



**Norris Water Commission**

**Tuesday January 13, 2026 6:00 P.M.**

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
  - a. Consideration of Approving December 15, 2025 Meeting Minutes
- V. New Business
  - a. Lead Testing in School and Child Care Centers-(LTSCCP) Program-Voluntary-No cost program
- VI. Continuing Business
  - a. WWTP Regionalization Discussion/Discharge Location ( in detail February 2026 meeting)
  - 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 December Report
  - b. December 2025 Financial Report
  - c. December Unaccounted-for Water Report
- VIII. Adjournment



## NORRIS WATER COMMISSION MEETING MINUTES

December 15, 2025

Members Present: Chuck Nicholson, Loretta Painter, Chris Mitchell, Travis Honeycutt  
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** – Tony Wilkerson requested that a discussion item be added to the agenda regarding bringing Waterworks employees to market rate. Loretta Painter moved **to approve the agenda including the amendment**, seconded by Chris Mitchell. The motion carried on a vote of 4 to 0 with all members present voting in the affirmative.
- III. **Hear the Public** – None.
- IV. **Minutes**
  1. **October 17, 2025 NWC Minutes**

Loretta Painter moved **to approve the November 17, 2025 meeting minutes as presented**, seconded by Chris Mitchell.  
The motion passed on a vote of 2 to 0 as follows:  
Aye: Loretta Painter, Chris Mitchell  
Abstain: Chuck Nicholson, Travis Honeycutt
- V. **New Business** –
  1. **Setting a Date for January and February NWC Meetings**

Discussion was had regarding scheduling for January and February since the regular NWC meeting dates for those months fall on recognized city holidays for staff.  
Loretta Painter moved **to schedule the January NWC meeting on January 13<sup>th</sup> at 6:00 p.m.**, seconded by Travis Honeycutt.  
The motion carried on a vote of 4 to 0 with all members present voting in the affirmative.  
Loretta Painter moved **to schedule the February NWC meeting on February 17<sup>th</sup> at 6:00 p.m.**, seconded by Travis Honeycutt.  
The motion carried on a vote of 4 to 0 with all members present voting in the affirmative.
  2. **Consideration of new City Manager Pay as Secretary/Treasurer of NWC**

City Manager Bailey Whited explained that Norris Code states that the NWC shall determine the portion of the City Manager's salary which shall be paid from NWC funds. City Manager Whited further explained that this amount is not in addition to the proscribed rate, but merely determined the amount of the fixed rate that is paid for by the utility.

After discussion, Chuck Nicholson moved to **authorize six percent (6%) of the City Manager's salary to be paid for by the Norris Water Commission**, seconded by Loretta Painter. The motion carried on a vote of 4 to 0 with all members present voting in the affirmative.

3. **Waterworks Superintendent Employment Agreement**

Superintendent Wilkerson explained that with the recent organizational changes, he would like to see the Superintendent's employment agreement be more comparable to the City Manager's agreement in structure. In addition, he stressed that Waterworks positions across the board needed to be compared to the market rates.

Chris Mitchell stated that this item should be addressed prior to the normal budget cycle, and that he wanted to see elements such as increases to base pay built into the budget independent of cost-of-living adjustments.

VI. **Continuing Business**

1. **WWTP Regionalization**

Superintendent Wilkerson reported that 60% reports have been provided by CCI. He also mentioned that the project was a topic at a recent Anderson County Government Operations Committee meeting, with some county residents concerned about the potential rerouting to the Clinch River.

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

Superintendent Wilkerson highlighted that two of the cameras had been put up, allowing for better facility security and operational ability by remotely viewing gauges.

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

Superintendent Wilkerson gave compliments to Waterworks employee Xan Ridenour on his improvement and recent optimistic testing results. Superintendent Wilkerson reported that early results of the I&I project could already be seen with a recent weather event. While flows were still high during the event, it was for a shorter duration than pre-I&I project.

4. **Water Distribution**

Superintendent Wilkerson presented his report without comment.

5. **Sanitary Sewer Collection System**

Superintendent Wilkerson gave an update on the I&I project, reporting that only finishing work remained. Formal flow monitoring will take place in February, March, and April.

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**

Discussion of project held during earlier agenda items.

9. **Generator:** Superintendent Wilkerson reported that there were no new updates as he was still looking into the prospects of purchasing generators for the facilities.

VII. **Reports**

1. **Superintendent Report:** Superintendent Wilkerson reported that decisions were soon to be made on the full-time and part-time openings in the Waterworks Utility.

2. **November Financial/Budget Report:** City Manager Whited presented the financial report, highlighting higher than expected revenues from water billing.

