3 Meeting: Supt, City Mgr and Operators attended
- Cross Connection Basic-3 day-TAUD Course-XAN Ridenour attended
- Health & Safety-Employee has started 3 series shot for Hep B vaccine

10. Equipment: service trucks-check weekly

2015-brakes replaced/oil change

Dumptruck-check weekly

Issue-slave cylinder-have to have it checked-keeping fluid topped off

Backhoe-check weekly

Sewer machine-check weekly

NORRIS WATER COMMISSION Unaccounted for Water Report July2023-June 2024

MONTH	WATER PUMPED	WATER SOLD/ METERED	METERED FOR	FIRE DEPT. USAGE	FLUSHING	Tank Clean/Fill	Water BILL ADJ.	Water LOST	% LOST	# Cust.
			CONSUMPTION NOT SOLD							
July	8,067,000	6,329,600	653,400	5,000	580,000		31,600	472,400	5.86%	798
August	8,644,000	7,391,800	714,200		505,000		8,900	24,100	0.28%	798
Sept.	7,382,000	6,372,700	576,400		425,000			7,900	0.11%	798
Oct.	7,545,000	6,435,400	775,600		290,000			44,000	0.58%	
Nov.								0	#DIV/0!	
Dec.	7,645,000	5,355,600	593,000		1,010,000			686,400	8.98%	
Jan.	7,798,000	6,165,500	550,700		380,000			701,800	9.00%	
Feb.	6,570,000	5,304,200	560,200		355,000			350,600	5.34%	
March	7,203,000	5,714,500	646,600		255,000			586,900	8.15%	
April								0	#DIV/0!	
May								0	#DIV/0!	
June								0	#DIV/0!	
Total	60,854,000	49,069,300	5,070,100	5,000	3,800,000	0	8,900	2,874,100		

	A	B	C	D	E	F	G	H	I	J
March		2024								
		West Norris Road-Valve								
		West Circle-Valve			30,000					
		Fire Hydrant/Deadend Flushing								
		Oak Road			150,000					
		Deer Ridge-1" service			75,000					

Tony Wilkerson
 Superintendent

Norris Water Commission
April 15, 2024 Meeting

Water Works Fund Balance Report

	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	
	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	2023-24 Actual	
Revenues																
<i>Water Billing</i>	\$ 455,106	\$ 507,434	\$ 484,052	\$ 521,523	\$ 529,000	\$ 47,818	\$ 47,769	\$ 50,094	\$ 48,348	\$ 48,391	\$ 44,906	\$ 44,905	\$ 47,256	\$ 47,256	\$ 426,743	80.7%
<i>Sewer Billing</i>	\$ 420,373	\$ 418,523	\$ 425,397	\$ 493,633	\$ 510,700	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,532	\$ 43,714	\$ 43,180	\$ 43,179	\$ 43,779	\$ 43,778	\$ 394,382	77.2%
<i>Water Works Charges</i>	\$ 46,446	\$ 43,576	\$ 53,837	\$ 22,569	\$ 886,643	\$ 6,162	\$ 744	\$ 1,926	\$ 6,823	\$ 4,755	\$ 3,000	\$ 7,839	\$ 5,781	\$ 4,553	\$ 41,583	4.7%
<i>Interest Income</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues	\$ 921,925	\$ 969,533	\$ 963,286	\$ 1,037,725	\$ 1,926,343	\$ 96,876	\$ 91,409	\$ 99,448	\$ 98,703	\$ 96,860	\$ 91,086	\$ 95,923	\$ 96,816	\$ 95,587	\$ 862,708	44.8%
Expenses																
<i>Admin & General</i>	\$ 254,371	\$ 245,123	\$ 186,711	\$ 276,417	\$ 352,645	\$ 24,468	\$ 24,948	\$ 26,691	\$ 61,765	\$ 23,415	\$ 20,229	\$ 32,036	\$ 24,074	\$ 25,417	\$ 263,043	74.6%
<i>Customer Billing</i>	\$ 13,996	\$ 11,335	\$ 12,849	\$ 16,453	\$ 23,000	\$ 14,765	\$ 2,383	\$ -	\$ -	\$ 1,821	\$ 2,116	\$ 76	\$ -	\$ 136	\$ 21,297	92.6%
<i>Wastewater Treatment & Dispo</i>	\$ 172,800	\$ 175,163	\$ 154,499	\$ 196,258	\$ 228,928	\$ 18,587	\$ 31,386	\$ 28,540	\$ 19,620	\$ 14,941	\$ 20,882	\$ 21,926	\$ 14,863	\$ 17,443	\$ 188,188	82.2%
<i>Wastewater Collection</i>	\$ 29,325	\$ 34,139	\$ 177,102	\$ 50,248	\$ 886,962	\$ 1,001	\$ 22,999	\$ 4,423	\$ 7,479	\$ 3,502	\$ 22,363	\$ 15,919	\$ 20,520	\$ 34,193	\$ 132,399	14.9%
<i>Water Transmission & Dist</i>	\$ 61,579	\$ 95,431	\$ 108,268	\$ 59,283	\$ 184,037	\$ 2,921	\$ 5,379	\$ 12,812	\$ 30,662	\$ 9,409	\$ 12,290	\$ 10,652	\$ 6,882	\$ 6,810	\$ 97,817	53.2%
<i>Water Purification</i>	\$ 111,894	\$ 108,789	\$ 122,416	\$ 213,445	\$ 302,532	\$ 17,325	\$ 25,516	\$ 13,526	\$ 13,356	\$ 23,397	\$ 21,810	\$ 18,826	\$ 16,269	\$ 15,818	\$ 165,843	54.8%
Total Expenses	\$ 643,965	\$ 669,980	\$ 761,845	\$ 812,104	\$ 1,978,104	\$ 79,067	\$ 112,611	\$ 85,992	\$ 132,882	\$ 76,485	\$ 99,690	\$ 99,435	\$ 82,608	\$ 99,817	\$ 868,587	43.9%
Balance	\$ 277,960	\$ 299,553	\$ 201,441	\$ 225,621	\$ (51,761)	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,375	\$ (8,604)	\$ (3,512)	\$ 14,208	\$ (4,230)	\$ (5,879)	
Depreciation	\$ 98,000	\$ 104,004	\$ 107,316	\$ 32,374	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operating Available Flow	\$ 179,960	\$ 195,549	\$ 94,125	\$ 193,247	\$ (151,761)	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,375	\$ (8,604)	\$ (3,512)	\$ 14,208	\$ (4,230)	\$ (5,879)	
Beginning Fund Balance	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,391,139	\$ 1,391,139	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,367,023	\$ 1,387,398	\$ 1,378,794	\$ 1,375,282	\$ 1,389,490	\$ 1,391,139	
Ending Fund Balance	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,391,139	\$ 1,239,378	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,367,023	\$ 1,387,398	\$ 1,378,794	\$ 1,375,282	\$ 1,389,490	\$ 1,385,260	\$ 1,385,260	
Capital Outlays					\$ 1,028,140	\$ 625	\$ 23,635	\$ 9,511	\$ 16,706	\$ 9,250	\$ 11,676	\$ 10,218	\$ 15,548	\$ 31,021	\$ 128,190	12.5%