

**OSAGE BEACH / LAKE OZARK
JOINT SEWER BOARD MEETING
AGENDA**

**August 15, 2023, @ 4:00 p.m.
LAKE OZARK CITY HALL**

1. CALL TO ORDER

2. ROLL CALL

Mayor, Michael Harmison
Mayor, Dennis Newberry
City Administrator, Harrison Fry
City Administrator, Jeana Woods
Alderman, Kevin Rucker
Alderman, Pat Thompson
Public Works Director, Matt Michalik
Member at Large, Gary Hamner
Assistant City Administrator, Acting Public Works Manager, Mike Welty

3. PUBLIC COMMENT

4. MINUTES

Regular Meeting: July 18, 2023 2-3

5. REPORTS

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Revenue Budget Analysis	9
Expenditure Budget Analysis	10
Income & Expense Summary	11

6. ALLIANCE REPORT OF OPERATIONS 12-28

7. APPROVAL OF MAY FLOW CHARTS

8. OLD BUSINESS

- A. Board update.
- B. Review and possible approval of the final policy & purchasing procedures bylaw policy.
Starting on page 29
- C. Update on Alliance Water Resources contract.

9. NEW BUSINESS

10. ADDITIONAL DISCUSSION ITEMS

11. ADJOURNMENT

LAKE OZARK-OSAGE BEACH JOINT SEWER BOARD

Meeting Minutes – July 18th, 2023

CALL TO ORDER:

Mayor Harmison called the meeting to order at 4:00 pm on Tuesday, July 18th, 2023 at Lake Ozark City Hall.

ROLL CALL:

Mayor, Dennis Newberry – Absent
Mayor, Michael Harmison- Present
City Administrator, Harrison Fry - Present
City Administrator, Jeana Woods - Absent
Alderman, Kevin Rucker- Present
Alderman, Pat Thompson- Present
Public Works Director, Matt Michalik – Present
Resident Member, Mr. Gary Hamner – Present
Assistant City Administrator, Acting Public Works Manager, Mike Welty - Present

MINUTES:

Alderman, Pat Thompson, motioned to approve the meeting minutes from June 20th, 2023. Her motion was seconded City Alderman, Kevin Rucker and passed unanimously.

REPORTS:

- Bill List
- Revenue Budget Analysis
- Expenditure Budget Analysis
- Income & Expense Summary

A motion was made by Alderman, Pat Thompson to approve the Bills List, Revenue Budget Analysis, Expenditure Budget Analysis, and the Income & Expense Summary. Her motion was seconded by City Administrator, Harrison Fry and was passed unanimously.

ALLIANCE REPORT OF OPERATIONS:

Alliance Report of Operations: The average daily incoming flow for June was 1.273 mgd. We had .85 inches of precipitation measured for June at the WWTP.

Operationally, the plant's discharge was excellent, with an effluent monthly average BOD and TSS of 1.3 mg/l and 1.5 mg/l respectively for June which represents a 99.5 + % or better removal.

The MLSS average for both aeration basins for June was 6,307 mg/l. The total dry weight sludge inventory for June totaled 348,207 pounds. There were 58 loads of biosolids or 208,800 gallons land applied for June. We received 59 loads of septage or 131,500 gallons for June. received.

APPROVAL OF FLOW CHART:

Resident Member, Mr. Gary Hamner motioned to approve the June flow chart. The motion was seconded by Alderman, Kevin Rucker and was unanimously approved.

OLD BUSINESS:

- A. Board Representative Update. Director Michalik advised business as usual at the plant.
- B. Reviewed and discussed JSB meeting schedule, purchasing and connection policies.
- C. The Bylaws were discussed and reviewed.
- D. Reviewed and discussed Alliance Water Resources Contract. A Motion was made by City Administrator, Harrison Fry to have both Osage Beach City Attorney and Alliances Council to work out the legalities of the contract to possibly be presented for review and discussion at the August 2023 JSB meeting. His motion was seconded by Public Works Director, Matt Michalik.

NEW BUSINESS:

ADDITIONAL DISCUSSION ITEMS:

ADJOURNMENT:

With no further business to discuss, a motion was made by Alderman, Pat Thompson to adjourn. Her motion was seconded by City Administrator, Harrison Fry. The meeting adjourned at 5:00 pm.

Approved:

Michael Harmison, Mayor

Robin Craig, Clerk

JOINT SEWER BOARD
BILL LIST
AUGUST 15, 2023

OPERATING FUND BILLS PAID PRIOR TO BOARD MEETING:	\$	42.96
OPERATING FUND BILLS TO BE PAID:	\$	48,147.36
EQUIPMENT REPLACEMENT FUND BILLS PAID PRIOR TO BOARD MEETING:	\$	-
EQUIPMENT REPLACEMENT FUND BILLS TO BE PAID:	\$	-

TOTAL \$ 48,190.32

OPERATING FUND BILLS PAID PRIOR TO BOARD MEETING:

Account	Paid To:	Description:	Amount:
4020	Menards	Tools & Nuts for RAS Pumps	\$ 42.96
			\$ -
			\$ -
TOTAL			\$ 42.96

OPERATING FUND BILLS TO BE PAID:

Account	Paid To:	Description:	Amount:
4000	Equipment Replacement Fund	Payment into ER Fund	\$ 5,000.00
4020	Core & Main	HTH for cleaning clarifiers	\$ 400.44
4020	Liebl's Tree Service	Weed and Tree removal	\$ 250.00
4020	Majestic Franchising Inc.	August	\$ 275.00
4020	M/C QuickBooks	Accounting Software	\$ 30.00
4020	Menards	Door Knob & tools for RAS Room	\$ 119.89
4020	Menards	Windshield washer fluid	\$ 10.02
4020	Harland Check Order	Check order	\$ 352.22
4170	Alliance Water Resources, Inc.	August	\$ 29,466.00
4175	Ameren MO	11673321	\$ 11,704.88
4175	Ameren MO	98041275	\$ 139.79
4176	AT&T	August	\$ 321.85
4176	Republic	August	\$ 77.27
TOTAL			\$ 48,147.36

EQUIPMENT REPLACEMENT FUND BILLS PAID PRIOR TO BOARD MEETING:

Account	Paid To:	Description:	Amount:
TOTAL			\$ -

EQUIPMENT REPLACEMENT FUND BILLS TO BE PAID:

Account	Paid To:	Description:	Amount:
4000			\$ -
4000			\$ -
TOTAL			\$ -



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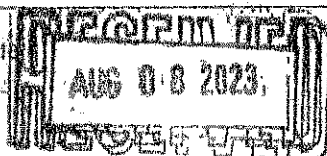
FOCUSED ENERGY. For life.

Account Number 4580005832
 Customer Name ALLIANCE WATER RESOURCES INC
 Service Address 3 ANDERSON RD.,
 LAKE OZARK, MO 65049

Current Detail for Statement 08/08/2023

Total Electric Charges \$11,704.88

Total Amount Due \$11,704.88



AMOUNT DUE \$11,704.88

Due Date 08/29/2023

Amount After Due Date \$11,821.93

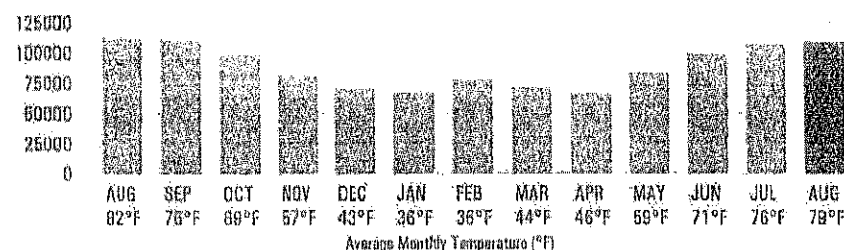
Previous Statement \$10,897.36

Total Payments \$10,897.36

Payment Received. Thank You.

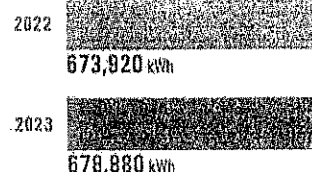
Electric Usage History

Electric Usage in Kilowatt Hours (kWh)



Electric Usage Summary (kWh)

Your electric energy usage this year was about the same as last year.



Usage from Jan-Aug for 2022 & 2023

Keeping You Informed.

Update your account information so we can contact you when crews are working in your neighborhood. Fill out the slip and mail it in or update your online account. Don't have an online account? Sign up today at AmerenMissouri.com.

GL Acct#: 4175

Signature: *[Signature]*

Date: 8/8/23



See next page for service details.

Keep this portion for your records.

Page 1 of 4



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Amount Due	Due Date
\$11,704.88	August 29, 2023
Delinquent Amount After Due Date	Account Number
\$11,821.93	4580005832

Amount Enclosed \$

>003854 2228643 0009 092339 10Z

ALLIANCE WATER RESOURCES INC
 PO BOX 1985
 LAKE OZARK, MO 65049-1985

AMEREN MISSOURI
 PO BOX 88068
 CHICAGO IL 60680-1068

00600000 0045800058302 000011704880 000011704880



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Electric Service Details Service from 07/06/2023 - 08/06/2023 (31 days)

Electric Meter Read

METER NUMBER	SERVICE FROM - TO	NO. DAYS	USAGE TYPE	READING TYPE	CURRENT READING	PREVIOUS READING	READING DIFFERENCE	MULTIPLIER	USAGE
11873321	07/06 - 08/06	31	Total kWh	Actual	81187.0000	80611.0000	576.0000	100.0000	108180.0000
11873321	07/06 - 08/06	31	Peak kW	Actual	1.3980	0.0000	1.3980	100.0000	223.4000

Usage Summary

Total kWh	108180.0000	Summer kWh	108180.0000
Peak kW	223.4000	Billing Demand	223.4000
Total Billing Demand	223.4000	October Winter Base kW	184.8000
Winter Base Demand	184.8000	Base kWh Ratio	0.7367
Base kWh (HUD)	0.0000	Seasonal kWh (HUD)	0.0000

Rate 3M Large General Service

DESCRIPTION	USAGE	UNIT	RATE	CHARGE
Seasonal Energy Charge	0.00	kWh	@ \$ 0.03010040	\$0.00
Summer Demand Charge	223.40	kW	@ \$ 0.16934860	\$1,378.23
Winter Demand Charge	223.40	kW	@ \$ 0.00000000	\$0.00
Energy Charge/Hours Used	33,610.00	kWh	@ \$ 0.11082568	\$3,713.77
Energy Charge/Hours Used	44,880.00	kWh	@ \$ 0.08332248	\$3,722.85
Energy Charge/Hours Used	28,870.00	kWh	@ \$ 0.05811284	\$1,681.70
Base Energy Charge / Hours Used	0.00	kWh	@ \$ 0.06689870	\$0.00
Customer Charge				\$110.18
Fuel Adjustment Charge	108,180.00	kWh	@ \$ 0.00528000	\$568.92
Energy Efficiency Investment Charge	108,180.00	kWh	@ \$ 0.00457100	\$494.40
Renewable Energy Adjustment	108,180.00	kWh	@ \$ 0.0032198	\$34.82
Total Service Amount				\$11,704.88
Total Electric Charges				\$11,704.88

Questions? Contact Ameren Missouri at 1.877.428.3736 or visit AmerenMissouri.com.

