

**MEETING OF THE BOARD OF PUBLIC WORKS  
TUESDAY, FEBRUARY 16, 2016  
7:30 A.M.  
CITY HALL COUNCIL CHAMBERS  
405 JEFFERSON STREET**

**AGENDA**

<b><u>I. INTRODUCTORY ITEMS</u></b>	<b><u>SUGGESTED ACTION</u></b>
A. Call meeting to order/Announce "Board of Public Works Meeting – Tuesday, February 16, 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 January 12, 2016 regular meeting	Need motion to approve
<b><u>II. PRIORITY ITEMS</u></b>	-----
<b><u>III. WASTEWATER</u></b>	
A. WWTP Electrical Modifications	Discussion
<b><u>IV. WATER</u></b>	
A. Permanent Chlorination Installation	Discussion
B. Donohue Invoice 13026-01	Need motion to approve
C. Section 700.390 Connection to Public Line (Draft) – Still awaiting response from City Attorney	
<b><u>V. OTHER</u></b>	
<b><u>VI. OLD BUSINESS</u></b>	
A. Hydraulic Study	Discussion
<b><u>VII. CLOSING</u></b>	
A. Open Discussion	Chairman – inquire if there are any other items to be discussed.
B. Next scheduled meeting – Tuesday, March 8, 2016	Members schedule next meeting date.
C. Adjourn meeting.	Need motion to adjourn
<b><u>VIII. INFORMATION</u></b>	
A. Budget Performance Reports (backup information enclosed)	
B. Work Performed for January, 2016	-----
C. Department of Natural Resources Analysis Report	

*Posted by Beverly Hoyt, Public Works Secretary, Friday, February 12, 2016*

**MINUTES OF THE BOARD OF PUBLIC WORKS**  
**Tuesday, January 12, 2016**

The Regular Meeting of the Board of Public Works was held on Tuesday, January 12, 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	Absent
Member	Brad Mitchell	Present
Ex-officio Member		
Ex-officio Member	Mike Radetic	Absent

**OTHERS:**

Council Representative	Jeff Mohesky	Absent
Council Representative	Josh Brinker	Present
Council Representative	Steve Sullentrup	Present
Council Representative	Greg Skornia	Absent
Mayor	Sandy Lucy	Absent
City Administrator	James A. Briggs	Present
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 December 10, 2015 meeting. The motion passed without dissent.

**Wastewater**

We have Invoice #2 from Electrical Unlimited.

The plant is moving along well. Report shows they are up to 63% and that's due to the fact we are waiting on equipment and materials and Radar Mechanical. Staff recommends payment.

Based upon staff recommendation for payment, is there a motion to approve the pay request for Electric Unlimited?

Motion was made to approve payment by Mr. Vossbrink and second by Mr. Mitchell.

It is approved. Is there anything else on the electrical modifications?

We have the hydrogen sulfide analyzers. The detectors have not gone off since they were installed. Ninety percent of explosion equipment is in and a couple of the switches we were waiting on. Other than that it is going along good. The day to day operation of the plant has not been affected, even with the heavy excessive rainfall event. We brought over 17 million gallons of water into the plant and everything operated correctly.

### Water

Let's move into water. We have two bills to look at that are pending in Jefferson City. We are just looking for comments from the Board.

Bill 1738 has to do with whether City municipalities can prohibit the drilling of domestic wells and Bill 1970 is a comeback every year of property owners, landlords trying to be exempted from being responsible for water provided to their units. There is nothing we have to do as a Board, if the Board has an opinion and wants to express an opinion we can write a letter to our representatives stating what our position.

So, Bill 1970, Landlords would not be responsible for their tenants' bill?

That is what I read in the underlying top Section 71.515.

Currently or landlords are liable for sixty days or basically two billing cycles.

You have a print out of the codes to help with some of this, our current code for landlords is under 700.210 and it says that water shall be deemed furnished to both owner and occupants of premises. The second paragraph which is B says when occupant is delinquent in payment for 30 days the City will make good faith effort to notify the owner of the premises receiving such service of the delinquency and the amount thereof. We do send all property owners a notice that their tenants are delinquent notwithstanding any provisions of this section to the contrary, when an occupant is delinquent more than 90 the owner shall not be liable for sums due for more than 90 days of service.

The municipal League comes out against this bill every year under the theory they don't get to pick the tenants, the owners are the ones picking the tenants to put into their buildings and some landlords are better than others at picking their tenants. The credit worthy of those folks, that's what that bill is all about to my understanding. I think generally state wide as our state becomes more rental you're putting more burden if landlords aren't responsible for the provision of the utility of property then you're putting it on all users of the City to pay for those

that do not pay. Let's take Bill 1970 first any action of the Board? This Bill 1970 is the one on landlord responsibility.

As it is now responsibility ends at 90 days?

Yes, I believe that's what is in our code and statute.

Obviously the City shares some responsibility to not let it get too far delinquent. But I would certainly hope that if there is a water bill that is exceeding 90 days for whatever reason and the tenant is gone, there would be a provision that the unit would not be rentable again unless the bill is paid.

How does a bill get to 90 days if you get a notice after 30 days?

We have had a few of them we have gotten extremely aggressive on. However at this point we don't have any that are 90 days. What we do have is tenants actually moving out and the property owner didn't tell us so we are working with them. Some that property owners didn't inform us when they moved out and as it is now we have no accounts other than those two which will travel with that person now as they move around town. If they move back in town their water will not be turned on till they catch up on their payment. But we have no one over 60 days. As we get one that's on there for 60 days we go out and dig up the curb stop. What helped us out a lot is the multi-units, a lot of those were on the multi units that had only one curb stop. Since we reenacted the new order in January we currently only have two addresses that we have issues with and they're on the list that is in the packet. Everyone else has complied with one of the three ways to fix the problem. As far as the 90 days we will not have any one on the 90 day anymore. On Bieker Creek and Dubois we will dig up and put curb stops in and or fix curb stops or we will get keys from landlords that make it two families or they will have to follow the new code which I'm working with engineering to get that into part of the inspection to notify us.

