

**CITY OF WILLARD
UTILITY BOARD MEETING**

January 20, 2009

6:00 P.M.

BOARD MEMBERS

DARRELL BIELIER

DAVE HELTON

JAMES REKUS

KELLY TURNER

GARY WIRTH

MAYOR:

JAMIE SCHOOLCRAFT

*Mayor Jamie Schoolcraft
949 Megan Lane
Willard, MO 65781*

**CITY OF WILLARD
UTILITY BOARD
JANUARY 20, 2009
6:00 P.M.**

Notice posted on January 16, 2009.

Notice is hereby given that the City of Willard, Utility Board will conduct a meeting at 6:00 p.m. January 20, 2009 at Willard City Hall, 224 West Jackson, Willard Missouri.

The tentative agenda of this meeting includes:

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1. Call the meeting to order
 2. Roll Call
 3. Agenda Amendments/Approval of Agenda
 4. Approve the minutes of the Regular Meeting on October 16, 2008
 5. Approve the minutes of the Special Meeting on November 8, 2008
 6. Approve the minutes of the Regular Meeting on December 11, 2008
 7. Financial Statements
 8. Wellhead Protection Plan
 9. Public Works Report
 10. Interconnect/Chlorination Project Update
 11. Old Business
 12. CLOSED SESSION (Chapter 610.021 #1-Legal and #2-Real Estate)
 13. ADJOURN MEETING

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Kathy Blakemore or Kate Gould
224 West Jackson
P.O. Box 187
Willard, MO 65781
(417) 742-3033

IF YOU HAVE SPECIAL NEEDS WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.

Kate Gould, Deputy City Clerk

CITY OF WILLARD
UTILITY BOARD
OCTOBER 16, 2008
6:00 P.M.

Board Present: Darrell Biellier, Dave Helton, James Rekus, Kelly Turner, and Gary Wirth.

Also in attendance: Deputy City Clerk, Kate Gould; Director of Public Works, Charlie Jones; and Willard Wastewater Supervisor, Justin Reaves.

The meeting was called to order at 6:04 p.m. and Roll Call was conducted by Deputy City Clerk, Kate Gould.

Roll Call

Darrell Biellier-present; Dave Helton-present; James Rekus-present; Kelly Turner-present; and Gary Wirth-present.

Approval of the Agenda

Motion made by Kelly Turner to approve the agenda with a second by Dave Helton. Darrell Biellier-I; Dave Helton-I; James Rekus-I; Kelly Turner-I; Gary Wirth-I. All votes yes, motion carried.

Approval of the Regular minutes from September 18, 2008

Motion made by Gary Wirth to approve the minutes from the regular meeting on September 18, 2008. Motion was seconded by James Rekus. Darrell Biellier-I; Dave Helton-I; James Rekus-I; Kelly Turner-I; Gary Wirth-I. All votes yes, motion carried.

Utility Board members and city staff present at the meeting then broke into smaller groups to take a tour of facilities involved in the Willard Chlorination/Interconnect project that will connect the former Meadows Water System with the Willard Water System and install permanent chlorination facilities for the entire system.

Tour Stop 1

Utility Board members, Deputy City Clerk, Kate Gould; Director of Public Works, Charlie Jones; and Willard Wastewater Supervisor, Justin Reaves travelled to the Willard Rural Water Tower at the corner of AB Highway and EE Highway. Director of Public Works, Charlie Jones, gave the Board a tour of the Willard Rural Water Tower and the well house at this location. Mr. Jones also answered questions about the security and safety of the proposed gas chlorination system.

Tour Stop 2

Utility Board members, Deputy City Clerk, Kate Gould; Director of Public Works, Charlie Jones; and Willard Wastewater Supervisor, Justin Reaves then travelled to Willard Rural Water System Well #2 at the corner of EE Highway and Meadow Drive. Mr. Jones described to the Board the changes that were proposed to this location for the Willard Interconnect/Chlorination project.

Tour Stop 3

Utility Board members, Deputy City Clerk, Kate Gould; Director of Public Works, Charlie Jones; and Willard Wastewater Supervisor, Justin Reaves then travelled to Clear Creek Estates. Director of Public Works, Charlie Jones, showed the Board the location where the two systems will be permanently connected.

Tour Stop 4

Utility Board members, Deputy City Clerk, Kate Gould; Director of Public Works, Charlie Jones; and Willard Wastewater Supervisor, Justin Reaves then travelled to Willard City Well #2 on Walnut Lane. Director of Public Works, Charlie Jones, described to the Board the work that would be done at this location for the Willard Interconnect/Chlorination project.

