

**BROKEN BOW UTILITES  
BOARD OF PUBLIC WORKS AGENDA  
July 27, 2020 @ 12:30 P.M.  
Municipal Auditorium  
314 South 10<sup>th</sup> Avenue, Broken Bow, NE**

**A. Call to Order**

**B. Open Meeting Law:** A current copy of the Open Meetings Act is posted and is available for review by all citizens in attendance.

**C. Roll Call**

**D. Consent Agenda** - The Board will review and may or may not approve the consent agenda items for July 27, 2020, which will include the following:

- a. Approval of the Minutes from the July 13, 2020 Meeting
- b. Approval of Claims as Posted

**E. Compliance Information**

**F. Discussion**

- a. Power Plant Operator Position
- b. Bill for Work Done for Other Departments
- c. Budget
- d. Electric Superintendent Applications

**G. Action Items**

- a. Forklift for Electric Department

**H. Reports:**

- a. Department Heads Update

**I. Discuss Items for Next Agenda**

**J. Adjournment**

*The Broken Bow Board of Public Works reserves the right to enter into closed session to discuss any item on the agenda pursuant to law.*

***The next meeting of the Board of Public Works will be on Monday, August 10, 2020.***

**Board of Public Works  
Meeting Minutes  
July 13, 2020**

The Board of Public Works of the City of Broken Bow, Nebraska met in the regular session on Monday, July 13, 2020. Notice of the meeting was given in advance thereof as required by law. Availability of the agenda and related materials was communicated in advance to the members of the Board of Public Works, the Electric Foreman and the Water/Sewer Superintendent. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Dan Jacobson called the meeting to order at 12:30 p.m., with the following Board members present: Gene Chapin, Russ Smith, Travin Flynn, Chad Schall, and Dan Jacobson. Absent: Butch Brunken. Dan Jacobson informed the Board that this was a meeting of the Board of Public Works and was subject to the open meeting laws of the State of Nebraska, a copy of which is posted.

Moved by Smith, seconded by Schall, to approve the Consent Agenda for July 13, 2020. Said motion includes approval of the Minutes of the June 22, 2020, Board Meeting, approval of the June Treasurer Report, and approval of Claims to Date. Roll call vote: Voting aye: Schall, Jacobson, Flynn, Smith, and Chapin. Nays: None. Motion carried.

4 County Heating & Air, LLC, transformer, \$28.76; Ann Dee Tucker, refund, \$121.51; Baxter Welding, LLC, trash dumpster repair; \$207.59; Broken Bow Municipal Utilities, postage, \$520.42; Black Hills Energy, power plant gas, \$106.72; Carquest of Broken Bow, parts & supplies, \$250.01; CenturyLink, phone service, \$190.55; City of Broken Bow, 40% of Pamida Bond, \$20,686.00; City of Broken Bow, transfer and rent, \$41,597.93; City of Broken Bow Payroll Reimbursement, payroll, \$30,414.09, \$29,525.11; CNH Industrial Retail Accounts, #3 of 3 backhoe payment, \$34,907.57; Custer County Chief, publications & help wanted, \$1,123.33; Custer Public Power District, power for WWTP, \$5,639.71; City of Broken Bow, Health Insurance, \$14,078.10; Ditch Witch Undercon, parts & labor, \$3,816.76; Dell Done Wright Sprinklers, repaired sprinklers at the Church of Christ, \$80.00; Grainger, cam & groove adapter, \$89.03; Great Plains Communications, Inc., internet, \$126.23; Grocery Kart, supplies, \$127.48; Invoice Cloud, credit card expenses, \$97.60; JEO, drinking water protection plan, \$1,727.50; John Deere Financial, hardware & supplies, \$380.26; Johnson Service Company, clean & vac sewer mains, \$27,422.60; Jeff Berghorst, boot allowance, \$96.32; Lincoln Journal Star, help wanted Electrical Superintendent, \$799.75; Markham Construction, concrete, \$5,746.00; Mead Lumber Co., supplies, \$149.15; Municipal Supply, of Nebr., operating supplies, \$2,184.91; Myers Construction Inc., 10" Mag Meter McCromete, flag adapt., \$9,601.14; Nebraska Power Review Board, annual assessment, \$1,293.80; Nebraska Public Health Environmental Lab, water testing, \$187.00; Nebraska State Bank, Wastewater Bond, Water Bond, Electric Bond, \$49,997.00; O'Briens's Hardware, supplies, \$251.85; One Call Concepts, 1 month of locate expenses, \$91.45; Platte Valley Laboratories, Inc., wastewater testing,

\$1,370.00; Pracht's Ace Hardware, Inc., hardware & supplies, \$41.49; Pollardwater, supplies, \$132.36; Quadient Leasing USA, Inc., property tax recovery, \$85.45; S & L Sanitary Services, trash fees billed, \$22.50; Sage Payment Solutions, credit card fees, \$1,204.70; Sensaphone, alarm system, \$5.95; T & S Signs, lettering on trucks & backhoe, \$210.00; Taylor Heating & Cooling, LLC, air filter, \$24.00; Titan Machinery Productivity Plus Acct., bobcat, T76, Skidsteer-Track lease, \$5,500.00; The Grand Island Independent, help wanted Electrical Superintendent, \$274.75; USA Blue Book, supplies, \$325.14; Verizon Wireless, phone service, \$132.08; Viaero Wireless, telephone, \$1.46; Wenquist, Inc., parts & supplies, \$104.79; Wesco Receivables Corp., line supplies, \$8,465.43; Western Area Power Admin., Power Purchases WAPA, \$22,159.32; Total Bills = \$323,722.65.

Approval of Claims – July 13, 2020

Electric Department	\$	200,165.58
Water Department		38,032.86
Sewer Department		70,375.79
Power Plant		2,588.51
Billing		12,500.59
Fuel Station		<u>59.32</u>
	\$	323,722.65

Discussion was held on the Wastewater Treatment Plant. Chris Miller, with Miller and Associates Consulting Engineers gave an update by phone. The Plant is running good, and they are setting up training for everyone. The next report is due to the EPA by January 1, 2021.

Discussion was held on the Power Plant Operator position. There are concerns that the employee in this position is being pulled in too many directions and has too many bosses. The Board wants to make sure that the employee is giving adequate time to each department that is paying him. The Board would like to get more information and meet with the employee at the next Board of Public Works meeting.

Discussion was held on Hillcrest Lift Station. There are two lots at Woodcrest that are being sold for a house. The Board wants to make sure the lift station can handle the extra load and wants to know how many houses can be there.

MEAN called to let the Board know that Gene Chapin is the current representative for MEAN. They can have an alternate if the Board would like one.

The Board reviewed the budget, and the budget workshop will be held the 1<sup>st</sup> part of August.

