



## **Norris Water Commission**

**Tuesday, February 18, 2025, 6:00 P.M.**

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
  - a. Consideration of Approving January 21, 2025 Regular Meeting Minutes
- V. New Business
  - a. Review and Consideration of Going Out for Bids for Norris INI Project
  - b. Review of Timeline and Path for Forming the NWC as a Publicly Appointed Body
  - c. Consideration of Rescheduling the March, 2025 Regular Meeting of the NWC
- VI. Old Business
  - a. Update on Activities at the Water Treatment Plant
  - b. Update on Activities at the Wastewater Treatment Plant
  - c. Update on the Water Distribution System
  - d. Update on the Sanitary Sewer Collection System
  - e. Update on Cross Connection Management System
  - f. Update on the Galvanized Pipe Project
  - g. Update on Alternative Water Supply Study
  - h. Update on WWTP Regionalization Project
- VII. Reports
  - a. Superintendent January Report
  - b. January Financial Report/CIP Review
  - c. January Unaccounted-for Water Report
- VIII. Adjournment



## NORRIS WATER COMMISSION MEETING MINUTES

January 21, 2025

Members Present: Chuck Nicholson, Bill Grieve, Will Grinder, Loretta Painter, Mayor Chris Mitchell  
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** – Agenda was approved without change.
- III. **Hear the Public** – No comments from the public.
- IV. **Minutes**
  1. **December 16, 2024 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the December 16, 2024, 2024 meeting minutes with minor date corrections.**  
The proposal passing on a vote of 5 to 0 as follows:  
Yes: Chuck Nicholson, Bill Grieve, Will Grinder, Loretta Painter, Mayor Chris Mitchell
- V. **Election of Chairperson and Vice Chairperson**

A motion was made by Loretta Painter and seconded by Bill Grieve **to appoint Chuck Nicholson the 2025 NWC Chairperson.**  
The proposal passing on a vote of 5 to 0 as follows:  
Yes: Chuck Nicholson, Bill Grieve, Will Grinder, Loretta Painter, Mayor Chris Mitchell

A motion was made by Mayor Chris Mitchell and seconded by Chuck Nicholson **to appoint Loretta Painter the 2025 NWC Vice Chairperson.**  
The proposal passing on a vote of 5 to 0 as follows:  
Yes: Chuck Nicholson, Bill Grieve, Will Grinder, Loretta Painter, Mayor Chris Mitchell
- VI. **New Business**
  1. **Review and Consideration of Going Out for Bids for Norris INI Project**

City Manager Ledford reported that the City has yet to receive a copy of the bid packets. The Commission discussed expectations for the project scope. A special meeting was proposed when the packet was ready.
- VII. **Continuing Business**
  1. **Activities at the Water Treatment Plant**

Superintendent Wilkerson reported raw water pump #2 was out of service and due back this month. A need for a mobile generator was discussed.
  2. **Activities at the Wastewater Treatment Plant**

Superintendent Wilkerson reported on freeze issues at the facility. A heat tape has been installed to prevent future issues.

3. **Water Distribution**  
Superintendent Wilkerson shared that several water leaks have been experienced in the last month.
4. **Sanitary Sewer Collection System**  
Superintendent Wilkerson had no additional report to share.
5. **Cross Connection Management System**  
Superintendent Wilkerson had no additional report to share.
6. **Galvanized Pipe Project**  
Superintendent Wilkerson had no additional report to share.
7. **Wastewater Regionalization Study**  
No new report provided.
8. **Alternative Water Supply Study**  
City Manager Ledford lead a review of the proposed agreement update. The project included a 32-week schedule. The study would be viable for grant funding for 3 years. Adam suggested waiting until pricing was better known for the INI and facility projects. No action was taken to proceed forward at this time.

VIII. **Reports**

1. **Superintendent Report:** Superintendent Wilkerson shared he recently had an employee give notice and an exit interview has been arranged.
2. **December Financial/Budget Report:** City Manager Ledford shared budget planning date with the Commission, but indicated that Tony and he would work on the budget plan that would be presented in the months to come.
3. **December Unaccounted-for Water Report:** Superintendent Wilkerson provided no additional data beyond written report.

