

WATER BOARD OF TRUSTEES
Regular Meeting
January 19, 2015
4:00 PM
Location: 1208 South St.

Agenda

1. Approve Agenda.
2. Approve Minutes of the January 5, 2015, Special Meeting, and December 15, 2014 Regular Meeting.
3. Approve Invoices and Financial Statements.
4. Public Hearing for Proposed Amendments to the 2014/2015 Budget.
5. Approval of Proposed Amendments to the 2014/2015 Budget.
6. Public Hearing for Proposed 2015/2016 Budget.
7. Approval of Proposed 2015/2016 Budget.
8. Customer Forum.
9. General Manager's Update.
10. Miscellaneous.
11. Adjourn.

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #4

We will need a motion to open the Public Hearing, listen to any comments and then a motion to close the Public Hearing.

Agenda Item #5

The budget amendments are what were sent to you on Thursday the , unless you have notified me that something needed addressed. We are showing a 10% rate increase that would be effective March 1, 2015. The only item that has been changed is the income due to the rate increase. I question if you want to push back the filter media change-out, as that item was discussed at the meeting on the as one item in our CIP that we could possibly pass on this year. Thoughts?

I will need a Motion to approve and a second. I recommend approving the budget amendments.

Agenda Item #6

We will need a motion to open the Public Hearing, listen to any comments and then a motion to close the Public Hearing.

Agenda Item #7

The 2015-2016 budget is what was also sent to you on Thursday the , unless you have notified me that something needed addressed. The budget has been modified to show a 3% increase in some of the consumables due to inflation. It also has a 10% rate increase figured in due to implementing that on March 1, 2015 (hopefully). You will notice that even with the rate increase we are expecting to draw more than \$700,000 from reserves due to a large expenditure for capital projects.

I will need a Motion to approve and a second. I recommend approving the proposed budget for next fiscal year.

Agenda Item #8

“This is the item reserved to receive comments from the community, our customers, for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Water Board of Trustees and asked to keep statements brief. Any questions are to be asked of the Water Department staff and Board of Trustee members prior to speaking to the full Board of Trustees so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Board of Trustees only.”

There are none at this time.

Agenda Item #9

Last month you asked that I compare metered sales from this time last year to current, last year we sat at 50.50% for sales, this year we were at 48.59% of metered sales.

Also for the website, if we went with a page on the City's site there would be an annual savings of \$240 from MCG as we would no longer pay for web-hosting. The City has stated that at this point they do not expect us to contribute, but that if we wanted to provide a minimal contribution to offset their hosting fee of \$3200 per year, that would be fine, but not expected. A full blown training will cost us \$1800 for three days with four sessions by CivicPlus. The City Manager has stated that City staff could train us in the basics if we would like. We can easily spend \$1000 or more on building a new site for ourselves.

We will have a public hearing on the 10% rate increase at next month's meeting.

Logging has started out at the plant.

The modular home is finally being removed. We will need to clean up the grounds where it once stood this spring and do some landscaping.

I have received the rough draft of the annual audit. Next month I will have the auditor here and the final draft will be delivered for your approval.

Royce has now been working at the waste water department helping for the last week and a half. We will continue to work towards helping find a resolution that is best for all involved.

I would like to discuss the option of entering into a maintenance agreement for the wells. I sent you the two competing proposals that I have received and I have talked with representatives of both organizations. I really feel that this will help us control expenses with our wells and while also allowing us to maintain a great quality of water throughout our treatment process. I would like to discuss it tonight and then put it on the agenda for action next month.

We also need to discuss starting the process for engineering Carbonado Road. I have talked to Garden & Associates preliminarily to see what this would take. If we want to be able to apply for Community Development Block Grants we need to show that we used a competitive process to secure an engineering firm. How would you like to move forward?

Agenda Item #10

We have had a few leaks this last month. They all happened this last week.