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

- VIII. **Adjournment:** Loretta Painted moved to adjourn at 6:55 p.m., seconded by Chris Mitchell.  
All: AYE

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

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

**VII. REPORTS**

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: January 13, 2026

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

Water Pumped MG/Sold/% loss—See attached

Sold to ACWA: Alley 381,400/Alley Rd 273,800/Reservoir Road 984,000— - - each location

Sold to TVA-1,633,100

1. Water Budget-see financial report see attached in packet
2. Rainfall December 2025 2.32 " @Water Treatment Plant- 51.86"YTD -(55.05"/3.19" below for this area for 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- 5 times this month-Requires 6 hours each BW. (coating)
  - g. Clean Weekly
  - h. Propane Tank-filled up
  - i. CAMERA'S -Arrived -Installation in progress and near completion  
1-outside/3-inside at gauges/ working to install one in the high service room-Cameron Scott has performed very well on installation and each employee is able to review only on our cell phones. Thank You
  - j. Spring checked-once a week
  - k. Turbimeter-In-line Filter #1 – Ordered a replacement of Hach to a Swan turbimeter and Labtronix came and installed. It is working well.
5. **(c.). WWTP-non-compliance-(0) in the month of December 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**-Steven Balaksie (PTE)is training in the plant and doing very well.
- c. **Press Sludge**-\_1\_ 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**- 5\_\_ 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: -"3.36" inches of rainfall recorded at Wastewater Treatment Plant-December 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: 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 December 2025 (67 Qty)
- e. Meter Pits: ACWA (Reservoir Road, Alley Rd x2), TVA 3" meter and NDSP-READ DAILY -5 days a week.
- f. Meter: the
- g. 94 Orchard Road: Team dug up and repaired 4" water main break-1<sup>st</sup> one-*OT required*
- h. 98 Orchard Road: Team dug up and repaired 4" water main break- 2<sup>nd</sup> one
- i. 23 Dogwood Road-Team dug up and repaired 4" water main break-in parking area of Norris Middle School-3<sup>rd</sup> one-*OT required*
- j. Flushing Program: Orchard Road and Dogwood Road, Reservoir Road, and West Norris Road.
- k. 40 Deer Ridge Road-AT&T sub contractor hit a water service-NWC Team came in on Saturday and repaired-*Over-Time required*
- l. 33 West Circle Road-AT&T sub contractor hit another water service-NWC Team came in on Sunday and repaired-VERY COLD DAY!!-*Over Time Required*
- m. SERVICE CALLS

Check Meter for leak on customer:

Seasonal Meter install:	0	Read/leave on:	10
Meter Change Out:	1	TN811-	42

Emergency Locates: (respond w in 2hrs): 1

Sewer Stoppages: 3	Final/Read/Lock off: 2
Temp Connect: 3	Lawn Meter install: 0
New Tap: 0	No Water: 0
Check for leak: 0	Check water compliant: 3

- n. *Fencing @ Water Tank-Reservoir Hill*-Supt Wilkerson contacted Phillips Fencing and installation will be done as soon as the (green) fencing material arrives on site.
- o. WINTER: NWC Team prep for Cold Temperatures in December 2025-  
Order clamps, rock, acquired insulation for meter boxes ,lights, clean pumps ,check oil in motors, batteries, clothing necessary, ice cleats etc..

#### 9. (e.) Sanitary Sewer Collection System:

- Sewage Treatment-Pumping Stations-HICKORY TRAIL-Inspect daily
- 121 West Norris Road-replaced broken 6" sewer cleanout cap (eliminate I/I)
- Deer Ridge Road- replaced broken 4" sewer cleanout cap (eliminate I/I)
- 33 Deer Ridge Road-(Walker Hollar) cleared sewer stoppage-INSTALLED a 4" cleanout on service line and raised up above flood zone-NWC Line-(eliminated I/I)
- Follow Up-Completed (Hurst Construction) Completed dress up on East Norris Road, Dogwood Road, 29 Dogwood Road and Pine Road. Finalized the I/I Project

#### 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!**

Employee Status: Supt Wilkerson reports the FTE and PTE positions have been filled.

Steven Balaski was hired as Part Time employee (started December 29, 2025) and Josh Colby was hire as fulltime employee (Starts January 20, 2026).

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

2025-Chev Service Truck-/ 2015-checked-ok/ 2021 -GMC-checked -new tires installed  
2009- F150-Starter replaced-(Review of seeking a new truck in 2026-2027  
budget under capitol plan.

