

**Norris Water Commission**

**Monday, December 18, 2023, 6:00 P.M.**

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
  - M-1: Consideration of Approving November 20, 2023 Regular Meeting Minutes
- V. Old Business
  - O-1: Updates on the Status of the Benny Carden Memorials
  - O-2: Update on Activities at the Water Treatment Plant
  - O-3: Update on Activities at the Wastewater Treatment Plant
  - O-4: Update on the Water Distribution System
  - O-5: Update on the Sanitary Sewer Collection System
  - O-6: Update on Cross Connection Management System
  - O-7: Update on the Galvanized Pipe Project
  - O-8: Update on the SB845 Tennessee Board of Utility Regulation
  - O-9: Update on the Wastewater Regionalization Study
  - O-10: Update on Trees Near Fire Hydrants and Lines
  - O-11: Update on the Reservoir Hill Fence Improvement
  - O-12: Consideration of Equipment Updates – Mini Excavator/Jetter
- VI. New Business
  - N-1: Service Agreement Review
- VII. Reports
  - R-1: Superintendent November Report
  - R-2: November Financial Report
  - R-3: November Unaccounted-for Water Report
- VIII. Adjournment



## NORRIS WATER COMMISSION MEETING MINUTES

November 20, 2023

**Members Present:** Loretta Painter, Will Grinder, Bill Grieve, Mayor Chris Mitchell

**Absent:** Charles Nicholson

**Secretary/Treasurer:** Charles A. Ledford

**Water Superintendent:** Tony Wilkerson

### Quorum Met

I. **Call to Order:** The meeting was called to order by Will Grinder at 6:00 pm.

II. **Approval of the Agenda:**

**Hear the Public:** Debra Sellars returned for reconsideration of her request for an adjustment on a utility bill related to abnormal usage. The request directed at an adjustment to her sanitary sewer bill. The commission discussed if the request meets the standards for previous adjustments for altering just the sewer portion based on use.

A motion was made by Will Grinder **to adjust the sanitary sewer portion of the bill by refunding 50% (fifty) percent of usage.**

The motion failed for lack of a second.

No further action was taken.

III. **Minutes**

1. **October 16, 2023 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the October 16, 2023 meeting minutes.**

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

Yes: Will Grinder, Loretta Painter, Bill Grieve, Mayor Chris Mitchell

A motion **to reconsider the minutes** was made by Loretta Painter and seconded by Bill Grieve.

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

Yes: Will Grinder, Loretta Painter, Bill Grieve, Mayor Chris Mitchell

A **motion to correct language related to the Benny Carden Memorial and approve the October 16, 2023 meeting minutes** was made by Loretta Painter and seconded by Bill Grieve.

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

Yes: Will Grinder, Loretta Painter, Bill Grieve, Mayor Chris Mitchell

IV. **Old Business**

1. **Benny Carden Memorial**  
No update was reported.

2. **WTP/Telemetry**  
Superintendent Wilkerson reported on a malfunctioning transducer. Its replacement, at the vendor's cost, will allow for the wireless SCADA system to go live.
3. **WWTP/Grants Update**  
Superintendent Wilkerson a new employee was training at the facility and things were going well at the plant. Loretta Painter had questions related to schedule associated with the corrective action plan. The superintendent and city manager expressed that some of the schedule may be influenced by the regional study. Mayor Mitchell expressed an interest to incorporate internal cost into the grant funding.
4. **Water Distribution**  
Superintendent Wilkerson reported that he is incorporating new staff in the process of addressing leaks. City Manager Ledford reported on the utility's efforts to replace the water line in Oak Road Park. The cost to be paid by the general fund.
5. **Collection System**  
Superintendent Wilkerson reported lift station #1 had a check value issue. It was replaced and working correctly again.
6. **Cross Connection**  
Superintendent Wilkerson shared 3 on the system were still to be tested to complete the annual program.
7. **Galvanized Pipe Project**  
Superintendent Wilkerson reported that work continues, 43 locations have been inspected to date.
8. **SB845 New TN Board of Utility Regulation**  
Mayor Mitchell has invited a member of the state utility regulatory board to attend the December meeting. The focus of her visit will be to discuss what triggers state review of financial status and how the process works if you are required to provide a report before the board. Negative net income was an example of a potential situation NWC may face in the next few years.