Ninety days is the most to be removed in paragraph two of the bill in 250.140 and that was in 2007. I thought it was about ten years ago but it came into effect January of 2007. They are proposing to remove that, anything that is bracketed is proposed to be removed from this bill and anything underline is proposed to be added to the law. If there's no further discussion on Bill 1970 action let's move into Bill 1738. This has to do with prohibiting City's from prohibiting people from drilling private wells.

Both of these House Bills, the Missouri Rural Water Association will have people on the floor arguing these when they come up and that's one of our organizations that Washington works with is Missouri Rural Water Association, Missouri Water and Wastewater Association and American Water Association they all disagree with both of these bills. This one with the wells, this came up last year, the Representative that filed this ran into an issue where there was a property that needed water and the district and it was going to cost an excessive amount to run the water from the main for the district up to the property so they wanted to drill a well and were denied the right to drill the well because their property butted up against the water

district service. If you're within a certain amount of footage to the property line you have to hook to City water.

Currently we do have an Ordinance that Mercy Data Center came in and requested that we do have one in place. They do have to use a certain amount of gallons as a requirement. I don't have a copy of that ordinance with me.

There are a few houses' that are on wells, I think around four, five at most. What's been happening, when their well goes out they go on to the City services, we don't have a code that says they have to. We've been working with Mark Piontek to get a response back on the one we sent him. Still haven't gotten a response in regards to the change that was sent to him. It's always been just as they go out they've been hooking up, we haven't had to force them they request to be hooked up.

How do we charge sewer to those individuals that don't have a meter? A base rate is charged. I will check with finance to make sure.

We charge for services that do not have city water.

We do have one of those on the delinquent account at which time we will have to make a decision on whether we want to dig up their service line and cap off their sewer.

You know if all our heavy users jump out of the game and drill a well. Who do you think will pay more for water? Every citizen in this town is going to pay more. We based our borrowing on the meters on the numbers of users we have currently and if you're going to start losing users or they just start falling off it will be harder to plan water is a service you provide to the citizens and I think for good policy letting people pick and choose or jump in the game makes it just that much more difficult for us to go forward

Well, was the reason we permitted Mercy because we couldn't give them the adequate flow they needed?

No Mercy is a redundant situation, they're on City water but because they're a data center when they came to town it was my understanding that Dick Oldenberg, everything had to be redundant, power coming from both directions. They had backup generators so if they were to ever lose power to the City water they have the ability to provide water to keep their equipment cool, they had a redundant source of water. This is strictly a redundancy thing, we have an ordinance, if they were going to run the well system they would have to let Kevin know. But they're getting their water from City sources.

They have not run a test on that, we have a meter out there that shows usage and they have not run a test since it was put in there. They ran 6,000 gallon when it was first set in there testing it and our meter is working and we are getting results from the meter they're all zero. They have not exercised it, there's been no more water go through. This is only as a worst case

scenario. If we were to lose water for any reason they would be able to run their system just to keep computers cool.

I think we have people lobbying against this, but we can write a letter if you want.

As a citizen of the state, if you don't express your views and opinions to let people know then Jeff City is going to keep telling you what to do from time to time and just as a broad brush what I see coming out of Jeff City is more and more restrictions on what cities can and cannot do. I think we should at least let our own elected officials know. That is my own personal opinion.

The Public Works Board will prepare a letter to our two representatives and one senator that we're in opposition to House Bill 1738 and House Bill 1970 and that I believe status quo remains effective. Very short, very sweet and hope they will take that into account.

### **Multi-Unit Shut offs:**

The new ordinance took effect January 1, 2016. There is a list in your packet. The highlighted yellow ones are the two that we still have not gotten them to comply with. Everybody else on the list is compliant in one way or the other. They have either put a curb stop in, putting in their names or giving us keys and access to the meters. That has helped out a lot. Yesterday a delinquent account was run and we had 31 on the list and we shut all 31.

So what is the remedy for the folks who have not complied with the multi-shut off ordinance requirements?

We need to contact Mark Piontek our City Attorney and see where we can go with this. Not sure if we'd have to litigate with him or if we can just shut the whole unit off.

Our codes really don't say if we can shut the whole unit off. We have the right to shut off for two reasons. The city reserves the right to shut off the supply of water from any customer at any time when and as long as service line through which such customer may be supplied or any meter or other part of such pipe may be out of order for the proper supply of water through the same that is actually in the Code 700.10 which is general rules that is number 8 and 9 is the superintendent shall have the right and it shall be his duty to inspect meters and all fixtures and appliances for the usage of water whenever deemed by him necessary for the City for the purpose of regulating such use keeping an accurate account thereof and preventing waste and leakage or other violation of the rules and regulations and for such purposes it shall be the duty of the Water consumers to allow the superintendent access to their valves and meters at reasonable times and intervals and for refusal to allow such access upon order of the City the water supply may be cut off and withheld from any person so refusing. Both of these will fall into effect. We have a handful of meters that aren't working in town that we cannot get appointments to go and find out what's going on with them. I will probably have to use these two to get access to the meters we will give them four door hangers on their property and they haven't responded to any of them. What we don't have is a code that says if it's in the property

name and it's a two unit building can we shut the one that's paying along with the one that is not paying off. What we've done in the past, I use the trailer court as an example when they were delinquent we would hang door hangers on all of the units letter them know on a certain day their water would be shut off and they needed to contact their landlord. We will probably be doing the same thing with these to get a response. But there is nothing in the code that says anything about a two-family unit if there's one shut off on whether we can shut both off.

We will check with the City attorney to see if there's a conflict. Do we have anything else on that?

