



Norris Water Commission

Monday, August 18, 2025, 6:00 P.M.

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
 - a. Consideration of Approving July 21, 2025 Meeting Minutes
- V. New Business
 - a. Consideration of Letter to TDEC for Regionalization Project
- VI. Old Business
 - a. WWTP Regionalization
 - i. Design Phase Approach
 - b. Review of Sanitary Sewer Fee Structure and Rates
 - c. Update on Activities at the Water Treatment Plant
 - d. Update on Activities at the Wastewater Treatment Plant
 - e. Update on the Water Distribution System
 - f. Update on the Sanitary Sewer Collection System
 - g. Update on Cross Connection Management System
 - h. Update on the Galvanized Pipe Project
 - i. Update on Alternative Water Supply Study
 - j. Update on I&I Project
- VII. Reports
 - a. Superintendent July Report
 - b. July Financial Report
 - c. July Unaccounted-for Water Report
- VIII. Adjournment



NORRIS WATER COMMISSION MEETING MINUTES

July 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** – Chuck Nicholson requested any modifications to the agenda. Hearing none, no further action was taken.
- III. **Hear the Public**

No public input received.
- IV. **Minutes**
 1. **June 16, 2025, NWC Minutes**
A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the June 16, 2025, meeting minutes with minor corrections.**
The proposal passing on a vote of 5 to 0 as follows:
Yes: Bill Grieve, Will Grinder, Loretta Painter, Chuck Nicholson, Mayor Chris Mitchell
- V. **New Business**
 1. **Norris Day Review**
Superintendent Wilkerson reported that the booth seemed to go well.
 2. **WWTP Regionalization**
The Commission discussed the current options related to proceeding forward with design work for a sanitary sewer plant.
 3. **Review of Sanitary Sewer Fee Structure and Rates**
City Manager Ledford presented the initial results to adjust revenue to meet SRLF repayment of roughly \$280,000 annually. Different amounts and methods for addressing revenue needs were discussed along with the notification process for public review.

A motion was made by Mayor Chris Mitchell and seconded by Will Grinder **to publish a sanitary sewer rate adjustment notification.**
The proposal passing on a vote of 5 to 0 as follows:
Yes: Bill Grieve, Will Grinder, Loretta Painter, Chuck Nicholson, Mayor Chris Mitchell

VI. **Continuing Business**

1. **Activities at the Water Treatment Plant**
Superintendent Wilkerson had no additional information to share beyond written report.
2. **Activities at the Wastewater Treatment Plant**
Superintendent Wilkerson lead a discussion on I&I issues related to storm events. He further shared details of safety improvements at both plants.
3. **Water Distribution**
Superintendent Wilkerson reported on recent meter pit activity in addition to completing painting of existing fire hydrants.
4. **Sanitary Sewer Collection System**
Superintendent Wilkerson shared that the trees have been removed near the #2 lift station. He further reported an issue with pumps at life station #1 that has since been resolved and recent connection updates.
5. **Cross Connection Management System**
Superintendent Wilkerson reported testing throughout the system has begun.
6. **Galvanized Pipe Project**
Superintendent Wilkerson made the Commission aware that in the next year regular tests in medical and education facilities will begin.
7. **Alternative Water Supply Study**
Superintendent Wilkerson reported on providing additional water to ACWA as the association delt with significant leaks in their system.
8. **Update on I&I Project**
Superintendent Wilkerson notified the Commission of planned actions over the next 2 weeks along with communication with the impacted public.

VII. **Reports**

1. **Superintendent Report:** Superintendent Wilkerson had no additional report beyond written statements.
2. **May Financial/Budget Report:** City Manager Ledford had no additional report beyond written statements.
3. **May Unaccounted-for Water Report:** Submitted without verbal discussion.

VIII. **Adjournment:** 7:19 p.m., Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE

Chairperson: _____

Secretary: _____



August 18, 2025

Vena Jones
Program Manager
Department of Environment & Conservation
500 James Robertson Parkway - Davy Crockett Tower - 5th Floor
Nashville, TN 37243

RE: TDEC Competitive Regionalization Grant

Dear Mrs. Jones,

Norris received a competitive grant from TDEC using ARPA funds to address wastewater treatment regionalization in the 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 19 months, the City of Norris has been evaluating the regionalization options in northeastern Anderson County, including detailed review of the existing systems and numerous meetings 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.

While it has and will continue to be the intent of the City of Norris to complete the design phase as outlined within the terms of the grant, I am writing to request consideration of extending the grant's September 2026 deadline to complete the project.

