

Norris Water Commission

Monday, November 20, 2023, 6:00 P.M.

- I. Call to Order
- II. Approve the Agenda
- III. Hear the Public
- IV. Minutes
 - M-1: Consideration of Approving October 16, 2023 Regular Meeting Minutes
- V. Old Business
 - O-1: Benny Carden Memorial
 - O-2: WTP
 - O-3: WWTP
 - O-4: Distribution
 - O-5: Collection
 - O-6: Cross Connection
 - O-7: Galvanized Pipe Project
 - O-8: SB845 TN Board of Utility Regulation
 - O-9: Review of Policies and Procedures - Deposits/Service Connections/Leak Adjustments
 - O-10: Wastewater Regionalization Study
 - O-11: Commissioner Training Requirements
 - O-12: Reservoir Hill – Fence Quote
 - O-13: List of Sites – Fire Hydrant/Trees
 - O-14: Equipment Update – Mini Excavator/Jetter/Skid Steer
- VI. New Business
 - N-1: Norris STP – Stream Study Report
 - N-2: Vehicle – 2005 Chevy
- VII. Reports
 - R-1: Superintendent September Report
 - R-2: October Financial Report
 - R-3: October Unaccounted-for Water Report
- VIII. Adjournment



NORRIS WATER COMMISSION MEETING MINUTES

October 16, 2023

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

Secretary/Treasurer: Charles A. Ledford

Water Superintendent: Tony Wilkerson

Quorum Met

- I. **Call to Order:** The meeting was called to order by Charles Nicholson at 6:00 pm.
- II. **Approval of the Agenda:**
- III. **Hear the Public:** Kathy Wingo presented a request for an adjustment on her garden meter water bill related to a malfunctioning outside facet. The commission discussed if the request meets the standards for previous adjustments for altering the water portion based on use.

A motion was made by Will Grinder and seconded by Chuck Nicholson to **adjust the water portion of the bill by refunding 50% (fifty) percent of usage beyond annual average.**

The motion passing on a vote of 3 to 2 as follows:

Yes: Charles Nicholson, Will Grinder, Bill Grieve

No: Loretta Painter, Mayor Chris Mitchell

Dennis Day expressed he was in attendance to hear an update on the plans for the Carden Memorial later in the meeting.

Debra Sellars presented a request for an adjustment on her bill related to an outside hose. The commission discussed if the request meets the standards for previous adjustments for altering just the sewer portion based on use. No action was taken at this time.

IV. **Minutes**

1. **September 18, 2023 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter to **approve the September 18, 2023 meeting minutes including a minor amendment.**

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

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

Abstain: Mayor Chris Mitchell

V. Old Business

1. **Benny Carden Memorial**

Superintendent Wilkerson suggested the current metal sign be redirected from its current planned installation in the Norris Community Building, instead being potentially placed on Reservoir Hill and/or within the grounds of the water treatment plant. Additionally, he suggested a new smaller bronzed plaque be created and installed at the community building.

A motion was made by Charles Nicholson and seconded by Bill Grieve **to proceed forward and present to the council plans as laid out for installing the steel plaque at the water treatment facility and purchasing a bronzed plaque to be displayed at the Norris Community Building.**

The motion passing on a vote of 5 to 0 as follows:

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

2. **WTP/Telemetry**

Superintendent Wilkerson provided an update on his work to eliminate the phone line to support the SCADA system. The conversation did produce a recognized need to upgrade security at the small water tank.

A motion was made by Loretta Painter and seconded by Mayor Chris Mitchell **to direct Superintendent Wilkerson to present pricing for a plan to install a new chain-link security fence at the 250,000-gallon water tank similar to the barbed-wire topped version securing the larger water tank and concurrently prepare pricing for camera options at the same.**

The motion passing on a vote of 5 to 0 as follows:

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

3. **WWTP/Grants Update**

Superintendent Wilkerson had nothing to add beyond his written report.

4. **Water Distribution**

Superintendent Wilkerson had nothing to add beyond his written report.