Okay, if there's nothing else on the multi units. Let's go into the hydraulic study.

**Hydraulic Study**

We're right there it's just getting a few things together with ISO, which will help us out if we take the time to get that and it's already in place.

Do we have anything else under open discussion? Mr. Briggs.

We have hired a new city engineer. One of the things we will be looking into is bringing him into the Public Works Board and working closer with the superintendent. He will be starting Tuesday, January 19, 2016 and will be at our next Board Meeting.

Okay, if there's nothing else for the good of the order, is there a motion to adjourn?

**Next Scheduled Meeting Date.** The next scheduled meeting date is February 9, 2016.

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

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Prepared by: \_\_\_\_\_  
Beverly Hoyt  
Public Works  
Secretary/Temp

Adopted and Approved By the Board of Public Works:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Secretary

# Memo

**To:** Board of Public Works  
**From:** Kevin Quaethem, Water and Wastewater Superintendent  
**Date:** 2/12/2016  
**Re:** Donohue & Associates, Inc. - Pay Request 1 (Partial)

Attached is the pay request in the amount of \$5,489.40 from Donohue & Associates, Inc. for the Permanent Chlorination System Design for the City of Washington Donohue Project. Payment is recommended and the status is summarized below:

<u>Description</u>	<u>Contract Amount</u>
Contract Amount	\$6,535.00
Current Change Order	\$0.00
Partial Payment #1	<u>\$5,489.40</u>
	\$1,045.60
Previous Pay Requests	\$0.00
Current Pay Request #1	<u>\$5,489.40</u>
Balance of Contract	\$1,045.60

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Kurt Voss, Board of Public Works Chairman

# INVOICE



1415 Elbridge Payne Rd., Suite 165  
Chesterfield, MO 63017  
Phone: 636-536-7042  
www.donohue-associates.com

**Invoice To:**  
City of Washington  
Attn: Kevin Quaethem  
405 Jefferson Street  
Washington, MO 63090

**Invoice Date:** January 21, 2016  
**Donohue Project No.:** 13026  
**Invoice No:** 13026-01  
**Project Manager:** Chris Safford  
**Terms:** Net 30 Days  
**Billing Period:** 11/18/15 - 01/16/16

**Project Description:** Permanent Chlorination System Design  
**Your Authorization:** Engineering Services Agreement, Signed 11/18/15

**Compensation:** Lump Sum \$ 6,535.00

<b>Billing Summary:</b>		<b>Current Charges</b>	
Percent Complete			84.0%
Fee Earned		\$	5,489.40
Charges Previously Billed		\$	-
	<b>Total</b>	<b>\$</b>	<b>5,489.40</b>
<b>Current Charges Due</b>		<b>\$</b>	<b>5,489.40</b>

**Please Remit to:** Donohue & Associates, Inc.  
3311 Weeden Creek Road  
Sheboygan, WI 53081  
Phone: 920-208-0296  
Fax: 920-208-0402

<b>Aged Receivables</b>				
<u>Current</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>91 - 120 days</u>	<u>&gt;120 days</u>
\$5,489.40	\$0.00	\$0.00	\$0.00	\$4,640.00



Donohue & Associates, Inc.  
1415 Elbridge Payne Road, Suite 165 | Chesterfield, MO 63017  
636.536.7042 | donohue-associates.com

January 19, 2016

Mr. Kevin Quaethem  
City of Washington  
405 Jefferson Street  
Washington, MO 63090

Re: Permanent Chlorination System (13026)  
Invoice 13026-01

Dear Kevin:

Please find enclosed Invoice No. 13026-01 for work performed on the above referenced project. This invoice covers the work from November 18, 2015 through January 16, 2016. The work completed includes a site visit to inspect the well locations, preparing the drawings of the permanent chlorination system, and initial coordination with MDNR for approval. The remaining activities include a final submission to MDNR for approval. Once we have approval from MDNR, a final set of sealed drawings will be provided for your use.

Should you have any questions regarding this invoice or the work completed, please do not hesitate to contact me at (636) 400-7046.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Safford', written in a cursive style.