Moved by Schall, seconded by Flynn, to approve Ordinance 1226, Water Main Direct Connections and forward it to Council for approval. Roll call vote: Voting aye: Jacobson, Flynn, Chapin, Schall, and Smith. Nays: None. Motion carried.

The following was discussed under Department Heads Updates:

Casey Flynn, Electric Foreman:

- They are working on storm damage. There were 5 poles down.
- There were 2 outages from the storm.
- The concrete is completed at the shop.
- Blake and Trey are going to Burwell for training.
- Training at CPPD

Darren Marten, Water/Sewer Superintendent:

- The new flowmeter is in at the treatment plant.
- They put a sewer line in at Melham so the red bathroom can be hooked to the City sewer.
- The automatic valve came in and they are getting it installed.
- They are finishing up HWY 2 and taking out some old valves.

Moved by Schall, seconded by Chapin, to adjourn the meeting at 1:38 p.m. Roll call vote: Ayes: Chapin, Jacobson, Smith, Schall, and Flynn. Nays: None. Motion carried.

BOARD OF PUBLIC WORKS OF THE  
CITY OF BROKEN BOW, NEBRASKA

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/s/Dan Jacobson, Chairman

# Accounts Payable Detail Listing

Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
<b>AQUA-AEROBIC SYSTEMS, INC.</b>										
17225	7/27/2020	7/27/2020	7,809.40							Posted
	3-340500					WWTP Maintenance			7,809.40	0.00
<b>Black Hills Energy</b>										
17237	7/27/2020	7/27/2020	759.81							Posted
	4-440800					Power Plant Gas			759.81	0.00
<b>PAYROLL CITY OF BROKEN BOW PAYROLL REIMBURSEMENT</b>										
17219	7/21/2020	7/21/2020	30,712.16							Ck# 627 Printed
	4-440100					Payroll Reimbursement			735.37	0.00
	4-445220					Payroll Reimbursement			55.91	0.00
	4-445210					Payroll Reimbursement			44.12	0.00
	5-545130					Payroll Reimbursement			4,193.60	0.00
	5-545220					Payroll Reimbursement			298.43	0.00
	5-545210					Payroll Reimbursement			173.16	0.00
	1-143100					Payroll Reimbursement			10,772.34	0.00
	1-145220					Payroll Reimbursement			785.84	0.00
	1-145210					Payroll Reimbursement			646.35	0.00
	2-240100					Payroll Reimbursement			5,776.98	0.00
	2-245220					Payroll Reimbursement			408.01	0.00
	2-245210					Payroll Reimbursement			318.54	0.00
	3-340100					Payroll Reimbursement			5,776.98	0.00
	3-345230					Payroll Reimbursement			408.01	0.00
	3-345210					Payroll Reimbursement			318.52	0.00
									30,712.16	0.00
<b>COLE ELECTRIC COMPANY</b>										
17222	7/27/2020	7/27/2020	1,143.74							Posted
	3-340500					WWTP Flow Valve Replacement			1,143.74	0.00
<b>CUSTER TRANSFER STATION</b>										
17233	7/27/2020	7/27/2020	9,813.00							Posted
	5-540200					transfer station fees collected			9,813.00	0.00
<b>City of Broken Bow - Health Insurance</b>										
17220	7/22/2020	7/22/2020	13,884.64							Ck# 628 Printed
	1-145200					health insurance			6,112.67	0.00
	2-245200					health insurance			2,551.48	0.00
	3-345200					health insurance			2,551.47	0.00
	5-545200					health insurance			2,437.90	0.00
	4-445200					health insurance			231.12	0.00
									13,884.64	0.00
<b>Engineering Unlimited Inc.</b>										
17232	7/27/2020	7/27/2020	387.12							Posted
	1-143300					padlocks			387.12	0.00
<b>Gary's Super Foods</b>										
17227	7/27/2020	7/27/2020	26.62							Posted
	1-143410					coffee & water			26.62	0.00
<b>Orschelens JOHN DEERE FINANCIAL</b>										
17221	7/27/2020	7/27/2020	746.30							Posted
	1-143410					Hardware and Supplies			101.60	0.00
	2-241000					Hardware and Supplies			643.32	0.00
	3-341000					Hardware and Supplies			1.38	0.00
									746.30	0.00
<b>MUNICIPAL ENERGY AGENCY OF NE</b>										
17234	7/27/2020	7/27/2020	488,021.37							Posted
	1-140200					Power Purchases MEAN			488,021.37	0.00
<b>Mtrs MUNICIPAL SUPPLY, OF NEBR.</b>										
17224	7/27/2020	7/27/2020	226.54							Posted
	2-241000					Operating Supplies- Water Dept			226.54	0.00
<b>NEBRASKA RURAL WATER ASSOC.</b>										
17230	7/27/2020	7/27/2020	250.00							Posted
	2-245410					1/2 Annual Membership			125.00	0.00
	3-345410					1/2 Annual Membership			125.00	0.00
									250.00	0.00

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Broken Bow Municipal Utilities

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
			<u>Account#</u>	<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
<b>OLSSON (continued)</b>										
17235		7/27/2020	7/27/2020		411.59					Posted
			1-143800			SCADA			102.90	0.00
			2-243800			SCADA			102.90	0.00
			3-343800			SCADA			102.90	0.00
			4-441210			SCADA			102.89	0.00
									411.59	0.00
<b>Quadient Finance USA, Inc.</b>										
17231		7/27/2020	7/27/2020		400.00					Posted
			5-545500			postage			400.00	0.00
<b>RAILROAD MANAGEMENT COMPANY III, LLC</b>										
17226		7/27/2020	7/27/2020		258.95					Posted
			1-143300			License Fees - Powerline Crossing			258.95	0.00
<b>S &amp; L SANITARY SERVICES</b>										
17228		7/27/2020	7/27/2020		29,616.45					Posted
			1-143700			Trash Fees Billed			9.12	0.00
			2-243700			Trash Fees Billed			4.56	0.00
			3-341300			Trash Fees Billed			4.57	0.00
			5-540200			trash collections			29,598.20	0.00
									29,616.45	0.00
<b>TITAN MACHINERY-NORTH PLATTE</b>										
17236		7/27/2020	7/27/2020		5,074.40					Posted
			2-243270			Filter A & Freight			74.40	0.00
			2-249700			1/2 Mini-Excavator Rental			2,500.00	0.00
			3-347500			1/2 Mini-Excavator Rental			2,500.00	0.00
									5,074.40	0.00
17238		7/27/2020	7/27/2020		5,500.00					Posted
			2-249700			Bobcat, Skidsteer Lease			5,500.00	0.00
<b>TROTTER FERTILIZER</b>										
17229		7/27/2020	7/27/2020		182.40					Posted
			1-143700			Mojave - Spray Back Lot			182.40	0.00
<b>TROTTER SERVICE</b>										
17223		7/27/2020	7/27/2020		1,708.01					Posted
			1-143500			Gas & Oil Trucks- Elec Dept			465.99	0.00
			1-143205			Tire Repair			20.21	0.00
			2-243500			Gas & Oil For Trucks- Water Dept			282.05	0.00
			3-343500			Gas & Oil For Trucks-Sewer Dept			164.64	0.00
			3-343260			Tire Repair			775.12	0.00
									1,708.01	0.00

596,932.50 20 Non-voided payables listed.