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



ORDINANCE NO. 7XX-2025

AN ORDINANCE OF THE CITY OF NORRIS TO AMEND THE FEE SCHEDULE FOR THE NORRIS MUNICIPAL CODE TITLE 18, UTILITIES AND SERVICES, SCHEDULE OF CHARGES FOR WATER AND SEWER SERVICE

WHEREAS, Section 18-107 of the Municipal Code of the City of Norris, authorizes the City to establish and adopt a fee schedule for all water and sewer services; and

WHEREAS, A rate schedule was previously adopted by Ordinance 633 and amended by Ordinance 664; and

WHEREAS, Costs associated with providing said services require necessary revenue to conduct capital improvements; and

WHEREAS, Debt associated with conducting capital improvements must be paid from utility rates.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS, TENNESSEE the following:

Section 1: The fee schedule of Charges of Water and Sewer Service is hereby amended to read as follows:

SCHEDULE OF CHARGES FOR WATER AND SEWER SERVICE

The following, except as hereinafter provided, shall be the schedule of charges for water and sewer service furnished within the corporate limits of the City of Norris by the waterworks and sewage system of said City, to wit:

MONTHLY WATER RATES

RESIDENTIAL AND COMMERCIAL CUSTOMERS

Minimum Monthly Bills in Accordance with Meter Size, with Effective September 1, 2022

SIZE	AMOUNT	MINIMUM GALLONS
¾ and Smaller	\$26.96	2,000
1"	\$47.70	5,000
1 ¼"	\$74.70	8,500
1 ½"	\$107.45	12,000
2"	\$191.09	19,000
3"	\$429.91	42,000
4"	\$752.79	72,000
6"	\$1,719.43	163,000

Water Rate per 1,000 gallons above minimum for all meter sizes: \$9.31
Bulk Water Rate - \$4.27 per 1,000 gallons

RATES OUTSIDE THE CORPORATION LIMITS

Residential – Per schedule above plus 25%

Utilities/Public Water Supplies rate per 1,000 - \$2.10

All other – Per schedule above plus 40%

MONTHLY SEWER CHARGES

Effective September 1, 2022:	First 2,000 gallons per month minimum bill	\$55.01
Effective December 1, 2025:	First 2,000 gallons per month minimum bill	\$60.01
Effective March 1, 2025:	First 2,000 gallons per month minimum bill	\$65.01
Effective June 1, 2025:	First 2,000 gallons per month minimum bill	\$70.01
Effective September 1, 2025:	First 2,000 gallons per month minimum bill	\$75.01
	Next 7,000 gallons per 1,000 gallons	\$9.44
	Each 1,000 gallons thereafter per 1,000 gallons	\$12.48
	Sewer Bulk Rate - \$4.27 per 1,000 gallons	

MONTHLY SPRINKLER CHARGES

The charge for service rendered by the waterworks system to each automatic sprinkler system (said service to include water consumed in the proper use of such system, without additional charge therefor) shall be at the following:

INSTALLATION AND TAP FEES

Cross connection inspection and testing fees \$50

Water tap: The Norris Water Commission shall perform the initial water tap for a minimum charge of \$550.00 or cost-plus twenty percent (20%), whichever amount is greater.

Sewer tap: The Norris Water Commission shall perform the initial sewer tap for a minimum charge of \$550.00 or cost-plus twenty percent (20%), whichever amount is greater.

Sewer Inspection: \$25

Fire Hydrant Charge: \$6

Section 2: Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.

Section 3: Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.

Section 4: Effective Date. This ordinance shall take effect and be in force from and after its approval as required by law.

Adopted First Reading: _____

Public Hearing: _____

Adopted Second Reading: _____

Signed, Mayor

Attest, City Manager

VII. REPORTS

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: August 18, 2025

RE: **R-a.- Waterworks Superintendent Report for JULY 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 JULY 2025 -3.37-" @Water Treatment Plant- YTD- 34.11" -Source ok presently**
3. **Operations Building/Equipment Shed. -Clean**
4. **. WWTP-non-compliance-(1)in the month of July 2025**
 - 7-21-2025 (1.18" of rain in 45 minutes)**
 - 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-JULY 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- 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- __2_ times (8hrs each time)**
 - e. **Pumped Aeration to Digester- _4_ times mth (4-6 hrs. each time)**
 - Tons of sludge hauled-
 - Changed batteries in 3 instruments recording in aeration-monthly and DR 1900 instrument-(tests for TP and NH3/N)
 - **Rain: -"3.26 " inches of rainfall recorded at Wastewater Treatment Plant-JULY 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 JULY 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)
 - Clarifier-Skimmer Valve/Bladder-Replaced
 - STP-Pressure Regulator Valve-REPLACED

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) Lab Testing in-house of chlorine, ph
- 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 , and Radium 226 Samples collected
- f. -Backwashed Filters- 2 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. **ACWA-Norris assisted ACWA during there water outage 7-1-2025 BY supplying more water to the North end of Andersonville area-ALL working together for Community Efforts-NWC OT required. Glad to be an assistance.**
- k. **7-21-2025-Power Outage**
- l. **July-supplied Oak Road Pool-monitored**