Darrell Biellier asked where the City property line ended and where MODot's right of way ended. There was a discussion about where property lines were for the City of Willard, Willard Fire Department, and the Missouri Department of Transportation.

Tour Stop 5

Utility Board members, Deputy City Clerk, Kate Gould; Director of Public Works, Charlie Jones; and Willard Wastewater Supervisor, Justin Reaves then travelled to Willard City Well #1 and the tower that is located right off the intersection of O Highway and Jackson Street.

Board members asked questions about the possible interruption of service to customers during the Willard Interconnect/Chlorination project. According to Director of Public Works, Charlie Jones, there will only be a small section of the Willard Rural Water Service area that will have to be shut-off for a few hours to complete the project. Mr. Jones did not believe that there would be any other interruptions in service to the customers.

Mr. Jones also described to the Board the reasons that the City of Willard had decided to begin chlorination of the water system and the benefits of doing so.

City Hall

Utility Board members, Deputy City Clerk, Kate Gould; Director of Public Works, Charlie Jones; and Willard Wastewater Supervisor, Justin Reaves then returned to Willard City Hall.

Charlie Jones discussed with the Utility Board the next steps for the Chlorination/Interconnect Project. Mr. Jones believes the next step is a pre-construction meeting with Kenny Singer Construction, the company that had the lowest bid and that has been approved by the Willard Board of Aldermen for the project.

Deputy City Clerk, Kate Gould then discussed with the Board dates for a tour of Willard's Sewer System. The Board agreed to meet on Saturday, November 8th, 2008 at 9:00 a.m. to take a tour of the rest of the facilities owned and operated by the City of Willard.

Motion made by Dave Helton to adjourn the meeting. The motion was seconded by Kelly Turner. Darrell Biellier-I; Dave Helton-I; James Rekus-I; Kelly Turner-I; Gary Wirth-I. All votes yes, motion carried.

Meeting was adjourned.

Deputy City Clerk, Kate Gould

**CITY OF WILLARD
UTILITY BOARD
DECEMBER 11TH, 2008
6:00 P.M.**

Board Present: Darrell Biellier, Dave Helton, James Rekus, Gary Wirth and Kelly Turner.

Also in attendance: Deputy City Clerk, Kate Gould; Chief Financial Officer, Karen Robson; Director of Development, Randy Brown; Mayor Jamie Schoolcraft and guest Doug Jones.

The meeting was called to order at 6:00 p.m. and Roll Call was conducted by Deputy City Clerk, Kate Gould.

Roll Call

Darrell Biellier-present; Dave Helton-present; James Rekus-present; Gary Wirth-present; and Kelly Turner-present.

Approval of the Agenda

Dave Helton stated that he would like to add a discussion on trash service as item #12 and move item #12, Old Business to item #13.

Motion made by Darrell Biellier to approve the agenda with the suggested change. The motion was seconded by Dave Helton. Gary Wirth-I, Dave Helton-I, Kelly Turner-I, Darrell Biellier-I, James Rekus-I. All votes yes, motion carried.

New Resident Packet

CFO, Karen Robson explained to the Utility Board the new resident packet that citizens moving into the community may receive. The new resident packet contains a copy of the utility policies for the city.

Federal Red Flag Rules

Utility Board members were given a short update on the status of implementation of this program as required by new federal law.

Financial Statements

Chief Financial Officer Karen Robson explained the layout of the monthly financial reports and showed Utility Board members the September financial statements as an example.

2009 Budget

Karen gave a brief overview of the 2009 Budget for the Water/Sewer funds.

Gary Wirth asked if the Meadows Water System purchase was in the 2008 budget and Karen indicated that it was. Karen also explained that she had budgeted for a modest amount of growth for 2009.

2007 Audit

Utility Board members were given a copy of the 2007 Audit for review and Karen explained the process that she goes through for the annual audit each year. Karen believes the 2008 Audit will be presented in May or June of 2009.

Utility Spreadsheets

Board members were presented with the "Utility Spreadsheets" that CFO, Karen Robson compiles to track the total amount of water metered and pumped each month in the Willard

Utility System and the Willard Rural Utility System. Randy explained the percent that the Missouri Department of Natural Resources (DNR) suggests utility systems should have as an acceptable shortage or loss each month and why that number can fluctuate.

Dave Helton asked if all city facilities were metered and Karen explained that they were and that she took those into account when compiling her report.

Karen explained the monthly report that she compiles to show how many gallons of sewage we pump to Springfield each month thru the "Force Main".