A motion was made by Mayor Chris Mitchell and seconded by Loretta Painter **to authorize \$100 for Candace Vannasdale's travel expenses.**

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

Yes: Will Grinder, Loretta Painter, Bill Grieve, Mayor Chris Mitchell

Superintendent Wilkerson reported back on discussions with representatives from the State related to depreciation.

9. **Review of Policies and Procedures (Bill Adjustments, Disconnections, Bad Debt, Deposits, Service Connection Fees, Penalty Distribution)**  
City Manager Ledford lead a review of policies planned for codification, presented an updated version after further conversation with Superintendent Wilkerson and Commissioner Nicholson.

A motion was made by Mayor Chris Mitchell and seconded by Loretta Painter **to propose Ordinance 664 be to city council** as follows:

18-125. Test Fire Hydrants.

While the city will take responsible precautions, the city reserves the right to use or test fire hydrants without liability for any damage claims resulting

from water discoloration, erosion, or chemical or other change that might be caused by such practice.

18-126. Leak Adjustment Policy.

Whenever the Norris Water Department detects a meter that has an unusually high reading the department will conduct an investigation within five (5) working days to determine if the meter was misread. The Norris Water Department will then notify the customer either in person or currently provided forms of communication informing them of a possible leak.

- (1) When the Norris Water Department receives a complaint of excessive billing, the department will first determine if the meter was misread.
- (2) If the meter was misread, the City Manager or Waterworks Superintendent may adjust the customer's bill based on an average water and sanitary sewer bill of the last six months in which no leak was recorded.
- (3) If the City Manager or Waterworks Superintendent finds no grounds for a misread adjustment, an adjustment may be made under the following conditions:
  - A. Adjustments:
    1. The customer completes an application for adjustment.
    2. An excessive bill must be at least twice the last six months' average.
    3. An excessive bill may be adjusted only twice in any twelve-month period.
    4. Customer provides proof that the leak has been permanently repaired, and submits a written statement describing the repair.
    5. When approved, the water portion of the bill will be adjusted to indicate bulk rate usage for any usage beyond the average of the last six months or minimum bill usage, whichever is greater. Bulk rate is determined by the Norris City Council as part of the Water Rate Ordinance.
    6. The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.
    7. A customer may apply for additional adjustment for sanitary sewer only if:
      - i. All the requirements of Section A, 1-6 are satisfied and the City Manager or Waterworks Superintendent was able to reasonably determine the excessive water did not discharge into the sanitary sewer system. For the purposes of this determination, it is the burden of the customer to provide sufficient evidence.

The sanitary sewer bill will be adjusted to reflect an amount consistent with the average of the last six months in which no leak was recorded or a minimum bill, whichever is greater.

8. For purposes of complying with section A, a leak is defined as unanticipated water usage due to failure of the lateral service line beyond the water meter or the customer's plumbing extensions under or into the structures beyond the main lateral service line. No bulk rate adjustment will be made for non-leak activities. Examples of non-leak activities include, but are not limited to: malfunctioning or leaking commodes; busted water hoses; pressure washing; car washing; malfunctioning or leaking faucets; malfunctioning equipment or appliances; water for lawns, gardens, pools, and hot tubs; etc.

Ordinance 633, An Ordinance to Adopt a Fee Schedule for the Norris Municipal Code, Title 18, Utilities and Services, Schedule of Charges for Water and Sewer Service is hereby amended as follows:

Bulk Rates

Water Bulk Rate - \$2.52 per 1,000 gallons

Sewer Bulk Rate - \$2.52 per 1,000 gallons

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

Yes: Will Grinder, Loretta Painter, Bill Grieve, Mayor Chris Mitchell

10. **Wastewater Regionalization Study**

Mayor Mitchell reminded those in attendance that the grant towards this solution was awarded. He further offered to continue to serve as lead contact on this project.

