



## **Norris Water Commission**

**Monday, December 15, 2025, 6:00 P.M.**

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
  - a. Consideration of Approving November 24, 2025 Meeting Minutes
- V. New Business
  - a. Setting of a Date for January and February NWC Meetings
  - b. Consideration of New City Manager pay as Secretary/Treasurer for NWC
  - c. Consideration of Revising the Waterworks Superintendent Employee Agreement Contract
- VI. Continuing 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
  - i. Generator for WTP/WWTP
- VII. Reports
  - a. Superintendent August Report
  - b. August Financial Report
  - c. August Unaccounted-for Water Report
- VIII. Adjournment



## NORRIS WATER COMMISSION MEETING MINUTES

November 17, 2025

Members Present: Bill Grieve, Loretta Painter, Chris Mitchell

Water Superintendent: Tony Wilkerson

- I. **Call to Order:** The meeting was called to order by Loretta Painter at 6:00 pm.
- II. **Approval of the Agenda** – Loretta Painter moved to **approve the agenda**, seconded by Bill Grieve. The motion carried on a vote of 3 to 0 with all members present voting in the affirmative.
- III. **Hear the Public** – Pam Turner, resident, shared that in discussing the rate increase with members of the community, most people understood that it was needed and did not have drastically negative sentiments.
- IV. **Minutes**
  1. **October 27, 2025 NWC Minutes**

Bill Grieve moved to **approve the October 27, 2025 meeting minutes as presented**, seconded by Chris Mitchell.  
The motion passed on a vote of 3 to 0 as follows with all members present voting in the affirmative.
- V. **New Business - None**
- VI. **Continuing Business**
  1. **WWTP Regionalization**

Superintendent Wilkerson reported that the utility and Cannon and Cannon, Inc. were recognized with an *Engineering Excellence Award* from the American Council of Engineering Companies of Tennessee for the work performed related to the Wasteload Allocation Study. Jacob Blocker of CCI thanked the Water Commission for allowing CCI to apply for the award. Chris Mitchell acknowledged the significance of the award and the validity it gives to the regionalization effort.
  2. **Activities at the Water Treatment Plant**

Superintendent Wilkerson presented his written report with no additions.
  3. **Activities at the Wastewater Treatment Plant**

Superintendent Wilkerson reported that one violation occurred on October 27<sup>th</sup> in conjunction with a heavy rain event, but also clarified that the single event was not a good sample size for the long-term impacts of the I&I project.
  4. **Water Distribution**

Superintendent Wilkerson reported on leaks throughout the system over the last month.

5. **Sanitary Sewer Collection System**

Superintendent Wilkerson gave an update on the I&I project, reporting that traffic control has completed for the project with only finishing work outstanding in certain areas.

6. **Cross Connection Management System**

Superintendent Wilkerson reported that his team had completed cross connection inspections.

7. **Galvanized Pipe Project**

Superintendent Wilkerson reported that in-house costs related to the LSLI grant have been submitted to Community Development Partners.

8. **Update on I&I Project**

Superintendent Wilkerson recommended to the Water Commission that the remaining \$15,000 of ARPA funds be used to partially fund the post-Phase I flow monitoring. After discussion, Chris Mitchell moved **to approve using the remaining ARPA funds on the post-Phase I flow monitoring contingent upon approval to use those funds for that purpose**, seconded by Bill Grieve. The motion passed on a vote of 3 to 0 with all members present voting in the affirmative. Superintendent Wilkerson also presented the CAP and highlighted items 6 and 8 related to a temporary wastewater treatment plant, which had been marked as "Not Performed." Jacob Blocker of CCI stated that corrective measures had been taken which brought the plant into permitted limits, but since the method was different than planned, the items were technically "Not Performed."

9. **Generator:** Superintendent Wilkerson reported that he is looking into purchasing a portable generator that could be used at both treatment plants. A discussion was held about the prospect of having one at each plant that could be automated in the case of an event. Jacob Blocker of CCI stated that updated standards require new critical infrastructure facilities to have such automated generators.