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-
- d. -Service Calls- for the month of JULY 2025 _ (_70_Qty)
- e. Meter Pits: ACWA (Reservoir Road, Alley Rd x2), TVA and NDSP-READ DAILY -5 days
- f. Leak Detection-NWC Staff listen on fire hydrants and checked isolated areas
- g. Flushing Program: Hickory Place/Laurel Place
- h. SERVICE CALLS
 - Check Meter for leak on customer: 0
 - Seasonal Meter install: 0
 - Meter Change Out: 2
 - Sewer Stoppages: 1
 - Temp Connect: 1
 - New Tap: 1
 - Check for leak: 0
 - Read/leave on:18
 - TN811 41
 - Final/Read/Lock off: 2
 - Lawn Meter install: 0
 - Non-Payment: 1
 - Check water compliant: 1

- i. Norris Dam State Park NEW METER: Supt. reports another issue resolved-corrected
- 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.
- Sewer stoppages- Supt has a copy and will provide upon request
- 101 Crescent Road: NWC TEAM located sewer lateral in the street, cut asphalt/removed/dug up and replaced the 4" sewer tap and service lateral to property line
- 10 East Circle Road: NWC Team installed a new 8x4" sewer tap and installed one piece of 4" pipe (customer paid for)

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, 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

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 facility weekly

Water Works Fund Balance Report

		2023-24 Actual	2024-25 Jul Actual	2024-25 Actual	2025-26 Budget	2025-26 Jul Actual	2025-26 Actual	
Revenues								
	<i>Water Billing</i>	\$ 561,747	\$ 51,233	\$ 599,034	\$ 565,750	\$ 56,729	\$ 56,729	10.03%
	<i>Sewer Billing</i>	\$ 528,371	\$ 46,398	\$ 527,916	\$ 530,000	\$ 45,516	\$ 45,516	8.59%
	<i>Water Works Charges</i>	\$ 67,875	\$ 7,928	\$ 835,934	\$ 76,250	\$ 3,140	\$ 3,140	4.12%
	<i>Interest Income</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues		\$ 1,157,993	\$ 105,559	\$ 1,962,884	\$ 1,172,000	\$ 105,385	\$ 105,385	8.99%
Expenses								
	<i>Admin & General</i>	\$ 359,779	\$ 36,972	\$ 363,707	\$ 366,450	\$ 39,138	\$ 39,138	10.68%
	<i>Customer Billing</i>	\$ 26,778	\$ 179	\$ 12,546	\$ 23,000	\$ 153	\$ 153	0.67%
	<i>Wastewater Treatment & Disposal</i>	\$ 240,638	\$ 22,179	\$ 1,169,042	\$ 186,966	\$ 17,134	\$ 17,134	9.16%
	<i>Wastewater Collection</i>	\$ 173,695	\$ 7,876	\$ 85,269	\$ 75,551	\$ 8,239	\$ 8,239	10.91%
	<i>Water Transmission & Distribution</i>	\$ 143,469	\$ 13,296	\$ 144,796	\$ 145,170	\$ 15,030	\$ 15,030	10.35%
	<i>Water Purification</i>	\$ 204,834	\$ 20,565	\$ 319,412	\$ 207,839	\$ 17,308	\$ 17,308	8.33%
Total Expenses		\$ 1,149,193	\$ 101,067	\$ 2,094,772	\$ 1,004,975	\$ 97,002	\$ 97,002	9.65%
Balance		\$ 8,800	\$ 4,492	\$ (131,888)	\$ 167,025	\$ 8,383	\$ 8,383	
Depreciation		\$ 95,200	\$ -	\$ -	\$ 95,000	\$ -	\$ -	
Operating Available Flow		\$ (86,400)	\$ 4,492	\$ (131,888)	\$ 72,025	\$ 8,383	\$ 8,383	
Beginning Fund Balance		\$ 1,207,990	\$ 1,216,790	\$ 1,216,790	\$ 1,121,590	\$ 1,084,902	\$ 1,093,285	
Ending Fund Balance		\$ 1,121,590	\$ 1,221,282	\$ 1,084,902	\$ 1,193,615	\$ 1,093,285	\$ 1,101,668	
Capital Outlays		\$ 176,636	\$ 2,721	\$ 1,100,525	\$ -	\$ 12,000	\$ 12,000	

2025-2026
Unaccounted For Water REPORT

Norris Water Commission Unaccounted For Report 2025-2026

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	9,621,000	7,738,800	642,900	0	275,000			964,300	10.02%	
August								0	#DIV/0!	
Sept.								0	#DIV/0!	
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	9,621,000	7,738,800	642,900	0	275,000			964,300		

A B C D E F G H

July 2025 Flushing

West Circle- (water valve)	175,000
Fire Hydrants Flushing Garden Road Oak Road Laurel Place	100,000