



Norris Water Commission

Monday, May 19, 2025, 6:00 P.M.

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
 - a. Consideration of Approving April 21, 2025 Meeting Minutes
- V. New Business
 - a.
- 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
 - i. Update on I&I Project
 - i. Inspection
 - ii. Traffic Control
- VII. Reports
 - a. Superintendent April Report
 - b. April Financial Report
 - c. April Unaccounted-for Water Report
- VIII. Adjournment



NORRIS WATER COMMISSION MEETING MINUTES

April 21, 2025

Members Present: Chuck Nicholson, Bill Grieve, Will Grinder, 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 made.
- III. **Hear the Public** – No comments from the public.
- IV. **Minutes**
 1. **March 25, 2025 NWC Minutes**

A motion was made by Bill Grieve and seconded by Will Grinder **to approve the March 25, 2025 meeting minutes as presented.**

The proposal passing on a vote of 4 to 0 as follows:
Yes: Bill Grieve, Will Grinder, Loretta Painter, Chuck Nicholson
 2. **April 14, 2025 NWC Special Meeting Minutes**

A motion was made by Bill Grieve and seconded by Will Grinder **to approve the April 14, 2025 special meeting minutes as presented.**

The proposal passing on a vote of 4 to 0 as follows:
Yes: Bill Grieve, Will Grinder, Loretta Painter, Chuck Nicholson
- V. **New Business**
 1. **Review of Elements of the I&I Project Construction Phase**

Chuck Nicholson and City Manager Ledford reviewed the details of previous conversations primarily focused on potential optional work items.

Will Grinder indicated he was supporting the NWC/City providing the paving work, but was not in support of the organization taking on inspection or traffic control elements. It was, in his mind, better to use the team for things that need to get done other than traffic control.

Superintendent Wilkerson expressed the need to coordinate road work to minimize impact to the schools.

A motion was made by Will Grinder and seconded by Bill Grieve **to direct administration and the engineers to move forward with NWC providing the paving elements of the project.**

The proposal passing on a vote of 4 to 0 as follows:

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

Chuck Nicholson asked that the administration team come back to the commission with an update related to inspection and traffic control elements.

2. **Budget and Capital Improvement Planning 2025-26**

City Manager Ledford presented a proposed 2025-26 budget and updated 5-year capital plan.

After discussing the timing and existing projects, Loretta Painter made a motion, seconded by Bill Grieve **to approve the proposed budget with modifications and amended capital plan for consideration by the City Council.**

The proposal passing on a vote of 4 to 0 as follows:

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

VI. **Continuing Business**

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

Superintendent Wilkerson reported they were working on the restrooms at the plant. He also updated that water quality reports are upcoming.

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

Superintendent Wilkerson shared that Doug Snelson was retiring in late May.

3. **Water Distribution**

Superintendent Wilkerson reported Norris State Dam Park continued work on their project to replace parts of the system. A fix to their meter had been finished.

4. **Sanitary Sewer Collection System**

No additional update beyond report.

5. **Cross Connection Management System**

Superintendent Wilkerson reported the testing equipment has been recalibrated as annual testing will begin soon.

6. **Galvanized Pipe Project**

No additional update beyond report.

7. **Alternative Water Supply Study**

No additional update beyond the details considered as part of the budget process.

8. **Wastewater Regionalization Study**

City Manager Ledford informed the Commission that April 30 was being floated as the next meeting of the regional partners.

VII. **Reports**

- 1. **Superintendent Report:** No additional comments beyond the report.
- 2. **March Financial/Budget Report:** No additional comments beyond the report.
- 3. **March Unaccounted-for Water Report:** Submitted without verbal discussion.

VIII. **Adjournment: 7:07 p.m.,** Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE

Chairperson: _____

Secretary: _____

VII. REPORTS

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: May 19 ,2025

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

Water Pumped MG/Sold/% loss—See attached

Sold to ACWA: Alley 632,800/Alley Rd 429,800/Reservoir Road 1,179,600— - - each location

1. **Water Budget**-see financial report see attached in packet
2. **Rainfall April 2025 4.39--" @Water Treatment Plant- YTD-20.36" -Source ok presently**
3. **Operations Building/Equipment Shed. -Clean**
4. **. WWTP-non-compliance**