Report Setup  
 AP - Accounts Payable Listing : Vendor Name  
 Filter Options  
 Starting: 7/14/2020  
 Ending: 7/27/2020  
 Banks: All  
 Payable Status: Posted, Printed, ACH, Recorded, Voided  
 All Vendors Selected

# Check Approval List - GL Account

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Broken Bow Municipal Utilities

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
<b>ELECTRIC</b>				
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	SALARIES-DISTRIBUTI	10,772.34
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	646.35
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	785.84
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	6,112.67
Engineering Unlimited Inc.		padlocks	LINE MATERIALS & SU	387.12
Gary's Super Foods		coffee & water	SUPPLIES AND MAINTI	26.62
JOHN DEERE FINANCIAL		Hardware and Supplies	SUPPLIES AND MAINTI	101.60
MUNICIPAL ENERGY AGENCY OF NE		Power Purchases MEAN	POWER PURCHASES-I	488,021.37
OLSSON		SCADA	MAINT-COMMUNICATK	102.90
RAILROAD MANAGEMENT COMPANY I		License Fees - Powerline Crossing	LINE MATERIALS & SU	258.95
S & L SANITARY SERVICES		Trash Fees Billed and Trash Collections	MAINT-BUILDINGS & G	9.12
TROTTER FERTILIZER		Mojave - Spray Back Lot	MAINT-BUILDINGS & G	182.40
TROTTER SERVICE		Gas & Oil For Trucks and Tire Repair	MAINTENANCE-TRUCK	20.21
TROTTER SERVICE		Gas & Oil For Trucks and Tire Repair	GAS & OIL FOR TRUCK	465.99
			Total ELECTRIC	\$507,893.48
<b>WATER</b>				
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	WATER SALARIES	5,776.98
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	318.54
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	408.01
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	2,551.48
JOHN DEERE FINANCIAL		Hardware and Supplies	OPERATING SUPPLIES	643.32
MUNICIPAL SUPPLY, OF NEBR.		Operating Supplies	OPERATING SUPPLIES	226.54
NEBRASKA RURAL WATER ASSOC.		2020 Annual Membership	MEMBERSHIPS & DUE	125.00
OLSSON		SCADA	MAINTENANCE-SCADA	102.90
S & L SANITARY SERVICES		Trash Fees Billed and Trash Collections	MAINT-BLDG & GRDS V	4.56
TITAN MACHINERY-NORTH PLATTE		Freight, Filter, & Mini-Excavator Rental	MAINTENANCE TRUCK	74.40
TITAN MACHINERY-NORTH PLATTE		Freight, Filter, & Mini-Excavator Rental	LEASED/PURCHASED	2,500.00
TITAN MACHINERY-NORTH PLATTE		Bobcat, Skidsteer Lease	LEASED/PURCHASED	5,500.00
TROTTER SERVICE		Gas & Oil For Trucks and Tire Repair	GAS & OIL FOR TRUCK	282.05
			Total WATER	\$18,513.78
<b>SEWER</b>				
AQUA-AEROBIC SYSTEMS, INC.		WWTP Maintenance	MAINTENANCE - WAST	7,809.40
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	SEWER SALARIES	5,776.98
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	318.52
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	408.01
COLE ELECTRIC COMPANY		WWTP Flow Valve Replacement	MAINTENANCE - WAST	1,143.74
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	2,551.47
JOHN DEERE FINANCIAL		Hardware and Supplies	OPERATING SUPPLIES	1.38
NEBRASKA RURAL WATER ASSOC.		2020 Annual Membership	MEMBERSHIPS & DUE	125.00
OLSSON		SCADA	MAINTENANCE SKADA	102.90
S & L SANITARY SERVICES		Trash Fees Billed and Trash Collections	MAINTENANCE-BUILDI	4.57
TITAN MACHINERY-NORTH PLATTE		Freight, Filter, & Mini-Excavator Rental	WASTE WATER TESTII	2,500.00
TROTTER SERVICE		Gas & Oil For Trucks and Tire Repair	MAINTENANCE-TRUCK	775.12
TROTTER SERVICE		Gas & Oil For Trucks and Tire Repair	GAS & OIL FOR TRUCK	164.64
			Total SEWER	\$21,681.73
<b>POWER PLANT</b>				
Black Hills Energy		Power Plant Gas	NATURAL GAS USED	759.81
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	POWER PLANT SALAR	735.37
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	44.12
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	55.91
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	231.12
OLSSON		SCADA	MAINTENANCE-SCADA	102.89
			Total POWER PLANT	\$1,929.22
<b>BILLING</b>				
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	OFFICE SALARIES	4,193.60
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE PENSION E	173.16
CITY OF BROKEN BOW PAYROLL REIM		payroll reimbursement	EMPLOYEE SOCIAL SE	298.43
CUSTER TRANSFER STATION		Transfer Station Fees Collected	TRASH/TSA FEES	9,813.00
City of Broken Bow - Health Insurance		health insurance	EMPLOYEE HEALTH IN	2,437.90
Quadiant Finance USA, Inc.		postage	POSTAGE	400.00
S & L SANITARY SERVICES		Trash Fees Billed and Trash Collections	TRASH/TSA FEES	29,598.20
			Total BILLING	\$46,914.29

# Check Approval List - GL Account

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Broken Bow Municipal Utilities

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Vendor Name

Invoice

Invoice Description

Account Description

Amount

\$596,932.50

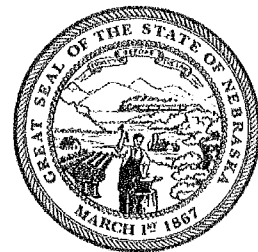
Report Selection: Check Approval List - GL Account  
Date Range Selection: GL Posting Date  
Starting Date: 7/14/2020  
Ending Date: 7/27/2020



# NEBRASKA

Good Life. Great Resources.

DEPT. OF ENVIRONMENT AND ENERGY



Pete Ricketts, Governor

July 14, 2020

The Honorable Cecil Burt  
Mayor of Broken Bow  
PO Box 567  
Broken Bow, NE 68822

RE: **Broken Bow WWTF**  
NDEE ID: **57660**  
PROGRAM ID: **NE0027260**  
**Renewal Notification Letter**

NDEE Title 119, Chapter 5, 003, states that all permittees with a currently effective permit shall submit a new application at least 180 days before the expiration date of the existing permit.

