



Norris Water Commission

Monday, October 27, 2025, 6:30 P.M.

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
 - a. Consideration of Approving September 15, 2025 Meeting Minutes
- V. New Business
- VI. Old Business
 - a. WWTP Regionalization
 - b. Update on Activities at the Water Treatment Plant
 - c. Update on Activities at the Wastewater Treatment Plant
 - d. Update on the Water Distribution System
 - e. Update on the Sanitary Sewer Collection System
 - f. Update on Cross Connection Management System
 - g. Update on the Galvanized Pipe Project
 - h. Update on I&I Project
- VII. Reports
 - a. Superintendent August Report
 - b. August Financial Report
 - c. August Unaccounted-for Water Report
- VIII. Adjournment



NORRIS WATER COMMISSION MEETING MINUTES

September 15, 2025

Members Present: Chuck Nicholson, Bill Grieve, Loretta Painter,
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 changes were proposed.
- III. **Hear the Public**

No public input received.
- IV. **Minutes**
 1. **August 18, 2025 NWC Minutes**
A motion was made by Loretta Painter and seconded by Chuck Nicholson to **approve the August 18, 2025 meeting minutes as presented.**
The motion passed on a vote of 2 to 0 as follows:
Yes: Loretta Painter, Chuck Nicholson
Abstain: Bill Grieve
- V. **New Business** – No new business presented.
- VI. **Continuing Business**
 1. **WWTP Regionalization**
Superintendent Wilkerson presented a preliminary design from Cannon & Cannon, Inc. of a potential WWTP layout. Additionally, Superintendent Wilkerson described that he and his staff have been arranging tours of similar wastewater treatment plant facilities. A discussion was held about the possibility of continued discharge into Buffalo Creek with a regional plant.
 2. **Consideration of Letter to TDEC for Regionalization Project**
After a short discussion, the Commission did not make a motion to remove the item from the table.
 3. **Review of Sanitary Sewer Fee Structure and Rates**
The Commission acknowledged that the first vote on the updated rates would be held in the October City Council meeting. Loretta Painter further stressed a desire to see that the increased fee be listed separately on the utility bill.
 4. **Activities at the Water Treatment Plant**
Superintendent Wilkerson gave complements to Norris Police Officer Joe Cuel for recognizing and notifying waterworks staff of a tank overflow that occurred late

one evening.

Superintendent Wilkerson reported that he has received updated quotes for cameras for the water treatment plant. While \$3,500 was budgeted, he stated the quoted price is slightly higher, at \$3,800. He further mentioned a desire to see either the Watershed or General Fund pay for the overage as the cameras could be used for monitoring that access point in the Watershed. A motion was made by Loretta Painter and seconded by Chuck Nicholson **to approve moving forward with the purchase of the cameras at a price up to \$4,000 with the intent to request funding from either the Watershed or General Fund.**

The motion passed on a vote of 3 to 0 as follows:

Yes: Chuck Nicholson, Loretta Painter, Bill Grieve

5. **Activities at the Wastewater Treatment Plant**

Superintendent Wilkerson reported business was normal. Extensive cross-training has begun with staff.

6. **Water Distribution**

Superintendent Wilkerson talked about recent leaks fixed. He further reported that he has not heard anything back from the Watershed Board about the test results.

7. **Sanitary Sewer Collection System**

Superintendent Wilkerson shared that with the new manhole being installed behind 58 Pine Place, it gave an opportunity to work with a nearby property owner to improve their sanitary sewer lines and flows in what has previously been a troublesome area.

Superintendent Wilkerson reported that one tree on the city's easement remains by the sewer lift station at the end of Hickory Trail and it will likely be removed soon.

Superintendent Wilkerson reported that the sewer slip lining as part of the I&I project has been successful so far. He further reported the planned work schedule.

8. **Cross Connection Management System**

Superintendent Wilkerson reported that his staff has completed the cross-connection inspections for the year. Additionally, Wilkerson reported that another staff member has completed their certification process, bringing the total number of certified cross connection inspectors on staff to two.

9. **Galvanized Pipe Project**

Superintendent Wilkerson stated that a follow-up with Evan Sanders would be made to confirm where we are in the reimbursement project on the LSLI Grant.

10. **Update on I&I Project**

Superintendent Wilkerson mentioned he has received positive feedback on the communication strategies (including door hangers and door knocking) implemented to inform residents of steps they need to take during the work being performed.