- IX. **Adjournment: 6:58 p.m.,** Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE

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

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

## V. NEW BUSINESS

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### N-a: Review I/I Projects-Consideration of Bid Process

Supt. Wilkerson sent email to Cannon/Cannon on 2-11-2025 asking where Norris is currently on I/I Projects and Bid Process and projected Time Line going forward.

### N-b. Review of Timeline and Path for Publicly Appointed Body

### N- c. March 2025 Meeting-Discussion of reschedule date

### N- d. Applications: Supt Wilkerson reports receiving 3 as of 2-12-2025 for the advertised position

### N- e. Retirement: Supt Wilkerson reports that an employee will be retiring with 25 years of service and retirement official date is May 22, 2025

## VI. Continuing OLD Business

0-a: **Water Plant: Raw Water Pump # 2 -Installed and Back in Operation-** see #5-Supt Report

0-b: **WWTP:** Update on Directors Order/ City Council Update, -Open for Discussion

High Flow Alarm: has been out of service and is back in operation effective of 2-12-2025

**SEWER I/I Rehab Projects:** Open

see #4 Supt Report pertaining to WWTP

### 0-c: **Distribution System:**

Norris Dam State Park: Supt Wilkerson reports that contractors have been filling /flushing the new water lines. Also Supt. Wilkerson has been communicating (phone /on-site) with the Engineers McGill & Associates/Rob Spradlin along with Timberline Superintendent Jim concerning New Water Meter/Install. Supt Wilkerson and NWC employees have been monitoring the water consumption being used from Dec 16, 2024 thru current. NWC assisted where possible flushing and taking chlorine residuals. NWC Team Supt. Wilkerson will provide invoice for the water consumption. Lenior Museum discussion-water line and NEW 6" Gate Valve and NEW Fire Hydrant to be installed, with NWC purchase items and Contractor along with NWC assistance install, in that area it maintains 250PSI. See #6 in Supt Report

### 0-d: **Collection System:** See #8 Supt Report

Supt. Wilkerson and NWC TEAM are reviewing locations during rain events where I/I are entering manholes and service lines in need of replacement, some due to I/I, some due to prevent future sewer blockages.

### 0-e: **Cross Connection: Open**

### 0-f: **Galvanized Pipe replacement/Eliminate Projects**

- **NEX:** NWC continue work to eliminate any galvanized in the system per TDEC
- **NEXT:** Engineers design (with Board approval) -provide replacement specifications/design-( LSLI Grant Funds)
  - Hilltop Place (in-house project)
  - Dead-end of Oak Road (in-house project)
  - NWC work on (West Norris Road upgrade)

## **VII. REPORTS**

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: February 18,2025

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

**Water Pumped MG/Sold/% loss—See attached**

**Sold to ACWA:** Alley 645,900/Alley Rd 380,900/Reservoir Road 1,423,90000 – - - each location

1. **Water Budget**-see financial report see attached in packet
2. **Rainfall January 2025 \_3.03" @Water Treatment Plant "- 3.03 " inches YTD (Not included is Feb 2025 Rain Event week of Feb 10<sup>th</sup>-Source ok presently The -GOOD**
3. **Operations Building/Equipment Shed. -Clean**
4. **. WWTP-Non-Compliance (2 times)-in month of January 2025**
  - 1-6-25-7 hours ONLY- REASON-1.36" of rain fell**
  - 1-31-25 18 hrs -Reason .83" of rain and ground saturated already**
  - a. Dailey Inspections (84 points to inspect) and Operations
    - i. Recorded Dailey on Log Book and Computer
    - ii. Dailey Testing performed
    - iii. Monthly Reports-NWC Emor/DMR/NDSP Report(3 reports-16 hrs)
  - b. **WWTP-Training-January 2025/February 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.**
  - d. **Supernatant- \_\_1\_ times**
  - e. **Pumped Aeration to Digester- \_6\_ times mth**
    - Tons of sludge hauled-8.52
    - **Rain:- 3.06" inches of rainfall recorded at Wastewater Treatment Plant-January 2025**
    - Ferm Zone-Dailey mixing/logging
    - Fill PT-190 /Bleach Barrel (chemical barrels-TP and filamentous protection)
    - EPA Nutrient Removal Case Study Project-Norris, TN: The CASE STUDY has been placed on HOLD per EPA, It may resume in 90 days or be eliminated per EPA.
    - **Fermentation ZONE-** Introduced more RAS into the ZONE and less in Zone 1 of aeration
    - AIR LINE-to chlorine contact chamber-REPLACED and installed heat tape
    -



