



## **Norris Water Commission**

**Monday, July 17, 2023, 6:00 P.M.**

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
  - M-1: June 19, 2023 Regular Meeting
- V. Superintendent Report June 2023
- VI. Old Business
  - O-1: Benny Carden Memorial
  - O-2: NMS Project
  - O-3: New NPDES Permit
  - O-4: WTP - Telemetry/Tank Project
  - O-5: WWTP
  - O-6: Distribution
  - O-7: Collection
  - O-8: Cross Connection
  - O-9: Water Line Inventory
  - O-10: Alternative Water Supply Project
  - O-11: SB845 TN Board of Utility Regulation
- VII. New Business
  - N-1: Review of Policies & Procedures
    - 1. Utility Bill Adjustments
    - 2. Disconnections
    - 3. Bad Debt
    - 4. Deposits/Service Connections
- VIII. Adjournment



## NORRIS WATER COMMISSION MEETING MINUTES

June 19, 2023

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

**Secretary/Treasurer:** Adam Ledford

**Water Superintendent:** Tony Wilkerson

### Quorum Met

- I. **Call to Order:** The meeting was called to order by Charles Nicholson at 6:00 pm.
- II. **New Business**
  1. **Superintendent Employee Agreement Approval**

A copy with final modifications presented by Charles Nicholson was presented while the modifications were shared verbally.

A motion was made by Mayor Chris Mitchell and seconded by Loretta Painter **to approve the submitted version 5 of the agreement for Waterworks Superintendent.**

The proposal passing on a vote of 5 to 0 as follows:  
Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder, Charles Nicholson
- III. **Hear the Public:** Dennis Day expressed he was in attendance to hear about the Benn Carden Memorial.
- IV. **Minutes**
  1. **May 15, 2023 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the May 15, 2023 meeting minutes as presented.**

The proposal passing on a vote of 4 to 0 as follows:  
Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder  
Abstain: Charles Nicholson
  2. **May 31, 2023 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the May 31, 2023 special meeting minutes as presented.**

The proposal passing on a vote of 5 to 0 as follows:  
Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder, Charles Nicholson

V. **Superintendent Report:** The report is herein attached as part of these minutes.

VI. **Old Business**

1. **Benny Carden Memorial**

Superintendent Wilkerson confirmed the plaques are in process and they anticipate having the first one ready in July.

2. **Spring Wellhead Update**

Superintendent Wilkerson reported the fence is now backup. Will Grinder suggested a further need existed for improving safety.

3. **WWTP/Grants Update**

Superintendent Wilkerson lead a discussion surrounding the progress of current projects. Part of the next step was communicating fund source planning as part of the July response to the director's order. A need for a better understanding of next steps was expressed.

4. **Sewer Lateral Lines**

City Manager Ledford shared drafts of documents proposed to be part of the process for addressing lateral lines. Concerns were raised on laterals crossing beyond someone's property line.

5. **Alternative Water Supply (AWS)**

Mayor Chris Mitchell questioned how much of this issue might be tied to the county project meeting coming up in mid-July. City Manager Ledford presented RFQ's for consideration. Superintendent Wilkerson endorsed moving forward with awarding the study.

A motion was made by Bill Grieve and seconded by Loretta Painter **to award the AWS study to Cannon and Cannon.**

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

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

6. **Shared Customer Billing Option**

Superintendent Wilkerson reported no update.

7. **Water Line Inventory**

Superintendent Wilkerson shared details on the data necessary to meet the inventory requirement. He indicated his team had begun the process of performing the inventory. While the work was time consuming, it was not beyond their means to perform.

8. **Sewer Lift Stations**

Superintendent Wilkerson reported a replacement was on order, but other action.

9. **Norris Middle School Project**

Superintendent Wilkerson notified the commission he should have an update before the next regular meeting.

- 10. SB845 New TN Board of Utility Regulation**  
Mayor Chris Mitchell lead a presentation on recent changes at the state level to regulation of utilities.
- 11. Disconnect and Bad Debt Policy**  
Superintendent Wilkerson and City Manager Ledford shared they would provide copies of current policies for review at the next meeting.
- 12. Customer Deposit Policy**  
Superintendent Wilkerson and City Manager Ledford shared they would provide copies of current policies for review at the next meeting.
- 13. Water Bill Adjustment Policy**  
Superintendent Wilkerson asked for clarification related to the volume used to fill pools. He explained past examples of when and how sewer bills had been adjusted related to leaks. Alternatively, the current policy allows for a second meter that is used specifically for means not leading to use of the sanitary sewer. Loretta Painter pointed out the policy includes the City Recorder in the decision-making policy. She suggested the policy be reviewed along with the previously mentioned policies at the next meeting.
- 14. Telemetry**  
Superintendent Wilkerson reported that he was in the process of updating the telemetry testing and tracking equipment from the water holding tank to the water plant. The cost was anticipated for final completion was \$5,500. The system being planning is a wireless replacement.
- 15. Commission Training Requirements**  
Charles Nicholson reminded the commission members of their responsibility to receive 12 hours of training annually. He encouraged members to review MTAS class offerings. A tour in the month of July was authorized by the state as an acceptable form of training. City Manager Ledford reported that TAUD also offers training to meet the requirements.

