MEETING OF THE BOARD OF PUBLIC WORKS
TUESDAY, MARCH 8, 2016
7:30 A.M.
CITY HALL COUNCIL CHAMBERS
405 JEFFERSON STREET

AGENDA

			SUGGESTED ACTION
I.	**INTRODUCTORY ITEMS**		
	A.	Call meeting to order/Announce "Board of Public Works Meeting – Tuesday, March 8, 2016 -- 7:30 a.m."	Chairman Call Meeting to order
	B.	Roll Call/Pledge of Allegiance	Secretary - Roll Call All - Pledge of Allegiance
	C.	Approval of the minutes from the February 16, 2016 regular meeting	Need motion to approve
II.	**PRIORITY ITEMS**		----------
III.	**WASTEWATER**		
	A.	WWTP Electrical Modifications	Discussion
IV.	**WATER**		
	A.	Permanent Chlorination Installation	Discussion
	B.	Section 700.390 Connection to Public Line (Draft) – Still awaiting response from City Attorney	
V.	**OTHER**		
	A.	Seimens Industry	Discussion
VI.	**OLD BUSINESS**		
	A.	Hydraulic Study	Discussion
VII.	**CLOSING**		
	A.	Open Discussion	Chairman – inquire if there are any other items to be discussed.
	B.	Next scheduled meeting – Tuesday, April 12, 2016	Members schedule next meeting date.
	C.	Adjourn meeting.	Need motion to adjourn
VIII.	**INFORMATION**		
	A.	Budget Performance Reports (backup information enclosed)	
	B.	Work Performed for February, 2016	----------
	C.	Department of Natural Resources Analysis Report	

Posted by Beverly Hoyt, Public Works Secretary, Friday, March 4, 2016

MINUTES OF THE BOARD OF PUBLIC WORKS
Tuesday, February 16, 2016

The Regular Meeting of the Board of Public Works was held on Tuesday, February 16, 2016 at 7:30 p.m. in the City Council Chambers located at 405 Jefferson Street, Washington, Missouri. The following were present/absent:

MEMBERS:		
Chairman	Kurt Voss	Present
Member	Rob Vossbrink	Present
Member	John Vietmeier	Present
Member	Brad Mitchell	Present
Ex-officio Member		
Ex-officio Member	Mike Radetic	Present
OTHERS:		
Council Representative	Jeff Mohesky	Absent
Council Representative	Josh Brinker	Present
Council Representative	Steve Sullentrup	Absent
Council Representative	Greg Skornia	Absent
Mayor	Sandy Lucy	Absent
City Administrator	James A. Briggs	Absent
Public Works Director	Brian Boehmer	Present
Water/Wastewater Superintendent	Kevin Quaethem	Present
Public Works Secretary/Temp	Beverly Hoyt	Present
City Engineer	Dan Boyce	Absent
Assistant City Engineer	Andrea Lueken	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 Secretary 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.

A motion was made by Mr. Mitchell and seconded by Mr. Vossbrink to approve the minutes from the regular January 12, 2016 meeting. The motion passed without dissent.

Wastewater

Still moving forward, they are waiting on a part. They are finalizing the little things like smoke alarm systems, blowers, flow meters. All this should be done within a couple of weeks or by the end of the month.

There were no questions on wastewater from the Board.

Water - Permanent Chlorination Installation

We have received a verbal from the Missouri Department of Natural Resources to proceed with installation of the permanent chlorination. Still have not received the written but it's just a technicality. We have installed all but three of the analyzers, which will monitor dosage of chlorine. Those should be hooked up to our SCADA System this week. Tanks have been received and are being installed. Once these scales are in they will be mounted. At that time we should be at complete chlorination and monitoring on a 24-hour basis on the residuals. The system should help us stabilize all the wells and keep them at the same amount of chlorine injected into system. All the installation at wells is being done in-house. The company that sold the equipment has been out working with the guys to help program the analyzers at no cost. The projected estimated cost is $68,877.00.

The complaints about odor and taste are at a minimal. When we have a water break we can usually expect to get a few calls for dirty water. We are trying to set up a routine for the dead end lines to be flushed as often as we can.

Donohue Invoice – This is the first pay request for the engineering portion of the permanent chlorination. Staff recommends payment.

A motion was made by Mr. Vossbrink and second by Mr. Vietmeier, motion has been approved for payment.

Section 700.390 Connection to Public Line (Draft) we are still waiting to hear from the City Attorney. Mr. Boehmer will work with Mr. Quaethem to see what the problem might be and try to have an answer at the March Board Meeting.