**9.. Training/Health & Safety/Public Education**

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

2025-Chev Service Truck-received

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-OK

Sewer machine-check weekly

E48 Bobcat-Track hoe: OK-Pressure Washed

11. Administration: Calls/emails response-Field site inspection-Plants and operation, reports, McGill Engineers/NDSP-Timberline Contractors/NDSP, meetings

**OPERATIONS BUILDING**

OIL Tank-check level -weekly

Added 10" of oil (75 gallons) with oil trailer

**Water Works Fund Balance Report**

	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	
	ADJ Totals	ADJ Actual	ADJ Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	2023-24 Actual	2024-25 Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	2024-25 Actual	
<b>Revenues</b>																					
Water Billing	\$ 507,434	\$ 484,052	\$ 521,523	\$ 47,818	\$ 47,769	\$ 50,094	\$ 48,348	\$ 48,391	\$ 44,906	\$ 44,905	\$ 561,747	\$ 555,000	\$ 51,233	\$ 49,738	\$ 50,343	\$ 51,782	\$ 48,842	\$ 50,786	\$ 48,940	\$ 351,664	63.4%
Sewer Billing	\$ 418,523	\$ 425,397	\$ 493,633	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,532	\$ 43,714	\$ 43,180	\$ 43,179	\$ 528,371	\$ 520,700	\$ 46,398	\$ 46,298	\$ 46,007	\$ 45,616	\$ 44,213	\$ 43,646	\$ 42,728	\$ 314,906	60.5%
Water Works Charges	\$ 43,576	\$ 53,837	\$ 22,569	\$ 5,558	\$ 744	\$ 1,926	\$ 6,823	\$ 4,755	\$ 3,000	\$ 8,064	\$ 67,875	\$ 5,138,535	\$ 7,928	\$ 103,231	\$ 3,551	\$ 102,295	\$ 256,222	\$ 3,191	\$ 3,080	\$ 479,498	9.3%
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	\$ 969,533	\$ 963,286	\$ 1,063,371	\$ 96,272	\$ 91,409	\$ 99,448	\$ 98,703	\$ 96,860	\$ 91,086	\$ 96,148	\$ 1,157,993	\$ 6,214,235	\$ 105,559	\$ 199,267	\$ 99,901	\$ 199,693	\$ 349,277	\$ 97,623	\$ 94,748	\$ 1,146,068	18.4%
<b>Expenses</b>																					
Admin & General	\$ 245,123	\$ 186,711	\$ 276,417	\$ 24,468	\$ 24,948	\$ 26,691	\$ 61,765	\$ 23,415	\$ 20,229	\$ 32,036	\$ 359,779	\$ 397,248	\$ 40,722	\$ 23,053	\$ 71,501	\$ 34,442	\$ 27,137	\$ 20,186	\$ 31,139	\$ 248,180	62.5%
Customer Billing	\$ 11,335	\$ 12,849	\$ 16,453	\$ 14,765	\$ 2,383	\$ -	\$ -	\$ 1,821	\$ 2,116	\$ 76	\$ 26,778	\$ 21,000	\$ 179	\$ -	\$ -	\$ 73	\$ 6,738	\$ 275	\$ -	\$ 7,265	34.6%
Wastewater Treatment & Dispa	\$ 175,163	\$ 154,499	\$ 196,258	\$ 18,587	\$ 31,386	\$ 28,540	\$ 19,620	\$ 14,941	\$ 20,882	\$ 21,926	\$ 240,638	\$ 3,221,589	\$ 22,179	\$ 39,121	\$ 284,205	\$ 143,170	\$ 77,191	\$ 121,662	\$ 22,850	\$ 710,378	22.1%