5. **Collection System**

Superintendent Wilkerson reported that seventy-nine (79) residents had been contacted related to repairs identified by smoke testing. He indicated further work was ongoing to resolve questions on some outstanding locations and their ownership responsibility.

6. **Cross Connection**

Superintendent Wilkerson shared that annual testing was being conducted for a small fee. No major concerns to report.

7. **Water Line Inventory**

Superintendent Wilkerson reported that work continues on public locations and he is currently working to complete a required progress report for TDEC.

8. **SB845 New TN Board of Utility Regulation**

No new updates.

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 Charles Nicholson to **propose Ordinance 18-110 be amended to read as follows:**

"18-110. Reading of meters and billing date. (Water and Sewers)

All water meters shall be read monthly to the nearest one hundred (100) gallons and bills rendered on or as nearly as practicable to the tenth (10th) of each month, based on such reading. In the event of extreme weather conditions or other calamity, meter readings may be estimated based on the customer's average usage for the previous twelve (12) months. Any decision to issue a billing based on average usage will be made jointly by the waterworks superintendent and ~~secretary/treasurer~~ **city manager**, and billings will be noted "This billing is estimated based on customer average use." All bills shall be due and payable from and after the date such bills are rendered, at the office of the system, during the regular hours of business **or by online payment.** (1972 Code, § 13-301, as replaced by Ord. #529, June 2011, and Ord. #588, Dec. 2015)"

The proposal passing on a vote of 5 to 0 as follows:

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

A motion was made by Loretta Painter and seconded by Mayor Chris Mitchell to **propose Ordinance 18-113 be amended to read as follows:**

"18-113. Discontinuance of service to delinquent customers. (Water and Sewers)

If any bill for water or sewer service remains past due and unpaid thirty (30) days after the initial billing, the city will send a delinquent customer notice. The water commission will disconnect delinquent customers after forty-three (43) days from the initial billing, and **the customer will not be reconnected until all past due bills have been paid in full, together with a reconnection charge as defined in the fee schedule ordinance adopted by city council.** It shall be the duty of the **waterworks** superintendent ~~of the system~~ to notify the operator of the system of such delinquency. The operator shall proceed to the premises of the user so in arrears and disconnect service. The arrival of the operator at the premises constitutes a charge to the delinquent customer. ~~If the customer desires to pay the bill at that time, a collection fee as defined in the fee schedule ordinance adopted by city council must be paid along with all other past due bills or the water service must be disconnected.~~ The **waterworks** superintendent ~~of the system~~ shall have discretion in instances where strict compliance is not enforced based upon knowledge of unique problems or circumstances of the residents involved; for instance, a death in the family or other hardship; ~~in the~~

~~absence of the superintendent, the secretary/treasurer shall have the same discretion. (as added by Ord. #529, June 2011, and replaced by Ord. #588, Dec. 2015)"~~

The proposal passing on a vote of 5 to 0 as follows:

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

A motion made by Charles Nicholson and seconded by Mayor Chris Mitchell to propose a new Ordinance 18-125 to be created 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."

The proposal passing on a vote of 5 to 0 as follows:

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

A motion made by Charles Nicholson and seconded by Will Grinder to propose a new Ordinance 18-126 to be created as follows:

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 through other 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.

(a) 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 (6) months in which no leak was recorded.

(2) If the City Manager or Waterworks Superintendent finds the excessive billing is due to the customer's plumbing, an adjustment may be made under the following conditions:

Option 1

(a) The customer completes an application for adjustment.

(b) An excessive bill must be at least twice the last six months' average.

(c) An excessive bill may be adjusted only twice in any twelve-month period, but the adjustments must be unique events/occurrences.

(d) The City Manager or Waterworks Superintendent was able to reasonably determine the water did not discharge into the sanitary sewer system.

(e) The City Manager or Waterworks Superintendent will have the meter inspected to see that the leak has been permanently repaired, and a letter be prepared by the customer stating the repair.

(f) The adjustment shall be for sanitary sewer only, and the amount of adjustment is determined by subtracting the average sanitary sewer bill of the last six (6) months in which no leak was recorded from the excessive bill for sanitary sewer service.