Other:

Seimen Industry Meters – Met with Mr. Briggs a couple of months ago. Seimen is requesting access to our system so they can re-evaluate their numbers since there was such a difference. They are supposed to get back with Mr. Briggs and Mary Sprung with the results as soon as they can. They will be accessing our system so as they get a mirrored image of data. Our debt payment is being made. Once all this information is received we will bring it to the Board's attention for review.

Old Business:

Hydraulic Study – Ready to bring to us and train. Engineering will be housing the program.

Open Discussion:

Multi-units – There are only two that are still questionable. One only has one shut off and the other we are able to get into with the owners help. You have to go through the house to the basement where the shut off are, she has no problem meeting with us to do this.

Meet to talk with Mr. Briggs about a possible conflict of interest with City attorney. Also with respect to having Seimens put on the agenda for March under old business.

Questions in regard to the parcel off Lafayette about the fact of one day there being a potential for the parcel on Front Street, but at this time there have been no inquiries made. As far as we know it never went anywhere.

Next Scheduled Meeting Date. The next scheduled meeting date is March 8, 2016.

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

Prepared by: _____

Beverly Hoyt
Public Works
Secretary/Temp

Adopted and Approved By the Board of Public Works:

Date: _____ Signature: _____

Secretary

City of Washington, MO

Budget Report
Account Summary
For Fiscal: 2015-2016 Period Ending: 02/29/2016

		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 Chgs.	22,000.00	22,000.00	1,582.73	9,536.06	-12,463.94	56.65 %
400-35-000-450900	Revenues-All Other	15,000.00	15,000.00	3,750.00	11,923.29	-3,076.71	20.51 %
400-35-000-453100	Water Sales	1,430,000.00	1,430,000.00	99,310.06	554,505.62	-875,494.38	61.22 %
400-35-000-453200	Water Meter Sales	10,000.00	10,000.00	576.98	8,201.46	-1,798.54	17.99 %
400-35-000-453500	Connection Charges	15,000.00	15,000.00	250.00	2,750.00	-12,250.00	81.67 %
400-35-000-453550	Tap Charges	500.00	500.00	0.00	0.00	-500.00	100.00 %
400-35-000-453600	Labor & Equipment Charges	500.00	500.00	0.00	2,440.34	1,940.34	488.07 %
400-35-000-453700	Miscellaneous Materials Sold	10,000.00	10,000.00	366.84	2,445.85	-7,554.15	75.54 %
400-35-000-461200	Rent/Lease-Municipal Property/Bui	53,460.00	53,460.00	3,757.07	18,644.41	-34,815.59	65.12 %
400-35-000-480000	Investment Income	3,000.00	3,000.00	0.00	456.18	-2,543.82	84.79 %
400-35-000-480100	Investment Income-notes	3,300.00	3,300.00	0.00	1,074.86	-2,225.14	67.43 %
	Revenue Total:	**1,562,760.00**	**1,562,760.00**	**109,593.68**	**611,978.07**	**-950,781.93**	**60.84 %**
Expense							
400-35-000-510100	Salaries/Wages-Regular	362,910.00	362,910.00	24,881.25	136,089.38	226,820.62	62.50 %
400-35-000-510150	Elected Board Officials Compensati	200.00	200.00	0.00	100.00	100.00	50.00 %
400-35-000-510200	Wages-Part Time/Permanent	5,100.00	5,100.00	0.00	0.00	5,100.00	100.00 %
400-35-000-510300	Salaries/Wages-Overtime	8,360.00	8,360.00	1,494.30	7,061.03	1,298.97	15.54 %
400-35-000-511100	FICA Taxes	28,810.00	28,810.00	2,049.85	11,453.04	17,356.96	60.25 %
400-35-000-511300	Health Insurance	92,110.00	92,110.00	6,838.24	34,774.89	57,335.11	62.25 %
400-35-000-511400	Dental Insurance	6,620.00	6,620.00	437.46	2,358.84	4,261.16	64.37 %
400-35-000-511600	Life Insurance	730.00	730.00	55.44	291.33	438.67	60.09 %
400-35-000-511700	LAGERS Retirement Plan	40,100.00	40,100.00	2,859.05	16,716.97	23,383.03	58.31 %