Wastewater Collection	\$ 34,139	\$ 177,102	\$ 50,248	\$ 1,001	\$ 22,999	\$ 4,423	\$ 7,479	\$ 3,502	\$ 22,363	\$ 15,919	\$ 173,695	\$ 2,172,198	\$ 7,876	\$ 14,212	\$ 4,397	\$ 4,082	\$ 5,374	\$ 8,335	\$ 6,142	\$ 50,418	2.3%
Water Transmission & Dist	\$ 95,431	\$ 108,268	\$ 59,283	\$ 2,921	\$ 5,379	\$ 12,812	\$ 30,662	\$ 9,409	\$ 12,290	\$ 10,652	\$ 143,469	\$ 199,641	\$ 13,296	\$ 6,969	\$ 21,236	\$ 8,967	\$ 16,608	\$ 22,773	\$ 12,246	\$ 102,095	51.1%
Water Purification	\$ 108,789	\$ 122,416	\$ 213,445	\$ 17,325	\$ 25,516	\$ 13,526	\$ 13,356	\$ 23,397	\$ 21,810	\$ 18,826	\$ 204,834	\$ 219,145	\$ 20,565	\$ 25,988	\$ 20,876	\$ 13,872	\$ 22,934	\$ 16,856	\$ 76,189	\$ 197,280	90.0%
<b>Total Expenses</b>	\$ 669,980	\$ 761,845	\$ 957,533	\$ 79,067	\$ 112,611	\$ 85,992	\$ 132,882	\$ 76,485	\$ 99,690	\$ 99,435	\$ 1,149,193	\$ 6,230,822	\$ 104,817	\$ 109,343	\$ 402,215	\$ 204,606	\$ 155,982	\$ 190,087	\$ 148,566	\$ 1,315,616	21.1%
<b>Balance</b>	\$ 299,553	\$ 201,441	\$ 105,838	\$ 17,205	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,375	\$ (8,604)	\$ (3,287)	\$ 8,800	\$ (16,587)	\$ 742	\$ 89,924	\$ (302,314)	\$ (4,913)	\$ 193,295	\$ (92,464)	\$ (53,818)	\$ (169,548)	
<b>Depreciation</b>	\$ 104,004	\$ 107,316	\$ 95,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Operating Available Flow</b>	\$ 195,549	\$ 94,125	\$ 10,098	\$ 17,205	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,375	\$ (8,604)	\$ (3,287)	\$ 8,800	\$ (111,587)	\$ 742	\$ 89,924	\$ (302,314)	\$ (4,913)	\$ 193,295	\$ (92,464)	\$ (53,818)	\$ (169,548)	
<b>Beginning Fund Balance</b>	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,207,990	\$ 1,225,195	\$ 1,203,993	\$ 1,217,449	\$ 1,183,270	\$ 1,203,645	\$ 1,195,041	\$ 1,207,990	\$ 1,216,790	\$ 1,216,790	\$ 1,217,532	\$ 1,307,456	\$ 1,005,142	\$ 1,000,229	\$ 1,193,524	\$ 1,101,060	\$ 1,216,790	
<b>Ending Fund Balance</b>	\$ 1,103,767	\$ 1,197,892	\$ 1,207,990	\$ 1,225,195	\$ 1,203,993	\$ 1,217,449	\$ 1,183,270	\$ 1,203,645	\$ 1,195,041	\$ 1,191,754	\$ 1,216,790	\$ 1,105,203	\$ 1,217,532	\$ 1,307,456	\$ 1,005,142	\$ 1,000,229	\$ 1,193,524	\$ 1,101,060	\$ 1,047,242	\$ 1,047,242	
<b>Capital Outlays</b>				\$ 625	\$ 23,635	\$ 9,511	\$ 16,706	\$ 9,250	\$ 11,676	\$ 10,218	\$ 176,636	\$ 5,213,735	\$ 2,721	\$ 34,209	\$ 280,723	\$ 127,019	\$ 68,629	\$ 109,372	\$ 58,452	\$ 681,125	13.1%