## VII. **New Business (continued)**

- 2. Process of Developing the NWC Agenda**  
Superintendent Wilkerson shared his practice for developing the agenda. Loretta Painter proposed the NWC chairperson take a bit more active role in the development process. Charles Nicholson requested the agenda be prepared a few days in advanced to current practice to facilitate the review process.
- 3. NPDES Draft Permit**  
Superintendent Wilkerson reported the draft is out for comments. The new permit is due to formally be approved for the next 5-year cycle by September. He shared that he is satisfied with the terms of the new permit.
- 4. Operations:**
  - a. W/WW Line Locator** – Superintendent Wilkerson purchased a new locator. The vendor would be coming back in July to provide training on use of the new tool. The overall cost just over \$6,000 was both necessary and an advancement over the current model.

- b. **Backhoe** – Superintendent Wilkerson reported that the unit needed \$5,800 in fixes, it could be serviced for up to \$8,200. He offered another option to simply get the unit fixed and purchase a mini excavator with a skid steer.

A motion was made by Loretta Painter and seconded by Bill Grieve **to authorize up to \$8,200 on repairing the backhoe if needed.**

A motion was made by Mayor Chris Mitchell and seconded by Will Grinder **to amend the authorization up to \$10,000 if needed.**

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

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

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

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

**5. Norris Day Booth**

Staffing of the booth was discussed with the commission expressing their wish to have the booth jointly manned by staff and commission members.

**6. Employee Interview Update**

Superintendent Wilkerson reported on the process and obstacles in filling current vacancies.

VIII. **Adjournment: 8:24 p.m.**, Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE

To: Norris Water Commission (Interim) Board

From: Tony Wilkerson, Water Superintendent

Date: July 17, 2023

RE: Superintendent Report

1. **Water Pumped MG/Sold/% loss**—See attached  
**Sold to ACWA: Alley-554,700/Alley Road-404,400/Res.-1.4 MG,000** each location
2. **Water Budget**-see financial reports thru 2023
- a) **Rainfall** June 2023 - 7.07 " 27.80 -YTD:" Source ok presently-
3. **Operations Building:** clean
  - a. **Norris Day Prep**-NWC Staff collected items for the Booth
4. **5. WWTP-Non-Compliance-VIOLATIONS**—(NO VIOLATIONS)- In the month of May 2023
  - a. -Reports-Monthly to TDEC-completed Water and Sewer
  - b. **Dailey Inspections (84 points to inspect) and Operations**
  - c. **WWTP-Training-Cameron Scott**
  - d. **Press Sludge**-       times this month.
  - e. **Supernatant**-        times
  - f. **Pumped Aeration to Digester**-      times mth
    - Tons of sludge hauled-8.61/8.38
    - Rain:-.42/.46/.40/.03/.34 (4 recorded days)
    - Ferm Zone-Dailey mixing/logging
6. **WTP-Water Plant:**
  - a. -Reports-Monthly-to TDEC completed
  - b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant)
  - c. Dailey Testing conducted
  - d. – Samples-Lagoon Sample and Haa5 distribution sample collected
  - e. -Backwashed Filters-      4 this month-Requires 6 hours each BW. (coating)
    - i. -Kevin Jeffer-PTE-is training in the operations of the WTP.
  - f. Labtronix-Calibration Check-TDEC required-replaced bulb in Bench Top
  - g. Red Lion-Telemetry-malfunction-weather related-HEAT- back in operation-OK-OT
7. **Flushing Program:** NWC Team flushed -Orchard Road-Fire Hydrant, Oak Road-Pine Road
8. **Distribution System:**
  - a. -Read Meters/Rereads-4 days
  - b.-Bact Samples-Collected 2-regular
  - c.-Spring – checked 6 times this month
  - d. -Service Calls- for the month of June 2023 (See attached)

- e. Line Locator- Field Training by C&S Solutions-4 hours
- f. Oak Road Pool-NWC staff turn on/turn off 6 times in June 2023
- g. Reservoir Hill-ditched the area and graveled roadway

#### 9. Sewer Collection System:

- Sewer Stoppages (see service calls list)
- Lift Station #1-Pulled pump-REINSTALLED
- Oak Road-Main Line Sewer Stoppage-Utilized Large Sewer Auger machine to clear the line- 4 hours-Cleared (One of the projected areas to up grade)
- NMS-Sewer Line-Prepared for installation of new 6" PVC line

#### Old Business:

**O-1-Benny Carden-Memorial**-Ray Tackett Jr.-RTE-completed one of the two-(was on display Norris Day) it will be placed at the Community Building.

**O-2: -Norris Middle School**- Progress-Contractors on site July 2023 -Digging/Installation in progress , completion near July 21, 2023.

O-3:**New NPDES PERMIT:** Supt. Wilkerson reports no updates or comments received.

O-4: **WTP-Telemetry/Tank Project:** Supt Wilkerson reports Tennessee Assoc. was on site and will be back to complete July 17, 2023 week.

\***O-5 WWTP:** Update on the following-Directors Order, City Council Update, CCI update-Open for any discussion

**O-6: Distribution-** See Supt Report

**O-7: Sewer Collection-**See Supt report

**O-8: Cross-Connection:** Open

**O-9:-Distribution System-**Water Line Inventory: Galvanize pipe-Supt. Wilkerson is reviewing Lead Service Line Inventories procedures. NWC Team is in the process of collecting data out in the system. This will be on-going up to a year.