400-35-000-512601	Tuition Reimbursement	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
400-35-000-512605	Employee Incentive Program	300.00	300.00	0.00	213.53	86.47	28.82 %
400-35-000-512700	HRA Deductible	22,500.00	22,500.00	0.00	3,380.67	19,119.33	84.97 %
400-35-000-512701	HRA Administration Fee	490.00	490.00	0.00	0.00	490.00	100.00 %
400-35-000-520150	Engineering & Inspection Departm	0.00	0.00	1,879.44	13,798.60	-13,798.60	0.00 %
400-35-000-520250	Administration, Finance & IT Depar	151,810.00	151,810.00	0.00	50,603.36	101,206.64	66.67 %
400-35-000-520300	Technical Services	10,400.00	10,400.00	1,413.65	3,544.10	6,855.90	65.92 %
400-35-000-520400	Other Contracted Services	80,000.00	80,000.00	5,653.83	22,600.70	57,399.30	71.75 %
400-35-000-521540	Uniform Cleaning Service	2,000.00	2,000.00	147.66	660.15	1,339.85	66.99 %
400-35-000-521560	Building Repair & Maintenance	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
400-35-000-521620	Equipment Repair & Maintenance	12,000.00	12,000.00	400.00	2,463.00	9,537.00	79.48 %
400-35-000-521630	Vehicle Repair & Maintenance	7,500.00	7,500.00	2,574.56	3,297.24	4,202.76	56.04 %
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	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
400-35-000-521640	Equipment Rental	1,000.00	1,000.00	19.15	114.25	885.75	88.58 %
400-35-000-522100	Advertising	200.00	200.00	0.00	0.00	200.00	100.00 %
400-35-000-522200	Property, Liability & Casualty Insur	34,610.00	34,610.00	0.00	0.00	34,610.00	100.00 %
400-35-000-522210	Self-Insurance Deductible	0.00	0.00	423.88	498.88	-498.88	0.00 %
400-35-000-522300	Printing/Duplicating	1,300.00	1,300.00	0.00	981.19	318.81	24.52 %
400-35-000-522400	Telephone	8,000.00	8,000.00	569.17	2,283.86	5,716.14	71.45 %
400-35-000-522410	Telephone-Alarm Control	4,500.00	4,500.00	425.34	1,701.36	2,798.64	62.19 %
400-35-000-522500	Training/Seminars	1,400.00	1,400.00	250.00	500.00	900.00	64.29 %
400-35-000-522600	Travel	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
400-35-000-522700	Professional Dues & Memberships	2,050.00	2,050.00	35.00	737.00	1,313.00	64.05 %
400-35-000-522900	Postage	12,000.00	12,000.00	866.66	4,575.56	7,424.44	61.87 %
400-35-000-522950	Credit Card Fees	4,400.00	4,400.00	511.96	2,212.38	2,187.62	49.72 %
400-35-000-530410	Parts-Vehicle	2,000.00	2,000.00	129.20	1,179.52	820.48	41.02 %
400-35-000-530415	Parts-Equipment	2,000.00	2,000.00	602.40	619.98	1,380.02	69.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
400-35-000-530420	Offices Supplies	1,200.00	1,200.00	0.00	125.31	1,074.69	89.56 %
400-35-000-530500	Asphalt/Rock/Cement	15,000.00	15,000.00	2,587.90	7,432.78	7,567.22	50.45 %
400-35-000-530600	Straw/Seeding/Plants	500.00	500.00	5.50	10.75	489.25	97.85 %
400-35-000-530800	General Supplies	7,000.00	7,000.00	884.24	6,911.63	88.37	1.26 %
400-35-000-530900	Employee Appreciation Cost	1,500.00	1,500.00	0.00	1,739.40	-239.40	-15.96 %
400-35-000-531110	Electricity	150,000.00	150,000.00	12,206.33	43,407.36	106,592.64	71.06 %
400-35-000-531120	Heating Fuel	1,500.00	1,500.00	302.59	569.83	930.17	62.01 %
400-35-000-531300	Gasoline & Oil	22,000.00	22,000.00	0.00	4,334.86	17,665.14	80.30 %
400-35-000-532100	Meters & Hydrants	25,000.00	25,000.00	17,842.00	17,956.33	7,043.67	28.17 %
400-35-000-532200	Pipe & Fittings	22,000.00	22,000.00	8,064.69	8,790.12	13,209.88	60.04 %
400-35-000-534100	Depreciation Expense	385,000.00	385,000.00	0.00	0.00	385,000.00	100.00 %
400-35-000-534200	SmallTools/Equipment/Furnishings	29,650.00	29,650.00	2,550.03	2,796.70	26,853.30	90.57 %
400-35-000-540200	Buildings	220,000.00	220,000.00	0.00	0.00	220,000.00	100.00 %
400-35-000-541100	Improvements Other Than Building	0.00	0.00	5,489.40	5,489.40	-5,489.40	0.00 %