North Market and William Penn's Union parking lot—8" shear break

Lynn Avenue and Street—20" hole

Avenue East and Hope Street—4" hole

2014-2015 Budget

ACCTS:	Acct. #	Original 2014-2015	Changes	Proposed 2014-2015
INCOME				
Material Sales	600-8001-1-4521	2,000	-	2,000
Labor Charges	600-8001-1-4522	3,000	3,000	6,000
Late Fees	600-8001-1-4531	38,000	-	38,000
Metered Sales (10% 15)	600-8001-1-4555	2,155,842	(105,398)	2,050,444
Other Income	600-8001-1-4761	4,000	19,000	23,000
Reimbursements	600-8001-2-4710	800	-	800
Refunds	600-8001-2-4715	-	-	-
House Rental	600-8001-4-4312	360	-	360
Meter Rental	600-8001-4-4317	16,200	-	16,200
Sprinkler & Hydrant Rental	600-8001-4-4318	4,100	-	4,100
Misc. Income	600-8001-4-4518	26,700	27,800	54,500
Water Fund Income		2,251,002	(55,598)	2,195,404
Interest	600-8001-4-4300	-	5,400	5,400
State Revolving Fund Loan	606-8007-4-4823	-	-	-
Transfer In - Sinking Fund	603-8001-4-4830600	418,882	-	418,882
Transfer In - Meter Fund	604-8001-4-4830600	36,000	-	36,000
Total Revenues		2,705,884	(50,198)	2,655,686

OPERATING EXPENSES

Labor - Distribution	8001 6010	158,952	38,112	197,064
Salaries - General Manager	8006 6011	81,000	2,025	83,025
Salaries - Office	8006 6012	154,237	(15,933)	138,304
Salaries - Service Tech	8006 6013	51,420	227	51,647
Contract Labor	8006 6015	-	39,900	39,900
Labor - Plant	8000 6014	113,130	(35,356)	77,774
Salaries - Trustees	8006 6020	3,402	(567)	2,835
Health Ins. Wages	8000 6050	-	-	-
Health Ins. Wages	8001 6050	-	-	-
Health Ins. Wages	8006 6050	4,176	(1,914)	2,262
Emp. Share - Soc. Sec.	8000 6110	7,014	(2,192)	4,822
Emp. Share - Soc. Sec.	8001 6110	9,855	2,363	12,218
Emp. Share - Soc. Sec.	8006 6110	17,984	(884)	17,100
Emp. Share - Medicare	8000 6120	1,640	(512)	1,128
Emp. Share - Medicare	8001 6120	2,305	553	2,858
Emp. Share - Medicare	8006 6120	4,206	(207)	3,999
Emp. Share - Ipers	8000 6130	10,102	(3,156)	6,946
Emp. Share - Ipers	8001 6130	14,194	3,404	17,598
Emp. Share - Ipers	8006 6130	25,598	(968)	24,630
Health/Life Ins.	8006 6150	187,740	(20,700)	167,040
Uniforms	8001 6181	2,500	-	2,500
Self Insurance Expense	8006 6183	6,500	-	6,500
Dues & Subscription	8006 6220	6,273	227	6,500
Education/Seminars	8000 6240	2,000	-	2,000
Education/Seminars	8001 6240	2,000	-	2,000
Education/Seminars	8006 6240	6,000	700	6,700
Main. - Buildings	8000 6310	4,500	-	4,500
Main. - Buildings	8001 6310	1,000	2,000	3,000
Main. - Buildings	8006 6310	500	-	500
Main. - Wells	8000 6311	33,000	-	33,000
Main. - Water Supply	8001 6312	80,000	15,000	95,000
Main. - Meters	8001 6313	20,000	(5,000)	15,000
Main. - Grounds	8000 6320	20,000	-	20,000
Main. - Grounds	8001 6320	-	1,000	1,000
Gasoline	8001 6331	20,000	-	20,000
Truck Expense	8001 6332	4,000	-	4,000
Main. - Machinery	8000 6350	25,000	-	25,000
Main. - Machinery	8001 6350	6,000	-	6,000
Electric/Gas	8000 6371	80,000	-	80,000
Electric/Gas	8001 6371	5,000	-	5,000
Telephone	8006 6373	7,500	-	7,500
Audit Expense	8006 6401	7,925	-	7,925
Publications	8006 6402	2,500	-	2,500
Insurance	8006 6408	58,100	-	58,100
Janitorial Expense	8006 6409	2,000	-	2,000
Legal Fees	8006 6411	1,000	37,064	38,064
Building Rent	8001 6416	-	-	-
Computer Expense	8006 6419	18,500	1,500	20,000
Lab Expense	8000 6450	13,800	-	13,800
Engineering Fees	8001 6490	-	-	-
Meter Reading Service	8006 6492	19,352	-	19,352
Chemicals	8000 6501	200,000	5,000	205,000
Small Tools	8000 6504	1,000	-	1,000
Small Tools	8001 6504	3,000	-	3,000
Office Supplies	8006 6506	6,000	-	6,000
Misc. Expense	8000 6507	1,000	-	1,000
Misc. Expense	8001 6507	2,500	2,000	4,500
Misc. Expense	8006 6507	1,500	-	1,500
Postage	8006 6508	14,000	-	14,000
Safety Supplies	8000 6510	500	-	500
Safety Supplies	8001 6510	2,000	-	2,000
Credit Card Fees	8006 6520	2,400	-	2,400
Misc. Supplies	8000 6599	700	-	700
Misc. Supplies	8001 6599	1,500	-	1,500
Misc. Supplies	8006 6599	1,000	-	1,000
Total Operating Expenses		1,539,005	63,686	1,602,691
Net Operating Revenue		711,997	(119,284)	592,713
Transfer Out - Sinking Fund	8001 6910603	418,882	-	418,882
Transfer Out - Meter Fund	8001 6910604	36,000	-	36,000
Total Transfer Out		454,882	-	454,882
Net Gain (Loss)		711,997	(113,884)	598,113
Automotive Equipment	8001 6710	-	-	-
New/Replace Mach.	8000 6723	-	-	-
New/Replace Mach.	8001 6723	-	-	-
Filter Media	8000 6790	60,000	-	60,000
Various Dist. Projects	8001 6780	250,000	(100,000)	150,000
Office / Computer Equipment	8006 6725	4,714	-	4,714
Principal Fund 603	8001 6801	251,000	-	251,000
Interest Fund 603	8001 6851	154,980	-	154,980
Bond Servicing Fee Fund 603	8001 6899	12,915	-	12,915
New/Replace Meters Fund 604	8001 6724	100,000	-	100,000
Equipment	8001 6727	-	7,100	7,100
New Shop on South 7th	8001 6750	15,000	55,000	70,000
Total CIP		848,609	(37,900)	810,709
Total Expenses		\$ 2,842,496	25,786	2,868,282
Net Gain (Loss)		\$ (136,612)	(75,984)	(212,596)