11. **Commission Training Requirements**

Mayor Mitchell shared that the state utility regulatory board member will address this issue again.

12. **Reservoir Hill – Fence Quote**

Water Superintendent Wilkerson presented a quote to fence and gate the water tank.

A motion was made by Loretta Painter and seconded by Bill Grieve **to approve \$12,500 of fencing to be installed at the water tank following the purchasing policy.**

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

Yes: Will Grinder, Loretta Painter, Bill Grieve, Mayor Chris Mitchell

13. **List of Sites – Fire Hydrant/Trees**

Water Superintendent Wilkerson presented a list of trees offering risk to water lines and hydrants. The list will now be presented to tree commission to review and give their feedback before proceeding. Loretta Painter requested City Manager Ledford review the ordinances that pertain to tree planting.

14. **Equipment Update – Mini Excavator/Jetter/Skid Steer**

No new update was provided.

V. **New Business**

1. **Norris STP – Stream Study Report**

Water Superintendent Wilkerson notified the board that no unusual findings were reported as part of the report.

2. **Vehicle – 2005 Chevy**

Water Superintendent Wilkerson reported that a damaged vehicle was turned over to the insurance company since the cost to repair outweighed the value. The need for a small replacement was suggested to support meter reading.

VI. **Reports**

1. **Superintendent Report:** The report is herein attached as part of these minutes.

2. **October Financial Report:** The report is herein attached as part of these minutes.

3. **October Unaccounted-for Water Report:** The report is herein attached as part of these minutes.

VII. **Adjournment: 7:18 p.m.,** Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE

Modified through 12/31/2023 minus any OT the last 2 pay periods

	Total Salary	Total Tax	Total Retirement	Total Healthcare	Water Use	Water Salaries	Water Tax	Water Retirement	Water Healthcare	Difference from Plan	City Salaries	City Tax	City Retirement	City Healthcare	City	Water
City Manager	\$ 115,885	\$ 8,865	\$ 4,033	\$ 16,365.00		\$ 9,000.00			\$ -		\$ 106,884.61	\$ 8,865.17	\$ 4,032.78	\$ 16,365.00	94%	6%
Administrative Assistant	\$ 36,442	\$ 2,788	\$ 1,268	\$ 17,576.40	75%	\$ 27,331.50	\$ 2,090.86	\$ 951.14	\$ 13,182.30	\$ 6,053.52	\$ 9,110.50	\$ 696.95	\$ 317.05	\$ 4,394.10	25%	75%
Ad Assist OT	\$ 447	\$ 34	\$ 16		75%	\$ 335.07	\$ 25.63	\$ 11.66			\$ 111.69	\$ 8.54	\$ 3.89	\$ -	25%	75%
Record's Clerk	\$ 26,520	\$ 2,029	\$ -	\$ -	25%	\$ 6,630.00	\$ 507.20	\$ -	\$ -	\$ (629.75)	\$ 19,890.00	\$ 1,521.59		\$ -	75%	25%
Recorder	\$ 59,789	\$ 4,574	\$ 3,874	\$ 17,576.40	40%	\$ 23,915.60	\$ 1,829.54	\$ 1,549.73	\$ 7,030.56	\$ 567.13	\$ 35,873.40	\$ 2,744.32	\$ 2,324.60	\$ 10,545.84	60%	40%
Assistant City Manager*	\$ 71,650	\$ 5,481	\$ 2,493	\$ 17,576.40	10%	\$ 7,165.00	\$ 548.12	\$ 249.34	\$ 1,757.64	\$ 471.83	\$ 64,485.00	\$ 4,933.10	\$ 2,244.08	\$ 15,818.76	90%	10%
<b>Total</b>	<b>\$ 310,732</b>	<b>\$ 23,771</b>	<b>\$ 11,684</b>	<b>\$ 69,094.20</b>		<b>\$ 74,377.17</b>	<b>\$ 5,001.35</b>	<b>\$ 2,761.87</b>	<b>\$ 21,970.50</b>	<b>\$ 6,462.73</b>	<b>\$ 236,355.20</b>	<b>\$ 18,769.67</b>	<b>\$ 8,922.39</b>	<b>\$ 47,123.70</b>	<b>75%</b>	<b>25%</b>