**O-10:Alternative water supply Project:** Open for discussion

**O-11:** SB845 TN Board of Utility Regulation

**O-12: BILLING OPTION-Hwy 61:** Supt. Wilkerson received information last week, ACWA hasn't provided any cost per thousand rate yet.

\***O-13: -Spring Fence:** Supt. Wilkerson reports that Phillips Fencing completed FENCE INSTALLATION

**O-14: Equipment:** Supt Wilkerson reports ACWA hauled our backhoe to Meade Equipment for repairs. It currently is still in the shop.

**NEW BUSINESS:**

**N-1: Review of Policies & Procedures**

- 1. Utility Bill Adjustments**
- 2. Disconnections**
- 3. Bad Debt**
- 4. Deposits/Service Connections**

**N-2: GIS Mapping-County Wide: open for discussion**



**NORRIS WATER COMMISSION Unaccounted for Water Report July 2022-June 2023**

MONTH	WATER PUMPED	WATER SOLD/ METERED	METERED FOR CONSUMPTION	FIRE DEPT. USAGE	FLUSHING	Tank Clean/Fill	Water BILL ADJ.	Water LOST	% LOST	# Cust.
			NOT SOLD							
July	7,474,000	5,662,100	622,700		650,000			539,200	7.21%	790
August	7,268,000	5,188,500	581,500		565,000			933,000	12.84%	789
Sept.	7,492,000	5,716,100	642,300		415,000		13,500	705,100	9.41%	799
Oct.	8,526,000	6,086,900	699,000				52,100	1,688,000	19.80%	801
Nov.	7,365,000	5,241,200	615,100		624,000		70,350	814,350	11.06%	798
Dec.	7,950,000	5,468,100	650,900		635,000			1,196,000	15.04%	777
Jan.	8,030,000	5,372,700	670,600		690,400			1,296,300	16.14%	
Feb.	7,218,000	5,108,900	595,000		815,200		50,800	648,100	8.98%	781
March	7,388,000	4,922,300	589,300		826,000			1,050,400	14.22%	781
April	7,738,000	5,519,300	607,000		800,000			811,700	10.49%	
May	8,528,000	6,907,500	720,000		780,000			120,500	1.41%	
June	8,266,000	6,366,600	640,800		820,000			438,600	5.31%	779
<b>Total</b>	<b>93,243,000</b>	<b>67,560,200</b>	<b>7,634,200</b>	<b>0</b>	<b>7,620,600</b>	<b>0</b>	<b>186,750</b>	<b>10,241,250</b>		

	A	B	C	D	E	F	G	H	I	J
May		2023								
		West Norris Road-Valve			130,000					
		West Circle-Valve			200,000					
		Fire Hydrant/Deadend Flushing			450,000					
		*Orchard Road x2								
		30 Dairy Pond-1" service			40,000					
		Total-----			820,000					

Tony Wilkerson  
Superintendent

Fund : 413 Water And Sewer

Account Number	Account Description	Balance
<b>Assets</b>		
413-11211- - -	Cash In Bank Account No.-1 - Checking	1,081,976.25
413-11212- - -	Water Deposit Escrow Acct.	13,263.04
413-11400- - -	Petty Cash	400.00
413-11910- - -	Cash Over And Short	(33.20)
413-13221- - -	Accounts Receivable - Customers	82,787.74
413-13222- - -	Est Uncollect Accts Rec-Customers (Cr)	(15,271.64)
413-13611- - -	Due From General Fund	697.16
413-15000- - -	Prepaid Expenses & Deferred Debits	6,854.73
413-16000- - -	Fixes Assets	56,239.00
413-16100- - -	Land	73,000.00
413-16400- - -	Equipment	135,823.86
413-16630- - -	Water & Sewer Plant In Operation	4,337,258.96
413-16631- - -	Allow For Dep - Water & Sewer Plt	(2,313,405.51)
413-18179- - -	Autos And Trucks Only	113,832.35
	<b>Total Assets</b>	<b>3,573,422.74</b>
	<b>Total Assets and Deferred Outflows of Resources</b>	<b>3,573,422.74</b>
<b>Liabilities</b>		
413-21120- - -	Accounts Payable	(21,810.86)
413-21170- - -	Payrolls Payable	(10,152.24)
413-21211- - -	Social Security Taxes Payable	6,904.44
413-21212- - -	Withholding Taxes Payable	2,351.25
413-21221- - -	Aflac	(1,359.81)
413-21222- - -	Life Of Alabama	(43.64)
413-21224- - -	Companion Life	(59.85)
413-21225- - -	Medical Insurance	2,045.65
413-21241- - -	Due To State Retirement System	1,185.47
413-21400- - -	Due To Other Funds	(5,037.08)
413-21411- - -	Due To General Fund	(9,626.09)
413-21521- - -	Due To State Dept Of Rev - Sales Taxes	(1,392.09)
413-21526- - -	Due to State Unclaimed Properties	(400.06)
413-21850- - -	Accrued Vacation Leave	(50,236.75)
413-21910- - -	Customer Deposits	(10,922.20)
413-25000- - -	Contributions From Others	231,404.01
413-26000- - -	Reserved Fund Balance	(267,588.27)