VII. **Reports**

1. **Superintendent Report:** Superintendent Wilkerson highlighted that two of his team members had taken their certification tests and showed signs of improvement. He further reported that he is interviewing for his openings.

2. **July Financial/Budget Report:** Assistant City Manager Whited presented the financial report without comment. A discussion was held about uncollectable debt, and stated that energy should be given to writing off a certain amount each year. A further discussion was held about the collections process and how each of the utilities get paid. The commission requested that Assistant City Manager Whited and Superintendent Wilkerson collaborate on establishing a policy for how collections should be accounted for.

3. **July Unaccounted-for Water Report:** Submitted without comment.

VIII. **Adjournment:** Bill Grieve moved **to adjourn at 6:56 p.m.**, seconded by Loretta Painter. All: AYE

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

**TO:** Norris Water Commission  
**FROM:** Bailey Whited, City Manager  
**DATE:** December 15, 2025  
**SUBJECT:** City Manager Salary Paid by NWC

Norris Code § 18-103 states that the secretary/treasurer of the NWC shall be the city manager “who shall receive a salary per fiscal year in the amount to be determined by the commission.”

This amount has changed over the years as different city managers have been appointed and responsibilities of the position as it relates to the utility have changed.

In 2019, Mr. Hackler’s employment agreement specified an amount of \$5,100 to be paid by the NWC (8.79% of the \$58,000 total).

In 2022, Mr. Ledford’s employment agreement specified an amount of \$6,000 to be paid by the NWC (5.45% of the \$110,000 total).

With the change in the departmental structure beginning in late 2023 that saw the City Manager directly oversee the utility, the amount to be paid by the NWC increased in the 2024, 2025, and 2026 budgets to \$9,000 (7.94%), \$14,000 (12.00%), and \$20,000 (16.64%) respectively. During this time, the agreement was also modified to read “of which a portion is paid by the Norris Water Commission” rather than specifying an amount.

The current City Manager agreement does not specify an amount or phrase.

In conjunction with historic practice and municipal code, the NWC shall decide the amount of the City Manager’s current salary of \$95,000 to be paid for by the NWC. For clarification, the amount decided by the NWC is **NOT** in addition to the amount of \$95,000 but practically will decide what amount shall be paid to the General Fund by the utility. In addition, the NWC has historically **NOT** paid for any portion of non-salary benefits for the city manager position.

**VII. REPORTS**

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: December 15, 2025

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

Water Pumped MG/Sold/% loss—See attached

Sold to ACWA: ( 2,094,200 total) Alley 486,800/Alley Rd 320,500/Reservoir Road 1,183,300— -- each location

Sold to TVA-1,918,600/52,000 -(2025) 88,000/3,000 (2024)

1. Water Budget-see financial report see attached in packet
2. Rainfall November 2025 3.79 --" @Water Treatment Plant- 49.54"YTD -Source ok presently
3. Operations Building/Equipment Shed. -Added Oil to Oil Furnance
4. **(b). 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 turbidity*
  - 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 backwash lagoon sample
  - f. -Backwashed Filters- 3 times this month-Requires 6 hours each BW. (coating)
  - g. Clean Weekly
  - h. Propane Tank-filled up
  - i. Ground Maintenance: Mowed and weed eated -once
  - j. Spring checked-once a week
5. **(c). WWTP-non-compliance-(0) in the month of November 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-Xan Ridenour** is managing the plant very well and other employee's assistant when necessary
  - 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-** 4 times (8hrs each time)
- e. **Pumped Aeration to Digester-** 7 times MTh (4-6 hrs. each time)
  - Tons of sludge hauled- Zero
  - Changed batteries in 3 instruments recording in aeration-monthly and DR 1900 instrument-(tests for TP and NH3/N)
  - **Rain: -"3.62" inches of rainfall recorded at Wastewater Treatment Plant-November 2025**
  - **Ground Maintenance:** Mowe and weed eat facility-once
  - 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

