

**MINUTES OF THE BOARD OF PUBLIC WORKS**  
**Tuesday, July 14, 2020**

The Regular Meeting of the Board of Public Works was held on July 14, 2020 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	Present
Member	Mike Radetic	Present
Member	Steve Richardson	Present
Ex-officio Member	Steve Strubberg	Present
Ex-officio Member	Vacant	--

**OTHERS:**

Council Representative	Steve Sullentrup	Absent
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**

A motion was made by Mr. Richardson and seconded by Mr. Mitchell to approve the minutes from the regular June 9, 2020 meeting. The motion passed without dissent.

## **Priority**

No priority items. However, for anyone who would like, there is a manhole demonstration after the meeting this morning so if anyone would like to attend, feel free.

## **Wastewater**

We have a Collections Inspection coming up with the Department of Natural Resources (DNR). This is done every three (3) years. They will be reviewing records of any backups we have had, we keep a paper copy and an electronic record of all backups. They will be taking a tour of the lift stations to make sure they are being maintained properly. We keep good records on everything. There will probably be a couple of things that we need to do better or that need worked on. Once his report comes back we will report to the Board on his findings.

Air Scrubber - The company has given us an A+ rating on installation. There is one small problem and it's no ones' fault, there is a lower hydrogen sulfide reading than normally anticipated. We are having a little bit of trouble building the bugs that we need to make it work 100 percent. So we are adjusting the levels over our wet well to get more hydrogen sulfide in the wet well to make this all work. It is working, just not at 100 percent. When this was bought we installed a charcoal filter system along with a bio filter so the secondary filtering is helping filter out odor. This is what it's designed for, its working just need to figure a way to generate a little more hydrogen sulfide. This is the only little issue we have, not a big set-back. We are actually working on trying to raise the wet well up to hold more sewage in the wet well so it will help generate more hydrogen sulfide which in the long run will help. This will not affect the operation of the plant.

## **Water Rate Proposal**

This was discussed at the Administration Meeting which is the second time it has been discussed over the past week. This has come back to us to make a final review and present to the Council. There doesn't seem to be any particular questions or issues. We are at a point we have to do something. Myself, John, Darren and the Mayor and Mary Sprung have sat and tried to do what we can to make it easy for the residence to accept this and make sure it's not overwhelming. Admin and staff feels this is the best avenue for us to go down. The paperwork is in here for you guys to review again and if there is anything you notice, please let myself or John know so we can move forward.

Board has one question, after the rates increase, where are we going to be, will this move us from the second lowest to the fourth lowest? We are still in the bottom five even with the rate increase. Mr. Richardson feels we should move this on to Council and Mr. Radetic feel this is long overdue (seconded).

There is no for sure date at this time for the implementation. The increase will be minimal for most people, but the industries will take on a bigger dollar amount. We do need to make it public so as to give the residence time to adjust to this increase. There is a pan for that, it is uncertain what will happen when the federal unemployment runs out, there will be people that feel that pretty significantly. The optics of people losing their jobs, people being furloughed and then we come out and want to increase water rates. Whether it is pennies for some, to me that won't look good.

We need to move forward but just make sure there is some caution given. We need to be as sensitive as we can. We do have an advertising budget so it can be put in the newspaper. Council is looking at the new fiscal year as the start of the new water rates, but it has not been finalized.

The motion has been moved and second, all in favor of passing this on to Council, Aye, Oppose – none. This will be recommended to Council. We would also like to thank the staff for all their work over the past years, City Hall has done a lot of the work.

### **Old Business**

The violation (WWTP) is still in public review, this will stay in old business until we get approval. Once this is done, we can start work on the industrial users permits, that's the next step then we will be done. It's moving forward as fast as it can through the process.

### **Meadow Lake Meters**

We still have approximately 13 meters to swap out. These are the ones we don't have good telephone numbers for, we will be putting door hangers out this week. City Hall and Public Works are having trouble with the same few. City Hall is making them aware of the trash service. Their trash will not be picked up until their contract ends with their current hauler.

We are required to run the water line over to Meadow Lake Farms. The Public Works guys have gotten the water line run all the way to the highway. We are just waiting for MoDOT to give us permission to bore underneath. A couple of contractors have given prices for the boring, of course they may have to redo them. They are running out of time for the bids to still be good. I don't see them changing any so until we get moving I don't want to throw out any numbers.

Once this is done we will start crossing under the highway, heading south at some point KJU will take over.

We are moving over to Locust Street and replacing the water line which is a 2" line. Development is moving forward with McBride and Sons to build homes on part of that. Those lines have been in the plans to be replaced for some time, so we are moving forward now because of the development.