Fund : 413 Water And Sewer

Account Number	Account Description	Balance
413-27000- - -	Unassigned Fund Balance	(503,088.34)
413-28000- - -	Retained Earnings	(2,744,477.58)
	<b>Total Liabilities</b>	<b>(3,382,304.04)</b>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Bala</b>	<b>(3,382,304.04)</b>
	<b>Net Revenue\Expenditures</b>	
		(191,118.78)
	<b>Total Net Revenue\Expenditures</b>	<b>(191,118.78)</b>
	<b>Total</b>	<b>(191,118.78)</b>
<b>Fund Totals: 413</b>		<b>(0.08)</b>

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**June 2023**

Fund : **413**

Monthly Comparative:

100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52113</b>		<b>Purification</b>						
110			(55,200.00)	(55,200.00)	69,783.89	14,583.89	126.42%	3,813.40
	Personnel		0.00		0.00			0.00
112			(4,000.00)	(4,000.00)	338.13	(3,661.87)	8.45%	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			(8,500.00)	(8,500.00)	21,104.16	12,604.16	248.28%	3,037.81
	Part-Time Personnel		0.00		0.00			0.00
134			(5,500.00)	(5,500.00)	2,716.56	(2,783.44)	49.39%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(1,700.00)	(1,700.00)	0.00	(1,700.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(4,700.00)	(4,700.00)	7,042.12	2,342.12	149.83%	514.37
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(28,000.00)	(28,000.00)	29,511.68	1,511.68	105.40%	1,906.51
	Hospital And Health Insurance		0.00		0.00			0.00
143			(3,400.00)	(3,400.00)	1,518.31	(1,881.69)	44.66%	118.98
	Retirement - Current		0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	61.65	(3,438.35)	1.76%	0.00
	Employee Education And Training		0.00		0.00			0.00
170			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Fees		0.00		0.00			0.00
241			(32,000.00)	(32,000.00)	40,092.44	8,092.44	125.29%	3,214.45
	Electric		0.00		0.00			0.00
244			(4,000.00)	(4,000.00)	5,291.10	1,291.10	132.28%	0.00
	Gas		0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	3,352.80	(1,647.20)	67.06%	182.12
	Telephone And Other Communications		0.00		0.00			0.00
260			(22,000.00)	(22,000.00)	18,067.95	(3,932.05)	82.13%	6,680.00
	Repair And Maintenance Services		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**June 2023**

Fund : **413**

Monthly Comparative:

100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
291			(150.00)	(150.00)	0.00	(150.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(6,000.00)	(6,000.00)	950.19	(5,049.81)	15.84%	632.00
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	14,076.26	(923.74)	93.84%	3,270.64
	Chemical, Laboratory, And Medical Supplies		0.00		0.00			0.00
329			0.00	0.00	169.99	169.99	No Budget	0.00
	Other Oper. Supplies		0.00		0.00			0.00
389			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Independent Lab Anaylsis		0.00		0.00			0.00
<b>52114</b>	<b>Transmission And Distribution</b>							
110			(35,000.00)	(35,000.00)	8,290.08	(26,709.92)	23.69%	840.06
	Personnel		0.00		0.00			0.00
112			(4,000.00)	(4,000.00)	104.04	(3,895.96)	2.60%	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			(8,500.00)	(8,500.00)	7,287.92	(1,212.08)	85.74%	418.09
	Part-Time Personnel		0.00		0.00			0.00
134			(108.00)	(108.00)	108.28	0.28	100.26%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(3,100.00)	(3,100.00)	1,189.28	(1,910.72)	38.36%	94.37
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(23,000.00)	(23,000.00)	3,716.08	(19,283.92)	16.16%	362.82
	Hospital And Health Insurance		0.00		0.00			0.00
143			(1,000.00)	(1,000.00)	238.35	(761.65)	23.84%	26.21
	Retirement - Current		0.00		0.00			0.00
260			(1,000.00)	(1,000.00)	649.11	(350.89)	64.91%	0.00
	Repair And Maintenance Services		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**June 2023**

Fund : **413**

Monthly Comparative:

100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
291			(250.00)	(250.00)	340.00	90.00	136.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	448.42	(551.58)	44.84%	230.00
	Operating Supplies		0.00		0.00			0.00
322			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Chemical, Laboratory, And Medical Supplies		0.00		0.00			0.00
331			(7,500.00)	(7,500.00)	8,799.69	1,299.69	117.33%	679.65
	Fuel Charges		0.00		0.00			0.00
332			(4,000.00)	(4,000.00)	865.73	(3,134.27)	21.64%	287.24
	Motor Vehicle Parts		0.00		0.00			0.00
338			(19,000.00)	(19,000.00)	25,970.06	6,970.06	136.68%	457.25
	Repair Parts For Water Or Sewer Lines, Meters,		0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	850.32	(149.68)	85.03%	230.00
	Consumable Tools		0.00		0.00			0.00
391			0.00	0.00	958.72	958.72	No Budget	0.00
	Water Meters		0.00		0.00			0.00
<b>52211</b>	<b>Sewer Collection (Lines)</b>							
110			(16,000.00)	(16,000.00)	14,260.27	(1,739.73)	89.13%	366.39
	Personnel		0.00		0.00			0.00
112			(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			(8,500.00)	(8,500.00)	8,022.39	(477.61)	94.38%	405.79
	Part-Time Personnel		0.00		0.00			0.00
134			(1,400.00)	(1,400.00)	1,250.00	(150.00)	89.29%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(750.00)	(750.00)	0.00	(750.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(1,400.00)	(1,400.00)	1,761.75	361.75	125.84%	57.06
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**June 2023**