**6. (d,) Distribution System:**

- a. -Read Meters/Rereads-3 day
- b.-Bact Samples-Collected 2-regular
- c.-Spring – checked weekly-OK
- d. -Service Calls- for the month of November 2025 (66 Qty)
- e. Meter Pits: ACWA (Reservoir Road, Alley Rd x2), TVA 3" meter and NDSP-READ DAILY -5 days a week.
- f. 142A Butternut: (Saturday) NWC Team dug up 8" cast iron water main (main transmission line from Reservoir Hill to Town) repaired and back filled. Then week later NWC staff dressed up and hauled necessary dirt to dress up the area.
- g. Orchard Road: NWC team dug up 4" cast iron water main break and repaired. The Team went back a week later and placed dirt and dressed up the area and seeded and strawed.
- h. Flushing Program: Crescent Road-90,121, 134 and Intersection of Crescent and Dogwood Road., also 77 Chestnut Drive, 59 Chestnut Drive, F/Hyd at entrance to TVA/OSM, Reservoir Road, and West Norris Road.
- i. Seasonal Meters of the CITY: pulled meters-10 total
- j. SERVICE CALLS
  - Check Meter for leak on customer: 2
  - Seasonal Meter install: 0
  - Meter Change Out: 1
  - Sewer Stoppages: 1
  - Read/leave on:11
  - TN811 33
  - Emergency Locates: (respond w in 2hrs): 5
  - Final/Read/Lock off: 4

Temp Connect: 3  
New Tap: 0  
Check for leak: 0

Lawn Meter install: 1  
No Water: 0  
Check water compliant: 5

Winterizing needed meter boxes-change broken lids, etc....

**9. (e.) 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-COMPLETED WITH ALL INSTALL OF NEW PIPE.

**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!**

**-Cameron Scott took the Grade II Certification Exam in November 2025 – Scored Better than previous exams- we will review any additional educational classes needed and will RETRY in March 2026**

**Wastewater Treatment Plant: Xan Ridenour took the Grade III WWTP Exam in November 2025-first time taking-done great-will RETRY in March 2026**

*Employee Status: NWC is seeking individual for an FTE and PTE. Supt Wilkerson reports interviewing and having hands on interviews, in review of applicants who will be great for the TEAM, decision will be made in December 2025.*

Preparing for cold months-for buildings and employee needed items, winter gloves, ice cleats, lights for Hard hats, De-icer, propane, and propane torches, WD40 for locks, etc.

**11.. Equipment: service trucks-check weekly**

2025-Chev Service Truck-/ 2015-checked-ok/ 2021 -GMC-checked -reviewing tires  
2009- F150-checked-installed 4 newer tires --/-

1995 Dump truck-check weekly Issue-slave cylinder issues and Diezel Works will perform maintenance check of entire dump truck on December 15, 2025-keeping fluid topped off-pending

*Backhoe-ok* Sewer machine-check weekly

E48 Bobcat-Track hoe: Bobcat of Knoxville -performed annual maintenance on the machine- On-site visit-changed oil filters-fluid filters and fluids. ( Cost is divided between Norris Waterworks/Norris Public Works/Norris Watershed )

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- Perform Interviews and thank you Cameron Scott, Xan Ridenour, Sandy Johnson, and Bailey Whited for assisting with interviews when each was available.

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. THANK YOU, Christina, Joanie, and Sandy.