The above referenced permit expires: **March 31, 2021**

The application is due on or before: **September 30, 2020**

The NPDES DMR Notebook/Disk previously sent to your facility at the time of the permit issuance contains a Permit Application and Signatory Authorization Form. If you are unable to locate the notebook/disk, forms can also be found on our website: <http://dee.ne.gov> under the Publications and Forms tab/NPDES Program/Applications and Forms.

Past applications and permits can also be viewed. To do this, go to our website: <http://dee.ne.gov>. Scroll to the bottom of this page and click on Public Records Search. Next, click on the words "Public Records Search" that are highlighted and underlined on that page. Nebraska Enterprise Content Management Portal will appear. Click on the small calendar next to the End dates. Select the current date. Type in your DEQ Facility Number (this is the NDEE ID number found at the top of this letter. Type in PCS for the DEQ Program. Click on Search.

If there have been any significant changes in the treatment facility or in the flow received, this may require a change in the permit. Please note these changes on the application in the space for Additional Information. If required, please include the pollutant scan with the submittal of your application.

**PLEASE NOTE: Only the certifying/cognizant official can sign the Permit Application and the Signatory Authorization Form. For more information, refer to NDEQ Title 119, Chapter 13, on our web site: <http://deq.ne.gov>**

If you have any questions concerning the application, please contact me at [kim.bubb@nebraska.gov](mailto:kim.bubb@nebraska.gov).

Thank you,

Kim Bubb, Staff Assistant  
NPDES Permits and Compliance Section  
Water Permits Division

cc: Darren Marten, Wastewater Superintendent, Broken Bow WWTF

<b>Job Title:</b>	Power Plant Operator
<b>Department</b>	Utilities
<b>Supervisor:</b>	Electric Superintendent, Water/Sewer Superintendent
<b>Also takes direction from:</b>	Line Foreman, Water/Sewer Foreman

**Summary:**

Operates and Maintains the Electric Generation System, Buildings, Grounds, Utility Meters, and Locates

**Essential Functions**

**Role and Responsibilities**

- Operates electric generation system.
- Maintains equipment, building and grounds.
- Maintains sewer lift stations, wells, and reservoir pressure and height.
- Assists in other departments as required.
- Performs other work related duties as assigned.
- Responds to all locate requests for all utilities.
- Handles meter reading and repairs for all utilities.

**Qualifications and Education Requirements**

- High School Diploma or Equivalent.
- One year experience with an electrical generation system.
- Experience in computer systems and electronics.
- Knowledge of large diesel engine maintenance preferred.
- Electrical and mechanical knowledge.
- Ability to operate computers, monitoring & control equipment, electrical, power, precision, heavy maintenance, shop and miscellaneous tools.
- Strong verbal, written and interpersonal skills.

**Working Conditions**

- This position is subject to both environmental condition which include extreme heat and cold.
- Worker may have to have the availability to be on-call.
- Ability to do manual labor involving bending, lifting, carrying and other similar motions.
- Very Heavy Work; exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

*\*This document does not create any employment contract, implied or otherwise, other than an "at will" employment relationship.*

Employee:		Date:	
Supervisor:		Date:	

## Roles & Responsibilities – Power Plant Operator

How Paid – 1/3 Power Plant, 1/3 Electric, 1/3 Water & Sewer

### Department

### Responsibility

Power Plant

Operate electric generation system

Power Plant

Maintain equipment, building & grounds

Power Plant

Maintain power plant paperwork

Power Plant

SCADA maintenance

Water/Sewer

Draw down on wells monthly – approximately 6 hrs.

Water/Sewer

Weekly Readings – approximately 2 hours

Water/Sewer

Generator checks – fluid levels & for leaks – 1.5 hrs./month

Water/Sewer

Install sprinkler meters

Water/Sewer

SCADA maintenance – reservoir psi & heights & alarms

Electric, Water/Sewer

Locate requests

Electric, Water/Sewer

Meter readings

Electric, Water/Sewer

Meter repair/New Water Meters - 45 mins per meter

Electric, Water/Sewer

Monthly disconnects

Streets

Program lighted pedestrian crossings

Streets

Maintain wayside horns

Assist in other departments as required

	2017-2018 Actual	2018-2019 Actual	2019-2020 Actual YTD	2019-2020 Budget	2020-2021 Proposed	
<b>ELECTRIC</b>						
1-130100 SALES	9,487,212.70	9,740,482.04	6,956,243.04	8,500,000.00	81.8%	8,500,000.00
1-130200 MERCHANDISE SALES	4,395.37	6,217.48	6,196.52	5,000.00	123.9%	5,000.00
1-130300 INTEREST RECEIVED	25,908.62	56,258.17	22,392.32	20,000.00	112.0%	20,000.00
1-130400 MISCELLANEOUS RECEIPTS	400.62	11.52	1,438.30			
1-130500 SALE OF LABOR	5,200.00	1,500.00	2,550.00	4,000.00	63.8%	4,000.00
1-130600 USE OF EQUIPMENT	1,100.00	525.00	250.00	771.00	32.4%	600.00
1-130700 SALE OF EQUIPMENT	11,523.19	7,507.48	3,803.21			
1-130800 POLE RENTAL	2,229.00	2,229.00	2,229.00	2,229.00	100.0%	2,229.00
1-130900 SALES TAX						
DISCONNECT/SERVICE FEES	7,612.00	8,765.00	11,118.39	6,000.00	185.3%	7,500.00
BOND PROCEEDS						
ELECTRIC INCOME	9,545,581.50	9,823,495.69	7,006,220.78	8,538,000.00	82.1%	8,539,329.00
1-140200 POWER PURCHASES-M.E.A.N.	6,574,042.44	6,295,149.24	4,415,156.33	6,500,000.00	67.9%	6,500,000.00
1-140220 POWER PURCHASED-W.A.P.A.	272,887.69	257,627.39	209,810.11	300,000.00	69.9%	275,000.00
1-140221 MEAN TARIFF PAYMENT - 2019	41,003.60	14,910.21	-			
1-143100 SALARIES-DISTRIBUTION	257,067.29	326,294.41	275,612.67	339,000.00	81.3%	360,000.00
1-145200 EMPLOYEE HEALTH INSURANCE	69,400.53	75,378.37	55,361.58	80,000.00	69.2%	82,500.00
1-145210 EMPLOYEE PENSION BENEFITS	11,085.76	9,112.68	14,540.95	18,700.00	77.8%	21,600.00
1-145220 EMPLOYEE SOCIAL SECURITY BENE	17,731.40	23,679.72	20,118.40	26,000.00	77.4%	27,500.00
1-143200 MAINTENANCE-DIGGER TRUCK #101						
1-143205 MAINTENANCE-TRUCKS	10,382.24	11,202.26	15,781.24	15,000.00	105.2%	15,000.00
1-143290 MAINT.-BORING MACHINE #129						
1-143300 LINE MATERIALS & SUPPLIES	120,338.36	108,322.09	68,878.82	150,000.00	45.9%	150,000.00
1-143310 MAINTENANCE TRANSFORMERS	1,159.11					
1-143320 UNDERGROUND LOCATE EXPENSE	1,343.32	900.78	870.42	1,500.00	58.0%	1,200.00
1-143330 MAINTENANCE- TESTING SUBSTATIO						
1-143340 MAINTENANCE TRANSMISSION LINES	1,495.00					
1-143350 POLE TESTING/REPLACEMENT	557.99	18,000.00				
1-143360 MEALS/MILEAGE/HOTEL- LINE DEPT	2,903.40	1,481.38	962.47	2,750.00	35.0%	3,500.00
1-143365 CONFERENCE REGISTRATION	1,785.93	2,814.00	2,394.00	2,750.00	87.1%	3,000.00
1-143370 ADVERTISING- LINE DEPT			1,158.25			
1-143380 MISC. EXPENSE- LINE DEPT						
1-143390 MAINT. OFFICE EQUIPMENT- LINE						
1-143400 MAINTENANCE TOOLS	72.80					
1-143410 SUPPLIES AND MAINTENANCE	9,772.41	6,308.21	10,433.54	15,000.00	69.6%	15,000.00
1-143420 CHRISTMAS LIGHTS						
1-143500 GAS & OIL FOR TRUCKS	10,029.06	13,833.03	6,884.19	12,000.00	57.4%	12,000.00
1-143600 MAINTENANCE-STREET LIGHTS	281.00		4,759.29			
1-143700 MAINT-BUILDINGS & GROUNDS	3,045.46	1,760.44	3,849.25			
1-143800 MAINT-COMMUNICATIONS EQUIPMENT	6,325.38	4,715.18	5,423.25	4,000.00	135.6%	5,000.00
1-143900 MAINTENANCE BUILDING-UTILITIES	11,504.89	12,454.57	10,258.79	15,000.00	68.4%	14,000.00