VII. **Reports**

1. **Superintendent Report:** Submitted without verbal discussion.
2. **July Financial/Budget Report:** Assistant City Manager Whited had no additional report beyond written statements.
3. **July Unaccounted-for Water Report:** Superintendent Wilkerson acknowledged some substantial but known customer-side leaks.

VIII. **Adjournment:** 6:43 p.m., Motion by Bill Grieve and seconded by Chuck Nicholson to adjourn, All:
AYE

Chairperson: _____

Secretary: _____

VII. REPORTS

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: Oct 27, 2025

RE: **R-a.- Waterworks Superintendent Report for Septemebr 2025**

Water Pumped MG/Sold/% loss—See attached

Sold to ACWA: Alley 464,600/Alley Rd 322,700/Reservoir Road 1,163,700— - - each location

Sold to TVA-1,582,400/52,000 -(2025) 88,000/3,000 (2024)

1. **Water Budget**-see financial report see attached in packet
2. **Rainfall September 2025 -4.35"- @Water Treatment Plant- YTD- 41.80" -Source ok presently**
3. **Operations Building/Equipment Shed. -Clean**
4. **(d.) . WTP-Water Plant:**
 - a. -Reports-Monthly-to TDEC completed (5 monthly-16 hrs.) CN1119 Water Pump-age Data -entered TDEC Water Portal system monthly
 - b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant) (Sometimes up to 3 times of inspections daily) Lab Testing in-house of chlorine, ph, alkalinity, hardness, fluoride and turbity
 - c. Reservoir Tank: Inspect daily -seven days a week
 - d. Dailey Testing conducted morning /evening
 - i. Record Dailey on Log Book and Computer
 - e. – Samples- Bacteriological Samples collected (2) in distribution system and one repair
 - f. -Backwashed Filters- 3 times this month-Requires 6 hours each BW. (coating)
 - g. Clean Weekly**
 - h. High Service Room-started painting**
 - i. Ground Maintenance: Mowed and weed eated -WEEKLY**
 - j. Telemetry-Tennessee Associated updated PLC**
5. **WWTP-non-compliance-(0)in the month of September 2025**
 - a. Dailey Inspections (84 points to inspect) and Operations
 - i. Recorded Dailey on Log Book and Computer
 - ii. Dailey Testing performed/Clean weekly
 - iii. Monthly Reports-NWC Emor/DMR/NDSP Report (3 reports-16 hrs.)
 - b. **WWTP-Training-September 2025- Cross Training of all employees has been activated within our TEAM. To Learn Daily operation and testing and in-depth operation of the plant. (This will take time, with short time to get there)**
 - c. **Press Sludge- 3 times** this month. (4-6 hrs. each time)
-NWC Team (ALL) have been involved in Training on the operation of the Sludge Press operation. -Continuing
 - d. **Supernatant- 1 times** (8hrs each time)

- e. **Pumped Aeration to Digester- _3_ times mth (4-6 hrs. each time)**
 - Tons of sludge hauled- None
 - Changed batteries in 3 instruments recording in aeration-monthly and DR 1900 instrument-(tests for TP and NH₃/N)
 - **Rain: -"3.75" inches of rainfall recorded at Wastewater Treatment Plant-September 2025**
 - **Ground Maintenance:** Mowe and weed eat facility-WEEKLY
 - Ferm Zone-Dailey mixing/logging
 - Fill PT-190 /Bleach Barrel (chemical barrels-TP and filamentous protection)
 - EPA Nutrient Removal Case Study Project-Norris, TN: COMPLETED-Reviewing all the RESULTS
 - Norris Dam State Park Sewage Treatment Plant: Inspect Dailey, collect samples and bring to Norris STP and analyze. (4 hrs. a day)
 - Clarifier-Return stopped-unplugged
 - Skimmer arm-repaired/malfunctioning valve

6. (f.) Distribution System:

- a. -Read Meters/Rereads-3 day
- b.-Bact Samples-Collected 2-regular
- c.-Spring – checked 3 times this month weed eated also-sprayed weeds-
- d. -Service Calls- for the month of September 2025 _ (_89_Qty)
- e. Meter Pits: ACWA (Reservoir Road, Alley Rd x2), TVA and NDSP-READ DAILY -5 days
- f. Lower Clear Creek/HWY 441: 6" water main break repaired-installed a 6" gate water valve in the process-flushed fire hydrants
- g. TVA Weir Dam: dug up and repaired 1" service line leaking before the water meter-installed new curb stop
- h. 134 Crescent Road: NWC Team closed a portion of Crescent Road -to dig up service tap leaking and make repairs.
- i. NDSP meter: Met with Badger Meter Supplier-discussed options for auto read out of this meter
- j. Flushing Program: Lenior Museum, Clinch River Brewer, NDSP Fire Hydrant and Reservoir Road, West Norris Road

k. SERVICE CALLS

Check Meter for leak on customer: 4	
Seasonal Meter install: 0	Read/leave on:3
Meter Change Out: 0	TN811 58
Sewer Stoppages: 4	Final/Read/Lock off: 5
Temp Connect: 0	Lawn Meter install: 1
New Tap: 0	No Water: 2
Check for leak: 0	Check water compliant: 14