Page 2 of 4

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Phone Number _____

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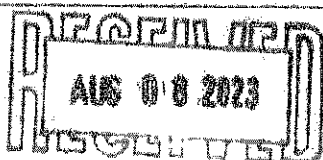
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Account Number 5580005920
Customer Name ALLIANCE WATER RESOURCES INC
Service Address 3 ANDERSON RD
LAKE OZARK, MO 65049

Current Bill for Statement 08/01/2023

Total Electric Charges \$139.79

Total Amount Due \$139.79



AMOUNT DUE \$139.79

Due Date 08/29/2023

Amount After Due Date \$141.19

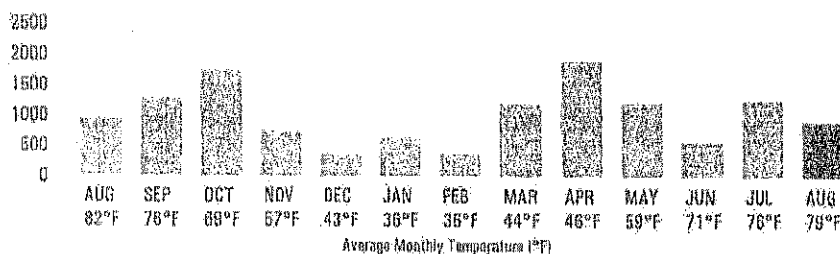
Previous Statement \$178.76

Total Payments \$178.76

Payment Received: Thank You.

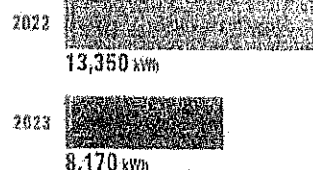
Electric Usage History

Electric Usage in Kilowatt Hours (kWh)



Electric Usage Summary (kWh)

So far this year, you're using 38.8% less than last year.



Usage from Jan-Aug for 2022 & 2023

Keeping You Informed.

Update your account information so we can contact you when crews are working in your neighborhood. Fill out the slip and mail it in or update your online account. Don't have an online account? Sign up today at AmerenMissouri.com.

GL Acct#: 4175

Signature: Gary Hutchings

Date: 8/8/23

See next page for service details.

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Amount Due	Due Date
\$139.79	August 29, 2023
Delinquent Amount After Due Date	Account Number
\$141.19	5580005920

Amount Enclosed \$

>003855 222643 0009 092139 102

ALLIANCE WATER RESOURCES INC
PO BOX 1985
LAKE OZARK, MO 65049-1985

AMEREN MISSOURI
PO BOX 88088
CHICAGO IL 60680-1068

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Electric Service Details

Service from 07/06/2023 - 08/06/2023 (31 days)

Electric Meter Read

METER NUMBER	SERVICE FROM - TO	NO. DAYS	USAGE TYPE	READING TYPE	CURRENT READING	PREVIOUS READING	READING DIFFERENCE	MULTIPLIER	USAGE
98041275	07/06 - 08/06	31	Total kWh	Actual	20167.0000	20000.0000	81.0000	10.0000	910.0000
98041275	07/06 - 08/06	31	Peak kW	Actual	6.0340	0.0000	6.0340	10.0000	60.3400

Usage Summary

Total kWh	910.0000	Summer kWh	910.0000
Winter Base kWh	1000.0000	Current Base kWh	910.0000
Summer Cur Base kWh	910.0000	Seasonal kWh	0.0000

Rate 2M Sm Gen Svc - 3 Ph w/Dmd

Threshold - Peak Demand

DESCRIPTION	USAGE	UNIT	RATE	CHARGE
Summer Total Energy Charge	910.00	kWh	@ \$ 0.11929887	\$108.58
Base Energy Charge	0.00	kWh	@ \$ 0.08588023	\$0.00
Seasonal Energy Charge	0.00	kWh	@ \$ 0.04834187	\$0.00
Customer Charge				\$22.89
Fuel Adjustment Charge	910.00	kWh	@ \$ 0.00526000	\$4.78
Energy Efficiency Investment Charge	910.00	kWh	@ \$ 0.00348600	\$3.16
Renewable Energy Adjustment	910.00	kWh	@ \$ 0.00032193	\$0.29
Total Service Amount				\$139.79
Total Electric Charges				\$139.79

Payments Since Previous Statement

DATE RECEIVED	AMOUNT
July 21, 2023	\$178.78

Questions? Contact Ameren Missouri at 1.877.426.3726 or visit AmerenMissouri.com.

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**MONTH-TO-DATE AND YEAR-TO-DATE
REVENUE/BUDGET ANALYSIS**

		7/31/2023					Percent YTD
Account Number	Account Name	2021 Actual	2022 Actual	2023 Budget	2023 Actual as of 7/31/2023	2023 July Revenue	
3020	Osage Beach	465,202.63	460,708.70	481,940.00	288,836.50	40,735.70	60%
3010	Lake Ozark	84,797.35	91,794.26	98,710.00	47,571.83	7,651.80	48%
3030	Misc.	22,000.00	1,094.92	0.00	0.00	0.00	0%
3100	Interest	2,700.22	2,462.35	2,500.00	3,415.92	693.96	137%
3060	Waste Haulers' Fee	60,520.00	49,490.00	56,000.00	40,285.00	6,025.00	72%
Total Operating Fund		635,220.20	605,550.23	639,150.00	380,109.25	55,106.46	59%
E/R Fund Income		5,508.47	3,588.63	4,000.00	7,606.56	1,245.19	190%
TOTAL INCOME		640,728.67	609,138.86	643,150.00	387,715.81	56,351.65	60%

MONTH-TO-DATE AND YEAR-TO-DATE
EXPENDITURE/BUDGET ANALYSIS
7/31/2023

Account Number	Account Name	2021 Actual	2022 Actual	2023 Budget	2023 Actual as of 7/31/2023	2023 July Expenses	Percent YTD
4000	Equipment Replace Fund	143,608.00	55,008.00	60,000.00	35,000.00	5,000.00	58%
4020	*Maintenance & Repair	104,853.81	60,030.11	93,500.00	66,567.42	5,665.90	71%
4140	Insurance	21,493.00	22,088.00	23,000.00	22,766.00	0.00	99%
4150	Vehicle Repair/Main	11,099.99	5,999.58	8,000.00	2,930.58	0.00	37%
4170	Contract Management	308,640.00	331,080.00	360,000.00	206,262.00	29,466.00	57%
4175	Electric	82,227.41	79,890.16	81,000.00	42,841.68	11,076.12	53%
4176	Utilities Misc.	3,528.17	3,694.18	5,000.00	2,954.16	181.37	59%
4180	Bank Charges	0.00	12.00	0.00	3.00	0.00	0%
4200	Audit	2,600.00	2,700.00	2,800.00	2,800.00	0.00	100%
4240	Capital Purchases	399.99	0.00	0.00	0.00	0.00	0%
	Totals	678,450.37	560,502.03	633,300.00	382,124.84	51,389.39	60%
	**E/R Expenses	202,161.70	11,093.26	103,000.00	97,062.54	0.00	94%
	TOTAL EXPENSES	880,612.07	571,595.29	736,300.00	479,187.38	51,389.39	65%

4020 DETAIL: Equip & Bldg. Repair/Main.

Auto Dialer Yrly Software Fee	500	X
Regular Maintenance	20,000	X
UV Bulbs, Quartz Sleeves, Misc	10,000	X
Painting RAS basement piping	30,000	X
Rock for road	3,000	Fall
Sandblasting & paint Clarifier #1	30,000	Fall

93,500.00

DETAIL: Equipment & Replacement

Replace wooden doors w/fibergl	3,000	If needed
Replace flow meter for the effluent	25,000	X
*Replace aerator gear box - new	75,000	X

103,000.00

OPERATING FUND INCOME AND EXPENSE SUMMARY
7/31/2023

Beginning Balance	338,405.12
Income - Osage Beach	40,735.70
Income - Lake Ozark	7,651.80
Income - Other	-
Income - Waste Haulers' Fees	6,025.00
Interest - Checking	20.71
Income - CD Interest	673.25
Transfers From E/R Fund	-
Transfers To E/R Fund	(5,000.00)
Expenses	(46,389.39)
Ending Fund Balance	342,122.19
Central Bank - NOW Acct.	116,514.52
	-
CD First Bank of the Lake, 11/20/23 #8432	109,348.88
CD First Bank of the Lake, 10/22/23 #8433	116,570.79
	-
Outstanding Checks:	(312.00)
	342,122.19

EQUIPMENT REPLACEMENT FUND INCOME AND EXPENSE SUMMARY
7/31/2023

Beginning Balance	465,539.44
Interest - Checking	72.27
Income - CD Interest	1,172.92
Transfers From Operating Fund	5,000.00
Income - Miscellaneous	-
Expenses	-
Ending Fund Balance	471,784.63
First Bank of the Lake - Money Mkt.	88,061.86
CD First Bank of the Lake, 1/31/24 #8430	113,722.77
CD First Bank of the Lake, 5/07/24 #8434	270,000.00
	-
	-
Outstanding Checks:	-
	471,784.63

OUR MISSION

We partner with communities to deliver the finest water and wastewater services available at a competitive price. We are committed to keeping water safe and clean while serving people and taking care of communities with improved technical operations, careful management and financial oversight, and ensured regulatory compliance.