Kelly Turner asked how we figure the amount of money that we pay the City of Springfield each month for sewer. Karen explained that it was based on how much we bill our customers each month.

Pump Reports

Utility Board members were given a brief overview of how to read the raw pumping and flow meter reports that track the daily amount of water and sewer pumped.

Utility Reports and Ordinances

Karen explained that we are required by DNR to compile a yearly report called a CCR or the Consumer Confidence Report. This details any bad samples that we received as required by DNR, why the samples were bad and what was done to correct any problems.

Utility Board members were also presented with the inspection reports for the wells in the Willard Water and Willard Rural Waterworks systems. Randy Brown explained what the company, Flynn Drilling Company, inspects each year and what they are looking for when inspecting the wells.

Board members were also presented with the annual reports from Utility Service Company on the inspections of the water towers. Randy Brown explained that DNR requires a full inspection every three years; however we have chosen to perform complete inspection every two years.

Karen stated that she had also provided Utility Board members with copies of ordinances related to Utility rates and policies.

Trash Service

Karen Robson explained to the Board the combined billing that the city is now offering for trash service. Karen stated that this was a program that we could do in the interim while waiting the required two years before looking at a franchise agreement.

Dave Helton asked who was eligible for this program. Karen stated that it is available for any Willard Utility customer or any resident of the City of Willard, except for commercial entities.

Darrell Beillier asked if any trash company could work with the City of Willard on combined billing and Karen stated that we had made this offer available to all trash haulers who are currently licensed to operate in the city.

Gary Wirth asked about what would happen when customers failed to pay their bill. Karen stated that the trash company would be notified to pick-up their cart and that the trash service would be treated like a regular part of a customer's utility bill and that past due amounts could result in a shut-off.

Old Business

The Board decided to set their next meeting date for January 20, 2009 and no other old business was discussed.

Motion made by Dave Helton to adjourn the meeting. The motion was seconded by Kelly Turner. Darrell Biellier-I; Dave Helton-I; Kelly Turner-I; Darrell Biellier-I, and James Rekus-I. All votes yes, motion carried.

Meeting was adjourned.

Deputy City Clerk, Kate Gould

DRAFT

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
November 30, 2008

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 182,819.99
SEWER LIFT STATION - FIXED COSTS	78,000.00
SEWER LIFT STATION - INCREMENTAL COSTS	35,770.00
SEWER LIFT STATION - VARIABLE COSTS	49,150.00
WATER/SEWER FUND TDOA	107,906.90
CASH - REVENUE BOND ESCROW	100,219.53
CASH - WATER PRINCIPAL AND INTEREST	321,384.66
CASH IN REPURCHASE AGREEMENT	59,572.02
CASH-WW/SS PRINCIPAL & INTEREST	213,631.38
2005 CERTIFICATE FUND	1,052.14
2005 RESERVE FUND	49,500.00
2005 CONSTRUCTION FUND	243,924.60
RETURNED CHECKS	90.00
DEFERRED CHARGE-COI-2002 REFUNDING BONDS	22,050.47
TOTAL CURRENT ASSETS	<u>\$ 1,465,071.69</u>

FIXED ASSETS

LAND	\$ 60,590.58
EQUIPMENT	299,649.18
SEWER SYSTEM	4,662,422.50
ACCUMULATED DEPRECIATION	- 111,591.00
WATER SYSTEM	2,404,664.71
ACCUMULATED DEPRECIATION	-2,383,278.06
NET FIXED ASSETS	<u>\$ 4,932,457.91</u>
TOTAL ASSETS	<u>\$ 6,397,529.60</u>

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
November 30, 2008

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE
SALES TAX PAYABLE
MISSOURI PRIMACY TAX
WATER POLLUTION SERVICE CONNECTION FEE
CUSTOMER DEPOSITS
AT&T CAPITAL LEASE
DUE TO GENERAL FUND
DUE TO RECREATION FUND
REVENUE BONDS PAYABLE
2005 REVENUE BONDS PAYABLE
2003 REVENUE BONDS PAYABLE
DEFERRED LOSS ON REFINANCING

\$.00
2,272.39
355.66
53.57
96,000.00
10,036.81
19,111.20
5,180.00
40,000.00
470,000.00
310,000.00
-16,248.36