9. (g.) Sanitary Sewer Collection System:

- Sewage Treatment-Pumping Stations-HICKORY TRAIL-Inspect daily
- TRAFFIC CONTROL for Sewer Contractor -Placing signs on East Norris Road, Dogwood Road and Pine Road when needed. Set up detour signs and communicated with office staff and Police Department. On going for NWC TEAM in the field operations. THANK YOU NWC TEAM!
- Sewer Rehab work: East Norris Road-Pine Road-Dogwood RD-Reviewed, assisted when needed, Public Relations with residents in the effected area and traffic, inspections of progress. Lining of sewer mains and Manhole Lining are complete. Hurst Excavating is working on cleanout installs and one section of pipe bursting in the wooded area.

8. Cross-Connection: Open

10.. Training/Health & Safety/Public Education

Training of new Team members-daily operation of the Water Plant/Wastewater Plant/Distribution/Sewer Collection System -Requires time!

Water Treatment Cram Session: Cameron Scott attended virtual -3 days -Cameron is taking the Grade II Certification Exam in November 2025

Wastewater Treatment Plant: Xan Ridenour is taking the Grade III WWTP Exam in November 2025

EMPLOYEE: Justin Vance submitted notice of leaving Norris Water Commission-October 16, 2025 was his last day of employment. (PTE Position)

Employee Status: NWC is seeking individual for a FTE and PTE .

Update Galvanized Pipe Project: Supt. Wilkerson reports receiving Notification of Grant Contract Extension (State Water Infrastructure Grant (SWIG) extending to NEW Contract end Date to 12/31/2028. This Grant pertains to the LSLI Grant (\$250,000). When the new grant contract amendment is provided, it will need to be signed by the MAYOR and we will update you.

11.. Equipment: service trucks-check weekly

2025-Chev Service Truck-

2015-checked-ok

2021 -GMC-checked -ok

2009- F150-checked-ok

1995 Dump truck-check weekly Issue-slave cylinder-have to have it checked-keeping fluid topped off-pending

Backhoe-replaced a hydraulic hose

Sewer machine-check weekly

E48 Bobcat-Track hoe: reviewing scheduled maintenance

12. **Administration:** Supt.-takes Call/emails/ respond to residents-Field site inspection-Plants and operation, reports, attend meetings-Enters Water and Wastewater Monthly Operations Data into Net-DMR Portal and submits to EPA. Review/Plan Projects-Check fire extinguishers monthly-sign check off-Review Sewer Maps with Engineers-Visit Other Wastewater Treatment Plant Facilities/Operators and operation, reviewing what Norris STP could become with the Regional discussion. Visted Monterey TN and Hartsville TN Plants in September.

13. **Office Staff:** takes calls, provides service orders, public relations, prepares meter program, prepares water bills, take complaints-forward to necessary personnel, prepares payables of NWC-prepares request of water bill adjustments, and much more. Thank You for keeping a lot of paper work coordinated/processed. Prepare Road closure information and place on the Norris web site.

OPERATIONS BUILDING

OIL Tank-check level -weekly-----Clean facility weekly

2025-2026
Unaccounted For Water REPORT

Norris Water Commission Unaccounted For Report 2025-2026

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	9,621,000	7,738,800	642,900	0	275,000			964,300	10.02%	
August	9,187,000	7,955,500	728,800		275,000			227,700	2.48%	
Sept.	9,373,000	7,510,100	679,100		731,000			452,800	4.83%	
Oct.								0	#DIV/0!	
Nov.								0	#DIV/0!	
Dec.								0	#DIV/0!	
Jan.								0	#DIV/0!	
Feb.								0	#DIV/0!	
March								0	#DIV/0!	
April								0	#DIV/0!	
May								0	#DIV/0!	
June								0	#DIV/0!	
Total	28,181,000	23,204,400	2,050,800	0	1,281,000			1,644,800		