**Alliance Water
Resources,
Inc.**

206 S. Keene
St.
Columbia, MO
65201

(573)874-8080



REPORT OF OPERATIONS

LAKE OZARK/OSAGE BEACH
Joint Wastewater Treatment Plant No. 1

Month of July 2023

Submitted by Alliance Water Resources, Inc. for the

August 2023

Joint Sewer Board Meeting

SUMMARY OF FACILITY OPERATION

The Lake Ozark/Osage Beach Joint WWTP produced superior effluent quality throughout the month and was in full compliance with effluent limitations established in NPDES Permit No. MO-0103241. No leaks, no spills, and no unauthorized releases to waters of the state. No work-related lost time accidents have occurred during the month.

Detailed Information relating to plant performance and operations is presented as follows.

PLANT EFFLUENT QUALITY

	BOD mg/l	TSS mg/l	pH	E.coli Colonies/100 ml	Coliform	Ammonia as N mg/L	O&G mg/L
Monthly/Quarterly Avg	1.7	2.3	N/A	10.0		0.21	< 2.0
Peak Day	2.1	3.3	7.9	< 20		0.53	< 2.0
Percent Removal	99.1	99.1	N/A	N/A		N/A	N/A

NPDES EFFLUENT LIMITATIONS

	BOD mg/l	TSS mg/l	pH	E.coli Colonies/100 ml	Coliform	Ammonia as N mg/L	O&G mg/L
Monthly/Quarterly Avg	30	30	6-9	126		1.5	10
Weekly Average	45	45		630			
Daily Max				N/A		12.1	15

PLANT HYDRAULIC AND ORGANIC LOADING

The average daily influent flow for the month was 1.611 MGD or 54% of Permitted flow with Lake Ozark contributing 15% of the total flow and Osage Beach contributing 85%. Daily influent flow BOD and TSS data is presented in Table A. Daily flow for the month and rainfall are shown in Figure 2. A three-year flow history for each of the two cities is presented in Table B.

Organic loading for the month was 82573 pounds of BOD.

BIOSOLIDS APPLICATION AND INVENTORY

Plant personnel land applied 51 tanker loads of bio-solids during the month equivalent to a total of 183,600 gallons and 307 pounds dry weight solids.

299,639 pounds of dry weight solids have been land applied year to date.

Bio-solids inventory in the storage tanks at the end of the month was 495,000 gallons with a level of 6.0 feet in Tank 1 and 5.0 feet in Tank 2.

WASTEHAULERS

The plant received 61 loads of septage during the month totaling 120,500 gallons.

WWTP OPERATIONS

- Decanting digesters and wasting weekly.
- Normal operations.

WWTP MAINTENANCE AND REPAIR

- Performed routine maintenance throughout the month as per Maxpanda Maintenance Data Management software schedule.
- We had four after hrs. callouts this month due to power blinks, two on the 12th of July and two on the 16th.
- We had Amos suck out the grease/trash mat on the lift station between the aeration basins on the 20th of July.
- We had to change out a lift station float switch on the 21st of July.

SAFETY

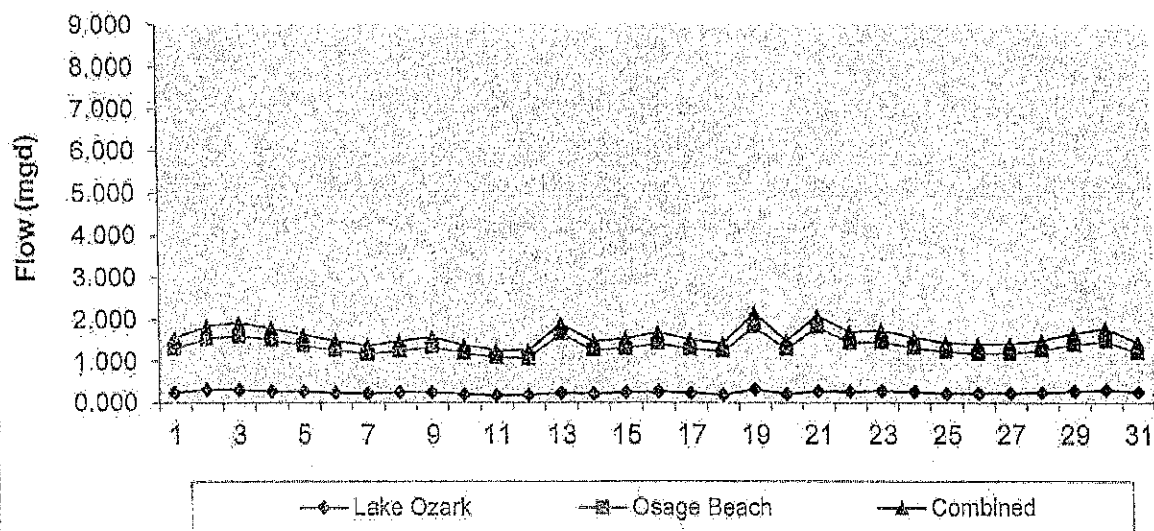
- We conducted our monthly Safety Meeting on Excavation & Trenching, Sewage/Wastewater/Water Line Maintenance & Excavation Competent Person: Excavation Hazard on the 19th of July.

REGULATORY AGENCY, INSPECTION AND REPORT

- We filled out the new EDMR on the EPA MoGEM website on the 4th of August.
- We received the 3rd Quarter 503 sludge test results on the 31st of July, and everything looked good.

MISCELLANEOUS AND RECOMMENDATIONS

Daily Flow
Figure 1



Effect of Rainfall on Flow
Figure 2

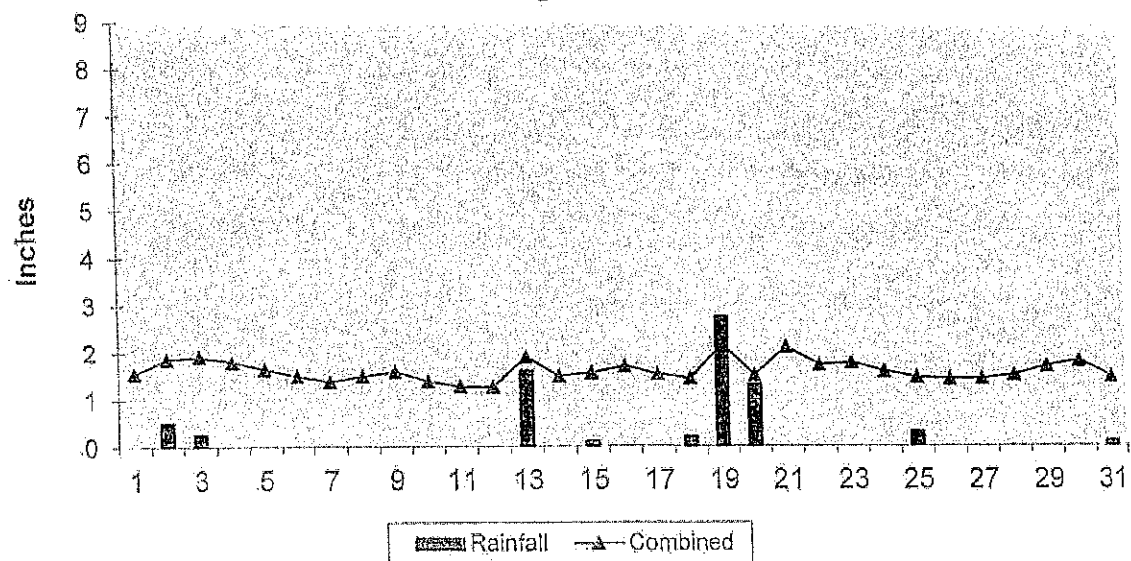


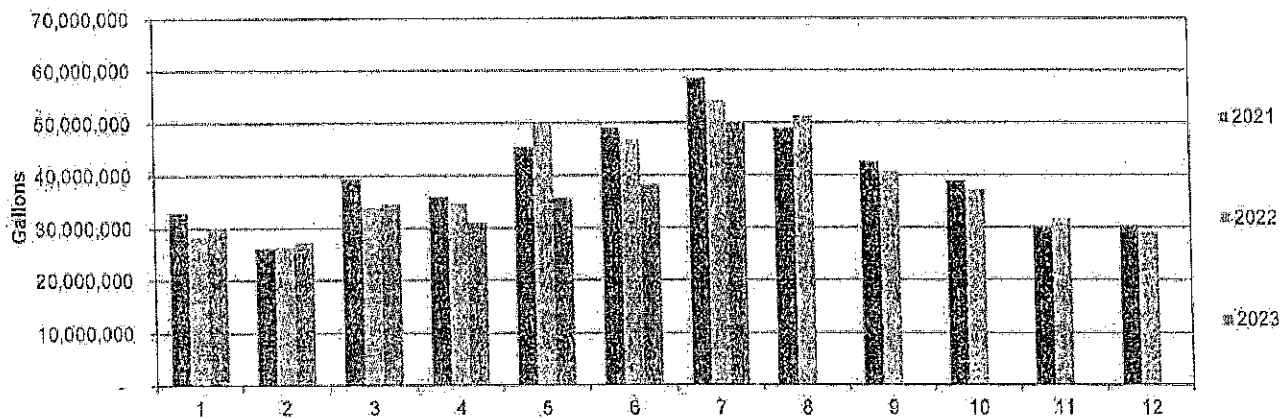
TABLE B
JOINT SEWER BOARD
Monthly Flows

<u>2021</u>	<u>RAINFALL</u>	<u>OSAGE BEACH</u>		<u>LAKE OZARK</u>		<u>TOTAL</u>	<u>%</u>
January	6.0	28,107,000	85%	4,855,000	15%	32,962,000	100%
February	3.0	22,136,000	85%	4,048,000	15%	26,184,000	100%
March	4.0	32,848,000	84%	6,450,000	16%	39,298,000	100%
April	5.2	30,179,000	84%	5,792,000	16%	35,971,000	100%
May	5.2	37,964,000	84%	7,479,000	16%	45,443,000	100%
June	8.0	41,695,000	85%	7,390,000	15%	49,085,000	100%
July	6.9	49,378,000	85%	9,000,000	15%	58,378,000	100%
August	1.8	41,691,000	85%	7,211,000	15%	48,902,000	100%
September	3.1	36,185,000	85%	6,306,000	15%	42,491,000	100%
October	6.0	32,925,000	85%	5,987,000	15%	38,912,000	100%
November	0.8	25,192,000	83%	5,025,000	17%	30,217,000	100%
December	2.3	25,041,000	82%	5,317,000	18%	30,358,000	100%
	52.2	403,341,000	84%	74,860,000	16%	478,201,000	100%