Fund : **413**

Monthly Comparative:

100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
142			(5,000.00)	(5,000.00)	8,221.61	3,221.61	164.43%	416.08
	Hospital And Health Insurance		0.00		0.00			0.00
143			(975.00)	(975.00)	137.63	(837.37)	14.12%	11.43
	Retirement - Current		0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
241			(1,000.00)	(1,000.00)	3,524.35	2,524.35	352.44%	2,345.54
	Electric		0.00		0.00			0.00
260			(20,000.00)	(20,000.00)	13,070.15	(6,929.85)	65.35%	6,703.69
	Repair And Maintenance Services		0.00		0.00			0.00
291			(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Operating Supplies		0.00		0.00			0.00
<b>52213</b>	<b>Sewer Treatment And Disposal</b>							
110			(63,000.00)	(63,000.00)	62,546.48	(453.52)	99.28%	4,824.30
	Personnel		0.00		0.00			0.00
112			(4,000.00)	(4,000.00)	2,939.30	(1,060.70)	73.48%	0.00
	Over-Time Personnel		0.00		0.00			0.00
134			(2,608.00)	(2,608.00)	3,858.28	1,250.28	147.94%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(5,200.00)	(5,200.00)	5,245.90	45.90	100.88%	364.52
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(19,000.00)	(19,000.00)	15,990.60	(3,009.40)	84.16%	1,332.20
	Hospital And Health Insurance		0.00		0.00			0.00
143			(9,200.00)	(9,200.00)	4,587.20	(4,612.80)	49.86%	322.74
	Retirement - Current		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**June 2023**

Fund : **413**

Monthly Comparative:

100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
170			(4,000.00)	(4,000.00)	3,857.10	(142.90)	96.43%	650.00
		Fees	0.00		0.00			0.00
241			(38,000.00)	(38,000.00)	27,433.42	(10,566.58)	72.19%	88.86
		Electric	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	8,735.99	3,735.99	174.72%	433.10
		Telephone And Other Communications	0.00		0.00			0.00
260			(12,500.00)	(12,500.00)	13,818.37	1,318.37	110.55%	949.92
		Repair And Maintenance Services	0.00		0.00			0.00
295			(15,000.00)	(15,000.00)	14,097.31	(902.69)	93.98%	1,020.76
		Landfill Services	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	8,770.83	(1,229.17)	87.71%	12.31
		Operating Supplies	0.00		0.00			0.00
322			(23,000.00)	(23,000.00)	20,036.59	(2,963.41)	87.12%	2,565.19
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	4,575.17	(424.83)	91.50%	313.84
		Clothing And Uniforms	0.00		0.00			0.00
329			(39,628.00)	(39,628.00)	459.20	(39,168.80)	1.16%	62.68
		Other Oper. Supplies	0.00		0.00			0.00
<b>52316</b>	<b>Customer Accounting &amp; Collection</b>							
211			(5,500.00)	(5,500.00)	5,030.87	(469.13)	91.47%	94.50
		Postage, Box Rent, Etc.	0.00		0.00			0.00
255			(16,000.00)	(16,000.00)	11,516.97	(4,483.03)	71.98%	0.00
		Data Processing Services	0.00		0.00			0.00
<b>52317</b>	<b>Administrative &amp; General Expenses</b>							
110			(130,000.00)	(130,000.00)	139,914.63	9,914.63	107.63%	10,245.38
		Personnel	0.00		0.00			0.00
111			(9,000.00)	(9,000.00)	4,384.00	(4,616.00)	48.71%	461.52
		Secretary/Treasury Personnel	0.00		0.00			0.00



**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**June 2023**

Fund : **413**

Monthly Comparative:

100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
112			0.00	0.00	306.03	306.03	No Budget	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			(13,000.00)	(13,000.00)	13,425.48	425.48	103.27%	896.40
	Part-Time Personnel		0.00		0.00			0.00
133			0.00	0.00	750.00	750.00	No Budget	0.00
	City Bonus		0.00		0.00			0.00
134			(7,200.00)	(7,200.00)	6,466.56	(733.44)	89.81%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(4,000.00)	(4,000.00)	6,000.00	2,000.00	150.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(14,000.00)	(14,000.00)	12,894.22	(1,105.78)	92.10%	871.49
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(28,000.00)	(28,000.00)	26,641.69	(1,358.31)	95.15%	2,049.36
	Hospital And Health Insurance		0.00		0.00			0.00
143			(15,000.00)	(15,000.00)	8,066.61	(6,933.39)	53.78%	576.02
	Retirement - Current		0.00		0.00			0.00
146			(10,000.00)	(10,000.00)	10,080.64	80.64	100.81%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(650.00)	(650.00)	0.00	(650.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	560.00	(440.00)	56.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
220			(2,000.00)	(2,000.00)	1,720.02	(279.98)	86.00%	49.00
	Printing, Duplicating, Typing, And Binding		0.00		0.00			0.00
235			(4,000.00)	(4,000.00)	2,143.00	(1,857.00)	53.58%	450.00
	Memberships, Registration Fees, And Tuition		0.00		0.00			0.00
237			(800.00)	(800.00)	1,461.36	661.36	182.67%	461.70
	Advertising		0.00		0.00			0.00
252			(800.00)	(800.00)	713.89	(86.11)	89.24%	0.00
	Legal Services		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**June 2023**