(ZERO)-in month of April 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-April 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)_Xan Ridenour has accepted the NWC position which brings knowledge of the Wastewater Treatment Plant operation to our TEAM. Xan will be in the TAUD apprenticeship program-Wastewater.
- 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-__8_ times mth (4-6 hrs. each time)**
 - Tons of sludge hauled-8.25
 - Changed batteries in 3 instruments recording in aeration-monthly
 - **Rain: -" 3.01" inches of rainfall recorded at Wastewater Treatment Plant-APRIL 2025**
 - **Ground Maintenance:** Mowe and weed eat facility
 - Ferm Zone-Dailey mixing/logging
 - Fill PT-190 /Bleach Barrel (chemical barrels-TP and filamentous protection)
 - **EPA Nutrient Removal Case Study Project-Norris, TN:** NWC Team collecting the required samples for the month of April 2025.-Takes estimated 3 hours to collect
 - **Fermentation ZONE-** Introduced more RAS into the ZONE and less in Zone 1 of aeration
 - **Norris Dam State Park Sewage Treatment Plant:** Inspect Dailey, collect samples and bring to Norris STP and analyze. (4 hrs. a day)

5. 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)
- 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
 - Lagoon Sample and Fluoride Quarterly collected
- f. -Backwashed Filters- 5 times this month-Requires 6 hours each BW. (coating)
 - i. -Bobby Kerston-is training in the operations of the WTP/Distribution System Performing very well-Thank You Bobby.
- g. **Clean Weekly**
- h. **TOSHA Inspection 4-24-2025**
- i. **High Service Room-started painting**
- j. **TVA-Draw water filling Sump x 2**
- k. **Chlorine Valve-Water Pit-Post side-replaced**
- l. **Ground Maintenance: Mowed and weed eated x 2**

6. Distribution System:

- a. -Read Meters/Rereads-4 day
- b.-Bact Samples-Collected 2-regular
- c.-Spring – checked 2 times this month
 - weed eated also
- d. -Service Calls- for the month of April 2025 _ (59) __Qty
- e. Meter Pits: ACWA (Reservoir Road, Alley Rd x2), TVA and NDSP-READ DAILY -7 days
- f. METER PROGRAM: changed one, working progress monthly
- g. SERVICE CALLS
 - Check Meter for leak on customer: 0
 - Seasonal Meter install: 10
 - Meter Change Out: 1
 - Sewer Stoppages: 5
 - Temp Connect: 1
 - New Tap: 1
 - Read/leave on: 10
 - TN811 26
 - Final/Read/pull:
 - Lawn Meter install: 4
 - Misc: 1
- h. Norris Dam State Park NEW METER: Supt reports NWC Staff worked with Badger Supplier and CORRECTED the gpm for accurate calculating. With NDSP having new water lines its has reduced water leaks on that system.

- i. 113 Butternut Drive: **Install water Tap**-for lawn system
- j. Fire Hydrants/Water Valves: Weed eat /locate and mark

7. **Flushing Program:** NWC Team flushed -Orchard Road, Oak Road- -West Circle

8. **Cross-Connection:** NWC Team member Xan Ridenour is certified and is in process of testing the RPBP's in our System.

8. **Sewer Collection System:**

- Sewage Treatment-Pumping Stations-HICKORY TRAIL-Inspect Dailey and observe floats and switches.
- Lift Station #2-TREES-NWC staff has started the removal of the dead trees along the entrance down the driveway up to the Lift Station area.
- Sewer stoppages- Supt has a copy and will provide upon request

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

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

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-

11. **Administration:** Supt.-takes Call/emails/ respond to residents-Field site inspection-Plants and operation, reports, meetings-Enters Water and Wastewater Monthly Operations Data into Net-DMR Portal and submits to EPA. Review/Plan projects

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.