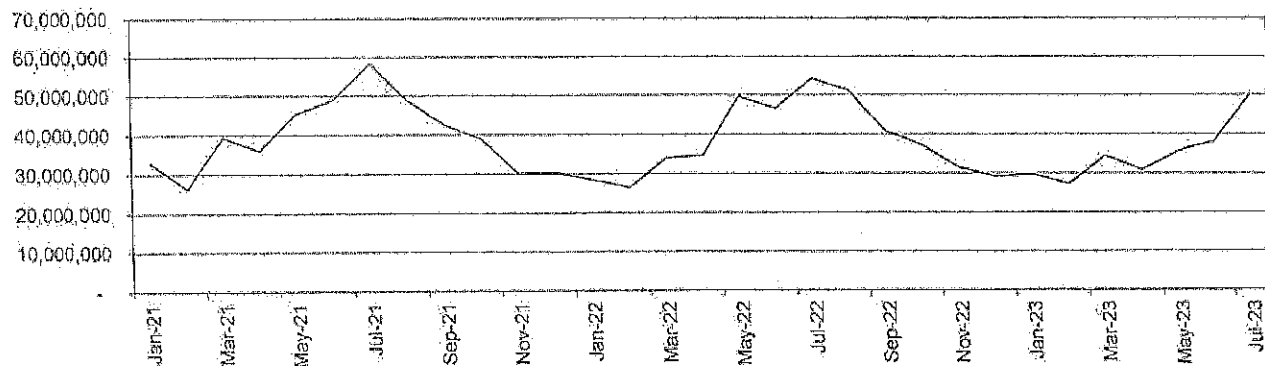
<u>2022</u>	<u>RAINFALL</u>	<u>OSAGE BEACH</u>		<u>LAKE OZARK</u>		<u>TOTAL</u>	<u>%</u>
January	1.7	23,599,000	83%	4,824,000	17%	28,423,000	100%
February	3.8	21,853,000	83%	4,610,000	17%	26,463,000	100%
March	5.2	28,266,000	83%	5,657,000	17%	33,923,000	100%
April	6.3	28,580,000	82%	6,088,000	18%	34,668,000	100%
May	9.1	41,076,000	83%	8,597,000	17%	49,673,000	100%
June	3.3	39,125,000	84%	7,563,000	16%	46,688,000	100%
July	2.6	45,728,000	84%	8,591,000	16%	54,319,000	100%
August	6.8	42,549,000	83%	8,716,000	17%	51,265,000	100%
September	2.4	34,238,000	84%	6,499,000	16%	40,737,000	100%
October	5.2	31,814,000	86%	5,317,000	14%	37,131,000	100%
November	4.5	26,905,000	85%	4,739,000	15%	31,644,000	100%
December	1.9	24,749,000	85%	4,376,000	15%	29,125,000	100%
	52.7	388,482,000	84%	75,577,000	16%	464,059,000	100%

<u>2023</u>	<u>RAINFALL</u>	<u>OSAGE BEACH</u>		<u>LAKE OZARK</u>		<u>TOTAL</u>	<u>%</u>
January	2.8	25,972,000	87%	3,812,000	13%	29,784,000	100%
February	3.9	23,448,000	86%	3,820,000	14%	27,268,000	100%
March	6.2	29,920,000	87%	4,559,000	13%	34,479,000	100%
April	1.3	26,903,000	87%	4,085,000	13%	30,988,000	100%
May	2.1	29,783,000	83%	5,950,000	17%	35,733,000	100%
June	0.85	32,155,000	84%	6,040,000	16%	38,195,000	100%
July	7.1	42,263,000	85%	7,678,000	15%	49,941,000	100%
August							
September							
October							
November							
December							
	24.2	210,444,000	86%	35,944,000	14%	246,388,000	100%

Monthly Influent Flow
Figure 3A

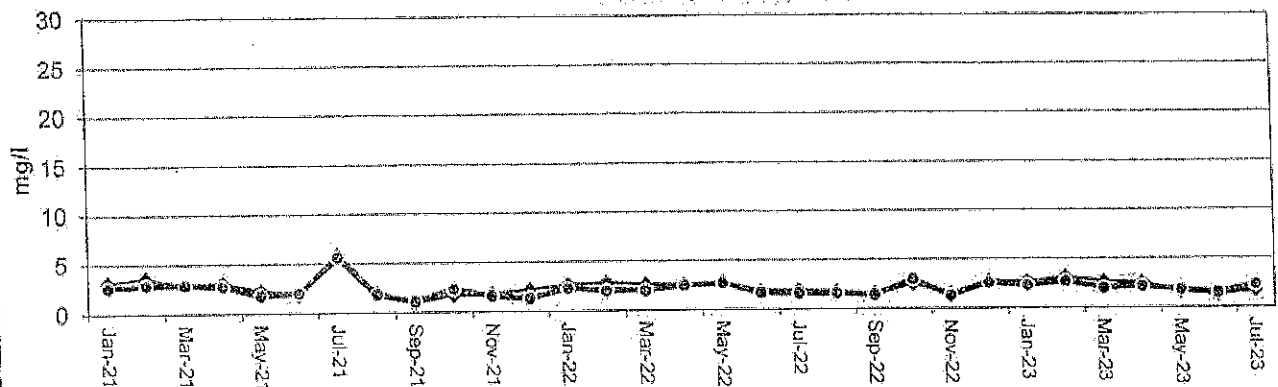


Monthly Influent Flow
Figure 3B



Effluent BOD/TSS
Figure 4

NPDES Limit for TSS and BOD = 30 mg/l

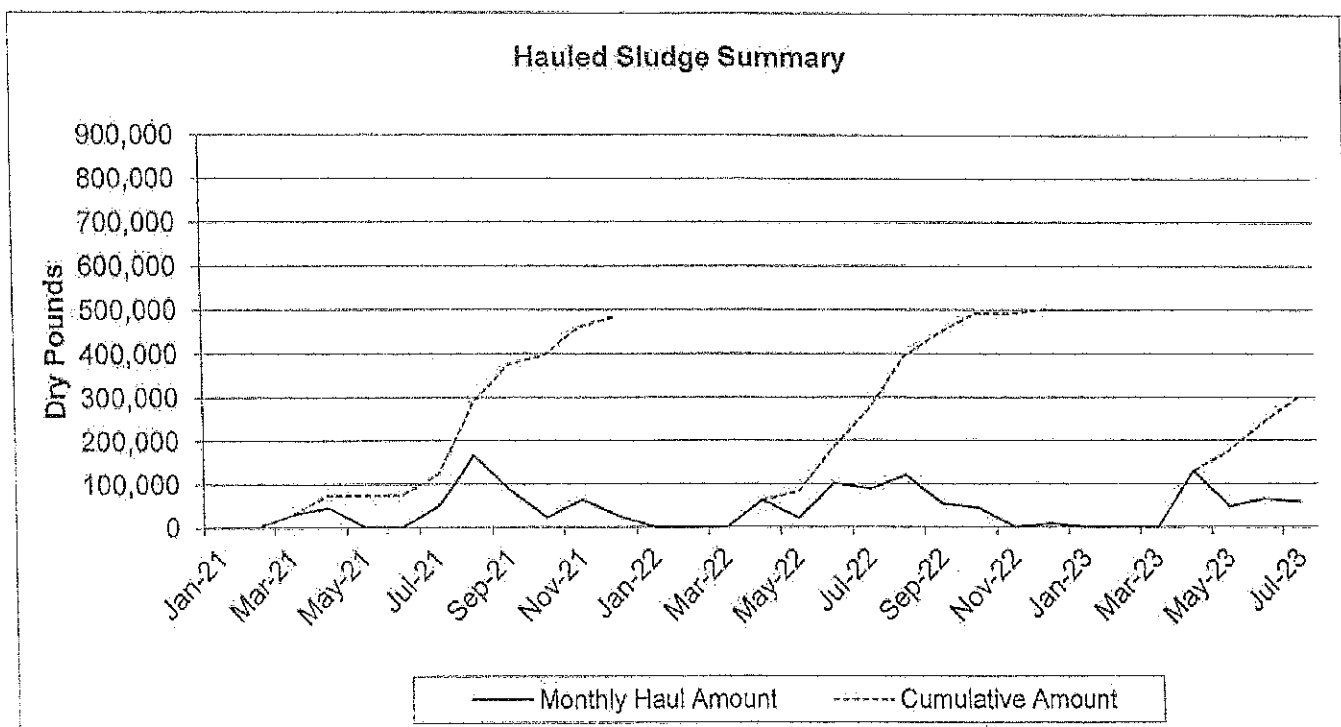
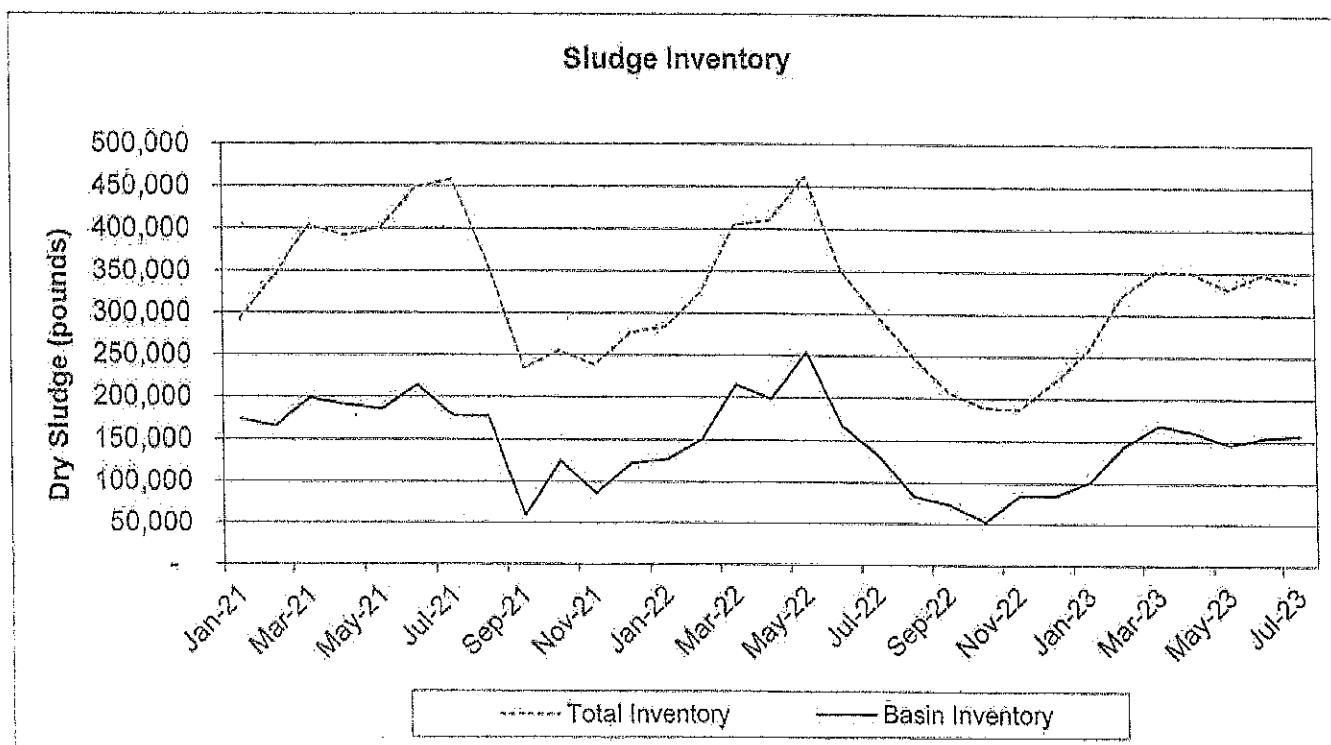