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Budget Amendments 14-15

2014-2015 budget

Receipts

Operating Revenue		
Water Sales		2,050,444
Other		144,960
		2,195,404
10% rate increase in March		
Capital Sources		
SRF Loan		-
Interest Income		5,400
		5,400
Total Receipts		2,200,804

Disbursements

Operating Expense		
Personnel Costs		686,610
Utilities		92,500
Outside Services		87,341
Small Equip & Materials		198,700
Chemicals, Treatment & Monitoring		218,800
Transportation		24,000
Office Supplies		44,900
Property Insurance		58,100
Health Insurance		173,540
Shop Rental		-
Staff Development		17,200
Total Operating Expenses		1,601,691
Capital Outlays		
Automotive		-
New Machinery		-
Pallet fork & trailer		-
Dist projects		150,000
Filter Media		60,000
New Office		70,000
Computer Equipment		4,714
Equipment		7,100
New/Replace Meters		100,000
GIS Equip.		7,100
Principal & Interest SRF		418,882
Total Capital Outlays		817,809
Total Expenses		2,419,500
Fund Excess (Deficiency)		(218,696)

Net Operating Income

		593,713
Fiscal Year 2014-2015 estimated principal, interest and servicing fee total \$418,792.50 + 10% = \$460,671.75		

\$133,041.25

+ 10,000 trailer

+ 9,825 trees

684,110

AWWA ann. renewal

+ 2,000 roof

web design

+ 2,500 GIS ann.