(g) The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.

(h) For purposes of complying with this section:

1. Customer's plumbing is defined as the portion of the water service extended and including the service line beyond the property's water meter.
2. Adjustments will not be approved for water usage contributed to hoses or undetermined purposes.

Option 2

(a) The customer completes an application for adjustment.

(b) An excessive bill must be at least twice the last six months' average.

(c) An excessive bill may be adjusted only twice in any twelve-month period, but the adjustments must be unique events/occurrences.

(d) The City Manager or Waterworks Superintendent will have the meter inspected to see that the leak has been permanently repaired, and a letter be prepared by the customer stating the repair.

(e) The adjustment shall be for water only, and the adjustment is determined by charging the bulk water rate for the requested bill.

(f) The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.

(g) For purposes of complying with this section:

1. Customer's plumbing is defined as the portion of the water service extended and including the service line beyond the property's water meter.
2. Adjustments will not be approved for water usage contributed to hoses or undetermined purposes.

The proposal passing on a vote of 5 to 0 as follows:

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

10. **Wastewater Regionalization Study**

No update was provided.

11. **Norris Dam State Park – Contracted Services**

Superintendent Wilkerson shared NWC had been awarded the next two (2) year contract for services to the park at a rate of \$18,000 per year with additional consideration for hours outside of normal operation. This reflected an increase over the current annual contract of \$11,000.

12. **Commission Training Requirements**

Commissioner Nicholson reminded the commission that training was scheduled for Monday, October 24.

VI. New Business

1. Application of Adjustments

City Manager Ledford reviewed the action to adjust a bill during last month's meeting and the conflict it presented with written historical precedent. He expressed that, if properly codified, he would be compelled not to comply. The consensus stressed the importance of understanding the commissions' role in appeals and assuring a new policy was properly codified.

VII. Reports

- 1. Superintendent Report:** The report is herein attached as part of these minutes.
- 2. September Financial Report:** The report is herein attached as part of these minutes.
- 3. September Unaccounted-for Water Report:** The report is herein attached as part of these minutes.

VIII. Adjournment: 8:11 p.m., Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All:
AYE



ORDINANCE NUMBER 664

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 18, WATER AND SEWER, BY CREATING SECTION 18-125, TEST FIRE HYDRANTS, AND SECTION 18-126, LEAK ADJUSTMENT POLICY

WHEREAS, Title 18 of the City of Norris Tennessee Municipal Code establishes rules and policies within the water and sanitary sewer utilities; and

WHEREAS, The City Council of the City of Norris wishes to clarify the city's position related to certain actions and request made before the utility;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS AS FOLLOWS:

SECTION 1: Ordinance 18-125, Test Fire Hydrants is hereby approved and established 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.

SECTION 2: Ordinance 18-126, Leak Adjustment Policy is hereby approved and established as follows:

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 the excessive billing is due to the customer's plumbing, an adjustment may be made under either, but not both, of the following conditions:

A. Sanitary Sewer 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. Each adjustment must be for a unique and independent leak event.
4. 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.
5. After the complaint is received, the City Manager or Waterworks Superintendent will have the meter inspected to see that the leak has been permanently repaired, and a letter be prepared by the customer stating the repair.
6. The adjustment shall be for sanitary sewer only, and the amount of adjustment is determined by subtracting the average sanitary sewer bill of the last six months in which no leak was recorded from the excessive bill for sanitary sewer service.

7. The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.
 8. For purposes of complying with this section, customer's plumbing is defined as the portion of the water service extended and including the service line beyond the property's water meter. Sewer adjustments will not be approved for non-leak activity (Busted water hoses, pressure washing, car washing, malfunctioning, leaking, or facets left on, malfunctioning equipment or appliances, and water for lawns, gardens, pools, and hot tubs, etc.).
- B. Bulk Water 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. Each adjustment must be for a unique and independent leak event.
 4. After the complaint is received, the City Manager or Waterworks Superintendent will have the meter inspected to see that the excessive use has been permanently repaired, and a letter be prepared by the customer stating the repair.
 5. When approved, the bill will be adjusted to indicate bulk rate usage. 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. For purposes of complying with this section, customer's plumbing is defined as the portion of the water service extended and including the service line beyond the property's water meter. Water adjustments will not be approved for confirmed non-leak activity (Busted water hoses, pressure washing, car washing, malfunctioning, leaking, or facets left on, malfunctioning equipment or appliances, and water for lawns, gardens, pools, and hot tubs, etc.).