We are crossing the highway just a little east of Pottery Road, once we get there it's up to John and Kurt to decide where they want it to run to be the most feasible to get into Meadow Lakes Subdivision. No matter where we go there is rock, even on the south side where we are digging. We hit rock, but was able to break through fairly easy. There are water lines on the other side of High St, there's not enough pressure. There is good pressure, but as it goes back up the hill, since we are an elevated system. One of the State regulations is, when you take someone over you have to at least give them as closely to the same pressure as they have. So they have 92 pounds of pressure at the top, if we put it on High Street, the low side, they'd have 28 pounds of pressure. They have to be up on the Clay St., which is designed to take all that in any way. It's just getting there.

We are also going to be utilizing some of that new piping. There is a bi-directional valve we can put in down by Autumn Leaf which has low pressure too and fire flow issues. We will have to install a vault and a valve. If there were a situation there where they would need more flow that valve could be opened up and they would benefit from the pump station and the fire pump at the fire station to boost.

Any other Discussions?

**Next Scheduled Meeting Date**

The next scheduled meeting date is August 11, 2020.

**Adjourn**

There being no further business the meeting adjourned on a motion by Mr. Richardson and seconded by Mr. Radetic. All in favor aye, those oppose. We are adjourned.

One quick note the City may be under a mask rule by our next meeting.

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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: 07/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 400 - WATER FUND</b>							
<b>Revenue</b>							
<a href="#">400-35-000-450600</a>	Penalties/Interest Charges	22,000.00	22,000.00	2,457.80	15,111.30	-6,888.70	31.31 %
<a href="#">400-35-000-450900</a>	Revenues-All Other	15,000.00	15,000.00	1,650.00	29,244.08	14,244.08	194.96 %
<a href="#">400-35-000-453100</a>	Water Sales	1,410,000.00	1,410,000.00	138,862.83	1,086,898.62	-323,101.38	22.91 %
<a href="#">400-35-000-453200</a>	Water Meter Sales	15,000.00	15,000.00	4,264.89	63,363.97	48,363.97	422.43 %
<a href="#">400-35-000-453400</a>	Water Main Extensions	0.00	0.00	0.00	24,800.00	24,800.00	0.00 %
<a href="#">400-35-000-453500</a>	Connection Charges	25,000.00	25,000.00	11,300.00	74,650.00	49,650.00	298.60 %
<a href="#">400-35-000-453550</a>	Tap Charges	1,000.00	1,000.00	0.00	200.00	-800.00	80.00 %
<a href="#">400-35-000-453600</a>	Labor & Equipment Charges	1,300.00	1,300.00	0.00	0.00	-1,300.00	100.00 %
<a href="#">400-35-000-453700</a>	Miscellaneous Materials Sold	3,000.00	3,000.00	0.00	300.96	-2,699.04	89.97 %
<a href="#">400-35-000-461200</a>	Rent/Lease-Municipal Property/Bui	33,230.00	33,230.00	21,980.45	55,455.96	22,225.96	166.89 %
<a href="#">400-35-000-480000</a>	Investment Income	25,000.00	25,000.00	0.00	9,768.05	-15,231.95	60.93 %
<a href="#">400-35-000-490000</a>	Sale of Capital Assets	0.00	0.00	0.00	21,500.00	21,500.00	0.00 %
	<b>Revenue Total:</b>	<b>1,550,530.00</b>	<b>1,550,530.00</b>	<b>180,515.97</b>	<b>1,381,292.94</b>	<b>-169,237.06</b>	<b>10.91 %</b>
<b>Expense</b>							
<a href="#">400-35-000-510100</a>	Salaries/Wages-Regular	394,350.00	394,350.00	24,955.39	274,910.64	119,439.36	30.29 %
<a href="#">400-35-000-510150</a>	Elected Board Officials Compensati	200.00	200.00	0.00	200.00	0.00	0.00 %