OPERATIONS BUILDING

OIL Tank-check level -weekly

Clean weekly

Water Works Fund Balance Report

		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	
		ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	April Actual	Actual	
Revenues	<i>Water Billing</i>	\$ 455,106	\$ 507,434	\$ 484,052	\$ 521,523	\$ 561,747	\$ 555,000	\$ 51,233	\$ 49,738	\$ 50,343	\$ 51,782	\$ 48,842	\$ 50,786	\$ 48,940	\$ 49,260	\$ 45,604	\$ 48,684	\$ 495,212	89.23%
	<i>Sewer Billing</i>	\$ 420,373	\$ 418,523	\$ 425,397	\$ 493,633	\$ 528,371	\$ 520,700	\$ 46,398	\$ 46,298	\$ 46,007	\$ 45,616	\$ 44,213	\$ 43,646	\$ 42,728	\$ 41,079	\$ 41,207	\$ 42,195	\$ 439,387	84.38%
	<i>Water Works Charges</i>	\$ 46,446	\$ 43,576	\$ 53,837	\$ 22,569	\$ 67,875	\$ 5,138,535	\$ 7,928	\$ 103,231	\$ 3,551	\$ 101,770	\$ 256,222	\$ 3,191	\$ 2,934	\$ 167,668	\$ 3,778	\$ 5,667	\$ 655,940	12.77%
	<i>Interest Income</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 921,925	\$ 969,533	\$ 963,286	\$ 1,063,371	\$ 1,157,993	\$ 6,214,235	\$ 105,559	\$ 199,267	\$ 99,901	\$ 199,168	\$ 349,277	\$ 97,623	\$ 94,602	\$ 258,007	\$ 90,589	\$ 96,546	\$ 1,590,539	25.60%	
Expenses	<i>Admin & General</i>	\$ 254,371	\$ 245,123	\$ 186,711	\$ 276,417	\$ 359,779	\$ 397,248	\$ 36,972	\$ 23,053	\$ 71,501	\$ 34,442	\$ 27,137	\$ 20,077	\$ 31,302	\$ 21,877	\$ 22,872	\$ 22,046	\$ 311,279	78.36%
	<i>Customer Billing</i>	\$ 13,996	\$ 11,335	\$ 12,849	\$ 16,453	\$ 26,778	\$ 21,000	\$ 179	\$ -	\$ -	\$ 73	\$ 6,738	\$ 275	\$ -	\$ -	\$ -	\$ 2,781	\$ 10,046	47.84%
	<i>Wastewater Treatment & Dispo</i>	\$ 172,800	\$ 175,163	\$ 154,499	\$ 196,258	\$ 240,638	\$ 3,221,589	\$ 22,179	\$ 39,121	\$ 284,205	\$ 143,170	\$ 77,191	\$ 121,662	\$ 22,850	\$ 64,100	\$ 12,870	\$ 145,787	\$ 933,135	28.97%
	<i>Wastewater Collection</i>	\$ 29,325	\$ 34,139	\$ 177,102	\$ 50,248	\$ 173,695	\$ 2,172,198	\$ 7,876	\$ 14,212	\$ 4,397	\$ 4,082	\$ 5,374	\$ 8,335	\$ 7,408	\$ 10,566	\$ 5,503	\$ 5,756	\$ 73,509	3.38%
	<i>Water Transmission & Dist</i>	\$ 61,579	\$ 95,431	\$ 108,268	\$ 59,283	\$ 143,469	\$ 199,641	\$ 13,296	\$ 6,969	\$ 21,236	\$ 8,967	\$ 16,608	\$ 22,773	\$ 12,248	\$ 15,890	\$ 4,400	\$ 8,064	\$ 130,451	65.34%
	<i>Water Purification</i>	\$ 111,894	\$ 108,789	\$ 122,416	\$ 213,445	\$ 204,834	\$ 219,145	\$ 20,565	\$ 25,988	\$ 20,876	\$ 13,872	\$ 22,934	\$ 16,856	\$ 76,189	\$ 34,994	\$ 25,451	\$ 20,638	\$ 278,363	127.02%
Total Expenses	\$ 643,965	\$ 669,980	\$ 761,845	\$ 957,533	\$ 1,149,193	\$ 6,230,822	\$ 101,067	\$ 109,343	\$ 402,215	\$ 204,606	\$ 155,982	\$ 189,978	\$ 149,997	\$ 147,427	\$ 71,096	\$ 205,072	\$ 1,736,783	27.87%	
Balance	\$ 277,960	\$ 299,553	\$ 201,441	\$ 105,838	\$ 8,800	\$ (16,587)	\$ 4,492	\$ 89,924	\$ (302,314)	\$ (5,438)	\$ 193,295	\$ (92,355)	\$ (55,395)	\$ 110,580	\$ 19,493	\$ (108,526)	\$ (146,244)		
Depreciation	\$ 98,000	\$ 104,004	\$ 107,316	\$ 95,740	\$ 95,200	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operating Available Flow	\$ 179,960	\$ 195,549	\$ 94,125	\$ 10,098	\$ (86,400)	\$ (111,587)	\$ 4,492	\$ 89,924	\$ (302,314)	\$ (5,438)	\$ 193,295	\$ (92,355)	\$ (55,395)	\$ 110,580	\$ 19,493	\$ (108,526)	\$ (146,244)		
Beginning Fund Balance	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,207,990	\$ 1,121,590	\$ 1,216,790	\$ 1,221,282	\$ 1,311,206	\$ 1,008,892	\$ 1,003,454	\$ 1,196,749	\$ 1,104,394	\$ 1,048,999	\$ 1,159,579	\$ 1,179,072	\$ 1,216,790		
Ending Fund Balance	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,207,990	\$ 1,121,590	\$ 1,010,003	\$ 1,221,282	\$ 1,311,206	\$ 1,008,892	\$ 1,003,454	\$ 1,196,749	\$ 1,104,394	\$ 1,048,999	\$ 1,159,579	\$ 1,179,072	\$ 1,070,546	\$ 1,070,546		
Capital Outlays					\$ 176,636	\$ 5,213,735	\$ 2,721	\$ 34,209	\$ 280,723	\$ 127,019	\$ 68,629	\$ 109,372	\$ 58,344	\$ 75,771	\$ 312	\$ 136,426	\$ 893,526		