Fund : **413**

Monthly Comparative:

100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
253			(12,000.00)	(12,000.00)	12,150.00	150.00	101.25%	0.00
	Accounting And Auditing Services		0.00		0.00			0.00
256			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Consultant's Services		0.00		0.00			0.00
280			(900.00)	(900.00)	0.00	(900.00)	0.00%	0.00
	Travel		0.00		0.00			0.00
310			(2,500.00)	(2,500.00)	1,920.87	(579.13)	76.83%	455.84
	Office Supplies And Materials		0.00		0.00			0.00
320			(3,000.00)	(3,000.00)	191.33	(2,808.67)	6.38%	0.00
	Operating Supplies		0.00		0.00			0.00
329			0.00	0.00	8.88	8.88	No Budget	0.00
	Other Oper. Supplies		0.00		0.00			0.00
510			(20,000.00)	(20,000.00)	20,149.50	149.50	100.75%	0.00
	Liability Insurance		0.00		0.00			0.00
555			(2,500.00)	(2,500.00)	1,734.77	(765.23)	69.39%	155.13
	Bank Service Charges		0.00		0.00			0.00
741			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Bad Debt Expense		0.00		0.00			0.00
948			(5,000.00)	(5,000.00)	4,907.74	(92.26)	98.15%	312.45
	Computer Equipment		0.00		0.00			0.00
<b>52523</b>	<b>Depreciation</b>							
540			(1,047,369.00)	(1,047,369.00)	32,374.15	(1,014,994.85)	3.09%	0.00
	Depreciation		0.00		0.00			0.00
<b>Total For Fund: 413</b>			(1,994,738.00)	(1,994,738.00)	846,606.41	(1,148,131.59)	42.44 %	67,321.16
			0.00		0.00			0.00

Fund : **413** Water And Sewer

Monthly Comparative

100.00%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36100	Interest Earnings	0.00	0.00	(2.68)	(2.68)	No Budget
37110	Metered Water Sales	517,103.00	(50,959.50)	(517,505.31)	(402.31)	-0.08%
37120	Flat Rate Water Sales To Gen Customers	4,000.00	(307.86)	(4,017.93)	(17.93)	-0.45%
37130	Fire Service And Hydrant Rentals	12,200.00	0.00	0.00	12,200.00	100.00%
37191	Forfeited Discounts And Penalties	13,000.00	0.00	(5,270.40)	7,729.60	59.46%
37195	Installation Charges	6,500.00	(115.00)	(1,690.00)	4,810.00	74.00%
37196	Water Tap Fees	1,100.00	0.00	0.00	1,100.00	100.00%
37199	Miscellaneous	2,000.00	(508.16)	(7,356.31)	(5,356.31)	-267.82%
37210	Sewer Service Charges	499,396.00	(45,923.33)	(493,632.56)	5,763.44	1.15%
37220	Sewer Inspection Fees	1,100.00	0.00	0.00	1,100.00	100.00%
37290	Other Operating Rev-Sewer Stoppages	150.00	0.00	0.00	150.00	100.00%
37299	Miscellaneous	500.00	0.00	0.00	500.00	100.00%
37990	Other Revenue	11,000.00	0.00	(8,250.00)	2,750.00	25.00%
<b>Total For Fund:</b>	<b>413</b>	<b>1,068,049.00</b>	<b>(97,813.85)</b>	<b>(1,037,725.19)</b>	<b>30,323.81</b>	<b>2.84 %</b>

**18-101. Reading of meters and billing date. (Water and Sewers)**

All water meters shall be read monthly to the nearest one hundred (100) gallons and bills rendered on or as nearly as practicable to the tenth (10th) of each month, based on such reading. In the event of extreme weather conditions or other calamity, meter readings may be estimated based on the customer's average usage for the previous twelve (12) months. Any decision to issue a billing based on average usage will be made jointly by the water commission superintendent and secretary/treasurer, and billings will be noted "This billing is estimated based on customer average use." All bills shall be due and payable from and after the date such bills are rendered, at the office of the system, during the regular hours of business. (1972 Code, § 13-301, as replaced by Ord. #529, June 2011, and Ord. #588, Dec. 2015)

**18-106. Circumvention of rules and regulations. (Water and Sewers)**

It shall be unlawful for any party or person to take, obtain, or receive water from the municipal water system of the City of Norris when all or any part of the water is obtained by piping or procuring same without it passing through a city water meter, or by bringing same through a city water meter or meter box which has been rendered inoperative for the purpose of avoiding payment for the water passing through the water meter.

It shall be unlawful for any party or person who is lawfully or otherwise, receiving water from the municipal water system of the City of Norris to arrange, cause, permit, and/or allow himself or any other party or person to obtain, take or receive such water for the purpose of delivering same to or using such water in connection with an additional house, commercial building, manufacturing establishment, or any other type of building, improvement, or facility which, under the requirements, rules, and regulations of the City of Norris and/or the Norris Water Commission, would be required to be separately served with water and charged for same as a separate or individual water customer unit.