Christopher M. Safford, PE  
Project Manager

Enclosures: As noted



# Budget Report Account Summary

For Fiscal: 2015-2016 Period Ending: 01/31/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 400 - WATER FUND</b>						
<b>Revenue</b>						
<u>400-35-000-450600</u>	Penalties/Interest Chgs.	22,000.00	22,000.00	2,032.71	7,953.33	-14,046.67 63.85 %
<u>400-35-000-450900</u>	Revenues-All Other	15,000.00	15,000.00	2,520.85	8,139.86	-6,860.14 45.73 %
<u>400-35-000-453100</u>	Water Sales	1,430,000.00	1,430,000.00	97,371.65	455,195.56	-974,804.44 68.17 %
<u>400-35-000-453200</u>	Water Meter Sales	10,000.00	10,000.00	576.98	7,624.48	-2,375.52 23.76 %
<u>400-35-000-453500</u>	Connection Charges	15,000.00	15,000.00	250.00	2,500.00	-12,500.00 83.33 %
<u>400-35-000-453550</u>	Tap Charges	500.00	500.00	0.00	0.00	-500.00 100.00 %
<u>400-35-000-453600</u>	Labor & Equipment Charges	500.00	500.00	1,289.31	2,440.34	1,940.34 488.07 %
<u>400-35-000-453700</u>	Miscellaneous Materials Sold	10,000.00	10,000.00	977.97	2,079.01	-7,920.99 79.21 %
<u>400-35-000-461200</u>	Rent/Lease-Municipal Property/Bui	53,460.00	53,460.00	5,367.07	14,887.34	-38,572.66 72.15 %
<u>400-35-000-480000</u>	Investment Income	3,000.00	3,000.00	0.00	456.18	-2,543.82 84.79 %
<u>400-35-000-480100</u>	Investment Income-notes	3,300.00	3,300.00	0.00	803.96	-2,496.04 75.64 %
	<b>Revenue Total:</b>	<b>1,562,760.00</b>	<b>1,562,760.00</b>	<b>110,386.54</b>	<b>502,080.06</b>	<b>-1,060,679.94 67.87 %</b>
<b>Expense</b>						
<u>400-35-000-510100</u>	Salaries/Wages-Regular	362,910.00	362,910.00	24,927.67	111,208.13	251,701.87 69.36 %
<u>400-35-000-510150</u>	Elected Board Officials Compensati	200.00	200.00	0.00	100.00	100.00 50.00 %
<u>400-35-000-510200</u>	Wages-Part Time/Permanent	5,100.00	5,100.00	0.00	0.00	5,100.00 100.00 %
<u>400-35-000-510300</u>	Salaries/Wages-Overtime	8,360.00	8,360.00	1,642.60	5,566.73	2,793.27 33.41 %
<u>400-35-000-511100</u>	FICA Taxes	28,810.00	28,810.00	2,075.60	9,403.19	19,406.81 67.36 %
<u>400-35-000-511300</u>	Health Insurance	92,110.00	92,110.00	7,065.22	27,936.65	64,173.35 69.67 %
<u>400-35-000-511400</u>	Dental Insurance	6,620.00	6,620.00	454.61	1,921.38	4,698.62 70.98 %
<u>400-35-000-511600</u>	Life Insurance	730.00	730.00	56.91	235.89	494.11 67.69 %
<u>400-35-000-511700</u>	LAGERS Retirement Plan	40,100.00	40,100.00	3,058.09	13,857.92	26,242.08 65.44 %
<u>400-35-000-512601</u>	Tuition Reimbursement	2,500.00	2,500.00	0.00	0.00	2,500.00 100.00 %
<u>400-35-000-512605</u>	Employee Incentive Program	300.00	300.00	0.00	213.53	86.47 28.82 %
<u>400-35-000-512700</u>	HRA Deductible	22,500.00	22,500.00	0.00	2,481.51	20,018.49 88.97 %
<u>400-35-000-512701</u>	HRA Administration Fee	490.00	490.00	0.00	0.00	490.00 100.00 %
<u>400-35-000-520150</u>	Engineering & Inspection Departm	0.00	0.00	2,126.60	11,919.16	-11,919.16 0.00 %
<u>400-35-000-520250</u>	Administration, Finance & IT Depar	151,810.00	151,810.00	0.00	37,952.52	113,857.48 75.00 %
<u>400-35-000-520300</u>	Technical Services	10,400.00	10,400.00	1,442.15	2,130.45	8,269.55 79.51 %
<u>400-35-000-520400</u>	Other Contracted Services	80,000.00	80,000.00	8,109.55	16,946.87	63,053.13 78.82 %
<u>400-35-000-521540</u>	Uniform Cleaning Service	2,000.00	2,000.00	183.09	512.49	1,487.51 74.38 %
<u>400-35-000-521560</u>	Building Repair & Maintenance	10,000.00	10,000.00	0.00	0.00	10,000.00 100.00 %
<u>400-35-000-521620</u>	Equipment Repair & Maintenance	12,000.00	12,000.00	1,821.27	2,063.00	9,937.00 82.81 %
<u>400-35-000-521630</u>	Vehicle Repair & Maintenance	7,500.00	7,500.00	504.34	722.68	6,777.32 90.36 %
<u>400-35-000-521635</u>	Water System Repair & Maintenan	10,000.00	10,000.00	0.00	0.00	10,000.00 100.00 %
<u>400-35-000-521636</u>	Well Pump Repair & Maintenance	40,000.00	40,000.00	0.00	0.00	40,000.00 100.00 %
<u>400-35-000-521640</u>	Equipment Rental	1,000.00	1,000.00	31.70	95.10	904.90 90.49 %
<u>400-35-000-522100</u>	Advertising	200.00	200.00	0.00	0.00	200.00 100.00 %
<u>400-35-000-522200</u>	Property, Liability & Casualty Insur	34,610.00	34,610.00	0.00	0.00	34,610.00 100.00 %
<u>400-35-000-522210</u>	Self-Insurance Deductible	0.00	0.00	0.00	75.00	-75.00 0.00 %
<u>400-35-000-522300</u>	Printing/Duplicating	1,300.00	1,300.00	88.75	981.19	318.81 24.52 %
<u>400-35-000-522400</u>	Telephone	8,000.00	8,000.00	562.64	1,714.69	6,285.31 78.57 %
<u>400-35-000-522410</u>	Telephone-Alarm Control	4,500.00	4,500.00	425.34	1,276.02	3,223.98 71.64 %
<u>400-35-000-522500</u>	Training/Seminars	1,400.00	1,400.00	250.00	250.00	1,150.00 82.14 %
<u>400-35-000-522600</u>	Travel	1,200.00	1,200.00	0.00	0.00	1,200.00 100.00 %
<u>400-35-000-522700</u>	Professional Dues & Memberships	2,050.00	2,050.00	86.00	702.00	1,348.00 65.76 %
<u>400-35-000-522900</u>	Postage	12,000.00	12,000.00	866.66	3,708.90	8,291.10 69.09 %
<u>400-35-000-522950</u>	Credit Card Fees	4,400.00	4,400.00	0.00	1,245.59	3,154.41 71.69 %
<u>400-35-000-530410</u>	Parts-Vehicle	2,000.00	2,000.00	61.68	1,050.32	949.68 47.48 %
<u>400-35-000-530415</u>	Parts-Equipment	2,000.00	2,000.00	0.00	17.58	1,982.42 99.12 %