400-35-000-541110	Water System Improvements	168,000.00	168,000.00	43,084.00	65,627.00	102,373.00	60.94 %
400-35-000-542100	Vehicles	31,000.00	31,000.00	0.00	0.00	31,000.00	100.00 %
400-35-000-559100	Bad Debts Expense	0.00	0.00	0.00	3,843.87	-3,843.87	0.00 %
400-35-000-559200	Bond/Note Principal	121,200.00	121,200.00	0.00	0.00	121,200.00	100.00 %
400-35-090-559110	Interest Expense	129,140.00	129,140.00	0.00	0.00	129,140.00	100.00 %
	Expense Total:	**2,298,790.00**	**2,298,790.00**	**147,534.17**	**493,846.15**	**1,804,943.85**	**78.52 %**
	Fund: 400 - WATER FUND Surplus (Deficit):	**-736,030.00**	**-736,030.00**	**-37,940.49**	**118,131.92**	**854,161.92**	**116.05 %**
Fund: 410 - SEWAGE TREATMENT FUND							
Revenue							
410-36-000-418500	Sanitary Sewer District	13,000.00	13,000.00	1,373.86	6,919.85	-6,080.15	46.77 %
410-36-000-450600	Penalties/Interest Charges	43,000.00	43,000.00	3,137.78	16,896.11	-26,103.89	60.71 %
410-36-000-450900	Revenues-All Other	5,000.00	5,000.00	1,060.37	2,983.60	-2,016.40	40.33 %
410-36-000-453600	Labor & Equipment Charges	100.00	100.00	0.00	0.00	-100.00	100.00 %
410-36-000-453700	Miscellaneous Materials Sold	500.00	500.00	6.60	6.60	-493.40	98.68 %
410-36-000-454100	Sewer Service Charges	2,390,000.00	2,390,000.00	198,840.00	1,001,189.40	-1,388,810.60	58.11 %
410-36-000-454125	Surcharge Fees	15,000.00	15,000.00	2,478.38	12,645.47	-2,354.53	15.70 %
410-36-000-454150	Leachate Disposal Charge	70,000.00	70,000.00	4,420.00	18,190.00	-51,810.00	74.01 %
410-36-000-454200	Sewer Connection Charges	25,000.00	25,000.00	5,395.00	11,389.00	-13,611.00	54.44 %
410-36-000-480000	Investment Income	2,000.00	2,000.00	0.00	314.37	-1,685.63	84.28 %
410-36-000-480200	Investment Income.-Bond Acct.	460,000.00	460,000.00	0.00	217,804.15	-242,195.85	52.65 %
	Revenue Total:	**3,023,600.00**	**3,023,600.00**	**216,711.99**	**1,288,338.55**	**-1,735,261.45**	**57.39 %**
Expense							
410-36-000-510100	Salaries/Wages-Regular	72,350.00	72,350.00	7,264.70	39,327.50	33,022.50	45.64 %
410-36-000-510200	Wages-PartTime/Permanent	5,100.00	5,100.00	0.00	0.00	5,100.00	100.00 %
410-36-000-510300	Salaries/Wages-Overtime	5,150.00	5,150.00	326.20	2,981.48	2,168.52	42.11 %
410-36-000-511100	FICA Taxes	6,320.00	6,320.00	699.73	4,058.81	2,261.19	35.78 %
410-36-000-511300	Health Insurance	18,030.00	18,030.00	2,412.06	12,979.65	5,050.35	28.01 %
410-36-000-511400	Dental Insurance	1,200.00	1,200.00	167.72	925.65	274.35	22.86 %
410-36-000-511600	Life Insurance	150.00	150.00	18.21	98.79	51.21	34.14 %
410-36-000-511700	LAGERS Retirement Plan	8,810.00	8,810.00	954.08	5,942.08	2,867.92	32.55 %
410-36-000-512605	Employee Incentive Program	400.00	400.00	0.00	47.41	352.59	88.15 %
410-36-000-512700	HRA Deductible	6,000.00	6,000.00	0.00	1,402.88	4,597.12	76.62 %
410-36-000-512701	HRA Administration Fee	110.00	110.00	0.00	0.00	110.00	100.00 %
410-36-000-520150	Engineering & Inspection Departm	0.00	0.00	977.32	7,175.27	-7,175.27	0.00 %
410-36-000-520250	Administration, Finance & IT Depar	68,125.00	68,125.00	0.00	22,708.36	45,416.64	66.67 %
410-36-000-520300	Technical Services	600.00	600.00	95.05	245.20	354.80	59.13 %
410-36-000-520400	Other Contracted Services	11,000.00	11,000.00	80.14	1,053.85	9,946.15	90.42 %
410-36-000-520450	Public Works Staff Services	0.00	0.00	1,192.40	6,651.08	-6,651.08	0.00 %
410-36-000-521300	Tipping Fee - City of Washington	300.00	300.00	0.00	0.00	300.00	100.00 %
410-36-000-521540	Uniform Cleaning Service	1,500.00	1,500.00	41.82	208.82	1,291.18	86.08 %
410-36-000-521560	Building Repair & Maintenance	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
410-36-000-521620	Equipment Repair & Maintenance	30,000.00	30,000.00	970.00	6,850.08	23,149.92	77.17 %