Asset Description

FY 2024/25 FY 2025/26 FY 2026/27 FY 2027/28 FY 2028/29 FY 2029/30

413 - WATER/SEWER FUND

Sawmill Sewershed Phase I Design						
Advertise & Bid for Phase I Rehab						
Construct & Maintain Temp WWTP						
Construct Phase I Sewer Rehab	\$2,061,435					
Monitor Post Phase I Flow	\$25,000					
Dale & Deer Ridge Sewershed Phase II Design		\$186,950				
Advertise & Bid for Phase II Rehab			\$25,000			
Construction Phase II Sewer Rehab				\$2,542,125		
Monitor Post Phase II Flow				\$25,000		
Equalization Tank Design					\$210,000	
Advertise & Bid for Equalization Tank					\$50,000	
Administration Computer Updates						
Lift Station Replacement Pumps		\$12,000		\$12,000		
Tank Inspection/Upgrade						
Galvanizing Water Line Replacement Project	\$55,000	\$125,000	\$70,000			
Fire Hydrant Replacement Plan						
New Service Truck	\$55,000					
Regionalization Study (WWTP)	\$3,300,000					
Anderson County/Norris Water Line/Engineering Service		\$1,000,000				
<b>413 - WATER/SEWER FUND TOTAL</b>	<b>\$5,496,435</b>	<b>\$1,323,950</b>	<b>\$95,000</b>	<b>\$2,579,125</b>	<b>\$260,000</b>	<b>\$0</b>

<b>ARPA Funds</b>						
County ARPA Funds Approved	\$25,000	\$100,000				
ARPA Funds Proposed		\$800,000				
Competitive ARPA Grant	\$3,300,000					
Lead Service Line Inventory Grant	\$55,000	\$125,000	\$70,000			
SRF Loans and Forgiveness	\$2,061,435	\$86,950	\$25,000	\$2,567,125	\$260,000	

<b>Water/Sewer Fund Outlay</b>	<b>\$55,000</b>	<b>\$212,000</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>
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**NORRIS WATER COMMISSION Unaccounted for Water Report July 2024-June 2025**

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	8,244,000	7,091,800	644,800	20,000	460,000			47,400	0.57%	796
August								0	#DIV/0!	
Sept.								0	#DIV/0!	
Oct.								0	#DIV/0!	
Nov.								0	#DIV/0!	
Dec.								0	#DIV/0!	
Jan.	8,732,000	6,290,300	611,300		1,235,000			595,400	6.82%	
Feb.								0	#DIV/0!	
March								0	#DIV/0!	
April								0	#DIV/0!	
May								0	#DIV/0!	
June								0	#DIV/0!	
<b>Total</b>	<b>16,976,000</b>	<b>13,382,100</b>	<b>1,256,100</b>	<b>20,000</b>	<b>1,695,000</b>	<b>0</b>	<b>0</b>	<b>642,800</b>		

A	B	C	D	E	F	G	H	I	J
January	2025								
		Fire Hyd/Flushing		150,000					
		Pine Road		125,000					
		NDSP-Filling		495,000					
		WN/Oak Line 6" Valve		40,000					
		Oak Rd/West Circle		165,000					
		East/West/Reservior							
		6" Valve		130,000					
		WN/Ridgeway 6" Valve		40,000					
		Oak Rd-Fire Hydr		90,000					

Tony Wilkerson  
Waterworks Superintendent