Budget Report

For Fiscal: 2015-2016 Period Ending: 01/31/2016

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<u>400-35-000-530420</u>	Offices Supplies	1,200.00	1,200.00	67.31	110.81	1,089.19	90.77 %
<u>400-35-000-530500</u>	Asphalt/Rock/Cement	15,000.00	15,000.00	2,010.89	4,844.88	10,155.12	67.70 %
<u>400-35-000-530600</u>	Straw/Seeding/Plants	500.00	500.00	0.00	5.25	494.75	98.95 %
<u>400-35-000-530800</u>	General Supplies	7,000.00	7,000.00	3,925.03	6,027.39	972.61	13.89 %
<u>400-35-000-530900</u>	Employee Appreciation Cost	1,500.00	1,500.00	289.40	1,739.40	-239.40	-15.96 %
<u>400-35-000-531110</u>	Electricity	150,000.00	150,000.00	11,883.72	31,201.03	118,798.97	79.20 %
<u>400-35-000-531120</u>	Heating Fuel	1,500.00	1,500.00	166.57	267.24	1,232.76	82.18 %
<u>400-35-000-531300</u>	Gasoline & Oil	22,000.00	22,000.00	0.00	3,463.39	18,536.61	84.26 %
<u>400-35-000-532100</u>	Meters & Hydrants	25,000.00	25,000.00	114.33	114.33	24,885.67	99.54 %
<u>400-35-000-532200</u>	Pipe & Fittings	22,000.00	22,000.00	465.42	725.43	21,274.57	96.70 %
<u>400-35-000-534100</u>	Depreciation Expense	385,000.00	385,000.00	0.00	0.00	385,000.00	100.00 %
<u>400-35-000-534200</u>	SmallTools/Equipment/Furnishings	29,650.00	29,650.00	0.00	246.67	29,403.33	99.17 %
<u>400-35-000-540200</u>	Buildings	220,000.00	220,000.00	0.00	0.00	220,000.00	100.00 %
<u>400-35-000-541110</u>	Water System Improvements	168,000.00	168,000.00	17,369.00	22,543.00	145,457.00	86.58 %
<u>400-35-000-542100</u>	Vehicles	31,000.00	31,000.00	0.00	0.00	31,000.00	100.00 %
<u>400-35-000-559100</u>	Bad Debts Expense	0.00	0.00	0.00	3,843.87	-3,843.87	0.00 %
<u>400-35-000-559200</u>	Bond/Note Principal	121,200.00	121,200.00	0.00	0.00	121,200.00	100.00 %
<u>400-35-090-559110</u>	Interest Expense	129,140.00	129,140.00	0.00	0.00	129,140.00	100.00 %
	<b>Expense Total:</b>	<b>2,298,790.00</b>	<b>2,298,790.00</b>	<b>92,132.14</b>	<b>331,421.18</b>	<b>1,967,368.82</b>	<b>85.58 %</b>
	<b>Fund: 400 - WATER FUND Surplus (Deficit):</b>	<b>-736,030.00</b>	<b>-736,030.00</b>	<b>18,254.40</b>	<b>170,658.88</b>	<b>906,688.88</b>	<b>123.19 %</b>

Fund: 410 - SEWAGE TREATMENT FUND

Revenue

<u>410-36-000-418500</u>	Sanitary Sewer District	13,000.00	13,000.00	1,367.67	5,545.99	-7,454.01	57.34 %
<u>410-36-000-450600</u>	Penalties/Interest Charges	43,000.00	43,000.00	3,984.83	13,758.33	-29,241.67	68.00 %
<u>410-36-000-450900</u>	Revenues-All Other	5,000.00	5,000.00	761.25	1,357.94	-3,642.06	72.84 %
<u>410-36-000-453600</u>	Labor & Equipment Charges	100.00	100.00	0.00	0.00	-100.00	100.00 %
<u>410-36-000-453700</u>	Miscellaneous Materials Sold	500.00	500.00	0.00	0.00	-500.00	100.00 %
<u>410-36-000-454100</u>	Sewer Service Charges	2,390,000.00	2,390,000.00	195,699.54	802,349.40	-1,587,650.60	66.43 %
<u>410-36-000-454125</u>	Surcharge Fees	15,000.00	15,000.00	3,062.00	10,167.09	-4,832.91	32.22 %
<u>410-36-000-454150</u>	Leachate Disposal Charge	70,000.00	70,000.00	6,630.00	13,770.00	-56,230.00	80.33 %
<u>410-36-000-454200</u>	Sewer Connection Charges	25,000.00	25,000.00	611.00	5,994.00	-19,006.00	76.02 %
<u>410-36-000-480000</u>	Investment Income	2,000.00	2,000.00	0.00	314.37	-1,685.63	84.28 %
<u>410-36-000-480200</u>	Investment Income.-Bond Acct.	460,000.00	460,000.00	0.00	86.79	-459,913.21	99.98 %
	<b>Revenue Total:</b>	<b>3,023,600.00</b>	<b>3,023,600.00</b>	<b>212,116.29</b>	<b>853,343.91</b>	<b>-2,170,256.09</b>	<b>71.78 %</b>

