

MINUTES OF THE BOARD OF PUBLIC WORKS
Tuesday, November 12, 2019

The Regular Meeting of the Board of Public Works was held on Tuesday, November 12, 2019 at 7:30 a.m. in the City Council Chambers located at 405 Jefferson Street, Washington, Missouri. The following were present/absent:

MEMBERS:

| | | |
|-------------------|------------------|---------|
| Chairman | John Vietmeier | Present |
| Member | Brad Mitchell | Absent |
| Member | Mike Radetic | Present |
| Member | Steve Richardson | Absent |
| Ex-officio Member | Steve Strubberg | Absent |
| Ex-officio Member | Vacant | -- |

OTHERS:

| | | |
|---------------------------------|------------------|---------|
| Council Representative | Steve Sullentrup | Present |
| Council Representative | Mark Wessels | Present |
| Mayor | Sandy Lucy | Absent |
| City Administrator | Daren Lamb | Absent |
| Water/Wastewater Superintendent | Kevin Quaethem | Present |
| Water/Wastewater Secretary | Beverly Hoyt | Present |
| Public Works Director | John Nilges | Absent |
| Assistant City Engineer | Andrea Lueken | Absent |
| Emergency Management Director | Mark Skornia | Absent |
| Fire Chief | Tim Frankenberg | Absent |

Originals and/or copies of agenda items of the meeting, including recorded votes are available on record in the office of the Public Works Department for one year. Video/DVD and audio tapes are kept only until the minutes have been approved for the meeting. DVD copies of this meeting are distributed to Board Members if requested.

Minutes

We do not have a quorum to approve the minutes so we will hold the approval over until next month.

Discussion Items

The City of Washington Wastewater Treatment Plant is under a “Notice of Violation” from the Department of Natural Resources. This pertains to our Industrial Monitoring Ordinance and our Local Limits for Industrial Users in Washington. There is a total of nine (9) Industrial Users, that have to monitor chemicals they may be discharging into the system, zinc, titanium, fats oil and greases, each have their own significant chemicals that they have to monitor for their processes.

In 2017 the Environmental Protection Agency (EPA) felt that all of the cities that take industrial waste did not have uniform stringent enough ordinances. Washington has an ordinance in place, we have had this since the 80’s for all of the Industrial Users. The City’s, I feel is a stringent ordinance but it didn’t have all the verbiage that the EPA felt should be in an ordinance.

We have been working on this for a long time, but we did not get it completed. This is why we are in a “Notice of Compliance”. We had to take our city ordinance and the EPA’s ordinance and marry them together with the verbiage. This was very time consuming and then you have to have it approved by the EPA and the Missouri Department of Natural Resources (DNR). There is a lot of back and forth communications.

Due to a lot of health issues with Mr. Zimmermann and myself. We did not get it completed, so the DNR issued us a “Notice of Violation” saying you did not get it done and they gave us a timeline to get this done. So one of the timelines was to get a consultant on board to help us to finalize the last ten percent. So John, myself and Darren got together and a decision was made. We feel Cochran Engineering would be the best to help us, they have the experience and are close. With that, an agreement was made with a contract not to exceed \$9,500.00. So that decision was made and a letter was issued to the DNR stating what we are doing and how we will be handling this matter. That letter was mailed by registered mail on Friday.

We were given 30 days to find a consultant, so we are ahead on the timeline. We have 180 days to finalize our ordinance and our local limits and re-issue permits. All of the Industrial Users are on a temporary permit we issued in August. Basically, they are working off of their old permit which are already stringent until December 2020. They are under the permit guidelines so we have that taken care of. We will get to the Ordinance and the local limits completed well before those 180 days. There are no fines or penalties, we have been given a strict timeline to get this done and I am sure we will have this done by the end of that timeline.

There are several others cities that are at the “decree” stage and are paying penalties on a monthly basis till they get it all done.

The contract with Cochran is within our current budget. We will be taking it out of other contracted services. This has been to Council and was approved. I just needed to bring this to the Board and did not have time before it went to Council. We will talk more about this next month when more of the Board members are here.

Wastewater

The air scrubber will be delivered next week at the treatment plant. We will immediately start installing all the duct work and pipe in-house along with electrical. So by spring this will be up and running. This will eliminate up to 85 percent of the odor. We will always have some odor it just will not be as pungent as what it has been in the past. We will be drawing the air out of the influent wet well as well as the grit separator wet well and out of the head works building into the scrubber and discharge. The odor has not been too bad this year. The peat moss we put on has done a good job. We just did not want to replace it (\$500 to replace) since the air scrubber will be here next week. However, it is breaking down and every once in a while it gives a little burp.

We did make it through the fair, usually we had a hiccup when the fair was on when the swine barn gets washed into the system. The animal waste gets brought into the system which throws a little hiccup into the system and produces an odor but this year was not too bad.

Walnut Street Pump – The pump will be here in December, actually the first week of December. We will start work on this in the middle of December. So by the time our Spring rains are here we will be moving about 2,500 gallons per minutes (gpm) down to the treatment plant.

West End – This is a work in progress. What we are doing there is basically totally redesigning and rebuilding that lift station. We have a wet well that all the sewage comes into from the whole north side of town and is then pumped from there through a dry can. There are two pumps down in the dry can and in May of this year a valve broke in the dry can and flooded the dry well with sewage. Shorted out all the pumps because they were running at the time. Took out the electrical so we bubble gummed that back together. We are putting in submersible pumps directly into the wet well then we are going to control it off of a controller that will be nine (9) feet in the air. If we have a flood that inundates the wet well system, we can still shut it down. We cannot pump river water, but none of the electrical controls will be damaged due to the flooding or anything else. What we are doing is putting a big vault in place, 10-foot by 6-foot, vault sitting there where the valve will go. We are waiting for pumps to come in, this can take anywhere from six (6) to ten (10) weeks for delivery.