Commented [TW1]: Service line beyond Norris water meter connection, at discharge of meter yoke, all after is property owner service line-

Commented [TW2]: Faucets Or hose bibs or similar items

Commented [TW3]: Definition-commodes, dishwashers, washing machines-request in the past-just saying-I understand appliances-Do we need to define appliances for clarification, which part of mentioned above

SECTION 3: 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. This ordinance shall take effect and be in force from and after its approval as required by law.

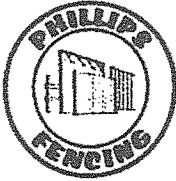
Adopted First Reading: _____

Public Hearing: _____

Adopted Second Reading: _____

Signed, Mayor

Attest, City Manager



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Tony Wilkerson

CUSTOMER'S NAME	CELL PHONE	HOME PHONE	EMAIL
Norris Water Commission	865-494-9150		norriswaterdept@aol.net
INSTALLATION ADDRESS	CITY	STATE	ZIP
94 E. Norris Rd	Norris	TN	

Style Fence: Industrial Residential

FENCE HEIGHT: 4 5 6 7 8

Corner _____ End _____
 Line _____ Top Rail _____
 Concrete _____ Driven _____
 Barbwire 2 3 4 5 strands

ROCK CLAUSE: \$250.00 FOR 1ST HOLE DUG THROUGH ROCK.
 \$50.00 EACH ADDITIONAL.

GATES

Cantilever: (Size) _____ # _____ Size Post _____
 Drive: (Size) 8ft 1 Size Post _____
 Walk: (Size) _____ # _____ Size Post _____