TOTAL LIABILITIES

\$ 936,761.27

EQUITY

CONT. CAPITAL - FED & STATE
RETAINED EARNINGS
NET INCOME -LOSS

\$.00
5,542,374.55
-81,606.22

TOTAL FUND EQUITY

\$ 5,460,768.33

TOTAL LIABILITIES AND EQUITY

\$ 6,397,529.60
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UNAUDITED

City of Willard Waterworks 2008

Month	Income	Operating Expenses	Balance	Gallons Pumped	Gallons Metered	Number of Meters	Shortage	% Shortage
January	\$42,583.10	\$28,017.09	\$14,566.01	11,682	10474	1797	1,208	10%
February	\$45,082.56 \$87,665.66	\$31,025.74 \$59,042.83	\$14,056.82 \$28,622.83	12,194	9805	1793	2,389	19%
March	\$42,123.33 \$129,788.99	\$24,223.07 \$83,265.90	\$17,900.26 \$46,523.09	9775	9643	1806	132	1%
April	\$60,186.04 \$189,975.03	\$40,412.17 \$123,678.07	\$19,773.87 \$66,296.96	12261	9700	1825	2561	21%
May	\$60,817.07 \$250,792.10	\$45,434.44 \$169,112.51	\$15,382.63 \$81,679.59	13112	9189	1832	3923	29%
June	\$73,654.88 \$324,446.98	\$36,394.64 \$205,507.15	\$37,260.24 \$118,939.83	13257	9811	1822	3446	26%
July	\$83,105.99 \$407,552.97	\$38,008.00 \$243,515.15	\$45,097.99 \$164,037.82	15318	10912	1815	4406	29%
August	\$65,110.42 \$472,663.39	\$42,255.53 \$285,770.68	\$22,854.89 \$186,892.71	16496	14434	1819	2062	13%
September	\$79,749.15 \$552,412.54	\$43,283.25 \$329,053.93	\$36,465.90 \$223,358.61	15294	12558	1827	2736	18%
October	\$77,318.00 \$629,730.54	\$42,145.30 \$371,199.23	\$35,172.70 \$258,531.31	12149	10640	1830	1509	12%
November	\$49,118.94 \$678,849.48	\$46,341.98 \$417,541.21	\$2,776.96 \$261,308.27	11751	10135	2933	1616	14%
December								

CITY OF WILLARD SEWER SYSTEM 2008

	Income	Operating Expenses	Balance	Sewer Sales	Treatment Charges	Balance
January	\$58,301.37	\$21,188.23	\$37,113.14	\$48,617.24	\$18,000.00	\$30,617.24
February	\$61,387.98 \$119,689.35	\$44,783.69 \$65,971.92	\$16,604.29 \$53,717.43	\$53,133.41 \$101,750.65	\$17,800.00 \$35,800.00	\$35,333.41 \$65,950.65
March	\$49,749.91 \$169,439.26	\$38,058.02 \$104,029.94	\$11,691.89 \$65,409.32	\$49,749.91 \$151,500.56	\$17,302.80 \$53,102.80	\$32,447.11 \$98,397.76
April	\$74,367.10 \$243,806.36	\$60,018.19 \$164,048.13	\$14,348.91 \$79,758.23	\$49,592.74 \$201,093.30	\$17,391.70 \$70,494.50	\$32,201.04 \$130,598.80
May	\$73,309.42 \$317,115.78	\$50,238.29 \$214,286.42	\$23,071.13 \$102,829.36	\$49,018.14 \$250,111.44	\$17,621.63 \$88,116.13	\$31,396.51 \$161,995.31
June	\$60,129.92 \$377,245.70	\$57,701.53 \$271,987.95	\$2,428.39 \$105,257.75	\$54,228.44 \$304,339.88	\$18,347.28 \$106,463.41	\$35,881.16 \$197,876.47
July	\$74,644.25 \$451,889.95	\$70,098.86 \$342,086.81	\$4,545.39 \$109,803.14	\$61,883.33 \$366,223.21	\$18,048.53 \$124,511.94	\$43,834.80 \$241,711.27
August	\$59,640.49 \$511,530.44	\$59,663.13 \$401,749.94	-\$22.64 \$109,780.50	\$55,527.33 \$421,750.54	\$18,602.44 \$143,114.38	\$36,924.89 \$278,636.16
September	\$92,058.08 \$603,588.52	\$41,042.74 \$442,792.68	\$51,015.34 \$160,795.84	\$58,333.33 \$480,083.87	\$18,998.25 \$162,112.63	\$39,335.08 \$317,971.24
October	\$68,693.05 \$672,281.57	\$56,984.73 \$499,777.41	\$11,708.32 \$172,504.16	\$64,973.63 \$545,057.50	\$18,952.64 \$181,065.27	\$46,020.99 \$363,992.23
November	\$52,512.95 \$724,794.52	\$57,075.39 \$556,852.80	-\$4,562.44 \$167,941.72	\$58,333.33 \$603,390.83	\$18,000.00 \$199,065.27	\$40,333.33 \$404,325.56
December						