Water

N/A

Other

Mr. Sullentrop asked about Rhine River with regard to water bill of only \$8.00 a month. There is one sewer line connection for each building, one meter, water bill. This is the way it is supposed to be designed and built. I cannot answer for how it is now. I would have to look at the plans, but it should be that each one of those units should have a separate sewer line coming out to a main

trunk line that should have been put on the property side of all that tied into our City system. This was supposed to be a six (6) inch with everything tying into that, this is how it was supposed to have been done. Each one of those units, one above and one below. There are six units above and six below.

We will look into this matter and get back to you at our next meeting. Technically each of those units should have a shut off, meter and they should have a four (4) inch line coming out to a six (6) inch receiving line. The six (6) inch receiving lines in developments like Rhine River are private line till it hits the City main. Meaning the Rhine River is responsible for all that, it is one big service lateral, it has to go to a six (6) inch to handle all those four (4) inch.

Each of those units is then to pay a connection fee. This is handled outside of our department, each should pay \$6.50 service fee which gives you up to 1,500 gallons that everyone pays each month whether you use water or not, everyone pay \$6.50 based on water. Sewage is based on the accumulation of the water. Each unit should have at least a water and sewer bill. With a minimum of \$6.50 and whatever is used after that. Wastewater is like \$13 or \$14 and anything used above that.

Dumpsters are different. I don't think they pay a trash bill. I will have to check into this and get back with you at the next Board meeting.

Mr. Radetic asked if there is a senior discount. Yes, there is just call utility billing they can make the change.

Old Business

This was previously discussed (West End Lift Station).

Next Scheduled Meeting Date

The next scheduled meeting date is December 10, 2019.

Adjourn

There not being a quorum we are not able to make a motion for adjournment. We are adjourned.

Prepared by: _____
Beverly Hoyt
Water/Wastewater Secretary

Adopted and Approved by the Board of Public Works:

Date: _____ Signature: _____
Secretary



Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 11/30/2019

| | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|-----------------------------------|---------------------------------------|-------------------------|---------------------|--------------------|--|------------------------------|
| Fund: 400 - WATER FUND | | | | | | |
| Revenue | | | | | | |
| 400-35-000-450600 | Penalties/Interest Charges | 22,000.00 | 22,000.00 | 2,245.37 | 4,161.25 | -17,838.75 81.09 % |
| 400-35-000-450900 | Revenues-All Other | 15,000.00 | 15,000.00 | 200.00 | 19,423.11 | 4,423.11 129.49 % |
| 400-35-000-453100 | Water Sales | 1,410,000.00 | 1,410,000.00 | 119,922.06 | 248,630.64 | -1,161,369.36 82.37 % |
| 400-35-000-453200 | Water Meter Sales | 15,000.00 | 15,000.00 | 338.73 | 8,814.60 | -6,185.40 41.24 % |
| 400-35-000-453500 | Connection Charges | 25,000.00 | 25,000.00 | 10,150.00 | 24,350.00 | -650.00 2.60 % |
| 400-35-000-453550 | Tap Charges | 1,000.00 | 1,000.00 | 0.00 | 0.00 | -1,000.00 100.00 % |
| 400-35-000-453600 | Labor & Equipment Charges | 1,300.00 | 1,300.00 | 0.00 | 0.00 | -1,300.00 100.00 % |
| 400-35-000-453700 | Miscellaneous Materials Sold | 3,000.00 | 3,000.00 | 0.00 | 65.64 | -2,934.36 97.81 % |
| 400-35-000-461200 | Rent/Lease-Municipal Property/Bui | 33,230.00 | 33,230.00 | 3,549.26 | 7,098.52 | -26,131.48 78.64 % |
| 400-35-000-480000 | Investment Income | 25,000.00 | 25,000.00 | 0.00 | 0.00 | -25,000.00 100.00 % |
| | Revenue Total: | 1,550,530.00 | 1,550,530.00 | 136,405.42 | 312,543.76 | -1,237,986.24 79.84 % |
| Expense | | | | | | |
| 400-35-000-510100 | Salaries/Wages-Regular | 394,350.00 | 394,350.00 | 24,849.60 | 61,926.73 | 332,423.27 84.30 % |
| 400-35-000-510150 | Elected Board Officials Compensati | 200.00 | 200.00 | 0.00 | 0.00 | 200.00 100.00 % |
| 400-35-000-510200 | Wages-Parttime/Permanent | 5,300.00 | 5,300.00 | 0.00 | 0.00 | 5,300.00 100.00 % |
| 400-35-000-510300 | Salaries/Wages-Overtime | 16,450.00 | 16,450.00 | 1,218.27 | 2,021.57 | 14,428.43 87.71 % |
| 400-35-000-511100 | FICA Taxes | 31,840.00 | 31,840.00 | 1,912.79 | 4,729.27 | 27,110.73 85.15 % |
| 400-35-000-511300 | Health Insurance | 89,120.00 | 89,120.00 | 5,524.10 | 11,048.19 | 78,071.81 87.60 % |
| 400-35-000-511400 | Dental Insurance | 5,580.00 | 5,580.00 | 374.87 | 749.72 | 4,830.28 86.56 % |
| 400-35-000-511600 | Life Insurance | 620.00 | 620.00 | 43.93 | 87.87 | 532.13 85.83 % |
| 400-35-000-511700 | LAGERS Retirement Plan | 26,290.00 | 26,290.00 | 1,511.98 | 3,709.10 | 22,580.90 85.89 % |
| 400-35-000-512605 | Employee Incentive Program | 600.00 | 600.00 | 0.00 | 0.00 | 600.00 100.00 % |
| 400-35-000-512700 | HRA Deductible | 11,700.00 | 11,700.00 | 0.00 | 0.00 | 11,700.00 100.00 % |
| 400-35-000-520250 | Administration, Finance & IT Depar | 124,760.00 | 124,760.00 | 0.00 | 10,396.67 | 114,363.33 91.67 % |
| 400-35-000-520300 | Technical Services | 29,300.00 | 29,300.00 | 1,750.00 | 4,102.00 | 25,198.00 86.00 % |
| 400-35-000-520400 | Other Contracted Services | 42,300.00 | 42,300.00 | 23,985.96 | 28,711.57 | 13,588.43 32.12 % |
| 400-35-000-521530 | Lawn & Grounds Care Services | 18,225.00 | 18,225.00 | 1,305.00 | 2,767.50 | 15,457.50 84.81 % |
| 400-35-000-521540 | Uniform Cleaning Service | 2,000.00 | 2,000.00 | 58.08 | 203.28 | 1,796.72 89.84 % |
| 400-35-000-521560 | Building Repair & Maintenance | 12,500.00 | 12,500.00 | 3,050.00 | 3,050.00 | 9,450.00 75.60 % |
| 400-35-000-521620 | Equipment Repair & Maintenance | 12,200.00 | 12,200.00 | 137.17 | 1,734.79 | 10,465.21 85.78 % |
| 400-35-000-521630 | Vehicle Repair & Maintenance | 18,400.00 | 18,400.00 | 951.14 | 1,458.05 | 16,941.95 92.08 % |
| 400-35-000-521635 | Water System Repair & Maintenan | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 100.00 % |
| 400-35-000-521636 | Well Pump Repair & Maintenance | 27,250.00 | 27,250.00 | 0.00 | 0.00 | 27,250.00 100.00 % |
| 400-35-000-521640 | Equipment Rental | 1,000.00 | 1,000.00 | 45.47 | 109.42 | 890.58 89.06 % |
| 400-35-000-522100 | Advertising | 600.00 | 600.00 | 0.00 | 0.00 | 600.00 100.00 % |
| 400-35-000-522200 | Property, Liability & Casualty Insura | 39,800.00 | 39,800.00 | 0.00 | 0.00 | 39,800.00 100.00 % |
| 400-35-000-522210 | Self-Insurance Deductible | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 100.00 % |
| 400-35-000-522300 | Printing/Duplicating | 1,600.00 | 1,600.00 | 0.00 | 0.00 | 1,600.00 100.00 % |
| 400-35-000-522400 | Telephone | 7,000.00 | 7,000.00 | 48.00 | 574.25 | 6,425.75 91.80 % |
| 400-35-000-522410 | Telephone-Alarm Control | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 4,000.00 100.00 % |
| 400-35-000-522500 | Training/Seminars | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 100.00 % |
| 400-35-000-522600 | Travel | 2,500.00 | 2,500.00 | 480.11 | 549.07 | 1,950.93 78.04 % |
| 400-35-000-522700 | Professional Dues & Memberships | 3,350.00 | 3,350.00 | 0.00 | 0.00 | 3,350.00 100.00 % |
| 400-35-000-522900 | Postage | 11,000.00 | 11,000.00 | 832.00 | 1,665.00 | 9,335.00 84.86 % |
| 400-35-000-522950 | Credit Card Fees | 8,000.00 | 8,000.00 | 1,126.56 | 2,210.37 | 5,789.63 72.37 % |
| 400-35-000-530410 | Parts-Vehicle | 2,100.00 | 2,100.00 | 11.98 | 160.78 | 1,939.22 92.34 % |
| 400-35-000-530415 | Parts-Equipment | 4,000.00 | 4,000.00 | 17.00 | 501.03 | 3,498.97 87.47 % |
| 400-35-000-530420 | Office Supplies | 1,000.00 | 1,000.00 | 13.52 | 114.97 | 885.03 88.50 % |
| 400-35-000-530500 | Asphalt/Rock/Cement | 20,000.00 | 20,000.00 | 4,428.80 | 6,232.43 | 13,767.57 68.84 % |
| 400-35-000-530600 | Straw/Seeding/Plants | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 100.00 % |