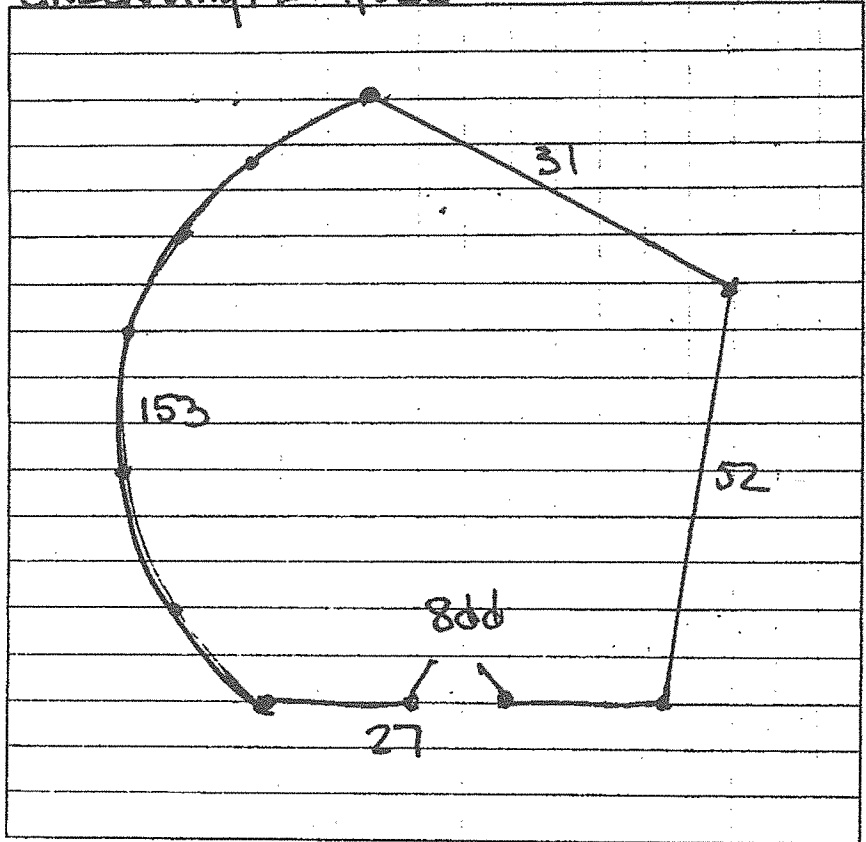
Material and Installation Material Only

- FENCE STYLES
- Wrought Iron
 - Aluminum Fencing
 - Chain Link
 - Vinyl Chain Link
 - Vinyl Fencing
 - Split Rail 2 3 4
 - Picket
 - Horse Fence 2 3 4 Rails
 - PVC Horse Fence _____
 - Field Fence _____
 - Shadow Box Fence _____
 - Privacy Fence _____
 - Tree Trimming & Removal _____
 - Fence Repair
 - Tension Wire _____
 - Cut Right of Way - Remove Debris
 - Railing
 - Operator 220v 110v Solar
 - Fence To Ground Small Pets
 - Customer Clears Fence Line
 - Remove Old Fence
 - Fence Staining
 - Notes: _____

FENCING DIAGRAM KEY

Galvanized chainlink \$12,140.00
 GREEN Vinyl \$14,866.00

TERMS (Not Recommended)
 TERMINAL POST
 WALK GATE
 DOUBLE GATE



ACCEPTANCE - The above proposal when accepted by PHILLIPS FENCING, LLC, at its main office, becomes a contract between two parties and is not subject to cancellation. This is a valid and binding contract and is not subject to cancellation by the Owner without the written consent of the Company; and if the Company consents to cancellation it is hereby agreed that the Owner will pay first to the Company the amount of expenses and labor already incurred and such damages as the nature of the case may require. If it becomes necessary to employ an attorney to enforce any provisions of this contract, Owners agrees to pay a reasonable attorney fee.

It is further agreed by the parties hereto that any fencing wire, fencing posts, or other fencing material shall not become a fixture as to the real estate to which affixed and attached but shall continue its character as personal property as provided in Tennessee Code Annotated 47-1313, further, that the legal title of such personal property is expressly retained by the Company, which shall have the right, upon default being made by the Owner, his assigns or heirs in the performance of this contract, to repossess said personal property in any method of manner provided by law. Owner shall furnish all necessary surveys for the work, and shall secure and pay for all easements that may be necessary to perform under this contract. Contractor represents that he is qualified to do the work. Contractor shall supply all materials and labor as called for in this contract. Contractor warrants that his work shall be of good quality.

If paying with credit card, payment in full is required in advance - plus 6% processing fee.
 Terms: 50% non-refundable down payment required.
 Balance due upon completion.

TOTAL PRICE \$ _____ \$ _____
 DOWN PAYMENT \$ _____ \$ _____
 BALANCE DUE \$ _____ \$ _____

PROPERTY OWNER Solely Responsible For Property Line and all permits. Owner responsible for identifying and locating all underground obstructions such as cable, pipes, foundation, etc.

Chain Link - 10 yr. warranty against rust; 5 yr. warranty - workmanship.
 Wood - 10 yr. warranty against rotting or termites damage.
 Warranty does not cover act of God and is void if Phillips Fencing Sign is removed.

[Signature] 10/1/23
 PHILLIPS FENCING, LLC Date
 Owner's Signature of Contract Date

TERMS: NET CASH 30 DAYS. All accounts subject to a 18% per month charge on amounts 30 days past due. If account is turned over for collection, the undersigned agrees to pay all court cost and attorney fees.

Office - White Copy Customer - Canary Copy

To: Norris Water Commission Board/Norris City Council

From: Tony Wilkerson, Waterworks Superintendent

RE: Identified List of Fire Hydrants/Trees

High Risk

1. 141 West Norris
2. 92 Orchard Road
3. 122 CCC Camp Road
4. 171 West Norris Road

Medium Risk

5. 30 East Norris Road
6. 118 Orchard Road
7. 20 Ridgeway Road

V. Old Business:

0-1: Benny Carden Memorial:

0-2: WTP-Telemetry/Tank Project: *Supt Wilkerson reports Tennessee Associated* is making progress with the installation of needed wires in conduit connecting from relays to SCADA and installation of a new telemetry box at the Reservoir Tank, along with electric connections. Supt. Wilkerson reports transducer malfunctions creating a delay, waiting on replacement part.

