



**Norris Water Commission**

**Monday, June 16, 2025, 6:00 P.M.**

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
  - a. Consideration of Approving May 19, 2025 Meeting Minutes
- V. New Business
  - a. Norris Day Booth
  - b. Consideration of Approving 2025 TDEC CAP Response Letter
- 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
- VII. Reports
  - a. Superintendent April Report
  - b. April Financial Report
  - c. April Unaccounted-for Water Report
- VIII. Adjournment



## NORRIS WATER COMMISSION MEETING MINUTES

May 19, 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.

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the agenda as presented.**

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

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

III. **Hear the Public**

Cynthia Edrington – Suggested the NWC offer service at the downtown center for use by Keep Norris Beautiful related to gardens on private property.

Bill Greive – Announced a Memorial Day event was scheduled at the post office during the Monday holiday.

IV. **Minutes**

1. **April 21, 2025 NWC Minutes**

A motion was made by Chuck Nicholson and seconded by Bill Grieve **to approve the April 21, 2025 meeting minutes with a minor spelling correction.**

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

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

V. **New Business**

No New Business was discussed.

VI. **Continuing Business**

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

Superintendent Wilkerson reported about ongoing training, painting, and inspections.

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

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

3. **Water Distribution**

Superintendent Wilkerson reported on updated security camera project. Work at the Norris Dam State Park continues.

4. **Sanitary Sewer Collection System**  
Superintendent Wilkerson provided an update on removing trees at the pump station.
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 report.
8. **Wastewater Regionalization Study**  
City Manager Ledford informed the Commission that the final study is being drafted. The management team is starting to review options to move forward between more focus on addressing CAP needs while capturing regional grant funds.
9. **Update on I&I Project**  
Superintend Wilkerson reported that drawings were being reviewed for various elements of the project. As time nears for the July 14 date, the NWC will offer communication to the public.

City Manager Ledford talked about ongoing road bids and plans for the City to repair the roads primarily a part of this project, how the NWC will be using road closing and parking options to manage traffic control within the project, and that the engineers will be providing inspection services instead of the City per requirements of the grant.

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: 6:57 p.m.,** Motion by Bill Grieve and seconded by Will Grinder to adjourn,  
All: AYE

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

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



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~~June 4~~ June 17, 2025

Michael Lancaster  
Environmental Consultant  
Division of Water Resources  
312 Rosa L. Parks Avenue  
Nashville, Tennessee 37243

RE: Annual Update Letter, CAP WPC21-0149, Norris, Tennessee

Dear Mr. Lancaster,

Regarding Director's Order WPC21-0149, the Division approved a Corrective Action Plan and Engineering Report (CAP/ER) on June 6, 2022 for Norris Water Commission (NWC) in Norris, TN. Per the approval from the Division, NWC is to submit annual milestone updates for review. In accordance with this request, NWC has previously provided updates to the Division in November 2022, June 2023, February 2024, and June 2024.

Please see below for a brief status update as of the third annual milestone date of June 30, 2025. The following items are all current or recent actions taken by NWC.

1. Norris has designed, advertised, and awarded a sanitary sewer rehabilitation project to target sewer improvements in the worst areas of the sewer system. This project will use ARPA funds and will be Norris' first construction project related to addressing CAP items. The Notice to Proceed date for this project is July 14, 2025, with 180 days for substantial completion.

In total, this project will rehabilitate nearly 10% of Norris' gravity sewer system, including rehabilitation of approximately 3,900 LF of sewer main by CIPP and Pipe Bursting, rehabilitation of 10 service laterals, and lining of approximately 130 VF of sewer manholes. The base bid for this work totaled \$851,455.00.

Norris is using the entirety of \$940,140 to address I&I issues, including \$682,896 of direct ARPA allocations and \$257,244 of redirected Anderson County ARPA funds.

2. Norris submitted a request to delay the implementation of short-term improvements to the WWTP. This request was granted by TDEC to allow Norris to conserve funds towards other WWTP improvements, to be considered in the TDEC Competitive Regionalization grant.
3. Norris has pursued a variety of funding sources for the CAP action items and remain committed to securing the necessary monies.
  - a. Norris proactively applied for and received a [Competitive-competitive](#) grant from TDEC using ARPA funds to address [wastewater treatment](#) regionalization in the [Northeast-northeast](#) Anderson County area. This grant partners with Clinton Utilities Board (CUB), Anderson County Water Authority (ACWA), and the county government in order to take a proactive approach to solving both Norris' wastewater concerns, as detailed in the CAP, and consider partnering and planning for the future of the larger region. The grant includes a planning and design process for treatment plant improvements.