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

| | | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|-----------------------------------|--|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| 400-35-000-530700 | Uniforms & Clothing | 1,200.00 | 1,200.00 | 0.00 | 300.00 | 900.00 | 75.00 % |
| 400-35-000-530800 | General Supplies | 5,000.00 | 5,000.00 | 45.21 | 159.14 | 4,840.86 | 96.82 % |
| 400-35-000-531110 | Electricity | 180,000.00 | 180,000.00 | 11,078.74 | 11,078.74 | 168,921.26 | 93.85 % |
| 400-35-000-531120 | Heating Fuel | 2,200.00 | 2,200.00 | 0.00 | 56.75 | 2,143.25 | 97.42 % |
| 400-35-000-531300 | Gasoline & Oil | 12,500.00 | 12,500.00 | 39.97 | 1,121.61 | 11,378.39 | 91.03 % |
| 400-35-000-532100 | Meters & Hydrants | 46,300.00 | 46,300.00 | 40,483.94 | 40,483.94 | 5,816.06 | 12.56 % |
| 400-35-000-532200 | Pipe & Fittings | 33,000.00 | 33,000.00 | 4,311.24 | 4,425.09 | 28,574.91 | 86.59 % |
| 400-35-000-533100 | Chemicals | 15,000.00 | 15,000.00 | 1,255.45 | 2,122.16 | 12,877.84 | 85.85 % |
| 400-35-000-533300 | Janitorial Supplies | 200.00 | 200.00 | 0.00 | 0.00 | 200.00 | 100.00 % |
| 400-35-000-534100 | Depreciation Expense | 400,000.00 | 400,000.00 | 0.00 | 0.00 | 400,000.00 | 100.00 % |
| 400-35-000-534200 | SmallTools/Equipment/Furnishings | 36,170.00 | 36,170.00 | 12,106.46 | 13,597.98 | 22,572.02 | 62.41 % |
| 400-35-000-541100 | Improvements Other Than Building | 520,000.00 | 520,000.00 | 0.00 | 0.00 | 520,000.00 | 100.00 % |
| 400-35-000-541110 | Water System Improvements | 25,000.00 | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 100.00 % |
| 400-35-000-542100 | Vehicles | 96,000.00 | 96,000.00 | 0.00 | 0.00 | 96,000.00 | 100.00 % |
| 400-35-000-542200 | Machinery & Equipment | 50,000.00 | 79,000.00 | 1,380.00 | 1,380.00 | 77,620.00 | 98.25 % |
| 400-35-000-559200 | Bond/Note Principal | 188,600.00 | 188,600.00 | 0.00 | 0.00 | 188,600.00 | 100.00 % |
| 400-35-090-559110 | Interest Expense | 151,200.00 | 151,200.00 | 0.00 | 0.00 | 151,200.00 | 100.00 % |
| | Expense Total: | 2,750,305.00 | 2,779,305.00 | 144,377.34 | 223,539.04 | 2,555,765.96 | 91.96 % |
| | Fund: 400 - WATER FUND Surplus (Deficit): | -1,199,775.00 | -1,228,775.00 | -7,971.92 | 89,004.72 | 1,317,779.72 | 107.24 % |

Fund: 410 - SEWAGE TREATMENT FUND

| Revenue | | | | | | | |
|-----------------------------------|-------------------------------|---------------------|---------------------|-------------------|-------------------|----------------------|----------------|
| 410-36-000-418500 | Sanitary Sewer District | 24,000.00 | 24,000.00 | 4,521.96 | 6,785.90 | -17,214.10 | 71.73 % |
| 410-36-000-450600 | Penalties/Interest Charges | 40,000.00 | 40,000.00 | 3,089.47 | 5,710.90 | -34,289.10 | 85.72 % |
| 410-36-000-450900 | Revenues-All Other | 5,000.00 | 5,000.00 | 1,610.00 | 2,589.83 | -2,410.17 | 48.20 % |
| 410-36-000-454100 | Sewer Service Charges | 2,500,000.00 | 2,500,000.00 | 208,248.32 | 420,371.03 | -2,079,628.97 | 83.19 % |
| 410-36-000-454125 | Surcharge Fees | 25,000.00 | 25,000.00 | 3,027.86 | 4,549.98 | -20,450.02 | 81.80 % |
| 410-36-000-454150 | Leachate Disposal Charge | 45,000.00 | 45,000.00 | 2,040.00 | 4,760.00 | -40,240.00 | 89.42 % |