0-3: WWTP: Update on the following Directors Order/ City Council Update, CCI up-date-Open for Discussion / Also see #4 Supt Report

0-4: Distribution System: See #7 in Supt Report

0-5: Collection System: See #9 Supt Report and

- NWC Staff visited 79 residents with Private identified Issues/NWC will need to re-smoke some areas identified
- Customer identified sites-Completed by customers- Response: 9 Qty-continuing to communicate with customers
- NWC is reviewing Public Identified issues-NWC side

0-6: Cross Connection: (RPBP)

- Internal Paper work completed for TDEC-
- Test sites remaining: 3

0-7: Galvanized Pipe replacement/Eliminate Projects

- NWC IS -IN PROGRESS, Final inventory is required to be developed and submitted to TDEC no later than Oct. 16, 2024
- Visual Inspections are being conducted by NWC Team-It definitely will be time consuming and consist of manually hand digging/machine digging some service lines to identify (Sites 43 locations inspected -Up to Date) Oak Road/Ridgeway Road-Completed
- Qty required at this time is undetermined. Researching process in progress.

Next Projects Upcoming: Oak Road Pool Line Replacement-West Norris Road service line-BOTH eliminate galvanized piping within the Norris System

0-8: SB845 TN Board of Utility Regulation

0-9: Review of Policies & Procedures Update: City Mgr.

Utility Bill Adjustments

Disconnections

Bad Debit

Deposits/Service Connections

0-10: Wastewater Regionalization Study-(Grant awarded notification \$ 3.3 M with a match of \$177,000) Open for discussion

0-11: Commissioner Training Requirements

0-12: Reservoir Hill:-Fence Quote-Open for discussion-See Attached

0-13: List of sites-Fire hydrant/Trees: Supt. Wilkerson conducted site inspections and ranked the sites where trees are a risk to fire hydrants or water mains.

0-14: Capitol Equipment Discussion: Mini – Excavator/Skid Steer/Jet Machine -

NEW BUSINESS:

N-1: Norris STP-Stream Study Report

N-2: *Vehicle – 2005 Chevy-*

Supt. Wilkerson reports the vehicle was beyond repair for safety reasons after accident with a deer. Public Entity Partners bought the vehicle and supplied NWC with a \$7,390.00 check.

N-3: NWC -Investment Earnings-YTD

N-4: Scrape Metal Removal

Supt. Wilkerson reports NWC Team is in the process of cleaning up and hauling off old scrape pipe, fittings and broken cast to Noble Metals. Team has hauled off two loads , amount collected totals\$267.60.

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: November 20, 2023

RE: Superintendent Report

1. **Water Pumped MG/Sold/% loss**—See attached
Sold to ACWA: Alley-709,000/Alley Road-366,000/Res.1,353,500- each location
2. **Water Budget**-see financial reports thru 2023

Rainfall October 2023 -1.02_”-YTD-40.07:”(55.05 YTD AVG)5.8” behind) Source ok presently-RAIN would be OK...

3. **Operations Building:** clean
4. **WWTP-Non-Compliance-VIOLATIONS**—(NO VIOLATIONS)- In the month of October 2023

- a. -Reports-Monthly to TDEC-(3 monthly-12 hours)
- b. Dailey Inspections (84 points to inspect) and Operations
 - i. Recorded Dailey on Log Book and Computer
 - ii. Dailey Testing performed
- c. **WWTP-Training**-Adam Roberson-continuing
- d. **Press Sludge**-__5_ times this month.
- e. **Supernatant**- __2__ times
- f. **Pumped Aeration to Digester**- __11__ times mth
 - Tons of sludge hauled-
 - Rain:- .86 ” at STP
 - Ferm Zone-Dailey mixing/logging
 - Ground Maintenance-every two weeks
 - Fill PT-190 /Bleach Barrel (chemical barrels-TP and filamentous protection) Twice