It shall be unlawful for any party or person, either personally or by means of an agent, to take, obtain, or receive water from the municipal water system of the City of Norris in any way or manner which would circumvent or violate any of the requirements, rules, regulations, etc., of the City of Norris and/or the Norris Water Commission relative to the municipal water system.

For each water service month, or fractional part thereof, that any party or person shall unlawfully take, obtain, or receive water from the municipal water system of the City of Norris, in any way or manner as heretofore herein defined or described in this section, such party or person, in addition to any other water use charges, fees, deposits, fines, etc., for which liability may accrue, shall also be liable for the payment of the minimum monthly water and/or sewer service charges. (1972 Code, § 13-306, as replaced by Ord. #529, June 2011)

**18-107. Schedule of charges for water and sewer service. (Water and Sewers)**

The schedule of charges for application service fees is established in the fee schedule ordinance adopted by city council. (as added by Ord. #529, June 2011)

**18-108. Charge for automatic sprinkler service. (Water and Sewers)**

The charge for services rendered is established in the fee schedule ordinance adopted by city council. (as added by Ord. #529, June 2011)

**18-109. No fee water or sewer service. (Water and Sewers)**

No water or sewer service shall be furnished or rendered free of charge to any person, firm, corporation, or to the city. (as added by Ord. #529, June 2011)

**18-110. Reading of meters and billing date. (Water and Sewers)**

All water meters shall be read monthly to the nearest one hundred (100) gallons and bills rendered on or as nearly as practicable to the 10th of each month, based on such reading. All bills shall be due and payable from and after the date such bills are rendered, at the office of the system, during the regular hours of business. (as added by Ord. #529, June 2011)

**18-111. Billing when meter is faulty or inaccurate. (Water and Sewers)**

In the event any meter shall be found to be inoperative during any given billing period or to be faulty or inaccurate for any reason, the meter will be replaced or repaired as soon as possible, and the bill for water used during the current period shall be the average of the last three (3) monthly bills, unless the use is of a reasonable character in which case it shall be based on previous years usage for the same month. (as added by Ord. #529, June 2011)

**18-112. Delinquency date and charge. (Water and Sewers)**

If any bill for water or sewer service shall be and remain due and unpaid after the twenty-seventh (27th) of the month of issue, there shall be an additional charge of ten percent (10%) added thereto. (as added by Ord. #529, June 2011)

**18-113. Discontinuance of service to delinquent customers. (Water and Sewers)**

If any bill for water or sewer service remains past due and unpaid thirty (30) days after the initial billing, the city will send a delinquent customer notice. The water commission will disconnect delinquent customers after forty-three (43) days from the initial billing, and not be reconnected until all past due bills have been paid in full, together with a reconnection charge as defined in the fee schedule ordinance adopted by city council. It shall be the duty of the superintendent of the system to notify the operator of the system of such delinquency. The operator shall proceed to the premises of the user so in arrears and disconnect service. The arrival of the operator at the premises constitutes a charge to the delinquent customer. If the customer desires to pay the bill at that time, a collection fee as defined in the fee schedule ordinance adopted by city council must be paid along with all other past due bills or the water service must be disconnected. The superintendent of the system shall have discretion in instances where strict compliance is not enforced based upon knowledge of unique problems or circumstances of the residents involved; for instance, a death in the family or other hardship; in the absence of the superintendent, the secretary/treasurer shall have the same discretion. (as added by Ord. #529, June 2011, and replaced by Ord. #588, Dec. 2015)

**18-114. Tap fees. (Water and Sewers)**

The initial water tap shall be performed by the Norris Water Commission's employees or its approved contractors for a minimum charge as defined in the fee schedule ordinance adopted by city council. The

initial sewer tap shall be performed by the Norris Water Commission's employees or its approved contractors for a minimum charge as defined in the fee schedule ordinance adopted by city council. (as added by Ord. #529, June 2011)

**18-115. Non-refundable service connection fee. (Water and Sewers)**

Each new residential property owner and non-property owner customer shall render to the Norris Water Commission a non-refundable service connection fee. The schedule of charges for application service fees is established in the fee schedule ordinance adopted by city council. (as added by Ord. #529, June 2011)

**18-118. Water and sewer service to be charged for as a unit. (Water and Sewers)**

The Norris Water Commission will combine charges for sewer and water service to the users thereof in one (1) statement and will bill the users of such services in such manner as to require the payment of both charges. (as added by Ord. #529, June 2011)

**18-121. Water and sewer main extension variances. (Water and Sewers)**

Whenever the Norris Water Commission is of the opinion that it is to the best interest of the city and its inhabitants to construct a water and/or sewer main extension without requiring strict compliance with the preceding section, such extension may be constructed upon such terms and conditions as shall be approved by the Norris Water Commission, in accordance with the laws and regulations of the State of Tennessee.

The authority to make water and/or sewer main extensions under the preceding section is permissive only and nothing contained therein shall be construed as requiring the city to make such extensions or to furnish service to any person or persons. (as added by Ord. #529, June 2011)

**18-322. Inspection and testing fees. (Cross-Connections, Auxiliary Intakes, Etc.)**

(1) Fees for initial or annual certification of a backflow prevention assembly may be published by the Norris City Council, based on the recommendation of the Norris Water Commission to reflect the cost of processing such certification.