| 410-36-000-454200 | Sewer Connection Charges | 40,000.00 | 40,000.00 | 7,854.00 | 14,631.00 | -25,369.00 | 63.42 % |
| 410-36-000-480000 | Investment Income | 15,000.00 | 15,000.00 | 0.00 | 0.00 | -15,000.00 | 100.00 % |
| 410-36-000-480200 | Investment Income.-Bond Acct. | 350,000.00 | 350,000.00 | 0.00 | 913.74 | -349,086.26 | 99.74 % |
| 410-99-000-499350 | Transfer In - Stormwater | 0.00 | 115,000.00 | 0.00 | 0.00 | -115,000.00 | 100.00 % |
| | Revenue Total: | 3,044,000.00 | 3,159,000.00 | 230,391.61 | 460,312.38 | -2,698,687.62 | 85.43 % |

| Expense | | | | | | | |
|-----------------------------------|---------------------------------------|------------|------------|----------|-----------|------------|----------|
| 410-36-000-510100 | Salaries/Wages-Regular | 167,190.00 | 167,190.00 | 7,651.54 | 21,036.26 | 146,153.74 | 87.42 % |
| 410-36-000-510200 | Wages-PartTime/Permanent | 5,300.00 | 5,300.00 | 0.00 | 0.00 | 5,300.00 | 100.00 % |
| 410-36-000-510300 | Salaries/Wages-Overtime | 3,855.00 | 3,855.00 | 116.01 | 510.73 | 3,344.27 | 86.75 % |
| 410-36-000-511100 | FICA Taxes | 13,590.00 | 13,590.00 | 560.84 | 1,549.98 | 12,040.02 | 88.59 % |
| 410-36-000-511300 | Health Insurance | 27,880.00 | 27,880.00 | 1,551.80 | 4,372.68 | 23,507.32 | 84.32 % |
| 410-36-000-511400 | Dental Insurance | 1,710.00 | 1,710.00 | 106.56 | 278.28 | 1,431.72 | 83.73 % |
| 410-36-000-511600 | Life Insurance | 160.00 | 160.00 | 12.80 | 29.92 | 130.08 | 81.30 % |
| 410-36-000-511700 | LAGERS Retirement Plan | 11,230.00 | 11,230.00 | 450.50 | 1,249.71 | 9,980.29 | 88.87 % |
| 410-36-000-512605 | Employee Incentive Program | 200.00 | 200.00 | 0.00 | 0.00 | 200.00 | 100.00 % |
| 410-36-000-512700 | HRA Deductible | 3,600.00 | 3,600.00 | 0.00 | 0.00 | 3,600.00 | 100.00 % |
| 410-36-000-520250 | Administration, Finance & IT Depar | 62,125.00 | 62,125.00 | 0.00 | 5,177.08 | 56,947.92 | 91.67 % |
| 410-36-000-520300 | Technical Services | 1,300.00 | 1,300.00 | 0.00 | 0.00 | 1,300.00 | 100.00 % |
| 410-36-000-520400 | Other Contracted Services | 14,500.00 | 14,500.00 | 106.66 | 333.32 | 14,166.68 | 97.70 % |
| 410-36-000-521300 | Tipping Fee - City of Washington | 100.00 | 100.00 | 0.00 | 0.00 | 100.00 | 100.00 % |
| 410-36-000-521530 | Lawn & Grounds Care Services | 1,200.00 | 1,200.00 | 0.00 | 0.00 | 1,200.00 | 100.00 % |
| 410-36-000-521540 | Uniform Cleaning Service | 600.00 | 600.00 | 19.36 | 67.76 | 532.24 | 88.71 % |
| 410-36-000-521560 | Building Repair & Maintenance | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 % |
| 410-36-000-521620 | Equipment Repair & Maintenance | 23,285.00 | 23,285.00 | 137.17 | 274.34 | 23,010.66 | 98.82 % |
| 410-36-000-521630 | Vehicle Repair & Maintenance | 5,450.00 | 5,450.00 | 0.00 | 0.00 | 5,450.00 | 100.00 % |
| 410-36-000-521640 | Equipment Rental | 1,500.00 | 1,500.00 | 45.47 | 109.42 | 1,390.58 | 92.71 % |
| 410-36-000-522100 | Advertising | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 % |
| 410-36-000-522200 | Property, Liability & Casualty Insura | 19,900.00 | 19,900.00 | 0.00 | 0.00 | 19,900.00 | 100.00 % |
| 410-36-000-522210 | Self-Insurance Deductible | 300.00 | 300.00 | 0.00 | 0.00 | 300.00 | 100.00 % |
| 410-36-000-522300 | Printing/Duplicating | 800.00 | 800.00 | 0.00 | 0.00 | 800.00 | 100.00 % |