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1-144100	DEPRECIATION EXPENSE	55,800.00	55,800.00	41,850.00				
1-144200	STREET LIGHTING	47,731.11	425,508.58	14,479.35				
1-144300	NEW LIGHTS							
1-147400	ENGINEERING/LEGAL EXPENSES	11,700.00	375.00	4,981.59	5,000.00	99.6%	5,000.00	
1-147510	SAFETY- ELECTRIC	4,682.45	2,787.75	7,180.17	7,700.00	93.2%	7,700.00	
1-149920	FUTURE PURCHASES				17,000.00	0.0%		
1-145410	MEMBERSHIPS & DUES	3,641.87	4,269.22	3,651.81	3,000.00	121.7%	3,000.00	
1-145500	POSTAGE							
1-145700	TELEPHONE	468.10	445.36	379.08	600.00	63.2%	500.00	
1-146600	INSURANCE & WORKMAN'S COMP	39,380.94	44,617.60	46,038.55	47,000.00	98.0%	47,000.00	
1-146800	DEPRECIATION EXPENSE	1,800.00	1,800.00	1,350.00				
1-147500	ELECTRICAL TESTING	473.52						
1-149100	INTEREST EXPENSE-BONDS & NOTES	143,002.50	146,981.25	120,693.75	146,000.00	82.7%	146,000.00	
1-149200	IN LIEU OF TAX PAYMENTS	588,424.79	574,434.29	460,763.19	570,000.00	80.8%	570,000.00	
1-149600	NEW TRANSFORMERS	36,727.95	62,198.55	-	55,000.00	0.0%	65,000.00	OCR
1-149700	EQUIPMENT - LINE DEPT	42,739.46	47,632.40	91,401.47	80,000.00	114.3%	80,000.00	Pickup Elec Dept - last one
1-149900	CONTINGENCY							
1-149910	TRANSFER TO UTILITY BILLING	76,300.08	75,825.00	54,090.00	72,120.00	75.0%	74,000.00	
1-149910	SPECIAL PROJECTS COSTS	554,152.55	199,782.14	34,122.45	50,000.00	68.2%	-	
1-149990	TOTAL ELECTRIC EXPENSE	9,031,240.38	8,826,401.10	6,003,234.96	8,535,120.00	70.3%	8,483,500.00	
	<b>ELECTRIC PROFIT/(LOSS)</b>	<b>514,341.12</b>	<b>997,094.59</b>	<b>1,002,985.82</b>	<b>2,880.00</b>	<b>121.5%</b>	<b>55,829.00</b>	

(51,620.00)

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	2017-2018 Actual	2018-2019 Actual YTD	2019-2020 Actual YTD	2019-2020 Budget	2020-2021 Proposed
<b>WATER</b>					
2-230100 SALES	887,266.52	857,744.68	651,935.03	900,000.00	900,000.00
2-230200 MERCHANDISE SALES	222.50	1,081.25	273.09		
2-230300 INTEREST RECEIVED	10,859.13	24,744.96	9,077.29	10,000.00	10,000.00
2-230400 MISCELLANEOUS RECEIPTS	(420.00)	164.25	33,976.84		
2-230500 SALE OF LABOR	150.00		300.00		
2-230600 USE OF EQUIPMENT	75.00		112.50		
2-230700 SALE OF PROPERTY & EQUIPMENT					
2-230800 SALE OF JUNK- WATER DEPT					
2-231100 WATER MAINS INSTALLED					
2-231200 WATER SERVICES INSTALLED					
TOTAL WATER INCOME	898,153.15	884,696.39	695,674.75	910,000.00	910,000.00
2-240100 WATER SALARIES	159,081.81	171,188.24	125,551.46	178,500.00	178,500.00
2-245200 EMPLOYEE HEALTH INSURANCE	39,218.84	44,611.09	25,600.60	46,910.00	48,340.00
2-245210 EMPLOYEE PENSION BENEFITS	7,835.06	7,685.24	6,797.61	9,850.00	10,300.00
2-245220 EMPLOYEE SOCIAL SECURITY BENE	11,359.58	12,109.37	8,922.64	13,650.00	13,200.00
2-240400 MAINTENANCE - WELLS & PUMPS	12,560.30	6,788.69	4,637.94	20,000.00	15,000.00
2-240500 MAINTENANCE - WATER TANK				6,000.00	5,000.00
2-240700 LUBE OIL & GREASE USED					
2-240800 NATURAL GAS USED					
2-240900 UTILITIES USED-IN HOUSE	62,456.89	53,164.40	39,088.27	70,000.00	70,000.00
2-241000 OPERATING SUPPLIES/MAINT	53,535.77	40,363.24	40,174.46	70,000.00	70,000.00
2-241100 MAINTENANCE TOOLS					
2-241200 MAINTENANCE MATERIALS		346.36			
2-241300 MAINTENANCE-BUILDINGS & GROUND	4,752.92	9,081.81	691.09	8,000.00	8,000.00
2-241400 INSURANCE EXPENSE					
2-241500 DEPRECIATION EXPENSE	4,200.00	4,200.00	3,150.00		
2-241600 MAINTENANCE - BACKHOE & JD TRK					
2-243230 MAINTENANCE-WATER TRUCK #4					
2-243240 MAINTENANCE-METER TRUCK #6					
2-243250 MAINTENANCE-WR/SW TRAILER					
2-243260 MAINTENANCE - BORING MACHIN/VAC					
2-243270 MAINTENANCE TRUCKS	286.47	119.33	213.39	20,000.00	20,000.00
2-243280 OFFICE SUPPLIES- WATER DEPT	9,537.90	13,678.67	6,736.72	1,500.00	1,250.00
2-243290 POSTAGE- WATER DEPT	325.53	277.04	29.35	1,200.00	1,200.00
2-243300 MAINTENANCE - WATER MAINS	528.05	482.70	458.05	15,000.00	15,000.00
2-243350 OFFICE MAINT- WATER DEPT	8,193.15	29,202.75	2,937.18	4,000.00	4,000.00
2-243360 MEALS/MILEAGE/HOTEL- WATER DEPT	49.72	80.20		2,500.00	1,800.00
2-243365 CONFERENCE REGISTRATION	115.00	601.87	642.30	2,500.00	2,500.00
2-243370 PRINTING/PUBLISHING	330.70	1,520.00	1,310.50	1,200.00	1,200.00
2-243380 MICS EXPENSE- WATER DEPT	1,173.50	962.50			
2-243390 MAINT. OFFICE EQUIP- WATER DEP					