5. WTP-Water Plant:

- a. -Reports-Monthly-to TDEC completed (5 monthly-12 hrs)
- b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant)
- c. Dailey Testing conducted morning /evening
 - i. Record Dailey on Log Book and Computer
- d. – Samples- Bacteriological ,Lagoon and quarterly Samples collected
- e. -Backwashed Filters- __1__ this month-Requires 6 hours each BW. (coating)
 - i. -Xan Ridenour-is training in the operations of the WTP/Distribution System
- f. Ground Maintenance -every two weeks

6. Distribution System:

- a. -Read Meters/Rereads-4 day
- b. b.-Bact Samples-Collected 2-regular -1-repair sample
- c. c.-Spring – checked 4 times this month
 - a. Ground Maintenance
- d. -Service Calls- for the month of October 2023 64 Qty
- e. Meters-changed 3
- f. Meter box lids-replaced three
- g. 105 Reservoir Road-repaired 1" service line leaking
- h. 92 Orchard Road-NEW Fire Hydrant replaced-COMPLETED
- i. 92 Orchard Road-repaired 4" cast iron pipe leaking
- j. 154 Oak Road-replaced meter yoke valve
- k. Pine Road-replaced stone ditch-from previous water leak
- l. Water Valves Inspection-XR/AR-identifying and inspecting (Starting)
- m. Dressed Up areas from NWC digging: raked, seeded and strawed Dairy Pond/Dale Road/Orchard Road

7. Flushing Program: NWC Team flushed -Orchard Road, Oak Road-Pine Road -

8. Sewer Collection System:

- Sewer Stoppages 3 Qty

-LIFTSTATION #1-Hickory Trail-Pulled #1 Pump out and replaced check valve and gasket-reinstalled pump