410-36-000-521630	Vehicle Repair & Maintenance	2,500.00	2,500.00	632.75	1,157.09	1,342.91	53.72 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
410-36-000-521640	Equipment Rental	500.00	500.00	19.15	114.25	385.75	77.15 %
410-36-000-522200	Property, Liability & Casualty Insur	15,560.00	15,560.00	0.00	0.00	15,560.00	100.00 %
410-36-000-522210	Self-Insurance Deductible	500.00	500.00	0.00	320.00	180.00	36.00 %
410-36-000-522300	Printing/Duplicating	400.00	400.00	0.00	272.69	127.31	31.83 %
410-36-000-522400	Telephone	3,000.00	3,000.00	237.43	885.15	2,114.85	70.50 %
410-36-000-522410	Telephone-Alarm Control	3,500.00	3,500.00	136.12	543.79	2,956.21	84.46 %
410-36-000-522500	Training/Seminars	1,000.00	1,000.00	0.00	86.00	914.00	91.40 %
410-36-000-522600	Travel	500.00	500.00	0.00	0.00	500.00	100.00 %
410-36-000-522700	Professional Dues & Memberships	500.00	500.00	0.00	556.00	-56.00	-11.20 %
410-36-000-522900	Postage	6,000.00	6,000.00	433.34	2,187.82	3,812.18	63.54 %
410-36-000-522950	Credit Card Fees	4,400.00	4,400.00	430.84	2,131.21	2,268.79	51.56 %
410-36-000-530200	Lab Supplies	50.00	50.00	0.00	0.00	50.00	100.00 %
410-36-000-530410	Parts-Vehicle	600.00	600.00	55.90	55.90	544.10	90.68 %
410-36-000-530415	Parts-Equipment	10,000.00	10,000.00	1,471.41	10,618.18	-618.18	-6.18 %
410-36-000-530420	Offices Supplies	500.00	500.00	0.00	125.31	374.69	74.94 %
410-36-000-530500	Asphalt/Rock/Cement	2,500.00	2,500.00	1,073.64	1,837.38	662.62	26.50 %
410-36-000-530600	Straw/Seeding/Plants	250.00	250.00	0.00	0.00	250.00	100.00 %
410-36-000-530800	General Supplies	2,300.00	2,300.00	68.84	553.47	1,746.53	75.94 %
410-36-000-530900	Employee Appreciation Cost	200.00	200.00	0.00	49.71	150.29	75.15 %
410-36-000-531110	Electricity	44,000.00	44,000.00	2,536.19	14,317.28	29,682.72	67.46 %
410-36-000-531120	Heating Fuel	10,500.00	10,500.00	302.58	569.82	9,930.18	94.57 %
410-36-000-531300	Gasoline & Oil	7,500.00	7,500.00	0.00	2,398.40	5,101.60	68.02 %
410-36-000-532200	Pipe & Fittings	2,500.00	2,500.00	1,488.04	1,572.37	927.63	37.11 %
410-36-000-532270	Manhole Replacement Program	11,000.00	11,000.00	2,392.00	2,392.00	8,608.00	78.25 %
410-36-000-533100	Chemicals	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
410-36-000-534100	Depreciation Expense	310,000.00	310,000.00	0.00	0.00	310,000.00	100.00 %
410-36-000-534200	SmallTools/Equipment/Furnishings	13,320.00	13,320.00	2.64	110.97	13,209.03	99.17 %
410-36-000-541100	Improvements Other Than Building	140,000.00	140,000.00	0.00	0.00	140,000.00	100.00 %
410-36-000-541120	Sanitary Sewer System Improveme	150,000.00	150,000.00	0.00	14,249.65	135,750.35	90.50 %
410-36-000-542100	Vehicles	90,000.00	90,000.00	0.00	0.00	90,000.00	100.00 %
410-36-000-542200	Machinery & Equipment	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
410-36-000-559100	Bad Debts Expense	0.00	0.00	0.00	5,942.45	-5,942.45	0.00 %
410-36-090-559110	Interest Expense	655,800.00	655,800.00	0.00	332,534.38	323,265.62	49.29 %
410-36-090-559120	Agent Fees	83,000.00	83,000.00	77,670.75	77,692.75	5,307.25	6.39 %
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	930,000.00	930,000.00	0.00	930,000.00	0.00	0.00 %
410-36-361-510100	Salaries/Wages-Regular	310,550.00	310,550.00	14,754.96	80,614.74	229,935.26	74.04 %
410-36-361-510300	Salaries/Wages-Overtime	2,500.00	2,500.00	106.98	2,431.36	68.64	2.75 %
410-36-361-511100	FICA Taxes	23,950.00	23,950.00	1,220.92	6,980.83	16,969.17	70.85 %
410-36-361-511300	Health Insurance	68,340.00	68,340.00	3,838.65	19,403.12	48,936.88	71.61 %
410-36-361-511400	Dental Insurance	4,530.00	4,530.00	235.39	1,261.25	3,268.75	72.16 %
410-36-361-511600	Life Insurance	580.00	580.00	34.89	181.85	398.15	68.65 %