	Loads	Gallons	Hauled Sludge			Annual Cumulative # Dry
			# Dry	% Solids		
Jan-21	0	-	0	4.4%		-
Feb-21	0	-	0	4.4%		-
Mar-21	23	85,100	28,883	4.1%		28,883
Apr-21	39	144,300	45,269	3.8%		74,152
May-21	0	-	0	3.8%		74,152
Jun-21	0	-	0	3.8%		74,152
Jul-21	40	144,000	47,378	3.9%		121,530
Aug-21	153	550,800	168,363	3.6%		287,893
Sep-21	92	331,200	97,226	3.2%		375,119
Oct-21	17	61,200	22,698	4.4%		397,817
Nov-21	46	165,600	63,821	4.6%		461,438
Dec-21	16	57,600	24,139	5.0%		485,577
Jan-22	0	-	0	4.5%		-
Feb-22	0	-	0	4.0%		-
Mar-22	0	-	0	4.4%		-
Apr-22	47	169,200	62,120	4.4%		62,120
May-22	16	57,600	21,017	4.4%		83,137
Jun-22	84	302,400	102,052	4.0%		185,189
Jul-22	80	289,000	88,981	3.7%		274,170
Aug-22	108	368,800	120,426	3.7%		394,578
Sep-22	51	183,600	54,073	3.5%		448,649
Oct-22	42	151,200	44,405	3.5%		493,054
Nov-22	0	-	0	3.5%		493,054
Dec-22	8	28,800	7,745	3.2%		500,800
Jan-23	0	-	0	3.2%		-
Feb-23	0	-	0	3.2%		-
Mar-23	0	-	0	3.2%		-
Apr-23	116	417,000	129,223	3.7%		129,223
May-23	48	172,800	45,747	3.2%		175,970
Jun-23	58	208,800	65,362	3.8%		241,332
Jul-23	51	183,600	58,307	3.8%		299,639

Basin Depths					# Dry
Tank #1	Tank #2	AB #1	Basin	Gallons	
7.0	3.5	0.0		472,500	173,389
6.0	5.0	0.0		450,000	165,132
6.0	7.0	0.0		588,000	198,549
6.0	7.5	0.0		607,500	190,582
6.0	7.0	0.0		585,000	185,363
7.0	8.0	0.0		675,000	213,921
5.0	7.0	0.0		540,000	177,689
7.0	6.0	0.0		585,000	176,693
2.0	3.0	0.0		225,000	59,257
3.5	4.0	0.0		337,500	125,173
3.0	2.0	0.0		225,000	85,442
4.0	2.5	0.0		292,500	122,581
4.5	3.0	0.0		337,500	126,664
7.0	3.0	0.0		450,000	150,120
6.0	7.0	0.0		585,000	214,672
7.0	5.0	0.0		540,000	198,255
8.5	7.0	0.0		697,500	254,503
7.0	4.0	0.0		495,000	167,049
7.0	2.5	0.0		427,500	132,051
2.0	4.0	0.0		270,000	83,629
3.5	2.0	0.0		247,500	72,893
1.0	3.0	0.0		180,000	52,853
4.0	2.5	0.0		292,500	85,381
4.0	3.0	0.0		315,000	84,722
5.0	3.5	0.0		382,500	102,082
6.5	5.5	0.0		540,000	144,115
7.0	7.0	0.0		630,000	168,134
7.5	4.0	0.0		517,500	160,967
6.0	6.0	0.0		540,000	146,084
6.0	5.0	0.0		495,000	154,953
6.0	5.0	0.0		495,000	157,200

Blanket Depths			MLSS Inventory		Blanket and MLSS Inventory		MLSS	Total Dry
Clar #1	Clar #2	Clar #3	MLSS AB #1	MLSS AB #2	Gallons	# Dry	% Solids	Sludge Inventory
8.0	0.0	1.0	3,810	3,780	3,780,000	118,693	0.0038	297,077
5.0	8.0	0.0	5,490	5,750	3,830,906	179,558	0.00562	344,690
2.0	5.0	0.5	6,830	6,330	3,746,048	205,573	0.00658	404,122
12.0	5.0	1.0	6,890	5,350	3,945,382	201,375	0.00512	391,957
13.0	14.0	1.0	6,200	6,330	4,123,002	215,427	0.00627	400,825
8.0	7.5	2.0	7,260	8,080	3,926,643	234,903	0.00717	448,824
7.0	12.0	3.0	9,190	8,110	4,067,762	279,340	0.00823	457,007
1.0	1.0	0.5	6,160	5,240	3,657,239	183,008	0.0090	359,701
1.0	1.0	0.5	5,320	6,180	3,657,239	178,283	0.0098	234,840
1.0	0.5	0.5	4,430	4,140	3,648,357	130,381	0.0083	255,554
0.5	1.0	0.0	5,130	4,980	3,626,643	152,138	0.0090	236,680
1.0	1.0	0.0	4,540	5,630	3,635,524	154,179	0.0051	276,739
1.0	3.5	0.0	5,060	5,180	3,679,929	157,135	0.0051	283,800
4.0	1.5	0.0	6,280	5,030	3,897,691	174,393	0.0057	324,513
9.0	10.0	0.0	5,870	5,760	3,937,478	190,464	0.0058	406,135
10.0	10.0	1.0	7,100	5,600	3,998,868	211,765	0.0064	410,021
2.0	10.0	1.0	6,290	6,630	3,866,572	207,778	0.0065	482,281
4.5	0.5	1.5	5,760	5,010	3,763,952	184,247	0.0059	351,297
8.0	3.0	1.5	4,740	5,850	3,880,524	166,298	0.0052	299,348
1.5	1.0	0.5	5,490	5,420	3,666,119	166,789	0.0055	250,418
1.0	1.0	0.5	4,650	4,160	3,657,238	134,959	0.0044	207,251
0.5	0.5	0.6	4,590	4,390	3,639,476	136,286	0.0045	189,148
1.0	1.0	0.0	4,330	2,340	3,635,524	101,573	0.0034	188,954
1.5	1.5	0.0	4,510	4,270	3,653,285	133,756	0.0044	218,476
1.0	1.0	0.0	4,880	5,380	3,635,524	155,543	0.0051	257,825
2.0	2.0	0.0	6,050	5,570	3,671,048	177,882	0.0058	321,997
1.0	2.0	1.0	5,310	6,840	3,696,714	184,213	0.0060	352,347
1.0	1.0	1.0	6,200	6,170	3,678,952	189,771	0.0062	350,138
0.5	9.0	0.5	5,120	6,530	3,790,463	184,142	0.0058	330,226
1.5	4.0	0.5	6,020	6,440	3,719,406	193,254	0.0062	349,207
2.0	3.5	0.5	6,030	5,710	3,719,406	182,086	0.0059	339,287

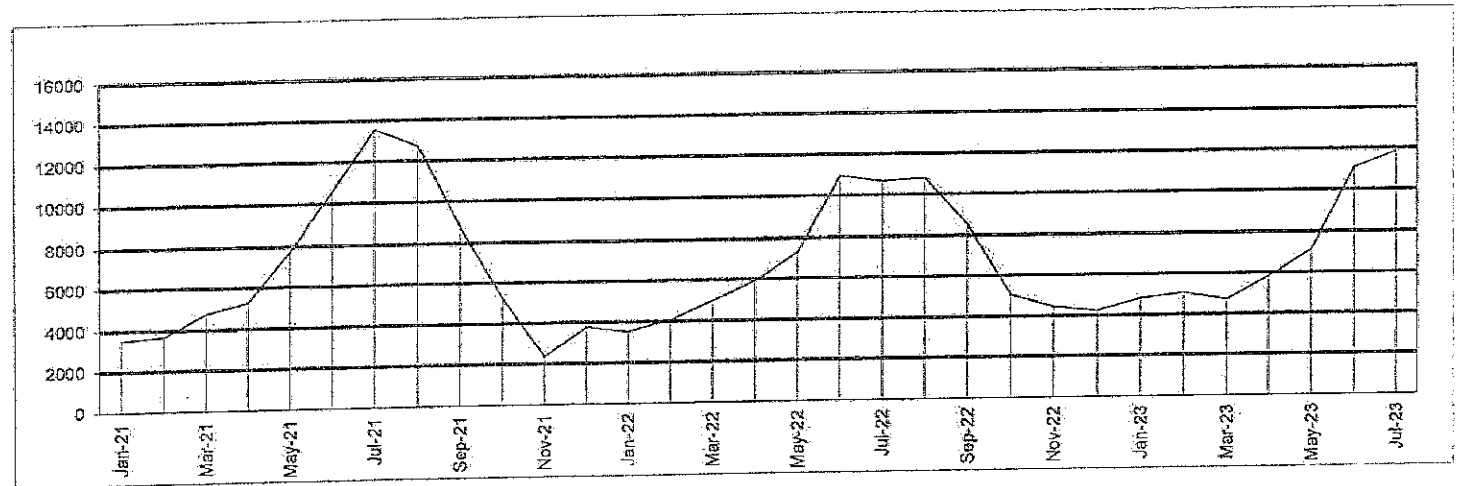
Accepted Septage	
Logs	Gallons
83	205,500
28	68,500
32	70,000
22	52,000
48	128,500
63	151,500
68	163,000
117	289,000
62	158,500
34	80,000
37	83,000
27	62,000
13	27,000
32	68,000
23	48,000
52	124,500
37	85,000
42	93,500
33	68,500
168	300,000
76	168,000
33	71,000
38	89,500
33	71,500
35	74,500
38	87,500
50	115,500
32	171,500
49	102,500
59	131,500
61	120,500