<a href="#">400-35-000-510200</a>	Wages-Parttime/Permanent	5,300.00	5,300.00	0.00	0.00	5,300.00	100.00 %
<a href="#">400-35-000-510300</a>	Salaries/Wages-Overtime	16,450.00	16,450.00	1,031.85	12,204.06	4,245.94	25.81 %
<a href="#">400-35-000-511100</a>	FICA Taxes	31,840.00	31,840.00	1,882.36	21,011.62	10,828.38	34.01 %
<a href="#">400-35-000-511300</a>	Health Insurance	89,120.00	89,120.00	6,237.02	60,231.43	28,888.57	32.42 %
<a href="#">400-35-000-511400</a>	Dental Insurance	5,580.00	5,580.00	407.38	3,976.30	1,603.70	28.74 %
<a href="#">400-35-000-511600</a>	Life Insurance	620.00	620.00	43.94	439.30	180.70	29.15 %
<a href="#">400-35-000-511700</a>	LAGERS Retirement Plan	26,290.00	26,290.00	1,507.32	16,616.93	9,673.07	36.79 %
<a href="#">400-35-000-512605</a>	Employee Incentive Program	600.00	600.00	0.00	280.00	320.00	53.33 %
<a href="#">400-35-000-512700</a>	HRA Deductible	11,700.00	11,700.00	0.00	260.86	11,439.14	97.77 %
<a href="#">400-35-000-520250</a>	Administration, Finance & IT Depar	124,760.00	124,760.00	0.00	93,570.03	31,189.97	25.00 %
<a href="#">400-35-000-520300</a>	Technical Services	29,300.00	29,300.00	437.50	12,045.00	17,255.00	58.89 %
<a href="#">400-35-000-520400</a>	Other Contracted Services	42,300.00	42,300.00	44.00	54,476.36	-12,176.36	-28.79 %
<a href="#">400-35-000-521530</a>	Lawn & Grounds Care Services	18,225.00	18,225.00	1,520.00	9,227.50	8,997.50	49.37 %
<a href="#">400-35-000-521540</a>	Uniform Cleaning Service	2,000.00	2,000.00	132.16	1,264.72	735.28	36.76 %
<a href="#">400-35-000-521560</a>	Building Repair & Maintenance	12,500.00	12,500.00	0.00	9,654.72	2,845.28	22.76 %
<a href="#">400-35-000-521620</a>	Equipment Repair & Maintenance	12,200.00	12,200.00	1,206.06	15,117.39	-2,917.39	-23.91 %
<a href="#">400-35-000-521630</a>	Vehicle Repair & Maintenance	18,400.00	18,400.00	417.44	7,494.20	10,905.80	59.27 %
<a href="#">400-35-000-521635</a>	Water System Repair & Maintenanc	10,000.00	10,000.00	0.00	2,228.90	7,771.10	77.71 %
<a href="#">400-35-000-521636</a>	Well Pump Repair & Maintenance	27,250.00	27,250.00	0.00	2,585.03	24,664.97	90.51 %
<a href="#">400-35-000-521640</a>	Equipment Rental	1,000.00	1,000.00	57.79	1,316.04	-316.04	-31.60 %
<a href="#">400-35-000-522100</a>	Advertising	600.00	600.00	0.00	151.40	448.60	74.77 %
<a href="#">400-35-000-522200</a>	Property, Liability & Casualty Insura	39,800.00	39,800.00	0.00	31,943.84	7,856.16	19.74 %
<a href="#">400-35-000-522210</a>	Self-Insurance Deductible	500.00	500.00	0.00	336.00	164.00	32.80 %
<a href="#">400-35-000-522300</a>	Printing/Duplicating	1,600.00	1,600.00	0.00	112.21	1,487.79	92.99 %
<a href="#">400-35-000-522400</a>	Telephone	7,000.00	7,000.00	48.00	5,683.14	1,316.86	18.81 %
<a href="#">400-35-000-522410</a>	Telephone-Alarm Control	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">400-35-000-522500</a>	Training/Seminars	2,000.00	2,000.00	0.00	670.00	1,330.00	66.50 %
<a href="#">400-35-000-522600</a>	Travel	2,500.00	2,500.00	0.00	1,528.22	971.78	38.87 %
<a href="#">400-35-000-522700</a>	Professional Dues & Memberships	3,350.00	3,350.00	0.00	2,951.50	398.50	11.90 %
<a href="#">400-35-000-522900</a>	Postage	11,000.00	11,000.00	860.00	9,715.80	1,284.20	11.67 %
<a href="#">400-35-000-522950</a>	Credit Card Fees	8,000.00	8,000.00	1,457.52	11,985.71	-3,985.71	-49.82 %
<a href="#">400-35-000-530410</a>	Parts-Vehicle	2,100.00	2,100.00	100.28	731.75	1,368.25	65.15 %
<a href="#">400-35-000-530415</a>	Parts-Equipment	4,000.00	4,000.00	573.85	3,878.91	121.09	3.03 %
<a href="#">400-35-000-530420</a>	Office Supplies	1,000.00	1,000.00	98.94	444.38	555.62	55.56 %