Over the past 18 months, the City of Norris has been evaluating [the](#) regionalization options in northeastern Anderson County, including detailed review of the existing systems and numerous meeting with stakeholders. The findings of the study concluded that constructing a new wastewater treatment plant in Norris, with potential future expansion to accommodate flows from neighboring utilities, is the most viable alternative. This recommendation by Cannon & Cannon, in its Regionalization Master Plan, is based on a combination of cost-effectiveness, feasibility, and long-term sustainability when compared to the other options considered.

As a next step, Norris is planning to meet with TDEC in the coming weeks to review the regionalization plan and the proposed recommendation. If the State is in agreement, Cannon & Cannon will proceed with preparing the engineering report and begin design of the new treatment facility.

- b. Norris submitted multiple applications for the recent State Revolving Fund (SRF) loan cycle for I&I Correction, Flow Attenuation, and WWTP projects. TDEC provided the following rankings on their 2025 Priority Ranking List, released on April 15, 2025.

- New WWTP/Advanced Treatment (Construction of a 0.4 MGD SBR to include headworks, post-treatment equalization, ultraviolet disinfection, sludge handling, and an effluent pump station; and the installation of an effluent forcemain from the WWTP to the Clinch River) - ranked 3<sup>rd</sup>, with a \$4,500,000 total project amount.
- WWTP Improvements (~~Construction~~ construction of a 750,000-gallon equalization basin and pump station at the WWTP) - ranked 4<sup>th</sup>, with a \$2,500,000 total project amount
- I&I Corrections (~~Rehabilitation~~ rehabilitation of approximately 48,000 LF of sewerlines and 250 manholes within the sewer collection system.) - ranked 9<sup>th</sup>, with a \$10,000,000 total project amount

Commented [CN1]: Spell out

If you have any questions or would like to meet to discuss this proposed modification, please contact the City Manager, Adam Ledford, at (865) 494-7645.

Respectfully,

Charles P. Nicholson  
Chairperson, Norris Water Commission

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## **VII. REPORTS**

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: June 16, 2025

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

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

**Sold to ACWA:** Alley 609,700/Alley Rd 278,300/Reservoir Road 1,057,100-- - each location

1. **Water Budget**-see financial report see attached in packet
2. **Rainfall MAY 2025 -7.55-" @Water Treatment Plant- YTD- 27.91" -Source ok presently**
3. **Operations Building/Equipment Shed. -Clean**
4. **. WWTP-non-compliance**

**(one time)-in month of MAY 2025- 5/12/25**

- 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-MAY 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- \_2\_ 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- \_\_3\_ times (8hrs each time)**
- e. **Pumped Aeration to Digester- \_5\_ times mth (4-6 hrs. each time)**
  - Tons of sludge hauled-
  - Changed batteries in 3 instruments recording in aeration-monthly
  - **Rain: -" 8.75" inches of rainfall recorded at Wastewater Treatment Plant-May 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:** NWC Team collecting the required samples for the month of MAY 2025.-Takes estimated 3 hours to collect
  - **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
  - Haa5- Haloacetic acids-collected-Results are good
- 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
- g. **Clean Weekly**
- h. **High Service Room-started painting**
- i. **Ground Maintenance: Mowed and weed eated -WEEKLY**
- j. **Telemetry Malfunction-Reservoir Hill-Staff reviewed-and adjusted 5/27/2025**

6. Distribution System:

- a. -Read Meters/Rereads-4 day
- b.-Bact Samples-Collected 2-regular
- c.-Spring – checked 3 times this month weed eated also-sprayed weeds-ALSO removed a tree that had fallen around the roadway and walking trail near spring. Also graded the road way at the bottom of the driveway.
- d. -Service Calls- for the month of MAY 2025 \_ ( \_55\_Qty
- e. Meter Pits: ACWA (Reservoir Road, Alley Rd x2), TVA and NDSP-READ DAILY -7 days
- f. METER PROGRAM: changed two, non- working meters working progress monthly
- g. SERVICE CALLS
  - Check Meter for leak on customer: 0
  - Seasonal Meter install: 0
  - Meter Change Out: 2
  - Sewer Stoppages: 3
  - Temp Connect: 3
  - New Tap: 1
  - Check for leak: 6
  - Read/leave on: 8
  - TN811 26
  - Final/Read/Lock off: 2
  - Lawn Meter install: 1
  - Non-Payment: 1
- h. Norris Dam State Park NEW METER: Supt. reports another issue resolved-corrected
- 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.