410-36-361-511700	LAGERS Retirement Plan	33,370.00	33,370.00	1,738.92	10,289.58	23,080.42	69.17 %
410-36-361-512605	Employee Incentive Program	200.00	200.00	0.00	94.90	105.10	52.55 %
410-36-361-512700	HRA Deductible	9,000.00	9,000.00	0.00	3,474.18	5,525.82	61.40 %
410-36-361-512701	HRA Administration Fee	220.00	220.00	0.00	0.00	220.00	100.00 %
410-36-361-520150	Engineering & Inspection Departm	0.00	0.00	902.12	6,623.32	-6,623.32	0.00 %
410-36-361-520250	Administration, Finance & IT Depar	68,125.00	68,125.00	0.00	22,708.36	45,416.64	66.67 %
410-36-361-520300	Technical Services	20,200.00	20,200.00	857.85	2,861.45	17,338.55	85.83 %
410-36-361-520400	Other Contracted Services	16,350.00	16,350.00	13.00	1,266.00	15,084.00	92.26 %
410-36-361-520450	Public Works Staff Services	0.00	0.00	1,192.40	6,651.07	-6,651.07	0.00 %
410-36-361-521300	Tipping Fee - City of Washington	1,200.00	1,200.00	0.00	500.15	699.85	58.32 %
410-36-361-521540	Uniform Cleaning Service	500.00	500.00	99.80	417.16	82.84	16.57 %
410-36-361-521560	Building Repair & Maintenance	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
410-36-361-521620	Equipment Repair & Maintenance	108,100.00	108,100.00	486.89	849.48	107,250.52	99.21 %
410-36-361-521630	Vehicle Repair & Maintenance	3,000.00	3,000.00	0.00	921.10	2,078.90	69.30 %
410-36-361-521640	Equipment Rental	500.00	500.00	0.00	0.00	500.00	100.00 %
410-36-361-522200	Property, Liability & Casualty Insur	21,670.00	21,670.00	0.00	0.00	21,670.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
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	892.44	157.56	15.01 %
410-36-361-522400	Telephone	6,500.00	6,500.00	647.86	2,569.82	3,930.18	60.46 %
410-36-361-522410	Telephone-Alarm Control	1,000.00	1,000.00	0.00	0.00	1,000.00	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	700.00	700.00	0.00	0.00	700.00	100.00 %
410-36-361-522700	Professional Dues & Memberships	700.00	700.00	35.00	505.00	195.00	27.86 %
410-36-361-522900	Postage	4,500.00	4,500.00	433.34	2,202.96	2,297.04	51.05 %
410-36-361-530200	Lab Supplies	13,600.00	13,600.00	20.64	208.38	13,391.62	98.47 %
410-36-361-530410	Parts-Vehicle	1,000.00	1,000.00	117.23	117.23	882.77	88.28 %
410-36-361-530415	Parts-Equipment	28,600.00	28,600.00	915.60	2,129.25	26,470.75	92.56 %
410-36-361-530420	Offices Supplies	500.00	500.00	0.00	48.28	451.72	90.34 %
410-36-361-530500	Asphalt/Rock/Cement	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
410-36-361-530600	Straw/Seeding/Plants	250.00	250.00	0.00	0.00	250.00	100.00 %
410-36-361-530800	General Supplies	4,000.00	4,000.00	141.75	829.29	3,170.71	79.27 %
410-36-361-531110	Electricity	170,000.00	170,000.00	11,860.79	55,058.48	114,941.52	67.61 %
410-36-361-531120	Heating Fuel	13,000.00	13,000.00	2,452.02	5,652.79	7,347.21	56.52 %
410-36-361-531300	Gasoline & Oil	3,000.00	3,000.00	0.00	1,231.71	1,768.29	58.94 %
410-36-361-532200	Pipe & Fittings	1,200.00	1,200.00	0.00	26.74	1,173.26	97.77 %
410-36-361-533100	Chemicals	17,300.00	17,300.00	1,350.00	5,058.00	12,242.00	70.76 %
410-36-361-534100	Depreciation Expense	890,000.00	890,000.00	0.00	0.00	890,000.00	100.00 %
410-36-361-534200	Small Tools/Equipment/Furnishings	14,280.00	14,280.00	92.92	4,550.91	9,729.09	68.13 %
410-99-361-569250	Transfer out- Vehicle & Equipment	201,500.00	201,500.00	0.00	0.00	201,500.00	100.00 %
	Expense Total:	**4,800,050.00**	**4,800,050.00**	**147,700.97**	**1,764,542.11**	**3,035,507.89**	**63.24 %**
	Fund: 410 - SEWAGE TREATMENT FUND Surplus (Deficit):	**-1,776,450.00**	**-1,776,450.00**	**69,011.02**	**-476,203.56**	**1,300,246.44**	**73.19 %**
	Report Surplus (Deficit):	**-2,512,480.00**	**-2,512,480.00**	**31,070.53**	**-358,071.64**	**2,154,408.36**	**85.75 %**