equipment concrete

2015-2016 BUDGET

Acct. #

Amended
2014-2015

Changes

Proposed
2015-2016

2015-2016 budget

ACCOUNTS:
INCOME

Material Sales	600-8001-1-4521	2,000	-	2,000
Labor Charges	600-8001-1-4522	6,000	(3,000)	3,000
Late Fees	600-8001-1-4531	38,000	-	38,000
Metered Sales	600-8001-1-4555	2,050,444	144,186	2,194,630
Other Income	600-8001-1-4761	23,000	(19,000)	4,000
Reimbursements	600-8001-2-4710	800	-	800
Refunds	600-8001-2-4715	-	-	-
House Rental	600-8001-4-4312	360	-	360
Meter Rental	600-8001-4-4317	16,200	-	16,200
Sprinkler & Hydrant Rental	600-8001-4-4318	4,100	-	4,100
Misc. Income	600-8001-4-4518	54,500	(9,800)	44,700
Water Fund Income		2,195,404	112,386	2,307,790
Interest	600-8001-4-4300	5,400	(5,400)	-
State Revolving Fund Loan	606-8007-4-4823	-	-	-
Transfer In - Sinking Fund	603-8001-4-4830600	418,882	(95)	418,787
Transfer In - Meter Fund	604-8001-4-4830600	36,000	-	36,000
Total Revenues		2,655,686	106,891	2,762,577

+18,000 trees

Receipts

Operating Revenue

Water Sales	2,194,630
Other	113,160
Total	2,307,790
Capital Sources	
SRF Loan	-
Interest Income	-
Total Receipts	2,307,790

OPERATING EXPENSES

Labor - Distribution	8001 6010	197,064	(952)	196,112
Salaries - General Manager	8006 6011	83,025	3,321	86,346
Salaries - Office	8006 6012	138,304	2,597	140,901
Salaries - Service Tech	8006 6013	51,647	5,166	56,813
Contract Labor	8006 6015	39,900	(39,900)	-
Labor - Plant	8000 6014	77,774	10,120	87,894
Salaries - Trustees	8006 6020	2,835	567	3,402
Health Ins. Wages	8000 6050	-	-	-
Health Ins. Wages	8001 6050	-	-	-
Health Ins. Wages	8006 6050	2,262	(174)	2,088
Emp. Share - Soc. Sec.	8000 6110	4,822	628	5,450
Emp. Share - Soc. Sec.	8001 6110	12,218	(59)	12,159
Emp. Share - Soc. Sec.	8006 6110	17,100	723	17,823
Emp. Share - Medicare	8000 6120	1,128	147	1,275
Emp. Share - Medicare	8001 6120	2,858	(14)	2,844
Emp. Share - Medicare	8006 6120	3,999	170	4,169
Emp. Share - Ipers	8000 6130	6,946	904	7,850
Emp. Share - Ipers	8001 6130	17,598	(85)	17,513
Emp. Share - Ipers	8006 6130	24,630	737	25,367
Health/Life Ins.	8006 6150	167,040	45,396	212,436
Uniforms	8001 6181	2,500	-	2,500
Self Insurance Expense	8006 6183	6,500	-	6,500
Dues & Subscription	8006 6220	6,500	195	6,695
Education/Seminars	8000 6240	2,000	60	2,060
Education/Seminars	8001 6240	2,000	60	2,060
Education/Seminars	8006 6240	6,700	201	6,901
Main. - Buildings	8000 6310	4,500	135	4,635
Main. - Buildings	8001 6310	3,000	(1,970)	1,030
Main. - Buildings	8006 6310	500	15	515
Main. - Wells	8000 6311	33,000	47,000	80,000
Main. - Water Supply	8001 6312	95,000	2,850	97,850
Main. - Meters	8001 6313	15,000	450	15,450
Main. - Grounds	8000 6320	20,000	600	20,600
Main. - Grounds	8001 6320	1,000	30	1,030
Gasoline	8001 6331	20,000	600	20,600
Truck Expense	8001 6332	4,000	120	4,120
Main. - Machinery	8000 6350	25,000	750	25,750
Main. - Machinery	8001 6350	6,000	180	6,180
Electric/Gas	8000 6371	80,000	2,400	82,400
Electric/Gas	8001 6371	5,000	150	5,150
Telephone	8006 6373	7,500	225	7,725
Audit Expense	8006 6401	7,925	238	8,163
Publications	8006 6402	2,500	75	2,575
Insurance	8006 6408	58,100	-	58,100
Janitorial Expense	8006 6409	2,000	60	2,060
Legal Fees	8006 6411	38,064	(28,064)	10,000
Computer Expense	8006 6419	20,000	5,000	25,000
Lab Expense	8000 6450	13,800	414	14,214
Engineering Fees	8001 6490	-	-	-
Meter Reading Service	8006 6492	19,352	1,258	20,610
Chemicals	8000 6501	205,000	6,150	211,150
Small Tools	8000 6504	1,000	30	1,030
Small Tools	8001 6504	3,000	90	3,090
Office Supplies	8006 6506	6,000	180	6,180
Misc. Expense	8000 6507	1,000	30	1,030
Misc. Expense	8001 6507	4,500	135	4,635
Misc. Expense	8006 6507	1,500	45	1,545
Postage	8006 6508	14,000	-	14,000
Safety Supplies	8000 6510	500	15	515
Safety Supplies	8001 6510	2,000	60	2,060
Credit Card Fees	8006 6520	2,400	240	2,640
Misc. Supplies	8000 6599	700	21	721
Misc. Supplies	8001 6599	1,500	45	1,545
Misc. Supplies	8006 6599	1,000	30	1,030
Total Operating Expenses		1,602,691	69,395	1,672,086
Net Operating Revenue		592,713	42,991	635,704
Transfer Out - Sinking Fund	8001 6910603	418,882	(96)	418,786
Transfer Out - Meter Fund	8001 6910604	36,000	-	36,000
Total Transfer Out		454,882	(96)	454,786
Net Gain (Loss)		598,113	37,592	635,705