CITY OF WILLARD COMBINED UTILITIES 2008

	Income	Operating Expenses	Balance	Debt	Gain	Coverage Factor
January	\$100,884.47	\$49,205.32	\$51,679.15	11,409.00	\$40,270.15	4.52%
February	\$106,470.54 \$207,355.01	\$75,809.43 \$125,014.75	\$30,661.11 \$82,340.26	11,409.00 22,818.00	\$19,252.11 \$59,522.26	2.69% 3.61%
March	\$91,873.24 \$299,228.25	\$62,281.09 \$187,295.84	\$29,592.15 \$111,932.41	11,409.00 34,227.00	\$18,183.15 \$77,705.41	2.59% 3.27%
April	\$134,553.14 \$433,781.39	\$100,430.36 \$287,726.20	\$34,122.78 \$146,055.19	15,553.00 49,780.00	\$18,569.78 \$96,275.19	2.19% 2.93%
May	\$134,126.49 \$567,907.88	\$95,672.73 \$383,398.93	\$38,453.76 \$184,508.95	15,553.00 65,333.00	\$22,900.76 \$119,175.95	2.47% 2.82%
June	\$133,784.80 \$701,692.68	\$94,096.17 \$477,495.10	\$39,688.63 \$224,197.58	15,553.00 80,886.00	\$24,135.63 \$143,311.58	2.55% 2.77%
July	\$157,750.24 \$859,442.92	\$108,106.86 \$585,601.96	\$49,643.38 \$273,840.96	15,553.00 96,439.00	\$34,090.38 \$177,401.96	3.19% 2.84%
August	\$124,750.91 \$984,193.83	\$101,918.66 \$687,520.62	\$22,832.25 \$296,673.21	15,553.00 111,992.00	\$7,279.25 \$184,681.21	1.47% 2.65%
September	\$171,807.23 \$1,156,001.06	\$84,325.99 \$771,846.61	\$87,481.24 \$384,154.45	15,553.00 \$127,545.00	\$71,928.24 \$256,609.45	1.22% 1.50%
October	\$146,011.05 \$1,302,012.11	\$99,130.03 \$870,976.64	\$46,881.02 \$431,035.47	\$15,553.00 \$143,098.00	\$31,328.02 \$287,937.47	1.50% 1.50%
November	\$101,631.89 \$1,403,644.00	\$103,417.37 \$974,394.01	-\$1,785.48 \$429,249.99	\$15,553.00 \$158,651.00	-\$17,338.48 \$270,598.99	1.59%
December						

CITY OF WILLARD SEWER PUMPING SHEET 2008

	Flow Meter Reading	Pumped	Daily Average	Paid to Springfield	Daily Average	Actual Meter Water
January	85372281	No Dec reading		8312	277067	10474
February	99385977	14013696	467123	8248	274933	9805
March	113160571	13774594	459153	8182	272733	9643
April	126896180	13735609	457853	8485	282833	9700
May	138921477	12025297	400843	9189	306300	10587
June	156799126	17877649	595921	8918	297266	11550
July	168447901	11648775	388292.5	8813	293767	10912
August				9169	305633	14434
September	182956882	14508981	483632	9173	305767	15294
October	191778480	8821598	294053	9067	302233	16947
November	Incorrect flow meter reading			9135	304500	16429
December						

PUBLIC WORKS
PROGRESS REPORT
JANUARY 12TH, 2009

WATER:

1. Tapped waterline and set new meter for irrigation at LDS Church.
2. Fixed water leak on Fonda Lane and Fr. 97.
3. Met with Singer Construction regarding when they are going to start construction on the waterline project.

SEWER:

1. Cleaned air relief valves on force main to Springfield.
2. Put in new pressure switch at D-Lift Station.
3. Worked on pumps at Regional Lift Station.
4. Sewer camera was used to check for blockage on Excalibur St.

STREETS:

1. Spread salt on city streets for ice.
2. Received new backhoe on yearly trade in.

TRAINING:

1. Attended Safety and Damaged Prevention meeting hosted by Missouri One Call and City Utilities of Springfield.

MISC:

1. Built cover for vent fan at Police Department.
2. Picked up five (5) dogs and took to the animal shelter.

Charlie Jones
Director of Public Works