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 400 - WATER FUND						
Revenue	1,562,760.00	1,562,760.00	109,593.68	611,978.07	-950,781.93	60.84 %
Expense	2,298,790.00	2,298,790.00	147,534.17	493,846.15	1,804,943.85	78.52 %
Fund: 400 - WATER FUND Surplus (Deficit):	**-736,030.00**	**-736,030.00**	**-37,940.49**	**118,131.92**	**854,161.92**	**116.05 %**
Fund: 410 - SEWAGE TREATMENT FUND						
Revenue	3,023,600.00	3,023,600.00	216,711.99	1,288,338.55	-1,735,261.45	57.39 %
Expense	4,800,050.00	4,800,050.00	147,700.97	1,764,542.11	3,035,507.89	63.24 %
Fund: 410 - SEWAGE TREATMENT FUND Surplus (Deficit):	**-1,776,450.00**	**-1,776,450.00**	**69,011.02**	**-476,203.56**	**1,300,246.44**	**73.19 %**
Report Surplus (Deficit):	**-2,512,480.00**	**-2,512,480.00**	**31,070.53**	**-358,071.64**	**2,154,408.36**	**85.75 %**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
400 - WATER FUND	-736,030.00	-736,030.00	-37,940.49	118,131.92	854,161.92
410 - SEWAGE TREATMENT FUND	-1,776,450.00	-1,776,450.00	69,011.02	-476,203.56	1,300,246.44
Report Surplus (Deficit):	**-2,512,480.00**	**-2,512,480.00**	**31,070.53**	**-358,071.64**	**2,154,408.36**