**Budget Report**

**For Fiscal: 2019-2020 Period Ending: 07/31/2020**

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	<b>Percent</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>(Unfavorable)</b>	<b>Remaining</b>
<a href="#">400-35-000-530500</a>	Asphalt/Rock/Cement	20,000.00	20,000.00	652.34	16,498.37	3,501.63	17.51 %
<a href="#">400-35-000-530600</a>	Straw/Seeding/Plants	500.00	500.00	56.00	1,361.86	-861.86	-172.37 %
<a href="#">400-35-000-530700</a>	Uniforms & Clothing	1,200.00	1,200.00	164.75	1,095.35	104.65	8.72 %
<a href="#">400-35-000-530800</a>	General Supplies	5,000.00	5,000.00	188.57	2,464.62	2,535.38	50.71 %
<a href="#">400-35-000-531110</a>	Electricity	180,000.00	180,000.00	18,615.74	104,204.69	75,795.31	42.11 %
<a href="#">400-35-000-531120</a>	Heating Fuel	2,200.00	2,200.00	0.00	1,931.83	268.17	12.19 %
<a href="#">400-35-000-531300</a>	Gasoline & Oil	12,500.00	12,500.00	0.00	7,812.49	4,687.51	37.50 %
<a href="#">400-35-000-532100</a>	Meters & Hydrants	46,300.00	46,300.00	0.00	84,850.60	-38,550.60	-83.26 %
<a href="#">400-35-000-532200</a>	Pipe & Fittings	33,000.00	33,000.00	11,720.08	30,945.87	2,054.13	6.22 %
<a href="#">400-35-000-533100</a>	Chemicals	15,000.00	15,000.00	1,422.04	12,627.67	2,372.33	15.82 %
<a href="#">400-35-000-533300</a>	Janitorial Supplies	200.00	200.00	0.00	274.20	-74.20	-37.10 %
<a href="#">400-35-000-534100</a>	Depreciation Expense	400,000.00	400,000.00	0.00	0.00	400,000.00	100.00 %
<a href="#">400-35-000-534200</a>	SmallTools/Equipment/Furnishings	36,170.00	36,170.00	101.84	23,724.19	12,445.81	34.41 %
<a href="#">400-35-000-541100</a>	Improvements Other Than Building	520,000.00	520,000.00	0.00	0.00	520,000.00	100.00 %
<a href="#">400-35-000-541110</a>	Water System Improvements	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">400-35-000-542100</a>	Vehicles	96,000.00	96,000.00	0.00	0.00	96,000.00	100.00 %
<a href="#">400-35-000-542200</a>	Machinery & Equipment	50,000.00	79,000.00	0.00	39,447.46	39,552.54	50.07 %
<a href="#">400-35-000-559200</a>	Bond/Note Principal	188,600.00	188,600.00	0.00	0.00	188,600.00	100.00 %
<a href="#">400-35-090-559110</a>	Interest Expense	151,200.00	151,200.00	0.00	0.00	151,200.00	100.00 %
	<b>Expense Total:</b>	<b>2,750,305.00</b>	<b>2,779,305.00</b>	<b>75,940.16</b>	<b>996,483.09</b>	<b>1,782,821.91</b>	<b>64.15 %</b>
	<b>Fund: 400 - WATER FUND Surplus (Deficit):</b>	<b>-1,199,775.00</b>	<b>-1,228,775.00</b>	<b>104,575.81</b>	<b>384,809.85</b>	<b>1,613,584.85</b>	<b>131.32 %</b>

**Fund: 410 - SEWAGE TREATMENT FUND**

<b>Revenue</b>							
<a href="#">410-36-000-418500</a>	Sanitary Sewer District	24,000.00	24,000.00	2,649.56	23,709.24	-290.76	1.21 %
<a href="#">410-36-000-450600</a>	Penalties/Interest Charges	40,000.00	40,000.00	4,542.91	25,981.71	-14,018.29	35.05 %
<a href="#">410-36-000-450900</a>	Revenues-All Other	5,000.00	5,000.00	200.00	9,555.62	4,555.62	191.11 %
<a href="#">410-36-000-453600</a>	Labor & Equipment Charges	0.00	0.00	0.00	1,174.60	1,174.60	0.00 %
<a href="#">410-36-000-454100</a>	Sewer Service Charges	2,500,000.00	2,500,000.00	206,132.47	2,009,972.08	-490,027.92	19.60 %
<a href="#">410-36-000-454125</a>	Surcharge Fees	25,000.00	25,000.00	1,507.35	13,785.13	-11,214.87	44.86 %
<a href="#">410-36-000-454150</a>	Leachate Disposal Charge	45,000.00	45,000.00	11,900.00	46,750.00	1,750.00	103.89 %
<a href="#">410-36-000-454200</a>	Sewer Connection Charges	40,000.00	40,000.00	11,336.00	179,912.00	139,912.00	449.78 %
<a href="#">410-36-000-480000</a>	Investment Income	15,000.00	15,000.00	0.00	7,542.43	-7,457.57	49.72 %
<a href="#">410-36-000-480200</a>	Investment Income.-Bond Acct.	350,000.00	350,000.00	0.00	165,929.43	-184,070.57	52.59 %
<a href="#">410-99-000-499350</a>	Transfer In - Stormwater	0.00	115,000.00	0.00	0.00	-115,000.00	100.00 %
	<b>Revenue Total:</b>	<b>3,044,000.00</b>	<b>3,159,000.00</b>	<b>238,268.29</b>	<b>2,484,312.24</b>	<b>-674,687.76</b>	<b>21.36 %</b>