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2-243400	MAINTENANCE TOOLS											
2-243410	SHOP SUPPLIES											
2-243500	GAS & OIL FOR TRUCKS	5,811.04	7,927.70	5,084.46	10,000.00			50.8%	10,000.00			
2-243700	MAINT-BLDG & GRDS WELLS HOUSES	54.72	54.72	31.92	500.00				500.00			
2-243800	MAINTENANCE-SCADA	6,319.26	3,906.32	5,076.03	4,000.00			126.9%	20,000.00			
2-244000	INSURANCE EXPENSE											
2-244100	DEPRECIATION EXPENSE	24,600.00	24,600.00	18,450.00								
2-244200	FIRE HYDRANTS											
2-244300	CONST. OF WATER SERVICE MAINS	26,879.41	38,833.29	109,268.59	300,000.00			36.4%	150,000.00			
2-244400	NEW WELL DEVELOPMENT FUND				25,000.00			0.0%				
2-245710	SAFETY- WATER	1,297.76	10.83	1,933.37	2,500.00			77.3%	3,500.00			
2-245900	LEGAL EXPENSES			1,709.00	2,000.00			85.5%	2,000.00			
2-247400	ENGINEERING EXPENSES	837.54	42,063.75	8,211.50	15,000.00			54.7%	15,000.00			
2-247500	WATER TESTING	10,707.20	9,244.00	5,643.00	8,500.00			66.4%	8,500.00			
2-249700	LEASED/PURCHASED EQUIPMENT	13,513.54	27,204.00	5,500.00	17,500.00			31.4%	17,500.00			
2-249920	FUTURE PURCHASES	23,288.00		2,900.00	15,000.00			19.3%	15,000.00			
2-245410	MEMBERSHIPS & DUJES	922.33	1,054.33		800.00			0.0%	800.00			
2-245700	TELEPHONE	309.01	296.77	289.36	350.00			82.7%	350.00			
2-246000	AUDIT EXPENSES											
2-246600	INSURANCE & WORKMAN'S COMP	41,063.94	44,617.60	47,096.83	47,000.00			100.2%	47,500.00			
2-246800	DEPRECIATION EXPENSE											
2-246900	SALES & USE TAX											
2-249100	BONDS & NOTES											
2-249300	LONGEVITY PAY- WR	140,622.26	140,678.16	139,670.40	140,000.00			99.8%	212,000.00			
2-249500	NEW WATER METERS											
2-249600	NEW EQUIPMENT- WATER DEPT	21,707.37	8,180.80	3,610.65	10,000.00			36.1%	10,000.00			
2-249800	MAINTENANCE/FUEL GENERATOR		14,309.22									
2-249900	CONTINGENCY											
2-249910	TRANSFER TO UTILITY BILLING	76,300.08	75,825.00	54,090.00	72,120.00			75.0%	75,000.00			
2-249990	SPECIAL PROJECTS COSTS		1,623.25									
	TOTAL WATER EXPENSE	769,774.65	836,893.24	675,506.67	1,141,080.00			59.2%	1,056,440.00			
	<b>WATER PROFIT/(LOSS)</b>	<b>128,378.50</b>	<b>47,803.15</b>	<b>20,168.08</b>	<b>(231,080.00)</b>			<b>-8.7%</b>	<b>(146,440.00)</b>			

(84,640.00)

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	2017-2018 Actual	2018-2019 Actual YTD	2019-2020 Actual YTD	2019-2020 Budget	2020-2021 Proposed
<b>SEWER</b>					
3-330100 SALES	900,728.36	875,679.49	666,800.99	900,000.00	900,000.00
3-330300 INTEREST RECEIVED					
3-330400 MISCELLANEOUS RECEIPTS					
3-330500 SALE OF LABOR					
3-330600 USE OF EQUIPMENT					
3-330700 SALE OF EQUIPMENT					
3-331100 SEWER MAINS INSTALLED-CITY FIN					
3-331400 SEWER PERMITS & RECONNECTS					
3-331500 PROJECT INTEREST RECEIVED	16,127.88	28,194.45	8,139.96	10,000.00	10,000.00
DEQ SRF LOAN PROCEEDS					
TOTAL SEWER INCOME	916,856.24	903,873.94	674,940.95	910,000.00	910,000.00
3-340100 SEWER SALARIES	159,081.66	171,188.07	125,551.45	178,500.00	173,000.00
3-345200 EMPLOYEE HEALTH INSURANCE	39,218.83	44,611.04	25,600.55	46,910.00	48,340.00
3-345210 EMPLOYEE PENSION BENEFITS	7,834.97	7,685.13	6,797.30	9,850.00	10,300.00
3-345230 EMPLOYEE SOCIAL SECURITY BENE	11,359.41	12,109.25	8,922.62	13,650.00	13,200.00
3-340500 MAINTENANCE - WASTEWATER PLANT	44,758.58	22,291.34	51,196.20	23,000.00	30,000.00
3-340510 MAINTENANCE - LIFT STATIONS	7,100.23	1,385.86	1,487.43	14,000.00	14,000.00
3-340600 MAINTENANCE - EQUIPMENT					
3-340900 UTILITIES	64,505.82	67,601.86	50,412.03	75,000.00	75,000.00
3-341000 OPERATING SUPPLIES/MAINT	20,369.41	13,648.37	4,423.14	23,000.00	23,000.00
3-341100 MAINTENANCE TOOLS					
3-341300 MAINTENANCE-BUILDINGS & GROUND	8,009.05	3,758.86	1,801.64	6,000.00	6,000.00
3-341400 INSURANCE EXPENSE					
3-341500 DEPRECIATION EXPENSE	25,200.00	25,200.00	18,900.00		
3-343240 MAINTENANCE-WR/SW TRAILER					
3-343250 MAINTENANCE- SEWER TRUCK #6					
3-343260 MAINTENANCE-TRUCKS	1,484.73	94.68	2,757.76	4,800.00	4,800.00
3-343270 MAINTENANCE-JET TRUCK #8					
3-343280 OFFICE SUPPLIES- SEWER DEPT	84.12	93.24	36.26	500.00	500.00
3-343290 POSTAGE- SEWER DEPT	345.80	368.90	292.10	500.00	500.00
3-343350 OFFICE MAINTENANCE					
3-343360 MEALS/MILEAGE/HOTEL SEWER DEPT					
3-343365 CONFERENCE REGISTRATION	560.69		760.00	2,000.00	2,000.00
3-343370 ADVERTISING- SEWER DEPT	89.00		348.00	2,000.00	2,000.00
3-343380 MISC. EXPENSE- SEWER DEPT				400.00	400.00
3-343390 MAINT. OFFICE EQUIPMENT- SEWER				750.00	750.00
3-343400 MAINTENANCE MAINS	33,036.85	91,028.23	27,422.60	135,000.00	40,000.00
3-343410 SHOP SUPPLIES					
3-343500 GAS & OIL FOR TRUCKS	5,690.22	7,169.08	2,658.41	6,000.00	6,000.00
3-343600 MAINTENANCE					
3-343800 MAINTENANCE SCADA	6,319.24	3,906.32	5,075.98	1,200.00	20,000.00