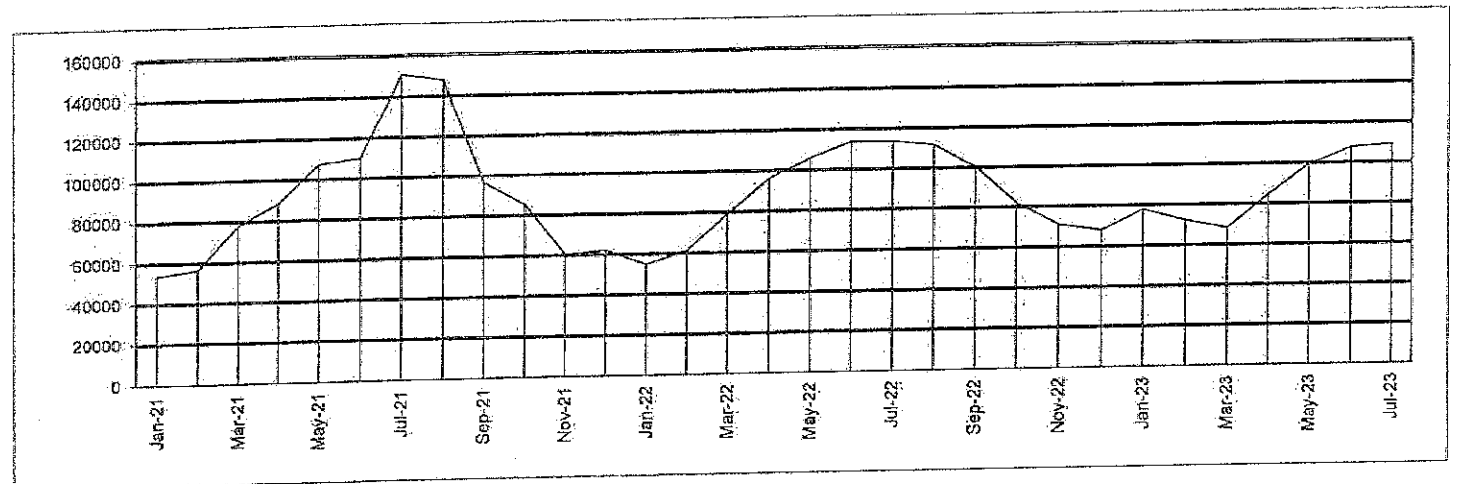
Electric Cost Kilowatts Used

Jan-21	3524	53,730
Feb-21	3696	56,370
Mar-21	4776	77,720
Apr-21	5281	88,390
May-21	7727	107,320
Jun-21	10610	110,130
Jul-21	13533	150,740
Aug-21	12737	147,810
Sep-21	8751	96,600
Oct-21	5233	85,530
Nov-21	2348	60,370
Dec-21	3776	62,100
Jan-22	3547	55,070
Feb-22	4063	61,330
Mar-22	4979	79,050
Apr-22	5907	96,160
May-22	7292	106,100
Jun-22	10958	113,870
Jul-22	10648	113,590
Aug-22	10800	111,690
Sep-22	8498	100,470
Oct-22	5071	82,030
Nov-22	4451	71,240
Dec-22	4224	68,000
Jan-23	4809	77,980
Feb-23	5074	72,420
Mar-23	4730	68,320
Apr-23	5801	84,440
May-23	7128	99,300
Jun-23	11076	107,520
Jul-23	11845	109,070

Electric Cost



Kilowatts Used





MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF ENVIRONMENTAL QUALITY
 Discharge Monitoring Report For Municipal Wastewater Treatment Plants

NAME OF FACILITY						LOCATION ADDRESS & CITY								COUNTY/REGION	
Lake of the Ozarks Regional WWTP #1						#3 Anderson Road								Miller/SWRO	
MONTH/YEAR		PERMIT NUMBER				OUTFALL NUMBER		TYPE TREATMENT FACILITY							
Jul-23		MO-0103241				#001		Oxidation Ditch/UV/Sludge Holding-sludge is land applied							
INFLUENT						EFFLUENT								% Removal	
DATE	pH UNITS	BOD mg/L	TSS mg/L	Ammonia as N mg/l	TEMP °C	FLOW MGD	pH UNITS	BOD mg/L	TSS mg/L	Ammonia as N mg/l	DO mg/L	E. coli COLFRM #/100 ML	TEMP °C	BOD mg/L	TSS mg/L
1	7.0				24.0	1.801	7.7				8.0		25.3		
2	7.0				23.3	2.155	7.7				8.1		24.5		
3	6.9				24.5	2.216	7.7				8.1	< 20	25.5		
4	7.1				22.7	2.038	7.7				8.2		24.1		
5	6.9			41.5	24.1	1.957	7.7			0.08	8.1		25.2		
6	7.0				23.2	1.687	7.8				8.2		24.7		
7	7.0	245	330		24.1	1.680	7.9	2.1	2.0		8.1		25.1	99.1	99.4
8	7.0				23.8	1.750	7.7				8.2		24.8		
9	6.9				23.8	1.821	7.9				8.4		23.1		
10	7.0				24.0	1.643	7.8				8.3	< 20	24.0		
11	6.9				24.3	1.633	7.8				8.2		24.4		
12	6.9			42.7	23.9	1.577	7.8			0.20	8.1		24.4		
13	6.9				25.1	2.294	7.8				8.0		25.4		
14	7.0	205	284		24.6	1.729	7.8	2.0	3.3		7.9		26.1	99.0	98.8
15	7.1				23.9	1.850	7.8				8.1		24.8		
16	7.1				23.9	1.944	7.9				8.1		24.5		
17	7.0				24.9	1.789	7.9				8.1	< 20	25.7		
18	7.1				23.4	1.710	7.8				8.2		24.5		
19	6.9				24.5	2.532	7.7				8.1		25.0		
20	6.9			10.2	23.5	1.771	7.8			0.53	8.0		24.7		
21	7.0	165	224		23.5	2.338	7.8	1.4	2.4		8.1		24.6	99.2	98.9
22	7.0				22.7	1.959	7.8				8.3		23.2		
23	7.1				23.1	2.034	7.7				8.3		23.6		
24	6.9				24.3	1.864	7.7				8.1	< 20	24.9		
25	7.1				24.4	1.741	7.8				8.2		25.0		
26	7.0			19.1	24.6	1.698	7.7			0.02	8.1		25.0		
27	7.0				25.8	1.695	7.9				8.0		25.8		
28	7.0	178	186		24.9	1.723	7.8	1.2	1.6		8.0		25.4	99.3	99.1
29	7.1				24.4	1.977	7.8				8.0		25.9		
30	7.1				23.4	2.059	7.8				8.1		25.2		
31	6.9				24.6	1.729	7.7				8.0	< 20	26.0		
Total						58.394									
Avg		198	256	28.4	24.0	1.884		1.7	2.3	0.21	8.1	10.0	24.8	99.2	99.1
Min	6.9	165	186	10.2	22.7	1.577	7.7	1.2	1.6	0.02	7.9	< 20	23.1	99.0	98.8
Max	7.1	245	330	42.7	25.8	2.532	7.9	2.1	3.3	0.53	8.4	< 20	26.1	99.3	99.4

MONTHLY EFF MONITORING				QUARTERLY EFF MONITORING				MONTHLY INF MONITORING		
DATE	Phosphorus mg/L	TKN mg/L	Nitrite+Nitrate mg/L	Oil & Grease mg/L	TR. Cadmium mg/L	Selenium mg/L	Hardness mg/L	Phosphorus mg/L	TKN mg/L	Nitrite+Nitrate mg/L
1										
2										
3										
4										
5	0.616	0.292	2.97	<2.0	<0.001	<0.011	319.0	7.2	54.0	0.055
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
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21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
Total	0.616	0.292	2.97	<2.0	<0.001	<0.011	319	7.2	54.0	0.055
Avg	0.616	0.292	2.97	<2.0	<0.001	<0.011	319	7.2	54.0	0.055
Min	0.616	0.292	2.97	<2.0	<0.001	<0.011	319	7.2	54.0	0.055
Max	0.616	0.292	2.97	<2.0	<0.001	<0.011	319	7.2	54.0	0.055