<b>Expense</b>							
<a href="#">410-36-000-510100</a>	Salaries/Wages-Regular	167,190.00	167,190.00	12,235.56	108,048.51	59,141.49	35.37 %
<a href="#">410-36-000-510200</a>	Wages-PartTime/Permanent	5,300.00	5,300.00	0.00	0.00	5,300.00	100.00 %
<a href="#">410-36-000-510300</a>	Salaries/Wages-Overtime	3,855.00	3,855.00	70.40	2,697.13	1,157.87	30.04 %
<a href="#">410-36-000-511100</a>	FICA Taxes	13,590.00	13,590.00	882.35	8,016.03	5,573.97	41.02 %
<a href="#">410-36-000-511300</a>	Health Insurance	27,880.00	27,880.00	3,208.95	26,233.58	1,646.42	5.91 %
<a href="#">410-36-000-511400</a>	Dental Insurance	1,710.00	1,710.00	204.34	1,699.20	10.80	0.63 %
<a href="#">410-36-000-511600</a>	Life Insurance	160.00	160.00	22.23	179.17	-19.17	-11.98 %
<a href="#">410-36-000-511700</a>	LAGERS Retirement Plan	11,230.00	11,230.00	580.93	5,686.30	5,543.70	49.37 %
<a href="#">410-36-000-512605</a>	Employee Incentive Program	200.00	200.00	0.00	70.00	130.00	65.00 %
<a href="#">410-36-000-512700</a>	HRA Deductible	3,600.00	3,600.00	0.00	3,015.34	584.66	16.24 %
<a href="#">410-36-000-520250</a>	Administration, Finance & IT Depar	62,125.00	62,125.00	0.00	46,593.72	15,531.28	25.00 %
<a href="#">410-36-000-520300</a>	Technical Services	1,300.00	1,300.00	437.50	2,625.00	-1,325.00	-101.92 %
<a href="#">410-36-000-520400</a>	Other Contracted Services	14,500.00	14,500.00	44.00	11,821.68	2,678.32	18.47 %
<a href="#">410-36-000-521300</a>	Tipping Fee - City of Washington	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">410-36-000-521530</a>	Lawn & Grounds Care Services	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<a href="#">410-36-000-521540</a>	Uniform Cleaning Service	600.00	600.00	58.08	474.34	125.66	20.94 %
<a href="#">410-36-000-521560</a>	Building Repair & Maintenance	500.00	500.00	71.58	2,545.80	-2,045.80	-409.16 %
<a href="#">410-36-000-521620</a>	Equipment Repair & Maintenance	23,285.00	23,285.00	2,546.12	24,732.88	-1,447.88	-6.22 %
<a href="#">410-36-000-521630</a>	Vehicle Repair & Maintenance	5,450.00	5,450.00	1,738.02	3,012.59	2,437.41	44.72 %
<a href="#">410-36-000-521640</a>	Equipment Rental	1,500.00	1,500.00	57.79	659.04	840.96	56.06 %
<a href="#">410-36-000-522100</a>	Advertising	500.00	500.00	0.00	486.00	14.00	2.80 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 07/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">410-36-000-522200</a>	Property, Liability & Casualty Insura	19,900.00	19,900.00	0.00	16,285.57	3,614.43	18.16 %
<a href="#">410-36-000-522210</a>	Self-Insurance Deductible	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">410-36-000-522300</a>	Printing/Duplicating	800.00	800.00	0.00	0.00	800.00	100.00 %
<a href="#">410-36-000-522400</a>	Telephone	3,500.00	3,500.00	48.00	3,576.39	-76.39	-2.18 %
<a href="#">410-36-000-522410</a>	Telephone-Alarm Control	5,000.00	5,000.00	0.00	4,689.78	310.22	6.20 %
<a href="#">410-36-000-522500</a>	Training/Seminars	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">410-36-000-522600</a>	Travel	700.00	700.00	0.00	0.00	700.00	100.00 %
<a href="#">410-36-000-522700</a>	Professional Dues & Memberships	500.00	500.00	0.00	115.00	385.00	77.00 %
<a href="#">410-36-000-522900</a>	Postage	6,000.00	6,000.00	430.00	4,259.50	1,740.50	29.01 %
<a href="#">410-36-000-522950</a>	Credit Card Fees	8,000.00	8,000.00	1,457.51	11,985.61	-3,985.61	-49.82 %
<a href="#">410-36-000-530200</a>	Lab Supplies	50.00	50.00	0.00	136.87	-86.87	-173.74 %
<a href="#">410-36-000-530410</a>	Parts-Vehicle	1,000.00	1,000.00	0.00	1,915.59	-915.59	-91.56 %
<a href="#">410-36-000-530415</a>	Parts-Equipment	12,000.00	12,000.00	672.76	3,070.26	8,929.74	74.41 %
<a href="#">410-36-000-530420</a>	Office Supplies	500.00	500.00	98.90	396.13	103.87	20.77 %
<a href="#">410-36-000-530500</a>	Asphalt/Rock/Cement	25,000.00	25,000.00	803.50	9,720.02	15,279.98	61.12 %
<a href="#">410-36-000-530600</a>	Straw/Seeding/Plants	250.00	250.00	0.00	381.62	-131.62	-52.65 %
<a href="#">410-36-000-530700</a>	Uniforms & Clothing	300.00	300.00	64.75	376.28	-76.28	-25.43 %
<a href="#">410-36-000-530800</a>	General Supplies	2,300.00	2,300.00	238.90	1,134.74	1,165.26	50.66 %
