



Norris Water Commission

Monday, September 15, 2025, 6:00 P.M.

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
 - a. Consideration of Approving August 18, 2025 Meeting Minutes
- V. New Business
- VI. Old Business
 - a. WWTP Regionalization
 - b. Consideration of Letter to TDEC for Regionalization Project
 - c. Review of Sanitary Sewer Fee Structure and Rates
 - d. Update on Activities at the Water Treatment Plant
 - e. Update on Activities at the Wastewater Treatment Plant
 - f. Update on the Water Distribution System
 - g. Update on the Sanitary Sewer Collection System
 - h. Update on Cross Connection Management System
 - i. Update on the Galvanized Pipe Project
 - j. Update on I&I Project
- VII. Reports
 - a. Superintendent August Report
 - b. August Financial Report
 - c. August Unaccounted-for Water Report
- VIII. Adjournment



NORRIS WATER COMMISSION MEETING MINUTES

August 18, 2025

Members Present: Chuck Nicholson, 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** – No changes were proposed.

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

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

Yes: Will Grinder, Loretta Painter, Chuck Nicholson, Mayor Chris Mitchell

III. **Hear the Public**

No public input received.

IV. **Minutes**

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

A motion was made by Will Grinder and seconded by Loretta Painter **to approve the July 21, 2025, meeting minutes as presented.**

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

Yes: Will Grinder, Loretta Painter, Chuck Nicholson, Mayor Chris Mitchell

V. **New Business**

1. **Letter to TDEC for Regionalization Project**

City Manager Ledford provided the requested extension letter.

A motion was made by Mayor Chris Mitchell and seconded by Loretta Painter **to table consideration of the extension letter until the September meeting.**

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

Yes: Will Grinder, Loretta Painter, Chuck Nicholson, Mayor Chris Mitchell

VI. **Continuing Business**

1. **WWTP Regionalization**

City Manager Ledford reported that the amendment to the engineering services contract had been submitted to TDEC and awaiting approval.

2. **Review of Sanitary Sewer Fee Structure and Rates**

City Manager Ledford presented a proposed rate structure based on the recommendations provided by commission members at the last meeting. Loretta Painter suggested the proposal should be modified to reflect the capital cost in a separate line item. Chuck Nicholson suggested a separate line Required Sewage

System Upgrade Charge. Will Grinder expressed concern that the proposal was not enough to match against a potential for \$12 Million in future capital projects. Mr. Ledford indicated there is limited space on a bill for line-item descriptions, however he would use the proposed language to reflect the new fee in the ordinance.

Will Grinder made a motion, seconded by Loretta Painter **to propose a modification to the sanitary sewer fee structure to the Norris City Council to add a Required Sewage System Upgrade Charge.**

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

Yes: Will Grinder, Loretta Painter, Chuck Nicholson, Mayor Chris Mitchell

City Manager Ledford updated the commission about ongoing work to review the potential to separate usage and variable cost from the base rate for the sewer utility in the future. He did indicate the current base rate was very similar to preliminary fixed cost analysis.

3. **Activities at the Water Treatment Plant**
Superintendent Wilkerson indicated he expected to have the new security cameras installed by the end of September.
4. **Activities at the Wastewater Treatment Plant**
Superintendent Wilkerson provide more details of some repairs recently performed at the plant.
5. **Water Distribution**
Superintendent Wilkerson talked about recent leaks fixed. City Manager Ledford reported that the joint project with the watershed would begin this week. Chuck Nicholson requested to know when results of the sampling would be available.
6. **Sanitary Sewer Collection System**
Superintendent Wilkerson shared that the I&I project work in the East Norris Road area should be done this week. A new service has been requested at the corner of Pine and East Norris Road, and efforts have been made to coordinate it with the project and paving plans. City Manager Ledford added that the compaction issue discussed previously had been resolved.
7. **Cross Connection Management System**
Superintendent Wilkerson reported that his staff was just about done with this year's testing.
8. **Galvanized Pipe Project**
City Manager Ledford that some internal document work with TDEC was ongoing.
9. **Alternative Water Supply Study**
No discussion was held on this topic.
10. **Update on I&I Project**
No discussion beyond that held under item VI(6) occurred.