OPERATIONAL CONTROLS/LABORATORY TEST REQUIRED FOR "ACTIVATED SLUDGE" PROCESSES

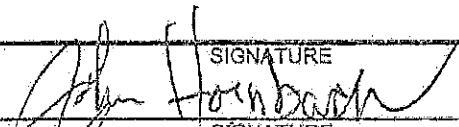
DATE Jul-23	SLUDGE DISP. LBS. DRY WEIGHT	#1 Aeration Basin, O-Ditch, Etc.				#2 Aeration Basin, O-Ditch, Etc.				*Weather Conditions		
		MIXED LIQUOR				MIXED LIQUOR				* Ambient Temp ° F	*RAIN Inches	Time
		* DO mg/l	** MLSS mg/l	*Settleability		* DO mg/l	** MLSS mg/l	*Settleability				
				*30 min ml	Temp ° C			*30 min ml	Temp ° C			
1		1.4	5,920	780	25.1	1.0	6,420	840	25.1	81	0	7:30
2		0.9	6,540	850	24.3	0.9	6,010	820	24.3	71	0.5	7:30
3		1.0	5,700	800	25.5	0.8	5,910	820	25.0	72	0.25	7:30
4		1.8	6,390	810	23.7	1.6	6,240	800	23.8	69	0	7:30
5		1.0	5,390	720	25.3	1.0	5,780	800	25.0	75	0	7:30
6		1.3	6,000	820	23.8	1.0	5,260	700	24.1	74	0	7:30
7		1.0	6,420	720	24.9	0.9	6,140	830	24.7	68	0	7:30
8		1.5	5,790	780	24.2	1.5	5,620	800	24.3	73	0	7:30
9		1.6	5,760	830	23.2	1.7	5,580	800	23.3	66	0	7:30
10		1.3	6,010	840	24.1	1.0	6,950	810	24.1	65	0	7:30
11	6,005	1.4	5,680	830	24.6	0.9	5,900	800	24.3	72	0	7:30
12	14,412	1.1	6,490	850	24.5	1.1	5,670	830	24.3	74	0	7:30
13	4,323	0.9	5,800	780	25.6	0.8	6,080	840	25.4	77	1.6	7:30
14		1.1	5,610	750	26.0	0.8	6,380	840	25.9	75	0	7:30
15		1.1	5,980	810	24.7	1.5	5,580	790	24.8	71	0.1	7:30
16		1.5	5,880	850	24.5	1.6	4,780	660	24.4	70	0	7:30
17		0.9	5,560	800	25.5	0.9	5,850	790	25.6	72	0	7:30
18		1.8	6,120	830	24.1	1.4	6,800	840	24.3	69	0.2	7:30
19		0.8	5,300	790	25.0	0.6	6,490	890	25.0	75	2.75	7:30
20		1.7	5,990	760	24.6	1.0	6,870	820	24.6	74	1.3	7:30
21		1.5	5,280	800	24.3	0.9	5,180	720	24.6	69	0	7:30
22		1.8	5,540	770	23.2	1.5	5,820	820	23.5	65	0	7:30
23		1.5	5,550	810	23.5	1.8	5,240	770	23.6	68	0	7:30
24	3,153	1.0	5,480	770	24.7	1.1	6,130	810	24.8	73	0	7:30
25	10,809	1.0	5,530	750	24.9	1.0	5,150	770	24.8	73	0.3	7:30
26	9,998	1.2	5,290	710	25.6	1.1	6,110	710	25.6	80	0	7:30
27		0.9	5,890	820	26.0	0.9	6,050	770	26.0	76	0	7:30
28	9,608	0.9	4,870	740	25.5	0.9	5,660	780	25.5	76	0	7:30
29		1.0	6,180	820	25.7	1.2	5,880	800	25.6	79	0	7:30
30		0.9	6,100	830	24.9	1.0	6,030	820	24.9	69	0	7:30
31		0.9	6,030	830	26.0	0.8	5,710	820	25.6	72	0.1	7:30

COMMENTS:

TESTS PERFORMED BY (PRINT)

John Hornback

SIGNATURE



PHONE #

(573)365-0455

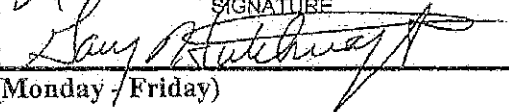
DATE

8/4/2023

REPORT APPROVED BY (PRINT)

Gary Hutchcraft

SIGNATURE



PHONE #

(573)365-0455

DATE

8/4/2023

*Required Daily (Monday - Friday)

**Required 1/week

Lake of the Ozarks Regional
WWTP 1
#3 Anderson Road
LAKE OZARK, MO, Miller

State of Missouri
Department of Natural Resources
National Pollutant Discharge Elimination System (NPDES)
Discharge Monitoring Report (DMR)

Central Field Operations
P O Box 176
Jefferson City, MO, 65102

Permit Number	Outfall Number
MO0103241	001M
Monitoring Period	
7/1/23	7/31/23
NQDL	*****

Parameters	Reporting Requirements			Unit	Reporting Requirements		Unit
Flow, in conduit or thru treatment plant	*****	*****	*****	*****	2.532	1.884	Mgal/d
Mon. Location.: End of Pipe	*****	*****	*****		Daily Max.:Monitoring Required	Monthly Avg.:Monitoring Required	
Sample Type: Total Measured							
Frequency: Daily							
BOD, 5-day, 20 deg. C	*****	2.1	1.7	mg/L	*****	*****	*****
Mon. Location.: End of Pipe	*****	Weekly Avg.:45	Monthly Avg.:30		*****	*****	
Sample Type: 24 Hour Composite							
Frequency: Weekly							
Total Suspended Solids (TSS)	*****	3.3	2.3	mg/L	*****	*****	*****
Mon. Location.: End of Pipe	*****	Weekly Avg.:45	Monthly Avg.:30		*****	*****	
Sample Type: 24 Hour Composite							
Frequency: Weekly							
Escherichia coli (E. coli)	*****	<20	10.0	#/100mL	*****	*****	*****
Mon. Location.: End of Pipe	*****	7 Day Geo.:630	30 Day Geo. Mean:126		*****	*****	
Sample Type: Grab							
Frequency: Weekly							
Phosphorus, total (as P)	0.616	*****	0.616	mg/L	*****	*****	*****
Mon. Location.: End of Pipe	Daily Max.:Monitoring Required	*****	Monthly Avg.:Monitoring Required		*****	*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							
Nitrogen, Kjeldahl, total (as N)	0.292	*****	0.292	mg/L	*****	*****	*****
Mon. Location.: End of Pipe	Daily Max.:Monitoring Required	*****	Monthly Avg.:Monitoring Required		*****	*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							
Nitrite plus nitrate total (as N)	2.97	*****	2.97	mg/L	*****	*****	*****
Mon. Location.: End of Pipe	Daily Max.:Monitoring Required	*****	Monthly Avg.:Monitoring Required		*****	*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							
Nitrogen, ammonia total (as	0.53	*****	0.21	mg/L	*****	*****	*****

Lake of the Ozarks Regional
WWTP 1
#3 Anderson Road
LAKE OZARK, MO, Miller

State of Missouri
Department of Natural Resources
National Pollutant Discharge Elimination System (NPDES)
Discharge Monitoring Report (DMR)

Central Field Operations
P O Box 176
Jefferson City, MO, 65102

N)							
Mon. Location: End of Pipe	Daily Max.: 12.1	*****	Monthly Avg.: 1.5		*****	*****	
Sample Type: 24 Hour Composite							
Frequency: Weekly							
pH	7.7	*****	7.9	SU	*****	*****	*****
Mon. Location: End of Pipe	Minimum: 6.0	*****	Maximum: 9.0		*****	*****	
Sample Type: Grab							
Frequency: Weekly							
BOD, 5-day, percent removal	*****	*****	99.0	%	*****	*****	*****
Mon. Location: End of Pipe	*****	*****	Monthly Avg.		*****	*****	
Sample Type: Calculated			Min.: 85				
Frequency: Monthly							
Suspended Solids, percent removal	*****	*****	98.8	%	*****	*****	*****
Mon. Location: End of Pipe	*****	*****	Monthly Avg.		*****	*****	
Sample Type: Calculated			Min.: 85				
Frequency: Monthly							
Comments:							

Lake of the Ozarks Regional
WWTP 1
#3 Anderson Road
LAKE OZARK, MO, Miller

State of Missouri
Department of Natural Resources
National Pollutant Discharge Elimination System (NPDES)
Discharge Monitoring Report (DMR)

Central Field Operations
P O Box 176
Jefferson City, MO, 65102

Permit Number	Outfall Number
MO0103241	INFIM
Monitoring Period	
7/1/23	7/31/23
NODI:	*****

Parameters	Reporting Requirements			Unit	Reporting Requirements		Unit
BOD, 5-day, 20 deg. C	*****	*****	198	mg/L	*****	*****	*****
Mon. Location.: Influent	*****;*****	*****;*****	Monthly Avg.:Monitoring Required		*****;*****	*****;*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							
Total Suspended Solids (TSS)	*****	*****	256	mg/L	*****	*****	*****
Mon. Location.: Influent	*****;*****	*****;*****	Monthly Avg.:Monitoring Required		*****;*****	*****;*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							
Nitrogen, ammonia total (as N)	42.7	*****	25.8	mg/L	*****	*****	*****
Mon. Location.: Influent	Daily Max.:Monitoring Required	*****;*****	Monthly Avg.:Monitoring Required		*****;*****	*****;*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							
Phosphorus, total (as P)	7.2	*****	7.2	mg/L	*****	*****	*****
Mon. Location.: Influent	Daily Max.:Monitoring Required	*****;*****	Monthly Avg.:Monitoring Required		*****;*****	*****;*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							
Nitrogen, Kjeldahl, total (as N)	54.0	*****	54.0	mg/L	*****	*****	*****
Mon. Location.: Influent	Daily Max.:Monitoring Required	*****;*****	Monthly Avg.:Monitoring Required		*****;*****	*****;*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							
Nitrite plus nitrate total (as N)	0.055	*****	0.055	mg/L	*****	*****	*****
Mon. Location.: Influent	Daily Max.:Monitoring Required	*****;*****	Monthly Avg.:Monitoring Required		*****;*****	*****;*****	
Sample Type: 24 Hour Composite							
Frequency: Monthly							

Comments:

DATE 10 JULY 2024

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LAKE OZARK – OSAGE BEACH
Joint Sewer Board
POLICY & PROCEDURES
PURCHASING

GOALS

This policy has been designed to ensure that the guidelines set by the Lake Ozark-Osage Beach Joint Sewer Board regarding the expenditure of public funds are met by the Joint Sewer Board and the Plant's Managing Company. With these policies being adhered to, the Joint Sewer Board will receive the maximum value for each public dollar spent.

PURCHASING GOALS

To comply with the legal requirements of public purchasing.

To assure vendors that impartial and equal treatment will be afforded to all who wish to do business with the Joint Sewer Board.

To receive maximum value for each public dollar spent.

To provide the Joint Sewer Board with required goods and services at the time and place needed with respect to quality and quantity.

GENERAL GUIDELINES

These procedures should be considered administrative rules and regulations and are to be adhered to by the Plant's Managing Company in the procurement of goods and services. The Joint Sewer Board Chairperson shall be responsible for overseeing the application and adherence to this policy and will issue clarifications as needed.

The Managing Company's employees are strictly prohibited from using the Company or the Joint Sewer Board's name to purchase items for their own personal use.

- A. The Plant Manager shall be the purchasing agent for the Joint Sewer Board. All purchases and the final authority on whether to use informal and/or formal sealed competitive bidding or negotiated requests for proposals shall be the responsibility of the Plant Manager and shall be made under his/her discretion and supervision. All such purchases, bidding, and negotiations shall be made in accordance with the purchasing rules and procedures approved by the Joint Sewer Board and set forth in this Procedure.
- B. *Requisitions And Estimates.*
 1. Detailed requisitions or estimates of the requirements for supplies, equipment, and contractual services shall be provided to the Joint Sewer Board during the annual budget preparation process or at such time as requested by the Chairperson or his/her designee.
- C. *Preferences.* The Joint Sewer Board accepts the responsibility to its residents of ensuring that the maximum value is obtained for each public dollar spent. For all purchases the Sewer Board shall consider the following preferences:
 1. *Local products.* It is the goal of the Sewer Board to give local or resident businesses preference to the extent that all other factors are equal with no sacrifice of loss in quality. Preference shall be given to purchases of items or contracts for service within the boundaries of the City of Lake Ozark and City of Osage Beach when quality is equal to or better and delivered price is the same or less. Preference may also be given whenever entire competing bids are comparable.