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3-344000	INSURANCE EXPENSE								
3-344100	DEPRECIATION EXPENSE								
3-345900	ENGINEERING/LEGAL EXPENSES	710.50	17,869.10	8,000.00	223.4%			20,000.00	
3-347500	WASTE WATER TESTING	10,700.74	11,112.32	10,000.00	111.1%			11,000.00	
3-349550	EQUIPMENT LEASED/PURCHASED	10,615.90		15,000.00	0.0%			15,000.00	
3-349920	FUTURE PURCHASES	11,980.68		15,000.00	0.0%			15,000.00	
3-345410	MEMBERSHIPS & DUES	672.33		850.00	0.0%			800.00	
3-345700	TELEPHONE	308.98	212.33	350.00	60.7%			350.00	
3-346000	AUDIT EXPENSES								
3-346600	INSURANCE & WORKMAN'S COMP	40,005.94	46,038.55	47,000.00	98.0%			47,000.00	
3-346800	DEPRECIATION EXPENSE								
3-346900	SALES & USE TAX								
3-347400	ENGINEERING EXPENSES	529.00							
3-349100	BONDS & NOTES	332,455.50	363,568.62	333,100.00	109.1%			405,700.00	
3-349300	WASTEWATER MANAGEMENT								
3-349400	TRANSFERS								
3-349500	EQUIPMENT PURCHASED	7,816.63		55,000.00	0.0%			55,000.00	5 year lease
3-349600	NEW WASTEWATER TREATMENT PL								
3-349700	SAFETY- SEWER DEPT	137.20	140.00	2,500.00	5.6%			2,500.00	
3-349800	SLUDGE MANAGEMENT	147,855.00						155,000.00	
3-349900	CONTINGENCY								
3-349910	TRANSFER TO UTILITY BILLING	76,300.08	54,090.00	72,120.00	75.0%			75,000.00	
3-349990	SPECIAL PROJECTS COSTS								
	TOTAL SEWER EXPENSE	924,634.38	827,474.39	1,101,980.00	75.1%			1,272,140.00	170,160.00
	<b>SEWER PROFIT/(LOSS)</b>	<b>(7,778.14)</b>	<b>(152,533.44)</b>	<b>(191,980.00)</b>	<b>79.5%</b>			<b>(362,140.00)</b>	

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	2017-2018 Actual	2018-2019 Actual YTD	2019-2020 Actual YTD	2019-2020 Budget	2020-2021 Proposed
<b>POWER PLANT</b>					
4-430204 TRANSFER FROM LINE DIST. DEPT.		520.70			
4-430700 SALE OF JUNK- POWER PLANT					
4-440221 CAPACITY COMPENSATION- MEAN	175,138.00	162,813.46	126,986.54	163,200.00	165,600.00
4-440810 GENERATION COMPENSATION - MEAN	5,533.63	7,182.15	3,541.77	5,800.00	5,800.00
TOTAL POWER PLANT INCOME	180,671.63	170,516.31	130,528.31	169,000.00	171,400.00
4-440100 POWER PLANT SALARIES	23,039.20	18,743.74	15,418.82	22,500.00	22,600.00
4-445200 EMPLOYEE HEALTH INS. PWR PLANT	3,829.45	3,670.86	2,080.11	3,300.00	3,400.00
4-445210 EMPLOYEE PENSION BEN. P PLANT	1,267.14	1,030.96	881.91	1,250.00	1,360.00
4-445220 EMPLOYEE SOCIAL SECURITY- P PL	1,748.94	1,423.10	1,172.00	1,710.00	1,730.00
4-440360 MAINTENANCE - POWER PLANT	13,671.97	51,788.87	35,541.33	75,640.00	75,640.00
4-440510 CHEMICALS - PLANT		3,124.52	4,621.82	5,000.00	5,000.00
4-440600 FUEL OIL USED			9,600.40	10,000.00	10,000.00
4-440700 LUBE OIL & GREASE USED			2,161.00	2,500.00	2,500.00
4-440800 NATURAL GAS USED	13,572.51	4,172.85	2,580.24	5,000.00	5,000.00
4-440900 UTILITIES	15.45	4.46	2.03	2,500.00	2,500.00
4-441000 UNPLANNED MAINTENANCE					
4-441010 OFFICE SUPPLIES POWER PLANT	556.04	115.12	27.15	500.00	500.00
4-441100 MAINTENANCE TOOLS					
4-441210 MAINTENANCE-SCADA	2,498.80	2,505.19	4,884.22	2,500.00	6,000.00
4-441300 MAINTENANCE-BUILDING & GROUNDS	2,813.04	435.13	389.65	2,500.00	2,500.00
4-441500 DEPRECIATION EXPENSE	74,400.00	74,400.00	55,800.00		
4-441510 SHOP SUPPLIES- POWER PLANT		407.69	106.06	1,000.00	1,000.00
4-441520 POWER PLANT COMPLIANCE		1,130.00	130.00	5,000.00	5,000.00
4-445900 ENGINEERING/LEGAL EXPENSE				1,000.00	1,000.00
4-447500 TESTING	5,110.00			1,000.00	1,000.00
4-449920 FUTURE PURCHASES					
4-445700 TELEPHONE	1,855.60	1,626.67	603.89	600.00	600.00
4-446600 INSURANCE & WORKMAN'S COMP	13,126.98	14,872.52	15,346.19	15,400.00	15,400.00
4-449900 CONTINGENCY					
TOTAL POWER PLANT EXPENSE	157,505.12	179,451.68	151,346.82	158,900.00	162,730.00
<b>POWER PLANT PROFIT/(LOSS)</b>	<b>23,166.51</b>	<b>(8,935.37)</b>	<b>(20,818.51)</b>	<b>10,100.00</b>	<b>8,670.00</b>
					3,830.00