1995 Dump truck-check weekly Issue-slave cylinder issues and Diezel Works completed repaired fuel line leaking.

Backhoe-ok Sewer machine-check weekly

E48 Bobcat-Track hoe: checked 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-Review Sewer Maps with Engineers-Review Regional Grant Update

Review/Inspected-I/I project East Norris Road to Dogwood Road (dress up work)

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

Fund 413

**Water and Sewer Fund  
Balance Sheet**

413 - Water and Sewer Fund

Fiscal Year 2026

Budget to Actual Report  
December 2025

2026  
6 - December

Current Month(1=Jul ... 12=Jun) 6

	Actual FY2024	Dec FY2025	Actual FY2025 YTD	Actual FY2025	Budget FY2026	Jul	Aug	Sep	Oct	Nov	Dec	Actual FY2026	Var %
<b>Revenues</b>													
Operating Revenues	\$ 1,128,964	\$ 94,812	\$ 587,712	\$ 1,179,066	\$ 1,139,250	\$ 102,684	\$ 109,845	\$ 114,219	\$ 113,851	\$ 105,878	\$ 109,160	\$ 655,637	
Non-Operating Revenues	\$ 34,817	\$ 174,727	\$ 539,301	\$ 35,249	\$ 30,000	\$ 3,043	\$ 2,874	\$ 1,966	\$ 1,829	\$ 986	\$ 94,057	\$ 104,756	
<b>Total Revenues</b>	<b>\$ 1,163,781</b>	<b>\$269,539</b>	<b>\$1,127,013</b>	<b>\$ 1,214,315</b>	<b>\$ 1,169,250</b>	<b>\$105,727</b>	<b>\$112,719</b>	<b>\$116,185</b>	<b>\$115,680</b>	<b>\$106,864</b>	<b>\$203,217</b>	<b>\$ 760,393</b>	
<b>Expenditures</b>													
Purification	\$ 201,572	\$ 16,856	\$ 121,091	\$ 278,284	\$ 207,967	\$ 20,916	\$ 15,438	\$ 26,614	\$ 16,148	\$ 14,529	\$ 29,355	\$ 123,000	59.1%
Transmission And Distribution	\$ 144,156	\$ 23,318	\$ 88,766	\$ 141,798	\$ 145,170	\$ 13,436	\$ 8,976	\$ 17,901	\$ 12,117	\$ 8,755	\$ 9,619	\$ 70,805	48.8%
Sewer Collection (Lines)	\$ 174,550	\$ 8,336	\$ 44,277	\$ 75,234	\$ 75,647	\$ 8,338	\$ 85,585	\$ 180,896	\$ 8,284	\$ 367,139	\$ 60,822	\$ 711,064	940.0%
Sewer Treatment And Disposal	\$ 235,769	\$ 121,661	\$ 687,636	\$ 194,504	\$ 186,966	\$ 19,945	\$ 53,439	\$ 98,285	\$ 14,854	\$ 2,674	\$ 12,938	\$ 202,135	108.1%
Laboratory And Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 915	
Customer Accounting & Collection	\$ 19,464	\$ 275	\$ 7,265	\$ 12,845	\$ 23,000	\$ 153	\$ 292	\$ -	\$ 370	\$ 357	\$ 2,061	\$ 3,233	14.1%
Administrative & General Expenses	\$ 330,760	\$ 20,186	\$ 217,039	\$ 329,032	\$ 366,350	\$ 39,304	\$ 31,080	\$ 55,067	\$ 53,108	\$ 26,778	\$ 29,330	\$ 234,668	64.1%
Depreciation	\$ 95,834	\$ -	\$ -	\$ 102,140	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Operating Expenditures	\$ 1,015,234	\$ 81,261	\$ 543,293	\$ 1,075,356	\$ 1,100,100	\$ 91,006	\$ 69,628	\$ 112,708	\$ 104,257	\$ 57,841	\$ 85,867	\$ 521,307	
Non-Operating Expenditures	\$ 186,871	\$ 109,371	\$ 622,781	\$ 58,482	\$ -	\$ 12,000	\$ 125,183	\$ 266,055	\$ 625	\$ 362,392	\$ 58,257	\$ 824,512	
<b>Total Expenditures</b>	<b>\$ 1,202,104</b>	<b>\$190,632</b>	<b>\$1,166,073</b>	<b>\$ 1,133,838</b>	<b>\$ 1,100,100</b>	<b>\$103,006</b>	<b>\$194,811</b>	<b>\$378,763</b>	<b>\$104,882</b>	<b>\$420,233</b>	<b>\$144,125</b>	<b>\$ 1,345,819</b>	
Net Change in Fund Balance	\$ (38,323)	\$ 78,907	\$ (39,060)	\$ 80,477	\$ 69,150	\$ 2,721	\$ (82,092)	\$ (262,578)	\$ 10,798	\$ (313,369)	\$ 59,093	\$ (585,427)	
Beginning Fund Balance	\$ 744,622	\$ 588,331	\$ 706,298	\$ 706,298	\$ 786,775	\$ 786,775	\$ 789,497	\$ 707,405	\$ 444,827	\$ 455,625	\$ 142,256	\$ 786,775	
Ending Fund Balance	\$ 706,298	\$ 667,238	\$ 667,238	\$ 786,775	\$ 855,925	\$ 789,497	\$ 707,405	\$ 444,827	\$ 455,625	\$ 142,256	\$ 201,349	\$ 201,349	