A B C D E F G H

Sep-25

West Circle- (water valve)	175,000
Fire Hydrants	100,000
Flushing Crescent Road	216,000
Reservoir Road	
Lower Clear Creek	230,000
TVA Weir Dam	10,000

731,000 Total

Water Works Fund Balance Report

		2023-24	2024-25	2024-25	2024-25	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	
		Actual	Jul Actual	Aug Actual	Sep Actual	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Actual	
Revenues												
	<i>Water Billing</i>	\$ 561,747	\$ 51,233	\$ 49,738	\$ 50,343	\$ 599,034	\$ 565,750	\$ 56,729	\$ 61,145	\$ 64,033	\$ 181,907	32.15%
	<i>Sewer Billing</i>	\$ 528,371	\$ 46,398	\$ 46,298	\$ 46,007	\$ 527,916	\$ 530,000	\$ 45,516	\$ 48,360	\$ 49,132	\$ 143,008	26.98%
	<i>Water Works Charges</i>	\$ 67,875	\$ 7,928	\$ 103,231	\$ 3,551	\$ 835,934	\$ 76,250	\$ 3,483	\$ 3,214	\$ 3,021	\$ 9,718	12.74%
	<i>Interest Income</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues		\$ 1,157,993	\$ 105,559	\$ 199,267	\$ 99,901	\$ 1,962,884	\$ 1,172,000	\$ 105,728	\$ 112,719	\$ 116,186	\$ 334,633	28.55%
Expenses												
	<i>Admin & General</i>	\$ 359,779	\$ 36,972	\$ 23,053	\$ 71,501	\$ 363,707	\$ 366,450	\$ 39,303	\$ 30,908	\$ 54,915	\$ 125,126	34.15%
	<i>Customer Billing</i>	\$ 26,778	\$ 179	\$ -	\$ -	\$ 12,546	\$ 23,000	\$ 153	\$ 292	\$ -	\$ 445	1.93%
	<i>Wastewater Treatment & Disposal</i>	\$ 240,638	\$ 22,179	\$ 39,121	\$ 284,205	\$ 1,169,042	\$ 186,966	\$ 19,946	\$ 53,536	\$ 100,286	\$ 173,768	92.94%
	<i>Wastewater Collection</i>	\$ 173,695	\$ 7,876	\$ 14,212	\$ 4,397	\$ 85,269	\$ 75,551	\$ 8,338	\$ 85,586	\$ 180,896	\$ 274,820	363.75%
	<i>Water Transmission & Distribution</i>	\$ 143,469	\$ 13,296	\$ 6,969	\$ 21,236	\$ 144,796	\$ 145,170	\$ 14,115	\$ 8,976	\$ 17,901	\$ 40,992	28.24%
	<i>Water Purification</i>	\$ 204,834	\$ 20,565	\$ 25,988	\$ 20,876	\$ 319,412	\$ 207,839	\$ 21,157	\$ 15,439	\$ 26,712	\$ 63,308	30.46%
Total Expenses		\$ 1,149,193	\$ 101,067	\$ 109,343	\$ 402,215	\$ 2,094,772	\$ 1,004,975	\$ 103,012	\$ 194,737	\$ 380,710	\$ 678,459	67.51%
Balance		\$ 8,800	\$ 4,492	\$ 89,924	\$ (302,314)	\$ (131,888)	\$ 167,025	\$ 2,716	\$ (82,018)	\$ (264,524)	\$ (343,826)	
Depreciation		\$ 95,200	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	
Operating Available Flow		\$ (86,400)	\$ 4,492	\$ 89,924	\$ (302,314)	\$ (131,888)	\$ 72,025	\$ 2,716	\$ (82,018)	\$ (264,524)	\$ (343,826)	
Beginning Fund Balance		\$ 1,207,990	\$ 1,216,790	\$ 1,221,282	\$ 1,311,206	\$ 1,216,790	\$ 1,121,590	\$ 1,084,902	\$ 1,087,618	\$ 1,005,600	\$ 741,076	
Ending Fund Balance		\$ 1,121,590	\$ 1,221,282	\$ 1,311,206	\$ 1,008,892	\$ 1,084,902	\$ 1,193,615	\$ 1,087,618	\$ 1,005,600	\$ 741,076	\$ 397,250	
Capital Outlays		\$ 176,636	\$ 2,721	\$ 34,209	\$ 280,723	\$ 1,100,525	\$ -	\$ 12,000	\$ 125,182	\$ 268,055	\$ 405,237	