\* Does not include 3% effective 2/15/2024

Salary Reconciliation (6 months)	Services Paid	Difference
75% of Adm Assist	\$ 18,751.14	\$ 3,026.76
25% Record's Clerk	\$ 3,883.48	\$ (314.88)
40% Recorder	\$ 16,879.15	\$ 283.57
10% Assist City Mgr	\$ 4,622.23	\$ 237.82
<b>Sub of Totals</b>	<b>\$ 44,136.00</b>	<b>\$ 3,233.26</b>
75% of Adm Assist OT	\$ -	\$ -
Utility Cert Paid by GF	\$ -	\$ -
Additional Fees	\$ -	\$ 747.36
<b>Total 6 month Price</b>	<b>\$ 44,136.00</b>	<b>\$ (3,980.63)</b>

**Water Works Fund Balance Report**

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24
		Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Actual	
<b>Revenues</b>																					
	<i>Water Billing</i>	\$ 381,232	\$ 388,739	\$ 378,048	\$ 455,106	\$ 507,434	\$ 484,052	\$ 43,590	\$ 42,108	\$ 84,721	\$ -	\$ 47,314	\$ 521,523	\$ 529,000	\$ 47,818	\$ 47,769	\$ 50,094	\$ 48,348	\$ 48,391	\$ 242,420	45.8%
	<i>Sewer Billing</i>	\$ 367,719	\$ 395,322	\$ 398,576	\$ 420,373	\$ 418,523	\$ 425,397	\$ 35,096	\$ 34,115	\$ 78,329	\$ -	\$ 44,393	\$ 493,633	\$ 510,700	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,532	\$ 43,714	\$ 220,466	43.2%
	<i>Water Works Charges</i>	\$ 227,286	\$ 119,471	\$ 47,681	\$ 46,446	\$ 43,576	\$ 53,837	\$ 425	\$ 240	\$ 3,040	\$ -	\$ 3,425	\$ 22,569	\$ 1,686,643	\$ 6,162	\$ 744	\$ 1,926	\$ 6,823	\$ 4,755	\$ 20,410	1.2%
	<i>Interest Income</i>	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>		\$ 976,237	\$ 903,532	\$ 824,307	\$ 921,925	\$ 969,533	\$ 963,286	\$ 79,111	\$ 76,463	\$ 166,090	\$ -	\$ 95,132	\$ 1,037,725	\$ 2,726,343	\$ 96,876	\$ 91,409	\$ 99,448	\$ 98,703	\$ 96,860	\$ 483,296	17.7%
<b>Expenses</b>																					
	<i>Admin &amp; General</i>	\$ 243,235	\$ 256,466	\$ 245,752	\$ 254,371	\$ 245,123	\$ 186,711	\$ 40,726	\$ 22,379	\$ 46,361	\$ 16,075	\$ 23,378	\$ 276,417	\$ 299,645	\$ 24,468	\$ 24,948	\$ 26,691	\$ 61,765	\$ 23,252	\$ 161,124	53.8%
	<i>Customer Billing</i>	\$ 12,485	\$ 10,132	\$ 10,028	\$ 13,996	\$ 11,335	\$ 12,849	\$ -	\$ 5,547	\$ 241	\$ -	\$ 1,730	\$ 16,453	\$ 23,000	\$ 14,765	\$ 2,383	\$ -	\$ -	\$ 1,821	\$ 18,969	82.5%
	<i>Wastewater Treatment &amp; Disposal</i>	\$ 150,560	\$ 154,273	\$ 171,334	\$ 172,800	\$ 175,163	\$ 154,499	\$ 24,087	\$ 20,364	\$ 12,795	\$ 16,916	\$ 17,201	\$ 196,258	\$ 213,928	\$ 18,587	\$ 31,386	\$ 28,540	\$ 19,620	\$ 14,941	\$ 113,074	52.9%