Expense

<u>410-36-000-510100</u>	Salaries/Wages-Regular	72,350.00	72,350.00	6,935.17	32,062.80	40,287.20	55.68 %
<u>410-36-000-510200</u>	Wages-PartTime/Permanent	5,100.00	5,100.00	0.00	0.00	5,100.00	100.00 %
<u>410-36-000-510300</u>	Salaries/Wages-Overtime	5,150.00	5,150.00	780.04	2,655.28	2,494.72	48.44 %
<u>410-36-000-511100</u>	FICA Taxes	6,320.00	6,320.00	728.65	3,359.08	2,960.92	46.85 %
<u>410-36-000-511300</u>	Health Insurance	18,030.00	18,030.00	2,530.06	10,567.59	7,462.41	41.39 %
<u>410-36-000-511400</u>	Dental Insurance	1,200.00	1,200.00	176.64	757.93	442.07	36.84 %
<u>410-36-000-511600</u>	Life Insurance	150.00	150.00	18.98	80.58	69.42	46.28 %
<u>410-36-000-511700</u>	LAGERS Retirement Plan	8,810.00	8,810.00	1,081.50	4,988.00	3,822.00	43.38 %
<u>410-36-000-512605</u>	Employee Incentive Program	400.00	400.00	0.00	47.41	352.59	88.15 %
<u>410-36-000-512700</u>	HRA Deductible	6,000.00	6,000.00	0.00	1,402.88	4,597.12	76.62 %
<u>410-36-000-512701</u>	HRA Administration Fee	110.00	110.00	0.00	0.00	110.00	100.00 %
<u>410-36-000-520150</u>	Engineering & Inspection Department	0.00	0.00	1,105.82	6,197.95	-6,197.95	0.00 %
<u>410-36-000-520250</u>	Administration, Finance & IT Department	68,125.00	68,125.00	0.00	17,031.27	51,093.73	75.00 %
<u>410-36-000-520300</u>	Technical Services	600.00	600.00	50.05	150.15	449.85	74.98 %
<u>410-36-000-520400</u>	Other Contracted Services	11,000.00	11,000.00	739.09	973.71	10,026.29	91.15 %
<u>410-36-000-520450</u>	Public Works Staff Services	0.00	0.00	1,383.19	5,458.68	-5,458.68	0.00 %
<u>410-36-000-521300</u>	Tipping Fee - City of Washington	300.00	300.00	0.00	0.00	300.00	100.00 %
<u>410-36-000-521540</u>	Uniform Cleaning Service	1,500.00	1,500.00	51.85	167.00	1,333.00	88.87 %
<u>410-36-000-521560</u>	Building Repair & Maintenance	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>410-36-000-521620</u>	Equipment Repair & Maintenance	30,000.00	30,000.00	2,761.60	5,880.08	24,119.92	80.40 %
<u>410-36-000-521630</u>	Vehicle Repair & Maintenance	2,500.00	2,500.00	504.34	524.34	1,975.66	79.03 %
<u>410-36-000-521640</u>	Equipment Rental	500.00	500.00	31.70	95.10	404.90	80.98 %