### **OPERATIONS BUILDING**

OIL Tank-check level -added oil-*utilized oil trailer* to collect and install oil into tank-----Clean facility weekly

### Water Works Fund Balance Report

|                                 |   | 2023-24      | 2024-25      | 2024-25      | 2024-25      | 2025-26      | 2025-26      | 2025-26      | 2025-26      | 2025-26    | 2025-26      | 2025-26      |        |
|---------------------------------|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|--------------|--------------|--------|
|                                 |   | Actual       | Oct Actual   | Nov Actual   | Actual       | Budget       | Jul Actual   | Aug Actual   | Sep Actual   | Oct Actual | Nov Actual   | Actual       |        |
| <b>Revenues</b>                 |   |              |              |              |              |              |              |              |              |            |              |              |        |
|                                 | <i>Water Billing</i>                    | \$ 561,747   | \$ 51,782    | \$ 48,842    | \$ 599,034   | \$ 565,750   | \$ 56,729    | \$ 61,145    | \$ 64,033    | \$ 62,876  | \$ 61,943    | \$ 306,726   | 54.22% |
|                                 | <i>Sewer Billing</i>                    | \$ 528,371   | \$ 45,616    | \$ 44,213    | \$ 527,916   | \$ 530,000   | \$ 45,516    | \$ 48,360    | \$ 49,132    | \$ 43,874  | \$ 43,455    | \$ 230,337   | 43.46% |
|                                 | <i>Water Works Charges</i>              | \$ 67,875    | \$ 101,770   | \$ 256,222   | \$ 835,934   | \$ 3,801,250 | \$ 3,483     | \$ 3,214     | \$ 3,021     | \$ 8,929   | \$ 1,216     | \$ 19,863    | 0.52%  |
|                                 | <i>Interest Income</i>                  | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -       | \$ -         | \$ -         |        |
| <b>Total Revenues</b>           |   | \$ 1,157,993 | \$ 199,168   | \$ 349,277   | \$ 1,962,884 | \$ 4,897,000 | \$ 105,728   | \$ 112,719   | \$ 116,186   | \$ 115,679 | \$ 106,614   | \$ 556,926   | 11.37% |
| <b>Expenses</b>                 |   |              |              |              |              |              |              |              |              |            |              |              |        |
|                                 | <i>Admin &amp; General</i>              | \$ 359,779   | \$ 34,442    | \$ 27,137    | \$ 363,707   | \$ 366,450   | \$ 39,303    | \$ 30,908    | \$ 54,915    | \$ 52,956  | \$ 26,626    | \$ 204,708   | 55.86% |
|                                 | <i>Customer Billing</i>                 | \$ 26,778    | \$ 73        | \$ 6,738     | \$ 12,546    | \$ 23,000    | \$ 153       | \$ 292       | \$ -         | \$ 370     | \$ 357       | \$ 1,172     | 5.10%  |
|                                 | <i>Wastewater Treatment &amp; Dispo</i> | \$ 240,638   | \$ 143,170   | \$ 77,191    | \$ 1,169,042 | \$ 3,192,966 | \$ 19,946    | \$ 53,536    | \$ 100,286   | \$ 14,853  | \$ 2,672     | \$ 191,293   | 5.99%  |
|                                 | <i>Wastewater Collection</i>            | \$ 173,695   | \$ 4,082     | \$ 5,374     | \$ 85,269    | \$ 1,142,551 | \$ 8,338     | \$ 85,586    | \$ 180,896   | \$ 8,283   | \$ 367,139   | \$ 650,242   | 56.91% |
|                                 | <i>Water Transmission &amp; Dist</i>    | \$ 143,469   | \$ 8,967     | \$ 16,608    | \$ 144,796   | \$ 282,170   | \$ 14,115    | \$ 8,976     | \$ 17,901    | \$ 12,117  | \$ 8,468     | \$ 61,577    | 21.82% |
|                                 | <i>Water Purification</i>               | \$ 204,834   | \$ 13,872    | \$ 22,934    | \$ 319,412   | \$ 242,839   | \$ 21,157    | \$ 15,439    | \$ 26,712    | \$ 16,149  | \$ 14,530    | \$ 93,987    | 38.70% |
| <b>Total Expenses</b>           |   | \$ 1,149,193 | \$ 204,606   | \$ 155,982   | \$ 2,094,772 | \$ 5,249,975 | \$ 103,012   | \$ 194,737   | \$ 380,710   | \$ 104,728 | \$ 419,792   | \$ 1,202,979 | 22.91% |
| <b>Balance</b>                  |   | \$ 8,800     | \$ (5,438)   | \$ 193,295   | \$ (131,888) | \$ (352,975) | \$ 2,716     | \$ (82,018)  | \$ (264,524) | \$ 10,951  | \$ (313,178) | \$ (646,053) |        |
| <b>Depreciation</b>             |   | \$ 95,200    | \$ -         | \$ -         | \$ -         | \$ 95,000    | \$ -         | \$ -         | \$ -         | \$ -       | \$ -         | \$ -         |        |
| <b>Operating Available Flow</b> |   | \$ (86,400)  | \$ (5,438)   | \$ 193,295   | \$ (131,888) | \$ (447,975) | \$ 2,716     | \$ (82,018)  | \$ (264,524) | \$ 10,951  | \$ (313,178) | \$ (646,053) |        |
| <b>Beginning Fund Balance</b>   |   | \$ 1,207,990 | \$ 1,008,892 | \$ 1,003,454 | \$ 1,216,790 | \$ 1,121,590 | \$ 1,084,902 | \$ 1,087,618 | \$ 1,005,600 | \$ 741,076 | \$ 752,027   | \$ 438,849   |        |
| <b>Ending Fund Balance</b>      |   | \$ 1,121,590 | \$ 1,003,454 | \$ 1,196,749 | \$ 1,084,902 | \$ 673,615   | \$ 1,087,618 | \$ 1,005,600 | \$ 741,076   | \$ 752,027 | \$ 438,849   | \$ (207,204) |        |
| <b>Capital Outlays</b>          |   | \$ 176,636   | \$ 127,019   | \$ 68,629    | \$ 1,100,525 | \$ 4,245,000 | \$ 12,000    | \$ 125,182   | \$ 268,055   | \$ 625     | \$ 362,392   | \$ 768,254   |        |