**9. Sewer Collection System:**

- Sewage Treatment-Pumping Stations-HICKORY TRAIL-Inspect daily
- 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. NWC Team COMPLETED the removal of trees on the other side of the driveway-Residents on both sides of driveway , are very pleased with the removal and THANKED the Staff.-Grass seed with be installed.
- Sewer stoppages- Supt has a copy and will provide upon request

**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!**

**Justin Vance-PTE- training in operation of the Wastewater Plant**

**11.. 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-

**12. 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

**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.

## **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	
		ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Actual	Budget	Actual	
Revenues									
	<i>Water Billing</i>	\$ 455,106	\$ 507,434	\$ 484,052	\$ 521,523	\$ 561,747	\$ 590,000	\$ 548,890	93.03%
	<i>Sewer Billing</i>	\$ 420,373	\$ 418,523	\$ 425,397	\$ 493,633	\$ 528,371	\$ 523,200	\$ 484,801	92.66%
	<i>Water Works Charges</i>	\$ 46,446	\$ 43,576	\$ 53,837	\$ 22,569	\$ 67,875	\$ 5,148,535	\$ 712,211	13.83%
	<i>Interest Income</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues		\$ 921,925	\$ 969,533	\$ 963,286	\$ 1,063,371	\$ 1,157,993	\$ 6,261,735	\$ 1,745,902	27.88%
Expenses									
	<i>Admin &amp; General</i>	\$ 254,371	\$ 245,123	\$ 186,711	\$ 276,417	\$ 359,779	\$ 410,898	\$ 332,886	81.01%
	<i>Customer Billing</i>	\$ 13,996	\$ 11,335	\$ 12,849	\$ 16,453	\$ 26,778	\$ 21,000	\$ 12,546	59.74%
	<i>Wastewater Treatment &amp; Disposal</i>	\$ 172,800	\$ 175,163	\$ 154,499	\$ 196,258	\$ 240,638	\$ 3,231,089	\$ 964,840	29.86%
	<i>Wastewater Collection</i>	\$ 29,325	\$ 34,139	\$ 177,102	\$ 50,248	\$ 173,695	\$ 2,172,198	\$ 80,150	3.69%
	<i>Water Transmission &amp; Distribution</i>	\$ 61,579	\$ 95,431	\$ 108,268	\$ 59,283	\$ 143,469	\$ 209,141	\$ 136,241	65.14%
	<i>Water Purification</i>	\$ 111,894	\$ 108,789	\$ 122,416	\$ 213,445	\$ 204,834	\$ 255,381	\$ 298,537	116.90%
Total Expenses		\$ 643,965	\$ 669,980	\$ 761,845	\$ 957,533	\$ 1,149,193	\$ 6,299,708	\$ 1,825,200	28.97%
Balance		\$ 277,960	\$ 299,553	\$ 201,441	\$ 105,838	\$ 8,800	\$ (37,973)	\$ (79,298)	
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)	\$ (132,973)	\$ (79,298)	
Beginning Fund Balance		\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,207,990	\$ 1,121,590	\$ 1,216,790	
Ending Fund Balance		\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,207,990	\$ 1,121,590	\$ 988,617	\$ 1,137,492	
Capital Outlays						\$ 176,636	\$ 5,216,535	\$ 909,878	

**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	8,298,000	6,063,800	617,000		565,000			1,052,200	12.68%	
June								0	#DIV/0!	
<b>Total</b>	<b>88,547,000</b>	<b>70,598,000</b>	<b>7,139,000</b>	<b>20,000</b>	<b>5,033,000</b>	<b>0</b>	<b>0</b>	<b>5,777,000</b>		

	A	B	C	D	E	F	G	H	I	J
May		2025								
			Fire Hyd/Flushing Oak Rd		150,000					
			Reservior Road		175,000					
			WN/Oak Line 6" Valve		40,000					
			East/West/Reservior 6" Valve		100,000					
			WN/Ridgeway 6" Valve		50,000					
			* NDSP Meter malfunction AGAIN-est number May 2025			-50,000				

Tony Wilkerson  
Waterworks Superintendent