Well Maint Program

+400 website maint.

+10% per Jim/ high

+5% Tyler

High, no more ccr

ADDED 10%

backhoe

Dump Truck & Welder

Disbursements

Operating Expense

Personnel Costs	670,506
Utilities	95,275
Outside Services	61,433
Small Equip & Materials	248,611
Chemicals, Treatment & Monitoring	225,364
Transportation	24,720
Office Supplies	50,395
Property Insurance	58,100
Health Insurance	218,936
Shop Rental	-
Staff Development	17,716
Total Operating Expenses	1,671,056
Capital Outlays	
Automotive	-
New Machinery	-
Dist projects	790,000
Filter Media	-
New Shop & Office	-
Computer Equipment	7,414
New/Replace Meters	100,000
GIS Equip.	32,500
Principal & Interest SRF	418,738
Total Capital Outlays	1,348,652
Total Expenses	3,019,708
Fund Excess (Deficiency)	(711,918)
Net Operating Income	636,734

Fiscal Year 2015-2016 estimated principal, interest and servicing fee total \$418,895 + 10% = \$460,784.50

\$175,949.50

Automotive Equipment	8001 6710	-	-	-
New/Replace Mach.	8000 6723	-	-	-
New/Replace Mach.	8001 6723	-	35,000	35,000
Filter Media	8000 6790	60,000	(60,000)	-
Various Dist. Projects	8001 6780	150,000	640,000	790,000
Office / Computer Equipment	8006 6725	4,714	2,700	7,414
Principal Fund 603	8001 6801	251,000	8,000	259,000
Interest Fund 603	8001 6851	154,980	(7,530)	147,450
Bond Servicing Fee Fund 603	8001 6899	12,915	(627)	12,288
New/Replace Meters Fund 604	8001 6724	100,000	-	100,000
Equipment	8001 6727	7,100	25,400	32,500
New Shop on South 7th	8001 6750	70,000	(70,000)	-
Total CIP		810,709	572,943	1,383,652
Total Expenses		\$ 2,868,282	642,242	\$ 3,510,524

Net Gain (Loss)			\$ (212,596)	(535,351)	\$ (747,947)
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Budget 15-16