	<i>Wastewater Collection</i>	\$ 27,289	\$ 40,072	\$ 31,649	\$ 29,325	\$ 34,139	\$ 177,102	\$ 4,371	\$ 1,445	\$ 1,783	\$ 3,023	\$ 4,132	\$ 50,248	\$ 886,962	\$ 1,001	\$ 22,999	\$ 4,423	\$ 7,479	\$ 3,502	\$ 39,404	4.4%
	<i>Water Transmission &amp; Dist</i>	\$ 62,172	\$ 91,786	\$ 79,648	\$ 61,579	\$ 95,431	\$ 108,268	\$ 4,891	\$ 4,301	\$ 7,197	\$ 9,856	\$ 5,942	\$ 59,283	\$ 184,037	\$ 2,921	\$ 5,379	\$ 12,812	\$ 30,662	\$ 9,033	\$ 60,807	33.0%
	<i>Water Purification</i>	\$ 106,751	\$ 106,384	\$ 118,451	\$ 111,894	\$ 108,789	\$ 122,416	\$ 23,277	\$ 13,652	\$ 16,653	\$ 16,398	\$ 15,229	\$ 213,445	\$ 302,532	\$ 17,325	\$ 25,516	\$ 13,526	\$ 13,356	\$ 23,397	\$ 93,120	30.8%
<b>Total Expenses</b>		\$ 602,492	\$ 659,113	\$ 656,862	\$ 643,965	\$ 669,980	\$ 761,845	\$ 97,352	\$ 67,688	\$ 85,030	\$ 62,268	\$ 67,612	\$ 812,104	\$ 1,910,104	\$ 79,067	\$ 112,611	\$ 85,992	\$ 132,882	\$ 75,946	\$ 486,498	25.5%
<b>Balance</b>		\$ 373,745	\$ 244,419	\$ 167,445	\$ 277,960	\$ 299,553	\$ 201,441	\$ (18,241)	\$ 8,775	\$ 81,060	\$ (62,268)	\$ 27,520	\$ 225,621	\$ 816,239	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,914	\$ (3,202)	
<b>Depreciation</b>		\$ 90,000	\$ 94,008	\$ 95,000	\$ 98,000	\$ 104,004	\$ 107,316	\$ 9,080	\$ -	\$ 5,264	\$ 300	\$ -	\$ 32,374	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Operating Available Flow</b>		\$ 283,745	\$ 150,411	\$ 72,445	\$ 179,960	\$ 195,549	\$ 94,125	\$ (27,321)	\$ 8,775	\$ 75,796	\$ (62,568)	\$ 27,520	\$ 193,247	\$ 716,239	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,179)	\$ 20,914	\$ (3,202)	
<b>Beginning Fund Balance</b>		\$ 221,657	\$ 505,402	\$ 655,813	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,170,571	\$ 1,179,346	\$ 1,255,142	\$ 1,192,574	\$ 1,197,892	\$ 1,391,139	\$ 1,391,139	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,367,023	\$ 1,391,139	
<b>Ending Fund Balance</b>		\$ 505,402	\$ 655,813	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,170,571	\$ 1,179,346	\$ 1,255,142	\$ 1,192,574	\$ 1,220,094	\$ 1,391,139	\$ 2,107,378	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,367,023	\$ 1,387,937	\$ 1,387,937	
<b>Capital Outlays</b>													\$ 972,140	\$ 625	\$ 23,635	\$ 9,511	\$ 16,706	\$ 9,250	\$ 59,727	\$ 59,727	6.1%