(2) In the event that a backflow prevention assembly is deemed "failed" after the initial and annual performance evaluations, or there are deficiencies in the installation either from failure to conform to the installation criteria specified in this chapter/policy, or from deterioration, then the cross-connection control manager/coordinator or designee shall issue a written notice of failure or deficiency.

The cross-connection control manager/coordinator may waive any fees and/or cost that should be appropriately relieved. (as added by Ord. #529, June 2011)

**18-507. Fees and billing. (Industrial/Commercial WW Regulations)**

(1) Purpose. It is the purpose of this chapter to provide for the equitable recovery of costs from users of the city's wastewater treatment system including costs of operation, maintenance, administration, bond service costs, capital improvements, depreciation, and equitable cost

recovery of EPA administered federal wastewater grants.

(2) Types of charges and fees. The charges and fees as established in the city's schedule of charges and fees may include but are not limited to:

- (a) Inspection fee and tapping fee;
- (b) Fees for applications for discharge;
- (c) Sewer use charges;
- (d) Surcharge fees (see Table C);
- (e) Waste hauler permit;
- (f) Industrial wastewater discharge permit fees;
- (g) Fees for industrial discharge monitoring; and
- (h) Other fees as the city may deem necessary.

(3) Fees for application for discharge. A fee may be charged when a user or prospective user makes application for discharge as required by § 18-502 of this chapter.

(4) Inspection fee and tapping fee. An inspection fee and tapping fee for a building sewer installation shall be paid to the city's sewer department at the time the application is filed.

(5) Sewer user charges. The board of mayor and council members shall establish monthly rates and charges for the use of the wastewater system and for the services supplied by the wastewater system.

(6) Industrial wastewater discharge permit fees. A fee may be charged for the issuance of an industrial wastewater discharge fee in accordance with § 18-507 of this chapter.

(7) Fees for industrial discharge monitoring. Fees may be collected from industrial users having pretreatment or other discharge requirements to compensate the Norris Water Commission for the necessary compliance monitoring and other administrative duties of the pretreatment program.

(8) Administrative civil penalties. Administrative civil penalties shall be issued according to the following schedule. Violations are categorized in the Enforcement Response Guide Table (Appendix A). The local administrative officer may assess a penalty within the appropriate range. Penalty assessments are to be assessed per violation per day unless otherwise noted.

Category 1 No penalty;

Category 2 \$50.00--\$500.00;

Category 3 \$500.00--\$1,000.00;

Category 4 \$1,000.00--\$5,000.00;

Category 5 \$5,000.00--\$10,000.00. (as added by Ord. #529, June 2011)

*Appendix A is available for review in the office of the city recorder.*

10 10111 01111111

Norris Water Commission  
Water and Sewer Adjustment Policy

The Norris Water Commission, may at its option, make adjustment to unusually high water and sewer bills caused by excessive water use attributable to water leaks. A leak adjustment will not be given for unusual usage due to leaking commodes, dripping or running indoor or outdoor faucets, malfunctioning appliances, and similar situations.

Excessive water is defined as:

- Usage equal to greater than twice the \*average monthly consumption by the requesting customer (account holder) caused by a detectable leak confirmed by Norris Water Commission and/or \*\*documentation showing leak has been repaired.

*\*Average monthly consumption shall be determined using the average of the previous 12 months before the leak. If the customer does not have 12 months previous bills, then an average of the total bills shown on the history before the leak will be used to determine the average monthly consumption.*

*\*\*Customer must submit a signed Norris Water Commission Water Adjustment Request Form along with documentation from a plumber noting there was a leak and it has been repaired or statement and invoice of materials purchased to repair leak.*

Requirements:

- The leak must have been non-preventable and located in the service line on the customer's side of the meter. A leak adjustment may be granted whether the leak occurred inside or outside of the building being served.
- Leaking commodes, dripping/running faucets, malfunctioning appliances, and similar situations shall not constitute leaks which entitle the customer to a recalculated bill.
- Within thirty (30) days following discovery of the leak by the customer or the Norris Water Commission, the customer must make a written request to Norris Water Commission for a leak adjustment using the form provided by Norris Water Commission.



Norris Water Commission  
Water and Sewer Adjustment Policy, continued

If it is determined by Norris Water Commission that an adjustment is warranted, an adjustment to the customer's bill will be made as follows:

1. Norris Water Commission will determine the average monthly consumption as defined above.
2. Excess billing for water above the average monthly bill will be adjusted by 50%. (The customer will pay the average monthly bill plus 50% of the excessive billing for water.)
3. If it is determined to the satisfaction of NWC that the excess water did not enter the sewer system, a 100% adjustment for sewer will be made for any excess billing above the average monthly sewer bill.
4. If it is determined that the excess water entered the sewer system or evidence is not sufficient to determine that it *did not* enter the sewer system, 50% of the excessive billing for sewer above the average monthly sewer will be adjusted.
5. On bills that are approved for a leak adjustment, all penalty charges will still apply.
6. The maximum number of adjustments allowed per customer in a twelve month period is one (1).
7. All water and sewer adjustments must have the approval of the Norris Water Superintendent or City Recorder.
8. Any exception(s) to the above Water and Sewer Adjustment Policy requires the approval of the Norris Water Commission.