<a href="#">410-36-000-530900</a>	Employee Appreciation Cost	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">410-36-000-531110</a>	Electricity	45,000.00	45,000.00	4,687.58	34,729.47	10,270.53	22.82 %
<a href="#">410-36-000-531120</a>	Heating Fuel	2,500.00	2,500.00	0.00	1,931.83	568.17	22.73 %
<a href="#">410-36-000-531300</a>	Gasoline & Oil	6,500.00	6,500.00	0.00	7,790.77	-1,290.77	-19.86 %
<a href="#">410-36-000-532200</a>	Pipe & Fittings	7,000.00	7,000.00	0.00	4,345.32	2,654.68	37.92 %
<a href="#">410-36-000-532270</a>	Manhole Replacement Program	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">410-36-000-533100</a>	Chemicals	2,200.00	2,200.00	0.00	512.80	1,687.20	76.69 %
<a href="#">410-36-000-533300</a>	Janitorial Supplies	200.00	200.00	0.00	267.74	-67.74	-33.87 %
<a href="#">410-36-000-534100</a>	Depreciation Expense	285,000.00	285,000.00	0.00	0.00	285,000.00	100.00 %
<a href="#">410-36-000-534200</a>	SmallTools/Equipment/Furnishings	11,325.00	11,325.00	0.00	4,067.13	7,257.87	64.09 %
<a href="#">410-36-000-541100</a>	Improvements Other Than Building	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
<a href="#">410-36-000-541120</a>	Sanitary Sewer System Improve	200,000.00	430,000.00	753.43	501,626.43	-71,626.43	-16.66 %
<a href="#">410-36-000-542100</a>	Vehicles	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00 %
<a href="#">410-36-000-542200</a>	Machinery & Equipment	0.00	0.00	0.00	7,679.00	-7,679.00	0.00 %
<a href="#">410-36-090-559110</a>	Interest Expense	500,400.00	500,400.00	0.00	255,134.38	245,265.62	49.01 %
<a href="#">410-36-090-559120</a>	Agent Fees	60,000.00	60,000.00	0.00	58,468.19	1,531.81	2.55 %
<a href="#">410-36-090-559130</a>	Amortization of Bond Discount/Pre	-21,340.00	-21,340.00	0.00	0.00	-21,340.00	100.00 %
<a href="#">410-36-090-559200</a>	Bond/Note Principal	990,000.00	990,000.00	0.00	990,000.00	0.00	0.00 %
<a href="#">410-36-361-510100</a>	Salaries/Wages-Regular	235,720.00	235,720.00	17,746.03	174,041.34	61,678.66	26.17 %
<a href="#">410-36-361-510300</a>	Salaries/Wages-Overtime	3,855.00	3,855.00	424.02	3,373.56	481.44	12.49 %
<a href="#">410-36-361-511100</a>	FICA Taxes	18,230.00	18,230.00	1,316.53	12,964.15	5,265.85	28.89 %
<a href="#">410-36-361-511300</a>	Health Insurance	37,380.00	37,380.00	4,051.38	35,494.81	1,885.19	5.04 %
<a href="#">410-36-361-511400</a>	Dental Insurance	2,290.00	2,290.00	235.65	1,965.44	324.56	14.17 %
<a href="#">410-36-361-511600</a>	Life Insurance	210.00	210.00	32.39	291.80	-81.80	-38.95 %
<a href="#">410-36-361-511700</a>	LAGERS Retirement Plan	15,050.00	15,050.00	1,053.82	10,324.28	4,725.72	31.40 %
<a href="#">410-36-361-512605</a>	Employee Incentive Program	400.00	400.00	0.00	105.00	295.00	73.75 %
<a href="#">410-36-361-512700</a>	HRA Deductible	5,400.00	5,400.00	0.00	6,264.76	-864.76	-16.01 %
<a href="#">410-36-361-520250</a>	Administration, Finance & IT Depar	62,125.00	62,125.00	0.00	46,593.72	15,531.28	25.00 %
<a href="#">410-36-361-520300</a>	Technical Services	12,000.00	12,000.00	551.50	23,042.13	-11,042.13	-92.02 %
<a href="#">410-36-361-520400</a>	Other Contracted Services	23,665.00	23,665.00	0.00	7,056.98	16,608.02	70.18 %
<a href="#">410-36-361-521300</a>	Tipping Fee - City of Washington	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">410-36-361-521540</a>	Uniform Cleaning Service	1,500.00	1,500.00	77.44	693.66	806.34	53.76 %
<a href="#">410-36-361-521560</a>	Building Repair & Maintenance	12,500.00	12,500.00	0.00	9,901.28	2,598.72	20.79 %
<a href="#">410-36-361-521620</a>	Equipment Repair & Maintenance	37,700.00	37,700.00	1,813.30	22,365.00	15,335.00	40.68 %
<a href="#">410-36-361-521630</a>	Vehicle Repair & Maintenance	6,000.00	6,000.00	0.00	2,292.75	3,707.25	61.79 %
<a href="#">410-36-361-521640</a>	Equipment Rental	600.00	600.00	33.15	331.52	268.48	44.75 %
<a href="#">410-36-361-522200</a>	Property, Liability & Casualty Insura	23,700.00	23,700.00	0.00	19,278.10	4,421.90	18.66 %
<a href="#">410-36-361-522210</a>	Self-Insurance Deductible	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">410-36-361-522300</a>	Printing/Duplicating	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %
<a href="#">410-36-361-522400</a>	Telephone	8,000.00	8,000.00	60.00	9,968.76	-1,968.76	-24.61 %