2025-2026  
Unaccounted For Water REPORT

**Norris Water Commission Unaccounted For Report 2025-2026**

| MONTH        | WATER PUMPED      | WATER SOLD/<br>METERED | METERED FOR             | FIRE DEPT.<br>USAGE | FLUSHING         | Tank<br>Clean/Fill | Water<br>BILL ADJ. | Water<br>LOST    | % LOST  | # Cust. |
|--------------|-------------------|------------------------|-------------------------|---------------------|------------------|--------------------|--------------------|------------------|---------|---------|
|              |                   |                        | CONSUMPTION<br>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.         | 9,409,000         | 7,757,100              | 855,900                 |                     | 792,000          |                    |                    | 4,000            | 0.04%   |         |
| Nov.         | 8,579,000         | 6,494,900              | 771,300                 |                     | 350,000          |                    |                    | 962,800          | 11.22%  |         |
| 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! |         |
| <b>Total</b> | <b>46,169,000</b> | <b>37,456,400</b>      | <b>3,678,000</b>        | <b>0</b>            | <b>2,423,000</b> |                    | <b>0</b>           | <b>2,611,600</b> |         |         |

| A        | B | C                                   | D       | E        | F | G | H |
|----------|---|-------------------------------------|---------|----------|---|---|---|
| November |   |                                     |         |          |   |   |   |
| 2025     |   | West Circle-<br>(water valve)       | 120,000 |          |   |   |   |
|          |   | Fire Hydrants<br>Flushing           | 60,000  |          |   |   |   |
|          |   | Oak Road-Fhyd                       | 20,000  |          |   |   |   |
|          |   | 8" CI water main<br>break-Reservior |         |          |   |   |   |
|          |   | Hill-Transmission                   | 150,000 | -350,000 |   |   |   |