VII. **Reports**

1. **Superintendent Report:** Superintendent Wilkerson added that his team had conducted some repairs of the backhoe.
2. **July Financial/Budget Report:** City Manager Ledford had no additional report beyond written statements.
3. **July Unaccounted-for Water Report:** Submitted without verbal discussion.

VIII. **Adjournment:** 6:52 p.m., Motion by Will Grinder 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

VII. REPORTS

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: Sept 15, 2025

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

Water Pumped MG/Sold/% loss—See attached

Sold to ACWA: Alley 519,600/Alley Rd 348,600/Reservoir Road 1,375,100— - - each location

1. **Water Budget**-see financial report see attached in packet
2. **Rainfall August 2025 -3.34-” @Water Treatment Plant- YTD- 37.45” -Source ok presently**
3. **Operations Building/Equipment Shed. -Clean**
4. **. WWTP-non-compliance-(0)in the month of August 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-AUGUST 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- _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- __1_ times (8hrs each time)**
 - e. **Pumped Aeration to Digester- _2_ times mth (4-6 hrs. each time)**
 - Tons of sludge hauled- one time N/A
 - Changed batteries in 3 instruments recording in aeration-monthly and DR 1900 instrument-(tests for TP and NH3/N)
 - **Rain: -"6.45 " inches of rainfall recorded at Wastewater Treatment Plant-AUGUST 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:** 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-Reurn stopped-unplugged/replaced skimmer pin
 - Air Timer: increased 15 minutes to on time for TN reduction

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 THM and VOC Samples collected
- f. -Backwashed Filters- 3 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. **Telemetry Malfunction: Relay Malfunction after Thunder storm at the Water Plant: Thank You Norris Police Dept. Officer Joe Coole for observing what tank level is when SHOULD SHUT OFF -Joe realized and doubled checked during patrol that the tank level was increasing beyond shut off point and checked the overflow exit and seen it overflowing. Officer Coole contacted Supt. Wilkerson at 4:45am on Sunday morning of the situation and Supt. Wilkerson responded along with Asst. Op Ricky Staples and Xan Ridenour. Action was taken and completed by 11:30 am. Thank You NPD.**
- k. **High Service Timer relay: replaced**

6. Distribution System:

- a. -Read Meters/Rereads-3 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 AUGUST 2025 _ (_60_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: Crescent Road and Reservoir Road, West Norris Road
- h. SERVICE CALLS
 - Check Meter for leak on customer: 13
 - Seasonal Meter install: 0
 - Meter Change Out: 0
 - Sewer Stoppages: 0
 - Temp Connect: 0
 - New Tap: 0
 - Read/leave on:2
 - TN811 37
 - Final/Read/Lock off: 2
 - Lawn Meter install: 0
 - No Water: 2

Check for leak: 0

Check water compliant: 1

- i. Norris Dam State Park NEW METER: Supt. reports another issue resolved-corrected
- j. 143 Crescent Road-3/4" water tap repaired 8-8-2025
- k. 94 Reservoir Road-4" water main break repaired
- l. Crescent Road-6" water main break repaired

7. **Flushing Program:** NWC Team flushed-Reservoir Road-West Norris Road-Crescent Road

8. **Cross-Connection:** NWC Team member Xan Ridenour completed RPBP testing

9. **Sewer Collection System:**

- Sewage Treatment-Pumping Stations-HICKORY TRAIL-Inspect daily
- 58 Pine Place: NWC Team dug up and replaced 4" clay sewer pipe with 4" PVC sewer pipe-Service line going to the resident-In same area where Hurst Exc. Installed a new Manhole-NWC eliminated I/I and stoppages -NWC went back dressed up area and placed seed and straw in the area

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-

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-Purchased and replaced the two rear tires on the machine.