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

| | | Original | Current | Period | Fiscal | Variance | Percent |
|-----------------------------------|---------------------------------------|---------------------|---------------------|-----------------|-----------------|----------------------|------------------|
| | | Total Budget | Total Budget | Activity | Activity | (Unfavorable) | Remaining |
| 410-36-000-522400 | Telephone | 3,500.00 | 3,500.00 | 48.00 | 424.17 | 3,075.83 | 87.88 % |
| 410-36-000-522410 | Telephone-Alarm Control | 5,000.00 | 5,000.00 | 0.00 | 638.40 | 4,361.60 | 87.23 % |
| 410-36-000-522500 | Training/Seminars | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 100.00 % |
| 410-36-000-522600 | Travel | 700.00 | 700.00 | 0.00 | 0.00 | 700.00 | 100.00 % |
| 410-36-000-522700 | Professional Dues & Memberships | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 % |
| 410-36-000-522900 | Postage | 6,000.00 | 6,000.00 | 416.00 | 832.50 | 5,167.50 | 86.13 % |
| 410-36-000-522950 | Credit Card Fees | 8,000.00 | 8,000.00 | 1,126.55 | 2,210.35 | 5,789.65 | 72.37 % |
| 410-36-000-530200 | Lab Supplies | 50.00 | 50.00 | 0.00 | 0.00 | 50.00 | 100.00 % |
| 410-36-000-530410 | Parts-Vehicle | 1,000.00 | 1,000.00 | 0.00 | 9.18 | 990.82 | 99.08 % |
| 410-36-000-530415 | Parts-Equipment | 12,000.00 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 100.00 % |
| 410-36-000-530420 | Office Supplies | 500.00 | 500.00 | 8.94 | 59.04 | 440.96 | 88.19 % |
| 410-36-000-530500 | Asphalt/Rock/Cement | 25,000.00 | 25,000.00 | 1,931.37 | 1,931.37 | 23,068.63 | 92.27 % |
| 410-36-000-530600 | Straw/Seeding/Plants | 250.00 | 250.00 | 0.00 | 0.00 | 250.00 | 100.00 % |
| 410-36-000-530700 | Uniforms & Clothing | 300.00 | 300.00 | 0.00 | 100.00 | 200.00 | 66.67 % |
| 410-36-000-530800 | General Supplies | 2,300.00 | 2,300.00 | 128.79 | 142.03 | 2,157.97 | 93.82 % |
| 410-36-000-530900 | Employee Appreciation Cost | 200.00 | 200.00 | 0.00 | 0.00 | 200.00 | 100.00 % |
| 410-36-000-531110 | Electricity | 45,000.00 | 45,000.00 | 2,330.06 | 2,330.06 | 42,669.94 | 94.82 % |
| 410-36-000-531120 | Heating Fuel | 2,500.00 | 2,500.00 | 0.00 | 56.75 | 2,443.25 | 97.73 % |
| 410-36-000-531300 | Gasoline & Oil | 6,500.00 | 6,500.00 | 21.34 | 589.96 | 5,910.04 | 90.92 % |
| 410-36-000-532200 | Pipe & Fittings | 7,000.00 | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 100.00 % |
| 410-36-000-532270 | Manhole Replacement Program | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 100.00 % |
| 410-36-000-533100 | Chemicals | 2,200.00 | 2,200.00 | 0.00 | 0.00 | 2,200.00 | 100.00 % |
| 410-36-000-533300 | Janitorial Supplies | 200.00 | 200.00 | 0.00 | 0.00 | 200.00 | 100.00 % |
| 410-36-000-534100 | Depreciation Expense | 285,000.00 | 285,000.00 | 0.00 | 0.00 | 285,000.00 | 100.00 % |
| 410-36-000-534200 | SmallTools/Equipment/Furnishings | 11,325.00 | 11,325.00 | 0.00 | 0.00 | 11,325.00 | 100.00 % |
| 410-36-000-541100 | Improvements Other Than Building | 200,000.00 | 200,000.00 | 0.00 | 218.73 | 199,781.27 | 99.89 % |
| 410-36-000-541120 | Sanitary Sewer System Improve | 200,000.00 | 430,000.00 | 0.00 | 1,400.00 | 428,600.00 | 99.67 % |
| 410-36-000-542100 | Vehicles | 45,000.00 | 45,000.00 | 0.00 | 0.00 | 45,000.00 | 100.00 % |
| 410-36-090-559110 | Interest Expense | 500,400.00 | 500,400.00 | 0.00 | 0.00 | 500,400.00 | 100.00 % |
| 410-36-090-559120 | Agent Fees | 60,000.00 | 60,000.00 | 0.00 | 0.00 | 60,000.00 | 100.00 % |
| 410-36-090-559130 | Amortization of Bond Discount/Pre | -21,340.00 | -21,340.00 | 0.00 | 0.00 | -21,340.00 | 100.00 % |
| 410-36-090-559200 | Bond/Note Principal | 990,000.00 | 990,000.00 | 0.00 | 0.00 | 990,000.00 | 100.00 % |
| 410-36-361-510100 | Salaries/Wages-Regular | 235,720.00 | 235,720.00 | 14,702.86 | 36,574.66 | 199,145.34 | 84.48 % |
| 410-36-361-510300 | Salaries/Wages-Overtime | 3,855.00 | 3,855.00 | 905.99 | 1,388.83 | 2,466.17 | 63.97 % |
| 410-36-361-511100 | FICA Taxes | 18,230.00 | 18,230.00 | 1,140.30 | 2,796.56 | 15,433.44 | 84.66 % |
| 410-36-361-511300 | Health Insurance | 37,380.00 | 37,380.00 | 2,955.64 | 5,911.29 | 31,468.71 | 84.19 % |
| 410-36-361-511400 | Dental Insurance | 2,290.00 | 2,290.00 | 170.47 | 340.95 | 1,949.05 | 85.11 % |
| 410-36-361-511600 | Life Insurance | 210.00 | 210.00 | 26.32 | 138.62 | 71.38 | 33.99 % |
| 410-36-361-511700 | LAGERS Retirement Plan | 15,050.00 | 15,050.00 | 905.29 | 2,201.84 | 12,848.16 | 85.37 % |
| 410-36-361-512605 | Employee Incentive Program | 400.00 | 400.00 | 0.00 | 0.00 | 400.00 | 100.00 % |
| 410-36-361-512700 | HRA Deductible | 5,400.00 | 5,400.00 | 0.00 | 2,355.97 | 3,044.03 | 56.37 % |
| 410-36-361-520250 | Administration, Finance & IT Depar | 62,125.00 | 62,125.00 | 0.00 | 5,177.08 | 56,947.92 | 91.67 % |
| 410-36-361-520300 | Technical Services | 12,000.00 | 12,000.00 | 0.00 | 851.00 | 11,149.00 | 92.91 % |
| 410-36-361-520400 | Other Contracted Services | 23,665.00 | 23,665.00 | 69.00 | 138.00 | 23,527.00 | 99.42 % |
| 410-36-361-521300 | Tipping Fee - City of Washington | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 % |
| 410-36-361-521540 | Uniform Cleaning Service | 1,500.00 | 1,500.00 | 29.04 | 101.64 | 1,398.36 | 93.22 % |
| 410-36-361-521560 | Building Repair & Maintenance | 12,500.00 | 12,500.00 | 0.00 | 0.00 | 12,500.00 | 100.00 % |
| 410-36-361-521620 | Equipment Repair & Maintenance | 37,700.00 | 37,700.00 | 137.17 | 1,399.55 | 36,300.45 | 96.29 % |
| 410-36-361-521630 | Vehicle Repair & Maintenance | 6,000.00 | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 100.00 % |
| 410-36-361-521640 | Equipment Rental | 600.00 | 600.00 | 33.15 | 66.30 | 533.70 | 88.95 % |
| 410-36-361-522200 | Property, Liability & Casualty Insura | 23,700.00 | 23,700.00 | 0.00 | 0.00 | 23,700.00 | 100.00 % |
| 410-36-361-522210 | Self-Insurance Deductible | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 % |
| 410-36-361-522300 | Printing/Duplicating | 1,050.00 | 1,050.00 | 0.00 | 0.00 | 1,050.00 | 100.00 % |
| 410-36-361-522400 | Telephone | 8,000.00 | 8,000.00 | 60.00 | 1,036.23 | 6,963.77 | 87.05 % |
| 410-36-361-522410 | Telephone-Alarm Control | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 % |
| 410-36-361-522500 | Training/Seminars | 800.00 | 800.00 | 0.00 | 0.00 | 800.00 | 100.00 % |
| 410-36-361-522600 | Travel | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 100.00 % |
| 410-36-361-522700 | Professional Dues & Memberships | 200.00 | 200.00 | 0.00 | 0.00 | 200.00 | 100.00 % |