Asset Description
413 - WATER/SEWER FUND

FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
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Sawmill Sewershed Phase I Design						
Advertise & Bid for Phase I Rehab						
Construct & Maintain Temp WWTP						
Construct Phase I Sewer Rehab	\$100,000	\$950,000				
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	
Computer Updates	\$3,183					
Lift Station Replacement Pumps		\$12,000		\$12,000		
In-Line Turbidimeter Replacement		\$20,000				
Generator		\$60,000				
Chlorine Feeder			\$3,000			
Reservior Hill Fence		\$15,000				
Alum Feeder/Fluoride Pump			\$6,000			
Sulfur Dioxide Feeder		\$6,000				
Oak Road/Ridgeway Loop			\$75,000			
Structural Review & Design Clarifer			\$30,000			
I&I Reservoir Road		\$20,000				
Auto Paddle Mixer			\$25,000			
Facility Lighting Improvements			\$10,000			
Water Valve Replacements			\$10,000			
Air Piping			\$35,000			
Tank Inspection/Upgrade					\$15,000	
Galvanizing Water Line Replacement Project	\$55,000	\$125,000	\$70,000			
Fire Hydrant Replacement Plan	\$12,000	\$12,000				
New Service Truck	\$55,727		\$45,000			
Regionalization Study (WWTP)	\$300,000	\$3,000,000				
Anderson County/Norris Water Line/Engineering Service				\$1,000,000		
413 - WATER/SEWER FUND TOTAL	\$525,910	\$4,245,000	\$520,950	\$3,579,125	\$260,000	\$15,000

ARPA Funds	\$100,000	\$625,000				
County ARPA Funds Approved		\$125,000				
ARPA Funds Proposed				\$800,000		
Competitive ARPA Grant	\$285,000	\$2,850,000				
Lead Service Line Inventory Grant	\$55,000	\$125,000	\$70,000			
SRF Loans and Forgiveness			\$211,950	\$2,567,125	\$260,000	

Water/Sewer Fund Outlay	\$85,910	\$520,000	\$239,000	\$212,000	\$0	\$15,000
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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	8,267,000	6,643,000	652,700		395,000			576,300	6.97%	
Sept.	7,908,000	6,993,800	680,800		130,000			103,400	1.31%	
Oct.	7,856,000	6,451,600	688,000		140,000			576,400	7.34%	
Nov.	7,308,000	6,385,600	686,600		70,000			165,800	2.27%	
Dec.	7,997,000	6,236,900	688,300		288,000			783,800	9.80%	
Jan.	8,732,000	6,290,300	611,300		1,235,000			595,400	6.82%	
Feb.	7,733,000	5,631,800	614,200		990,000			497,000	6.43%	
March	8,134,000	5,904,400	588,100		540,000			1,101,500	13.54%	
April	8,070,000	6,905,000	667,200		220,000			277,800	3.44%	
May								0	#DIV/0!	
June								0	#DIV/0!	
Total	80,249,000	64,534,200	6,522,000	20,000	4,468,000	0	0	4,724,800		

A	B	C	D	E	F	G	H	I	J
April	2025								
		Fire Hyd/Flushing Oak Rd		75,000					
		WN/Oak Line	6" Valve	40,000					
		East/West/Reservior 6" Valve		65,000					
		WN/Ridgeway	6" Valve	40,000					

* NDSP Meter-3-5 gpm-working with Badger Company to set to "0" gpm

Tony Wilkerson
Waterworks Superintendent