Memorandum

TO: James A. Briggs, City Administrator
Brian N. Boehmer, Public Works Director
Board of Public Works
FROM: Kevin Quaethem, Water and Wastewater Superintendent
DATE: March 2, 2016
RE: Work Performed by the Water and Wastewater Departments

STATUS OF MAJOR CONTRACTS –FEBRUARY 2016

PROJECT	VENDOR	CONTRACT AMOUNT	PREVIOUSLY APPROVED	CURRENTLY APPROVED	BALANCE
Hydraulic Study	Donohue	$58,000.00	$1,740.00		$ 14,500.00
Engineering Study	Donohue	$28,500.00	$4,367.05		$ 7,432.95
WWTP Electrical Modifications	Electric Unlimited	$274,300.00	$20,000.00		$108,800.00
Permanent Chlorination System Design	Donohue	$6,535.00		$5,489.40	$1,045.60

FEBRUARY 2016

Water Pumped February 2016. ..... 56,448,638 1.97 mgd
Wastewater Effluent Flow February 2016. ..... 64,700,000 2.23 mgd
Missouri One Call Locate messages received for locates.....170
Meters Issued as new. 3
Meters Issued as replacements.....0
Meters Issued as new for irrigation systems 0
Water breaks repaired. 3
Sewer Routines 18
Delinquent Accounts actually shut off in February 2016. 115

WATER DEPARTMENT FIELD WORK PERFORMED – FEBRUARY 2016

1. Shop Maintenance
2. Meter/Swapping/Repair
3. Repair/Replace/Number Hydrants
4. Check Wells/Lift Stations/Heaters
5. Locates
6. Hydrant Flushing/Painting
7. Dig up/Repair Curb Stops
8. Water Samples
9. Leak Detection Report
10. Water Break @ Front & Missouri
11. Water Break @ Main & Bleckmann
12. Water Break 8th & Sunnyside
13. Repair Hydrant @ 9th & Klingsick
14. Repair Hydrant @ 820 Rainbow
15. Repair meter @ 403 Dubois
16. Install conduit @ wells
17. Utility Poles installed
18. Hydrant Repair 3rd & Rand
19. Deliver Chlorine to Wells
20. Deliver Tanks to Wells
21. Meter Rereads
22. Worked on Antenna wires
23. Snow removal

WASTEWATER DEPARTMENT FIELD WORK PERFORMED – FEBRUARY 2016

1. Sewer Routines
2. Daily lab work and routines.
3. Cleaned belt press.
4. Clean Process Filters
5. Run belt press.
6. Cleaned bar screen.
7. Sprayed all Lift Stations
8. Checked Drain & temp gauges
9. Cleaned polymer barrels
10. Install Pump @ Lift Station
11. Vehicle Maintenance
12. Cleaned grit tanks
13. Clean Clarifier & Bleach
14. Elevator Inspection
15. Cleaned Clarifier
16. Sewer call @ 808 Ron
17. Replaced ball valve @ sludge bldg..
18. Emergency Locates
19. Pulled pump @ WLLS & cleaned
20. Pulled pump @ ME Fricks & cleaned
22. Camera various lines
22. Snow Removal

ROUTINE FIELD WORK

1. Read meters and 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: **Franklin County Lab**
Street Address: **405 Jefferson Street**	**7419 Hwy 47 Ste. A Union, MO**
City: **Washington** / Zip Code: **63090**	Certification Number:
County: **Franklin** / I.D. Number: **MO6010838**	**OO7OO**

Date M/D/Y	Collection Point	Sample Type	Location Code	Sample Results Coliform	Sample Results E-coli	Chlorine Residual Total	Chlorine Residual Free
2/2/16	1220 Lakeshore Dr	R	R-1	A	A	0.77	0.74
2/2/16	4 Chamer	R	R-3	A	A	0.62	0.59
2/2/16	519 Washington	R	R-12	A	A	0.73	0.68
2/2/16	1 Scenic	R	R-11	A	A	0.91	0.87
2/2/16	1901 W. Main	R	R-17	A	A	0.73	0.68
2/9/16	1220 Lakeshore Dr	R	R-1	A	A	0.84	0.62
2/9/16	4 Chamer	R	R-3	A	A	1.33	1.25
2/9/16	404 E 2nd	R	R-13	A	A	0.59	0.48
2/9/16	405 Jefferson	R	R-4	A	A	0.62	0.54
2/9/16	1651 W. 5th	R	R-16	A	A	0.75	0.59
2/16/16	550 E 14th	R	R-5	A	A	0.7	0.63
2/16/16	4 Chamer	R	R-3	A	A	0.91	0.81
2/16/16	1 Scenic	R	R-11	A	A	0.63	0.55
2/16/16	519 Washington	R	R-12	A	A	0.59	0.51
2/16/16	1220 Lakeshore Dr	R	R-1	A	A	0.68	0.59

Total Routine Samples: 15
Monitoring Violation ___ Yes _X__ No
MCL Violation ___ Yes _X__ No

Signed: Kristen Wideman Date: 2/17/16
Title: Lab Assistant