**Budget Report**

**For Fiscal: 2019-2020 Period Ending: 07/31/2020**

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	<b>Percent</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>(Unfavorable)</b>	<b>Remaining</b>
<u>410-36-361-522410</u>	Telephone-Alarm Control	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>410-36-361-522500</u>	Training/Seminars	800.00	800.00	0.00	0.00	800.00	100.00 %
<u>410-36-361-522600</u>	Travel	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>410-36-361-522700</u>	Professional Dues & Memberships	200.00	200.00	0.00	57.50	142.50	71.25 %
<u>410-36-361-522900</u>	Postage	5,000.00	5,000.00	430.00	4,339.04	660.96	13.22 %
<u>410-36-361-530200</u>	Lab Supplies	8,000.00	8,000.00	33.84	738.63	7,261.37	90.77 %
<u>410-36-361-530410</u>	Parts-Vehicle	800.00	800.00	0.00	128.06	671.94	83.99 %
<u>410-36-361-530415</u>	Parts-Equipment	35,000.00	35,000.00	106.34	5,021.62	29,978.38	85.65 %
<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	2,613.24	-1,113.24	-74.22 %
<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	182.22	217.78	54.45 %
<u>410-36-361-530800</u>	General Supplies	2,000.00	2,000.00	200.43	909.81	1,090.19	54.51 %
<u>410-36-361-531110</u>	Electricity	180,000.00	180,000.00	18,404.75	124,603.71	55,396.29	30.78 %
<u>410-36-361-531120</u>	Heating Fuel	17,000.00	17,000.00	0.00	16,189.76	810.24	4.77 %
<u>410-36-361-531300</u>	Gasoline & Oil	3,500.00	3,500.00	0.00	1,524.68	1,975.32	56.44 %
<u>410-36-361-532200</u>	Pipe & Fittings	2,500.00	2,500.00	0.00	456.18	2,043.82	81.75 %
<u>410-36-361-533100</u>	Chemicals	18,000.00	18,000.00	0.00	13,408.82	4,591.18	25.51 %
<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	0.00	1,048.11	12,376.89	92.19 %
<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	239,400.00	32,000.00	169,211.96	70,188.04	29.32 %
<u>410-36-361-542300</u>	Furniture & Fixtures	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
	<b>Expense Total:</b>	<b>4,602,060.00</b>	<b>4,994,460.00</b>	<b>109,983.75</b>	<b>2,900,002.63</b>	<b>2,094,457.37</b>	<b>41.94 %</b>
	<b>Fund: 410 - SEWAGE TREATMENT FUND Surplus (Deficit):</b>	<b>-1,558,060.00</b>	<b>-1,835,460.00</b>	<b>128,284.54</b>	<b>-415,690.39</b>	<b>1,419,769.61</b>	<b>77.35 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-2,757,835.00</b>	<b>-3,064,235.00</b>	<b>232,860.35</b>	<b>-30,880.54</b>	<b>3,033,354.46</b>	<b>98.99 %</b>



**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 400 - WATER FUND</b>						
Revenue	1,550,530.00	1,550,530.00	180,515.97	1,381,292.94	-169,237.06	10.91 %
Expense	2,750,305.00	2,779,305.00	75,940.16	996,483.09	1,782,821.91	64.15 %
<b>Fund: 400 - WATER FUND Surplus (Deficit):</b>	<b>-1,199,775.00</b>	<b>-1,228,775.00</b>	<b>104,575.81</b>	<b>384,809.85</b>	<b>1,613,584.85</b>	<b>131.32 %</b>
<b>Fund: 410 - SEWAGE TREATMENT FUND</b>						
Revenue	3,044,000.00	3,159,000.00	238,268.29	2,484,312.24	-674,687.76	21.36 %
Expense	4,602,060.00	4,994,460.00	109,983.75	2,900,002.63	2,094,457.37	41.94 %
<b>Fund: 410 - SEWAGE TREATMENT FUND Surplus (Deficit):</b>	<b>-1,558,060.00</b>	<b>-1,835,460.00</b>	<b>128,284.54</b>	<b>-415,690.39</b>	<b>1,419,769.61</b>	<b>77.35 %</b>
<b>Report Surplus (Deficit):</b>	<b>-2,757,835.00</b>	<b>-3,064,235.00</b>	<b>232,860.35</b>	<b>-30,880.54</b>	<b>3,033,354.46</b>	<b>98.99 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
400 - WATER FUND	-1,199,775.00	-1,228,775.00	104,575.81	384,809.85	1,613,584.85
410 - SEWAGE TREATMENT FUND	-1,558,060.00	-1,835,460.00	128,284.54	-415,690.39	1,419,769.61
<b>Report Surplus (Deficit):</b>	<b>-2,757,835.00</b>	<b>-3,064,235.00</b>	<b>232,860.35</b>	<b>-30,880.54</b>	<b>3,033,354.46</b>