DRAFT - 2020-2021 Budget Work Papers - DRAFT

	2017-2018 Actual	2018-2019 Actual YTD	2019-2020 Actual YTD	2019-2020 Budget	2020-2021 Proposed
<b>BILLING</b>					
5-530100 TRASH/TSA SALES	498,363.80	494,852.80	365,588.55	491,000.00	495,000.00
5-530300 ENERGY PIONEER SOLUTIONS SALES					
5-531601 TRANSFER FROM ELECTRIC	76,300.08	75,825.00	54,090.00	72,120.00	73,000.00
5-531602 TRANSFER FROM WATER	76,300.08	75,825.00	54,090.00	72,120.00	73,000.00
5-531603 TRANSFER FROM SEWER	76,300.08	75,825.00	54,090.00	72,120.00	73,000.00
BILLING INCOME	727,264.04	722,327.80	527,858.55	707,360.00	714,000.00
5-540200 TRASH/TSA FEES	483,225.55	479,646.56	354,382.80	476,000.00	478,000.00
5-540300 ENERGY PIONEER SOLUTIONS FEES					
5-545110 BOARD SALARIES				3,000.00	3,600.00
5-545130 OFFICE SALARIES	130,351.94	88,748.14	55,838.64	120,000.00	125,000.00
5-545210 EMPLOYEE HEALTH INSURANCE	39,134.16	32,071.67	20,436.84	40,100.00	42,000.00
5-545220 EMPLOYEE PENSION BENEFITS	6,028.89	4,356.46	3,055.94	4,200.00	5,000.00
5-545400 EMPLOYEE SOCIAL SECURITY BENE	9,487.09	6,277.90	3,902.30	9,500.00	9,267.64
5-545410 OFFICE SUPPLIES	4,919.02	4,667.47	1,727.20	7,200.00	6,000.00
5-545500 MEMBERSHIP & DUES	2,435.65	2,431.04	1,587.88	2,500.00	2,500.00
5-545600 POSTAGE	8,782.16	9,259.42	7,567.83	10,000.00	10,000.00
5-545650 MEALS/MILEAGE/HOTEL	81.32	155.74		250.00	250.00
5-545700 CONFERENCE REGISTRATION	45.00	-		250.00	250.00
5-545800 TELEPHONE	1,577.81	1,529.85	1,313.51	1,600.00	1,600.00
5-545900 ADVERTISING	1,261.08	1,693.14	1,510.40	1,600.00	1,600.00
5-546000 LEGAL EXPENSES					
5-546100 AUDIT EXPENSES	5,955.00	6,280.00	5,385.00	6,300.00	6,300.00
5-546200 OFFICE RENT	4,800.00	4,800.00	4,000.00	4,800.00	4,800.00
5-546300 OFFICE MAINTENANCE				600.00	
5-546400 CASH LONG & SHORT	(23.00)	10.02	1.29	50.00	50.00
5-546500 MISCELLANEOUS EXPENSE	25.00	25.00			
5-546600 MAINTENANCE OFFICE EQUIPMENT	4,537.99	2,905.48	1,865.59	2,500.00	2,500.00
5-546700 INSURANCE & WORKMAN'S COMP	100.00	100.00	100.00	100.00	100.00
5-547000 EMPLOYEE BONDS					
5-547100 BAD DEBT EXPENSE			17,334.84	200.00	200.00
5-547200 BANK CHARGES	45.00	65.00	85.00	100.00	100.00
5-547300 CREDIT CARD/BILL PAY COSTS	13,364.12	16,775.30	14,337.79	16,500.00	17,000.00
5-549900 TRANSFER TO ADMIN/GF PERSONNEL					
CONTINGENCY					
BILLING EXPENSE	716,133.78	661,798.19	494,432.85	707,350.00	716,117.64
<b>BILLING PROFIT/(LOSS)</b>	<b>11,130.26</b>	<b>60,529.61</b>	<b>33,425.70</b>	<b>10.00</b>	<b>(2,117.64)</b>
					8,767.64

DRAFT - 2020-2021 Budget Work Papers - DRAFT

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
		Actual	Actual YTD	Actual YTD	Budget	Proposed
<b>FUEL STATION</b>						
6-630100	FUEL SALES	91,469.04	62,497.96	18,806.12	69,100.00	68,650.00
	FUEL STATION INCOME	91,469.04	62,497.96	18,806.12	69,100.00	68,650.00
						27.2%
						27.2%
6-640100	FUEL PURCHASES	51,372.27	63,960.63	37,879.78	65,000.00	65,000.00
6-640200	MAINTENANCE-FUEL STATION	3,498.58	237.30	8,578.30	2,500.00	2,500.00
6-640300	TELEPHONE-FUEL STATION	617.83	660.74	524.24	650.00	650.00
6-640400	EQUIPMENT PURCHASES	85.59			950.00	500.00
	FUEL STATION EXPENSE	55,574.27	64,858.67	46,982.32	69,100.00	68,650.00
						68.0%
						(450.00)
	<b>FUEL STATION PROFIT/(LOSS)</b>	35,894.77	(2,360.71)	(28,176.20)	-	-
	<b>UTILITIES PROFIT/(LOSS)</b>	669,238.25	862,992.56	855,051.45	(410,070.00)	(301,598.64)
	<b>UTILITIES TOTAL RECEIPTS</b>	12,268,526.56	12,567,408.09	9,054,029.46	11,303,460.00	11,313,379.00
	<b>UTILITIES TOTAL DISBURSEMENTS</b>	11,599,288.31	11,704,415.53	8,198,978.01	11,713,530.00	11,614,977.64
	Interfund Transfers	228,900.24	227,475.00	162,270.00	216,360.00	219,000.00
	Depreciation (Non Budget)	186,000.00	186,000.00	139,500.00	-	-
	<b>(BUDGET) UTILITIES TOTAL RECEIPTS</b>	12,039,626.32	12,339,933.09	8,891,759.46	11,087,100.00	11,094,379.00
	<b>(BUDGET) UTILITIES TOTAL DISBURSE</b>	11,184,388.07	11,476,940.53	8,036,708.01	11,497,170.00	11,395,977.64
						99.8%