Budget Report

For Fiscal: 2019-2020 Period Ending: 11/30/2019

| | | Original | Current | Period | Fiscal | Variance | |
|--------------------------|---|----------------------|----------------------|-------------------|-------------------|----------------------|------------------|
| | | Total Budget | Total Budget | Activity | Activity | Favorable | Percent |
| | | | | | | (Unfavorable) | Remaining |
| <u>410-36-361-522900</u> | Postage | 5,000.00 | 5,000.00 | 416.00 | 832.50 | 4,167.50 | 83.35 % |
| <u>410-36-361-530200</u> | Lab Supplies | 8,000.00 | 8,000.00 | 50.58 | 405.29 | 7,594.71 | 94.93 % |
| <u>410-36-361-530410</u> | Parts-Vehicle | 800.00 | 800.00 | 95.96 | 95.96 | 704.04 | 88.01 % |
| <u>410-36-361-530415</u> | Parts-Equipment | 35,000.00 | 35,000.00 | 67.96 | 231.64 | 34,768.36 | 99.34 % |
| <u>410-36-361-530420</u> | Office Supplies | 200.00 | 200.00 | 0.00 | 13.28 | 186.72 | 93.36 % |
| <u>410-36-361-530500</u> | Asphalt/Rock/Cement | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 100.00 % |
| <u>410-36-361-530600</u> | Straw/Seeding/Plants | 500.00 | 500.00 | 0.00 | 14.24 | 485.76 | 97.15 % |
| <u>410-36-361-530700</u> | Uniforms & Clothing | 400.00 | 400.00 | 0.00 | 0.00 | 400.00 | 100.00 % |
| <u>410-36-361-530800</u> | General Supplies | 2,000.00 | 2,000.00 | 0.00 | 11.60 | 1,988.40 | 99.42 % |
| <u>410-36-361-531110</u> | Electricity | 180,000.00 | 180,000.00 | 11,408.83 | 11,408.83 | 168,591.17 | 93.66 % |
| <u>410-36-361-531120</u> | Heating Fuel | 17,000.00 | 17,000.00 | 0.00 | 671.45 | 16,328.55 | 96.05 % |
| <u>410-36-361-531300</u> | Gasoline & Oil | 3,500.00 | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 100.00 % |
| <u>410-36-361-532200</u> | Pipe & Fittings | 2,500.00 | 2,500.00 | 0.00 | 25.70 | 2,474.30 | 98.97 % |
| <u>410-36-361-533100</u> | Chemicals | 18,000.00 | 18,000.00 | 1,548.00 | 1,548.00 | 16,452.00 | 91.40 % |
| <u>410-36-361-534100</u> | Depreciation Expense | 870,000.00 | 870,000.00 | 0.00 | 0.00 | 870,000.00 | 100.00 % |
| <u>410-36-361-534200</u> | Small Tools/Equipment/Furnishings | 13,425.00 | 13,425.00 | 320.65 | 414.41 | 13,010.59 | 96.91 % |
| <u>410-36-361-541100</u> | Improvements other than Buildings | 50,000.00 | 50,000.00 | 0.00 | 0.00 | 50,000.00 | 100.00 % |
| <u>410-36-361-542200</u> | Machinery & Equipment | 77,000.00 | 207,400.00 | 91,925.00 | 114,250.03 | 93,149.97 | 44.91 % |
| <u>410-36-361-542300</u> | Furniture & Fixtures | 30,000.00 | 30,000.00 | 0.00 | 0.00 | 30,000.00 | 100.00 % |
| | Expense Total: | 4,602,060.00 | 4,962,460.00 | 143,737.97 | 236,333.47 | 4,726,126.53 | 95.24 % |
| | Fund: 410 - SEWAGE TREATMENT FUND Surplus (Deficit): | -1,558,060.00 | -1,803,460.00 | 86,653.64 | 223,978.91 | 2,027,438.91 | 112.42 % |
| | Report Surplus (Deficit): | -2,757,835.00 | -3,032,235.00 | 78,681.72 | 312,983.63 | 3,345,218.63 | 110.32 % |

Group Summary

| Account Type | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance | |
|---|--------------------------|-------------------------|--------------------|--------------------|----------------------------|----------------------|
| | | | | | Favorable (Unfavorable) | Percent Remaining |
| Fund: 400 - WATER FUND | | | | | | |
| Revenue | 1,550,530.00 | 1,550,530.00 | 136,405.42 | 312,543.76 | -1,237,986.24 | 79.84 % |
| Expense | 2,750,305.00 | 2,779,305.00 | 144,377.34 | 223,539.04 | 2,555,765.96 | 91.96 % |
| Fund: 400 - WATER FUND Surplus (Deficit): | -1,199,775.00 | -1,228,775.00 | -7,971.92 | 89,004.72 | 1,317,779.72 | 107.24 % |
| Fund: 410 - SEWAGE TREATMENT FUND | | | | | | |
| Revenue | 3,044,000.00 | 3,159,000.00 | 230,391.61 | 460,312.38 | -2,698,687.62 | 85.43 % |
| Expense | 4,602,060.00 | 4,962,460.00 | 143,737.97 | 236,333.47 | 4,726,126.53 | 95.24 % |
| Fund: 410 - SEWAGE TREATMENT FUND Surplus (Deficit): | -1,558,060.00 | -1,803,460.00 | 86,653.64 | 223,978.91 | 2,027,438.91 | 112.42 % |
| Report Surplus (Deficit): | -2,757,835.00 | -3,032,235.00 | 78,681.72 | 312,983.63 | 3,345,218.63 | 110.32 % |

Fund Summary

| Fund | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) |
|-----------------------------|--------------------------|-------------------------|--------------------|--------------------|--|
| 400 - WATER FUND | -1,199,775.00 | -1,228,775.00 | -7,971.92 | 89,004.72 | 1,317,779.72 |
| 410 - SEWAGE TREATMENT FUND | -1,558,060.00 | -1,803,460.00 | 86,653.64 | 223,978.91 | 2,027,438.91 |
| Report Surplus (Deficit): | -2,757,835.00 | -3,032,235.00 | 78,681.72 | 312,983.63 | 3,345,218.63 |