Budget Report

For Fiscal: 2015-2016 Period Ending: 01/31/2016

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<a href="#">410-36-000-522200</a>	Property, Liability & Casualty Insur	15,560.00	15,560.00	0.00	0.00	15,560.00	100.00 %
<a href="#">410-36-000-522210</a>	Self-Insurance Deductible	500.00	500.00	0.00	320.00	180.00	36.00 %
<a href="#">410-36-000-522300</a>	Printing/Duplicating	400.00	400.00	0.00	272.69	127.31	31.83 %
<a href="#">410-36-000-522400</a>	Telephone	3,000.00	3,000.00	232.28	647.72	2,352.28	78.41 %
<a href="#">410-36-000-522410</a>	Telephone-Alarm Control	3,500.00	3,500.00	135.89	407.67	3,092.33	88.35 %
<a href="#">410-36-000-522500</a>	Training/Seminars	1,000.00	1,000.00	0.00	86.00	914.00	91.40 %
<a href="#">410-36-000-522600</a>	Travel	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">410-36-000-522700</a>	Professional Dues & Memberships	500.00	500.00	86.00	556.00	-56.00	-11.20 %
<a href="#">410-36-000-522900</a>	Postage	6,000.00	6,000.00	433.34	1,754.48	4,245.52	70.76 %
<a href="#">410-36-000-522950</a>	Credit Card Fees	4,400.00	4,400.00	0.00	1,245.56	3,154.44	71.69 %
<a href="#">410-36-000-530200</a>	Lab Supplies	50.00	50.00	0.00	0.00	50.00	100.00 %
<a href="#">410-36-000-530410</a>	Parts-Vehicle	600.00	600.00	0.00	0.00	600.00	100.00 %
<a href="#">410-36-000-530415</a>	Parts-Equipment	10,000.00	10,000.00	216.45	9,146.77	853.23	8.53 %
<a href="#">410-36-000-530420</a>	Offices Supplies	500.00	500.00	67.32	110.81	389.19	77.84 %
<a href="#">410-36-000-530500</a>	Asphalt/Rock/Cement	2,500.00	2,500.00	741.00	763.74	1,736.26	69.45 %
<a href="#">410-36-000-530600</a>	Straw/Seeding/Plants	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">410-36-000-530800</a>	General Supplies	2,300.00	2,300.00	269.10	484.63	1,815.37	78.93 %
<a href="#">410-36-000-530900</a>	Employee Appreciation Cost	200.00	200.00	49.71	49.71	150.29	75.15 %
<a href="#">410-36-000-531110</a>	Electricity	44,000.00	44,000.00	3,749.04	11,781.09	32,218.91	73.22 %
<a href="#">410-36-000-531120</a>	Heating Fuel	10,500.00	10,500.00	166.56	267.24	10,232.76	97.45 %
<a href="#">410-36-000-531300</a>	Gasoline & Oil	7,500.00	7,500.00	0.00	2,060.88	5,439.12	72.52 %
<a href="#">410-36-000-532200</a>	Pipe & Fittings	2,500.00	2,500.00	41.30	84.33	2,415.67	96.63 %
<a href="#">410-36-000-532270</a>	Manhole Replacement Program	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00 %
<a href="#">410-36-000-533100</a>	Chemicals	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">410-36-000-534100</a>	Depreciation Expense	310,000.00	310,000.00	0.00	0.00	310,000.00	100.00 %
<a href="#">410-36-000-534200</a>	SmallTools/Equipment/Furnishings	13,320.00	13,320.00	0.00	108.33	13,211.67	99.19 %
<a href="#">410-36-000-541100</a>	Improvements Other Than Building	140,000.00	140,000.00	0.00	0.00	140,000.00	100.00 %
<a href="#">410-36-000-541120</a>	Sanitary Sewer System Improve	150,000.00	150,000.00	14,249.65	14,249.65	135,750.35	90.50 %
<a href="#">410-36-000-542100</a>	Vehicles	90,000.00	90,000.00	0.00	0.00	90,000.00	100.00 %
<a href="#">410-36-000-542200</a>	Machinery & Equipment	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">410-36-000-559100</a>	Bad Debts Expense	0.00	0.00	0.00	5,942.45	-5,942.45	0.00 %
<a href="#">410-36-090-559110</a>	Interest Expense	655,800.00	655,800.00	0.00	0.00	655,800.00	100.00 %
<a href="#">410-36-090-559120</a>	Agent Fees	83,000.00	83,000.00	0.00	11.00	82,989.00	99.99 %
<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	930,000.00	930,000.00	0.00	0.00	930,000.00	100.00 %
<a href="#">410-36-361-510100</a>	Salaries/Wages-Regular	310,550.00	310,550.00	14,540.22	65,859.78	244,690.22	78.79 %
<a href="#">410-36-361-510300</a>	Salaries/Wages-Overtime	2,500.00	2,500.00	489.11	2,324.38	175.62	7.02 %
<a href="#">410-36-361-511100</a>	FICA Taxes	23,950.00	23,950.00	1,250.30	5,759.91	18,190.09	75.95 %
<a href="#">410-36-361-511300</a>	Health Insurance	68,340.00	68,340.00	3,947.62	15,564.47	52,775.53	77.22 %
<a href="#">410-36-361-511400</a>	Dental Insurance	4,530.00	4,530.00	243.62	1,025.86	3,504.14	77.35 %
<a href="#">410-36-361-511600</a>	Life Insurance	580.00	580.00	35.60	146.96	433.04	74.66 %
<a href="#">410-36-361-511700</a>	LAGERS Retirement Plan	33,370.00	33,370.00	1,862.18	8,550.66	24,819.34	74.38 %
<a href="#">410-36-361-512605</a>	Employee Incentive Program	200.00	200.00	0.00	94.90	105.10	52.55 %
<a href="#">410-36-361-512700</a>	HRA Deductible	9,000.00	9,000.00	0.00	3,035.02	5,964.98	66.28 %
<a href="#">410-36-361-512701</a>	HRA Administration Fee	220.00	220.00	0.00	0.00	220.00	100.00 %
<a href="#">410-36-361-520150</a>	Engineering & Inspection Departm	0.00	0.00	1,020.78	5,721.20	-5,721.20	0.00 %
<a href="#">410-36-361-520250</a>	Administration, Finance & IT Depar	68,125.00	68,125.00	0.00	17,031.27	51,093.73	75.00 %
<a href="#">410-36-361-520300</a>	Technical Services	20,200.00	20,200.00	602.70	2,003.60	18,196.40	90.08 %
<a href="#">410-36-361-520400</a>	Other Contracted Services	16,350.00	16,350.00	560.00	1,253.00	15,097.00	92.34 %
<a href="#">410-36-361-520450</a>	Public Works Staff Services	0.00	0.00	1,383.18	5,458.67	-5,458.67	0.00 %
<a href="#">410-36-361-521300</a>	Tipping Fee - City of Washington	1,200.00	1,200.00	249.12	500.15	699.85	58.32 %
<a href="#">410-36-361-521540</a>	Uniform Cleaning Service	500.00	500.00	120.90	317.36	182.64	36.53 %
<a href="#">410-36-361-521560</a>	Building Repair & Maintenance	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">410-36-361-521620</a>	Equipment Repair & Maintenance	108,100.00	108,100.00	0.00	362.59	107,737.41	99.66 %
<a href="#">410-36-361-521630</a>	Vehicle Repair & Maintenance	3,000.00	3,000.00	921.10	921.10	2,078.90	69.30 %
<a href="#">410-36-361-521640</a>	Equipment Rental	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">410-36-361-522200</a>	Property, Liability & Casualty Insur	21,670.00	21,670.00	0.00	0.00	21,670.00	100.00 %
<a href="#">410-36-361-522210</a>	Self-Insurance Deductible	500.00	500.00	0.00	0.00	500.00	100.00 %