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

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	9,187,000	7,955,500	728,800		275,000			227,700	2.48%	
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	18,808,000	15,694,300	1,371,700	0	550,000			1,192,000		

A B C D E F G H

Aug-25

West Circle- 175,000
(water valve)
Fire Hydrants 100,000
Flushing
Crescent Road
Reservoir Road

Water Works Fund Balance Report

		2023-24	2024-25	2024-25	2024-25	2025-26	2025-26	2025-26	2025-26	
		Actual	Jul Actual	Aug Actual	Actual	Budget	Jul Actual	Aug Actual	Actual	
Revenues										
	<i>Water Billing</i>	\$ 561,747	\$ 51,233	\$ 49,738	\$ 599,034	\$ 565,750	\$ 56,729	\$ 61,145	\$ 117,874	20.83%
	<i>Sewer Billing</i>	\$ 528,371	\$ 46,398	\$ 46,298	\$ 527,916	\$ 530,000	\$ 45,516	\$ 48,360	\$ 93,876	17.71%
	<i>Water Works Charges</i>	\$ 67,875	\$ 7,928	\$ 103,231	\$ 835,934	\$ 76,250	\$ 3,483	\$ 3,165	\$ 6,648	8.72%
	<i>Interest Income</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues		\$ 1,157,993	\$ 105,559	\$ 199,267	\$ 1,962,884	\$ 1,172,000	\$ 105,728	\$ 112,670	\$ 218,398	18.63%
Expenses										
	<i>Admin & General</i>	\$ 359,779	\$ 36,972	\$ 23,053	\$ 363,707	\$ 366,450	\$ 39,303	\$ 30,908	\$ 70,211	19.16%
	<i>Customer Billing</i>	\$ 26,778	\$ 179	\$ -	\$ 12,546	\$ 23,000	\$ 153	\$ 292	\$ 445	1.93%
	<i>Wastewater Treatment & Dispo</i>	\$ 240,638	\$ 22,179	\$ 39,121	\$ 1,169,042	\$ 186,966	\$ 19,946	\$ 53,536	\$ 73,482	39.30%
	<i>Wastewater Collection</i>	\$ 173,695	\$ 7,876	\$ 14,212	\$ 85,269	\$ 75,551	\$ 8,338	\$ 85,586	\$ 93,924	124.32%
	<i>Water Transmission & Dist</i>	\$ 143,469	\$ 13,296	\$ 6,969	\$ 144,796	\$ 145,170	\$ 14,115	\$ 8,976	\$ 23,091	15.91%
	<i>Water Purification</i>	\$ 204,834	\$ 20,565	\$ 25,988	\$ 319,412	\$ 207,839	\$ 21,157	\$ 15,439	\$ 36,596	17.61%
Total Expenses		\$ 1,149,193	\$ 101,067	\$ 109,343	\$ 2,094,772	\$ 1,004,975	\$ 103,012	\$ 194,737	\$ 297,749	29.63%
Balance		\$ 8,800	\$ 4,492	\$ 89,924	\$ (131,888)	\$ 167,025	\$ 2,716	\$ (82,067)	\$ (79,351)	
Depreciation		\$ 95,200	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	
Operating Available Flow		\$ (86,400)	\$ 4,492	\$ 89,924	\$ (131,888)	\$ 72,025	\$ 2,716	\$ (82,067)	\$ (79,351)	
Beginning Fund Balance		\$ 1,207,990	\$ 1,216,790	\$ 1,221,282	\$ 1,216,790	\$ 1,121,590	\$ 1,084,902	\$ 1,087,618	\$ 1,005,551	
Ending Fund Balance		\$ 1,121,590	\$ 1,221,282	\$ 1,311,206	\$ 1,084,902	\$ 1,193,615	\$ 1,087,618	\$ 1,005,551	\$ 926,200	
Capital Outlays		\$ 176,636	\$ 2,721	\$ 34,209	\$ 1,100,525	\$ -	\$ 12,000	\$ 125,182	\$ 137,182	