Memorandum

TO: Darren Lamb, City Administrator
Board of Public Works

FROM: Kevin Quaethem, Water and Wastewater Superintendent

DATE: December 6, 2019

RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS – NOVEMBER 2019

| PROJECT | VENDOR | CONTRACT AMOUNT | PREVIOUSLY APPROVED | CURRENTLY APPROVED | BALANCE |
|---------|--------|-----------------|---------------------|--------------------|---------|
| N/A | | | | | |

NOVEMBER 2019

Water Pumped November 2019..... 48,083,676 1.60 mgd

Wastewater Effluent Flow November 2019. 64,990,000 2.17 mgd

Missouri One Call Locate messages received for locates.....100

Meters Issued as new.1

Meters Issued as replacements.....0

Meters Issued as new for irrigation systems0

Meters Re-reads0

Service Requests/Work Orders Completed November 2019.....19

Sewer Routines31

Delinquent Accounts actually shut off in November 2019.....0

WATER DEPARTMENT FIELD WORK PERFORMED – NOVEMBER 2019

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Shop Maintenance 2. Meter/Swapping/Repair 3. Repair/Replace/Number Hydrants 4. Check Wells/Lift Stations/Heaters 5. Missouri One Call Locates 6. Hydrant Flushing/Painting 7. Roof Project – West Link Lift Sta. 8. Snow Removal 9. New Curb Stop Lid @ 321 W 6th 10. Painted Well #5 11. Water Break @ High & 2nd St. | <ol style="list-style-type: none"> 12. Emergency Call Out / Shirley Close 13. Water Break @ 521 W 3rd St 14. Water Break @ 220 Fair Street 15. Televised lines @ 314 Stafford 16. TV & Repaired MH @ 3rd & East Ln 17. Water Tap @ Hancock 18. Repack Valves @ 3rd & Olive |
|---|--|

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – NOVEMBER 2019

1. Sewer Routines
2. Daily lab work and routines.
3. Cleaned belt press.
4. Clean Process Filters
5. Run belt press.
6. Hauled Sludge Across River
7. CCTV – Backup @ 26 Emil
8. Remove/Replace UV Lights
9. Worked on Polymer Feed Installation
10. Soil Samples @ Gephardts Farm
11. Gas Test @ Landfill
12. Poured Concrete Pad @ end of Polymer
13. Water Hammer Tanks Installed

ROUTINE FIELD WORK

1. Performed rereads as necessary.
2. Performed read-outs on meters (persons moving in and out)
3. Installed reading device receptacles on houses where new/replacement meters were installed.
4. Issued meters and materials to contractors, owners, etc.
5. Took necessary water samples of the distribution system.
6. Flushed hydrants – scheduled routine flushing.
7. Wastewater lab work.
8. Root-sawed and/or cleaned sewer lines where necessary.
9. Hauled sludge.
10. Televised sewer lines.
11. Performed river gauge measurement.
12. Performed sewer and water service main inspections.
13. Located water and sewer lines.
14. Monitored construction of water and sewer mains in new developments.
15. Responded to service call requests.
16. Invoiced for meters, materials and other charges as necessary.
17. Performed maintenance and repairs on buildings, vehicles, and equipment.

Missouri Department of Natural Resources
 Division of Environmental Quality
Microbiological Analysis Report

P.O. Box 176
 Jefferson City, MO 65102
 314--751-5331

| Public Water System Name Washington Water Dept. | | | | Laboratory Name | | | |
|---|---------------------|---------------------------------|---------------|--------------------------------------|--------|-------------------|------|
| Street Address 405 Jefferson Street | | | | Franklin County Lab | | | |
| City Washington | | | | 7419 Hwy 47 Ste. A Union, MO | | | |
| County Franklin | | I.D. Number MO6010838 | | Certification Number 00700 | | | |
| Zip Code 63090 | | | | | | | |
| Date M/D/Y | Collection Point | Sample Type | Location Code | Sample Results | | Chlorine Residual | |
| | | | | Coliform | E-coli | Total | Free |
| 11/5/19 | #4 Chamber Dr | R | R-3 | A | A | 0.28 | 0.34 |
| 11/5/19 | 1899 Phoenix Center | R | R-9 | A | A | 0.34 | 0.40 |
| 11/5/19 | 1811 E 9th ST | R | R-10 | A | A | 0.50 | 0.55 |
| 11/5/19 | 1220 Lakeshore Dr | R | R-1 | A | A | 0.60 | 0.69 |
| 11/5/19 | 1901 W Main St | R | R-17 | A | A | 0.36 | 0.43 |
| 11/14/19 | 4 Chamber | R | R-3 | A | A | 1.21 | 1.25 |
| 11/14/19 | 515 Washington Ave | R | R-2 | A | A | 0.43 | 0.45 |
| 11/14/19 | 200 E 14th St | R | R-8 | A | A | 0.34 | 0.38 |
| 11/14/19 | 1220 Lakeshore Dr | R | R-1 | A | A | 0.37 | 0.43 |
| 11/14/19 | 405 Jefferson St | R | R-4 | A | A | 0.47 | 0.49 |
| 11/26/19 | 404 E 2nd | R | R-13 | A | A | 0.57 | 0.61 |
| 11/26/19 | 200 E 14th St | R | R-8 | A | A | 0.46 | 0.49 |
| 11/26/19 | #4 Chamber | R | R-3 | A | A | 0.44 | 0.46 |
| 11/26/19 | 405 Jefferson St | R | R-4 | A | A | 0.60 | 0.64 |
| 11/26/19 | 1651 W 5th St | R | R-16 | A | A | 0.72 | 0.75 |
| Total Routine Samples: 15 | | | | Signed: Kristen Wideman | | | |
| Monitoring Violation ___ Yes ___X___ No | | | | Date:12/2/2019 | | | |
| | | | | Title: Lab Assistant | | | |