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	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	
		Actual	Actual	Actual	ADI Total	ADI Total	ADI Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	ADI Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Actual				
Revenues																						
	<i>Water Billing</i>	\$ 381,232	\$ 388,739	\$ 378,048	\$ 455,130	\$ 507,434	\$ 454,052	\$ 43,590	\$ 42,108	\$ 84,721	\$ -	\$ 221,523	\$ 529,000	\$ 47,818	\$ 47,769	\$ 50,094	\$ 48,892	\$ 184,072			36.7%	
	<i>Sewer Billing</i>	\$ 267,719	\$ 395,322	\$ 338,578	\$ 420,373	\$ 448,523	\$ 425,237	\$ 35,096	\$ 34,115	\$ 78,329	\$ -	\$ 434,433	\$ 510,700	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,714	\$ 176,934			34.6%	
	<i>Water Works Charges</i>	\$ 227,386	\$ 319,471	\$ 47,681	\$ 46,246	\$ 61,576	\$ 53,857	\$ 425	\$ 240	\$ 3,040	\$ -	\$ 72,569	\$ 1,660,043	\$ 6,162	\$ 744	\$ 1,926	\$ 6,323	\$ 15,153			0.9%	
	<i>Interest Income</i>	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Revenues		\$ 976,337	\$ 903,532	\$ 824,307	\$ 921,879	\$ 963,533	\$ 983,206	\$ 79,111	\$ 76,463	\$ 166,090	\$ -	\$ 729,525	\$ 2,699,743	\$ 96,876	\$ 91,409	\$ 99,448	\$ 98,429	\$ 386,159			14.3%	
Expenses																						
	<i>Admin & General</i>	\$ 243,235	\$ 256,466	\$ 245,752	\$ 254,371	\$ 245,175	\$ 186,711	\$ 40,726	\$ 22,379	\$ 46,361	\$ 16,075	\$ 176,417	\$ 299,645	\$ 24,468	\$ 24,948	\$ 26,691	\$ 61,607	\$ 137,733			46.0%	
	<i>Customer Billing</i>	\$ 12,485	\$ 10,132	\$ 10,028	\$ 13,480	\$ 11,355	\$ 17,849	\$ -	\$ 5,547	\$ 241	\$ -	\$ 16,483	\$ 20,000	\$ 14,765	\$ 2,383	\$ -	\$ -	\$ 47,148			85.7%	
	<i>Wastewater Treatment & Disposal</i>	\$ 150,560	\$ 154,273	\$ 171,334	\$ 172,800	\$ 175,163	\$ 154,628	\$ 24,087	\$ 20,364	\$ 12,795	\$ 16,916	\$ 196,756	\$ 213,928	\$ 18,587	\$ 31,386	\$ 28,540	\$ 19,620	\$ 45,132			45.9%	
	<i>Wastewater Collection</i>	\$ 27,283	\$ 40,072	\$ 31,649	\$ 29,322	\$ 34,139	\$ 177,102	\$ 4,371	\$ 1,445	\$ 1,783	\$ 3,023	\$ 40,246	\$ 886,962	\$ 1,001	\$ 22,999	\$ 4,423	\$ 7,479	\$ 3,902			4.0%	
	<i>Water Transmission & Dist</i>	\$ 62,172	\$ 91,786	\$ 79,648	\$ 61,576	\$ 85,411	\$ 108,228	\$ 4,891	\$ 4,301	\$ 7,197	\$ 9,856	\$ 29,285	\$ 184,037	\$ 2,921	\$ 5,379	\$ 12,812	\$ 30,662	\$ 35,778			28.1%	
	<i>Water Purification</i>	\$ 105,751	\$ 106,384	\$ 118,451	\$ 111,694	\$ 104,789	\$ 122,426	\$ 23,277	\$ 13,652	\$ 16,653	\$ 16,398	\$ 212,485	\$ 302,532	\$ 17,325	\$ 25,516	\$ 13,526	\$ 13,356	\$ 69,722			23.0%	
Total Expenses		\$ 602,492	\$ 659,113	\$ 656,852	\$ 648,965	\$ 669,960	\$ 701,249	\$ 97,352	\$ 67,688	\$ 85,030	\$ 62,268	\$ 612,104	\$ 1,907,104	\$ 79,067	\$ 112,611	\$ 85,992	\$ 132,724	\$ 410,984			21.5%	
Balance		\$ 373,745	\$ 244,419	\$ 167,445	\$ 272,914	\$ 293,533	\$ 281,957	\$ (18,241)	\$ 8,775	\$ 81,060	\$ (62,268)	\$ 117,421	\$ 792,639	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,295)	\$ 184,232				
Depreciation		\$ 90,000	\$ 94,008	\$ 95,000	\$ 95,000	\$ 104,000	\$ 102,816	\$ 9,080	\$ -	\$ 5,264	\$ 300	\$ 32,274	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -				
Operating Available Flow		\$ 283,745	\$ 150,411	\$ 72,445	\$ 177,914	\$ 189,533	\$ 179,141	\$ (27,321)	\$ 8,775	\$ 75,796	\$ (62,568)	\$ 85,147	\$ 692,639	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (34,295)	\$ 184,232				
Beginning Fund Balance		\$ 221,857	\$ 505,402	\$ 655,813	\$ 728,258	\$ 808,218	\$ 892,218	\$ 1,197,892	\$ 1,170,571	\$ 1,179,346	\$ 1,255,142	\$ 1,197,892	\$ 1,391,139	\$ 1,391,139	\$ 1,391,139	\$ 1,408,948	\$ 1,387,746	\$ 1,387,746	\$ 1,401,202	\$ 1,401,202	\$ 1,381,139	
Ending Fund Balance		\$ 505,402	\$ 655,813	\$ 728,258	\$ 808,218	\$ 892,218	\$ 1,197,892	\$ 1,170,571	\$ 1,179,346	\$ 1,255,142	\$ 1,192,574	\$ 1,391,139	\$ 2,083,778	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,366,907	\$ 1,366,907	\$ 1,366,907	\$ 1,366,907	\$ 1,366,907	
Capital Outlays													\$ 972,140	\$ 625	\$ 23,635	\$ 9,511	\$ 16,706	\$ 50,177			5.2%	