## Memorandum

**TO:** Darren Lamb, City Administrator  
Board of Public Works

**FROM:** Kevin Quaethem, Water and Wastewater Superintendent

**DATE:** August 7, 2020

**RE:** Work Performed by the Water and Wastewater Departments

### STATUS OF MAJOR CONTRACTS – JULY 2020

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

### JULY 2020

Water Pumped July 2020..... 79,965,598 2.58 mgd

Wastewater Effluent Flow July 2020..... 65,240,000 2.10 mgd

Missouri One Call Locate messages received July 2020.....244

Meters Issued as new. ....10

Meters Issued as replacements (Swap Out Meadow Lake Farms). ....17

Meters Issued as new for irrigation systems .....0

Service Requests/Work Orders Completed July 2020.....28

Sewer Routines .....70

Delinquent Accounts actually shut off in July 2020.....43

### WATER DEPARTMENT FIELD WORK PERFORMED – JULY 2020

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Shop Maintenance</li> <li>2. Meter/Swapping/Repair</li> <li>3. Repair/Replace/Number Hydrants</li> <li>4. Check Wells/Lift Stations/Heaters</li> <li>5. Missouri One Call Locates</li> <li>6. Hydrant Flushing/Painting</li> <li>7. Maintenance on Wells</li> <li>8. Emergency Call Out/Tiger Car Wash</li> </ol> | <ol style="list-style-type: none"> <li>9. Antenna Work</li> <li>10. Water Break @ 1409 W Main</li> <li>11. Water Break @ Sand Plant</li> <li>12. Water Break @ W Main &amp; Bernard</li> <li>13. Locust Street Water Line</li> <li>14. Clay St. Water Line Project</li> <li>15. Flow Test Clay Street</li> <li>16. Cold Patch – Water Break Areas</li> </ol> |
|---|--|

## **WASTEWATER DEPARTMENT FIELD WORK PERFORMED – JULY 2020**

1. Sewer Routines
2. Daily lab work and routines.
3. Cleaned belt press.
4. Clean Process Filters
5. Run belt press.
6. Elevator Inspection WWTP
7. Weed eat around Lift Stations
8. Sewer Backup – W 5<sup>th</sup> & Dubois
9. Pulled and Cleaned West End Pumps
10. Camera Sewer Line @ 610 Penn
11. Camera Sewer @ High & 2nd
12. Camera sewer @ Stafford & Fremont
13. Sewer Routines

## **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 <b>Washington Water Dept.</b>				Laboratory Name <b>Franklin County Lab</b>			
Street Address <b>405 Jefferson Street</b>				<b>7419 Hwy 47 Ste. A Union, MO</b>			
City <b>Washington</b>		Zip Code <b>63090</b>		Certification Number <b>00700</b>			
County <b>Franklin</b>	I.D. Number <b>MO6010838</b>						
Date M/D/Y	Collection Point	Sample Type	Location Code	Sample Results		Chlorine Residual	
				Coliform	E-coli	Total	Free
7/7/20	#4 Chamber Dr	R	R-3	A	A	0.71	0.69
7/7/20	1901 West Main St	R	R-17	A	A	0.86	0.73
7/7/20	6354 Bluff Rd	R	R-18	A	A	0.41	0.36
7/7/20	601 West 7th St	R	R-14	A	A	0.48	0.40
7/7/20	1 Nicleridge Dr	R	R-15	A	A	0.78	0.71
7/14/20	4 Chamber	R	R-3	A	A	0.46	0.44
7/14/20	2556 King Crest Ct	R	R-7	A	A	0.57	0.51
7/14/20	1 Scenic Dr	R	R-11	A	A	0.55	0.50
7/14/20	404 E. 2nd Ct	R	R-13	A	A	0.42	0.38
7/14/20	515 Washington Ave	R	R-2	A	A	0.69	0.62
7/21/20	4 Chamber	R	R-3	A	A	0.59	0.56
7/21/20	1901 West Main St	R	R-17	A	A	0.38	0.35
7/21/20	1651 W. Fifth St	R	R-16	A	A	0.54	0.52
7/21/20	1899 Pheonix Center Dr.	R	R-9	A	A	0.45	0.41
7/21/20	105 Washington Hgts Dr	R	R-6	A	A	0.73	0.70
				Signed: Kristen Wideman		Date: 7/23/2020	
Total Routine Samples: 15				Title: Lab Assistant			
Monitoring Violation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							