Budget Report

For Fiscal: 2015-2016 Period Ending: 01/31/2016

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Percent Remaining
<u>410-36-361-522300</u>	Printing/Duplicating	1,050.00	1,050.00	0.00	892.44	157.56	15.01 %
<u>410-36-361-522400</u>	Telephone	6,500.00	6,500.00	643.91	1,921.96	4,578.04	70.43 %
<u>410-36-361-522410</u>	Telephone-Alarm Control	1,000.00	1,000.00	0.00	0.00	1,000.00	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	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>410-36-361-522700</u>	Professional Dues & Memberships	700.00	700.00	0.00	470.00	230.00	32.86 %
<u>410-36-361-522900</u>	Postage	4,500.00	4,500.00	433.34	1,769.62	2,730.38	60.68 %
<u>410-36-361-530200</u>	Lab Supplies	13,600.00	13,600.00	55.80	187.74	13,412.26	98.62 %
<u>410-36-361-530410</u>	Parts-Vehicle	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>410-36-361-530415</u>	Parts-Equipment	28,600.00	28,600.00	932.75	1,213.65	27,386.35	95.76 %
<u>410-36-361-530420</u>	Offices Supplies	500.00	500.00	48.28	48.28	451.72	90.34 %
<u>410-36-361-530500</u>	Asphalt/Rock/Cement	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>410-36-361-530600</u>	Straw/Seeding/Plants	250.00	250.00	0.00	0.00	250.00	100.00 %
<u>410-36-361-530800</u>	General Supplies	4,000.00	4,000.00	363.95	687.54	3,312.46	82.81 %
<u>410-36-361-531110</u>	Electricity	170,000.00	170,000.00	16,021.61	43,197.69	126,802.31	74.59 %
<u>410-36-361-531120</u>	Heating Fuel	13,000.00	13,000.00	1,788.72	3,200.77	9,799.23	75.38 %
<u>410-36-361-531300</u>	Gasoline & Oil	3,000.00	3,000.00	1,231.71	1,231.71	1,768.29	58.94 %
<u>410-36-361-532200</u>	Pipe & Fittings	1,200.00	1,200.00	0.00	26.74	1,173.26	97.77 %
<u>410-36-361-533100</u>	Chemicals	17,300.00	17,300.00	0.00	3,708.00	13,592.00	78.57 %
<u>410-36-361-534100</u>	Depreciation Expense	890,000.00	890,000.00	0.00	0.00	890,000.00	100.00 %
<u>410-36-361-534200</u>	Small Tools/Equipment/Furnishings	14,280.00	14,280.00	4,410.00	4,457.99	9,822.01	68.78 %
<u>410-99-361-569250</u>	Transfer out- Vehicle & Equipment	201,500.00	201,500.00	0.00	0.00	201,500.00	100.00 %
	<b>Expense Total:</b>	<b>4,800,050.00</b>	<b>4,800,050.00</b>	<b>92,472.82</b>	<b>341,695.59</b>	<b>4,458,354.41</b>	<b>92.88 %</b>
	<b>Fund: 410 - SEWAGE TREATMENT FUND Surplus (Deficit):</b>	<b>-1,776,450.00</b>	<b>-1,776,450.00</b>	<b>119,643.47</b>	<b>511,648.32</b>	<b>2,288,098.32</b>	<b>128.80 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-2,512,480.00</b>	<b>-2,512,480.00</b>	<b>137,897.87</b>	<b>682,307.20</b>	<b>3,194,787.20</b>	<b>127.16 %</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	1,562,760.00	1,562,760.00	110,386.54	502,080.06	-1,060,679.94	67.87 %
Expense	2,298,790.00	2,298,790.00	92,132.14	331,421.18	1,967,368.82	85.58 %
<b>Fund: 400 - WATER FUND Surplus (Deficit):</b>	<b>-736,030.00</b>	<b>-736,030.00</b>	<b>18,254.40</b>	<b>170,658.88</b>	<b>906,688.88</b>	<b>123.19 %</b>
<b>Fund: 410 - SEWAGE TREATMENT FUND</b>						
Revenue	3,023,600.00	3,023,600.00	212,116.29	853,343.91	-2,170,256.09	71.78 %
Expense	4,800,050.00	4,800,050.00	92,472.82	341,695.59	4,458,354.41	92.88 %
<b>Fund: 410 - SEWAGE TREATMENT FUND Surplus (Deficit):</b>	<b>-1,776,450.00</b>	<b>-1,776,450.00</b>	<b>119,643.47</b>	<b>511,648.32</b>	<b>2,288,098.32</b>	<b>128.80 %</b>
<b>Report Surplus (Deficit):</b>	<b>-2,512,480.00</b>	<b>-2,512,480.00</b>	<b>137,897.87</b>	<b>682,307.20</b>	<b>3,194,787.20</b>	<b>127.16 %</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	-736,030.00	-736,030.00	18,254.40	170,658.88	906,688.88
410 - SEWAGE TREATMENT FUND	-1,776,450.00	-1,776,450.00	119,643.47	511,648.32	2,288,098.32
Report Surplus (Deficit):	<b>-2,512,480.00</b>	<b>-2,512,480.00</b>	<b>137,897.87</b>	<b>682,307.20</b>	<b>3,194,787.20</b>

**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:** February 12, 2016

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

**STATUS OF MAJOR CONTRACTS –JANUARY 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

**JANUARY 2016**

Water Pumped January 2016. .... 59,950,865 1.93 mgd  
 Wastewater Effluent Flow January 2016. .... 84,640,000 2.73 mgd  
 Missouri One Call Locate messages received for locates.....112  
 Meters Issued as new. .... 2  
 Meters Issued as replacements.....0  
 Meters Issued as new for irrigation systems .....0  
 Water breaks repaired. ....3  
 Sewer Routines .....0  
 Delinquent Accounts actually shut off in January 2016. ....51

**WATER DEPARTMENT FIELD WORK PERFORMED – JANUARY 2016**

- |  |  |
|--|--|
| 1. Shop Maintenance                                | 11. Water Break @ Rainbow & Duncan       |
| 2. Meter/Swapping/Repair                           | 12. Water Leak @ Trailer Park (Norwood)  |
| 3. Repair/Replace/Number Hydrants                  | 13. Water Break @ High & 3 <sup>rd</sup> |
| 4. Check Wells/Lift Stations/Heaters               | 14. Salt Streets/Plow                    |
| 5. Locates   | 15. Checked erosion @ creek              |
| 6. Hydrant Flushing/Painting                       | 16. Removed Christmas Ornaments          |
| 7. Dig up/Repair Curb Stops                        | 17. Deliver Chlorine to Wells            |
| 8. Water Samples                                   | 18. Meter Rereads                        |
| 9. Leak Detection Report                           | 19. Worked on Antenna wires              |
| 10. Water Break @ 400 E. 11 <sup>th</sup> & Locust |  |

### WASTEWATER DEPARTMENT FIELD WORK PERFORMED – JANUARY 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 @ 3<sup>rd</sup> & Stafford
17. Sewer call @ 605 W. 3rd
18. Televised Sewer Line
19. Oil Changed on Diesel Pumps
20. Televised Sewer Line/Repaired
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.