2. *State products.* Preference shall be given to purchases of items manufactured, mined, produced, or grown within the State of Missouri and to all firms, corporations, and individuals doing business as a Missouri firm, corporation, or individuals when quality is equal to or better and delivered price is the same or less. When using contracts based on the performance or service, preference may be given to firms, corporations, or individuals doing business as a Missouri firm, corporation, or individual which maintains a Missouri office or place of business, when the quality of performance promised is equal or better and the price quoted is the same or less. Preference may also be given whenever entire competing bids are comparable. (Section 34.070, 34.073 and 34.076, RS Mo.)
3. *United States products.* Preference shall be given to purchases of items or contracts for service within the boundaries of the United States of America when quality is equal to or better and delivered price is the same or less. Preference may also be given whenever entire competing bids are comparable. (Section 34.353, RS Mo.)

D. *Payment Procedures.*

1. *General procedures.*

- a. *Requisition.* The Plant's Managing Company Plant Manager is responsible for all procurement and purchasing of commodities and/or contracting for services based on the approved annual budget in accordance with the Purchase and Procurement procedures as stated in this policy as well as any applicable Federal or State laws and regulations.

b. *Receiving.*

- (1) Upon receipt of commodities the plant Manager shall inspect and/or test all commodities upon delivery or pickup and shall confirm said commodities with supplier's receiving report against the original order. He shall exercise reasonable care to ensure quantity and quality of delivered goods is as ordered.
- (2) In the event non-conforming commodities are delivered due to non-conformance with the specifications ordered or for other reasons that are not acceptable he shall notify the vendor immediately so appropriate corrective action may be taken. Documentation of action to remedy the situation shall be made and shall accompany the receiving report.

c. *Payment.*

- (1) An invoice is a vendor's statement of commodities or services provided and charges due from the Joint Sewer Board. Upon receipt of an invoice the plant manager shall be responsible for appropriate classification and brief explanation of charges with documental approval by way of signature.
 - (2) The Plant Manager is responsible for reconciling all invoices for commodities or services purchased. All reconciled invoices shall be accompanied with corresponding receiving report, bills of lading, order confirmations, or other verification of purchases and/or deliveries and forwarded to accounts payable for payment. Proper coding for budget purposes shall also be completed.
 - (3) The Sewer Board Treasurer shall be responsible for recording expenditures and payment of invoices.
2. *Credit cards.* The Joint Sewer Board purchasing procedures will be followed as outlined in this document no matter what means of payment.
- a. No personal purchases, purchases not pertaining to Joint Sewer Board business, or cash advances shall be made.
 - b. All expenditures shall be conducted in accordance with the Joint Sewer Board Purchase Procedures as stated in this Policy as well as any applicable Federal or State laws and/or regulations.

3. *Grants.* Any proceeds from Federal, State, private, or other source grants shall be expended for the special purpose stated by the terms of said grant. Grant expenditures shall be made in accordance with the Sewer Board Purchase Procedure as stated in this Policy as well as any applicable Federal or State laws and regulations. All grants in which the Joint Sewer Board participates shall be administered by the Joint Sewer Board or their designee. All grants in which the Joint Sewer Board participates shall be tracked and reconciled by the Boards Treasurer or his/her designee.
- E. *Ethics.* Any attempt to realize personal gain through elected office, public employment, or any effort to influence any elected official or employee to disobey or divert from any law, or immoral standard is a breach in ethical standards.
 1. *Confidential information.* It shall be a breach of ethical standards for any elected official, employee, or former employee, to knowingly use confidential information for actual or anticipated personal gain, or for actual or anticipated personal gain on behalf of another.
 2. *Conflicts of interest.* Elected officials and employees are prohibited from participating directly or indirectly in a contract for purchase or sale when a conflict of interest exists. Upon discovery of actual or potential conflict of interest, an employee shall promptly file with the Chairperson of the Joint Sewer Board or his/her designee a written statement as to the conflict. An elected official shall promptly file with the Joint Sewer Board a written statement as to the conflict.
 3. *Gifts and rebates.* Gifts and/or rebates offered, given, or an agreement to offer or give, to any elected official or employee is prohibited. Gifts and/or rebates provided to all employees equally may be allowed when approved by the Chairperson of the Joint Sewer Board or his/her designee.
 4. *Kickbacks.* It shall be a breach of ethical standards for any payment, gratuity, offer of employment, or any other form of bribery to be made by or on behalf of a contractor or subcontractor under a contract to the Joint Sewer Board, or any person associated therewith, as an inducement for an award.
 5. *Personal purchases/discounts.* Purchases for elected officials or employees by the Joint Sewer Board are prohibited. Elected officials or employees are also prohibited from using the Joint Sewer Board name or the official's or employee's position to obtain special consideration in personal purchases. Corporate discounts that are offered by business firms to all employees equally may be allowed when approved by the Chairperson of the Joint Sewer Board or his/her designee.

Purchasing and Procurement — Competitive Bidding.

- A. Any purchases or contracts made shall be made only after liberal competition, unless defined otherwise.
- B. *Authority And Responsibilities Appropriated Within the Adopted Annual Budget.*

Amount	Authorization	Bid Procedure
Equal to/less than \$7,500.00	Plant Manager	Small Purchases (C) (1)
Equal to/less than \$10,000.00	Public Works Directors	Informal Bids (C) (2)
Equal to/greater than \$10,001.00	Sewer Board	Informal Bids (C) (3)
Equal to/greater than \$25,001.00	Sewer Board	Formal Bids (D)

C. *Informal Bidding.*

1. *Small Purchases.* Purchases that are equal to or less than seven thousand five hundred dollars (\$7,500.00) shall be obtained under the following guidelines:

- a. Non-repetitive purchases not to exceed an aggregate amount of seven thousand five hundred dollars (\$7,500.00) may be made as approved by the Plant Manager. Purchases shall not be artificially divided to constitute a small purchase under this Section.
 - b. All purchases not within the approved annual operating budget shall be approved by the Joint Sewer Board and followed with a budget modification.
 - c. Such purchases under this Section shall not interfere with the procurement of items in an existing contractual obligation, services, or items already within a cooperative contract with another agency, or for other items of procurement through another established policy.
2. Informal Purchases. Purchases equal to or greater than seven thousand five hundred one dollars (\$7,501.00) and up to five thousand dollars (\$10,000.00) shall be obtained under the following guidelines:
- a. Public Works Directors and Managers. Purchases procured that are equal to or greater than seven thousand five hundred one dollars (\$7,501.00) and up to ten thousand dollars (\$10,000.00) shall be approved by the City of Lake Ozark Public Works Director and the City of Osage Beach Public Works Operations Manager.
 - b. Competitive quotations shall be solicited and documented from more than one (1) qualified supplier. Verbal quotes are authorized. Methods of soliciting bids should include direct mail request to prospective vendors; fax or phone requests; and/or electric media requests, such as email or other online formats.
 - c. If fewer than two (2) proposals from qualified vendors are received, staff recommendation shall be brought to the Joint Sewer Board for approval.
 - d. The Plant Manager may also choose to advertise using the formal bidding procedures if it is deemed by the Plant Manager to be in the best interest of the Sewer Board.
 - e. All purchases not within the approved annual operating budget shall be approved by the Joint Sewer Board and followed with a budget modification.
 - f. When reasonably possible, appropriate approval should be given prior to purchase.
 - g. Purchases shall not be artificially divided to constitute an informal purchase under this Section.
 - h. Such purchases under this Section shall not interfere with the procurement of items in an existing contractual obligation, services, or items already within a cooperative contract with another agency, or for other items of procurement through another established policy.
3. Informal Purchases. Purchases equal to or greater than ten thousand and one dollar (\$10,001.00) and up to twenty-five thousand dollars (\$25,000.00) shall be obtained under the following guidelines:
- a. Joint Sewer Board. Purchases procured that are equal to or greater than ten thousand one dollar (\$10,001.00) and up to twenty-five thousand dollars (\$25,000.00) shall be approved by the Joint Sewer Board.
 - b. Competitive quotations shall be solicited and documented from more than one (1) qualified supplier. Verbal quotes are authorized. Methods of soliciting bids should include direct mail request to prospective vendors; fax or phone requests; and/or electric media requests, such as email or other online formats.

- c. If fewer than two (2) proposals from qualified vendors are received, staff recommendation shall be brought to the Joint Sewer Board for approval.
- d. The Plant Manager may also choose to advertise using the formal bidding procedures if it is deemed by the Plant Manager to be in the best interest of the Sewer Board.
- e. All purchases not within the approved annual operating budget shall be approved by the Joint Sewer Board and followed with a budget modification.
- f. When reasonably possible, appropriate approval should be given prior to purchase.
- g. Purchases shall not be artificially divided to constitute an informal purchase under this Section.
- h. Such purchases under this Section shall not interfere with the procurement of items in an existing contractual obligation, services, or items already within a cooperative contract with another agency, or for other items of procurement through another established policy.

D. *Formal Bidding.*

- 1. *Formal.* Purchases and contracts equal to or greater than twenty-five thousand and one dollars (\$25,001.00) shall be approved by the Joint Sewer Board under the following guidelines:
 - a. *Bidding method.* Purchases and contracts shall be procured through formal competitive sealed bidding procedures unless it is determined, in writing, by the Plant Manager or his/her designee that this method is not practical. Factors for this determination include:
 - (1) Specifications of the bid can be prepared to permit the award based on either the lowest or the lowest evaluated bid price(s); and/or
 - (2) The specifics of the purchase such as supplies, time, place and/or performance are appropriate for the use of competitive sealed bidding.
 - b. *Public notice.*
 - (1) An Invitation for Bid (IFB) shall be published, stating a general description, once in at least one (1) local newspaper of the general circulation and on site at Lake Ozark and Osage Beach's City Halls and electronically via the Cities of Lake Ozark and Osage Beach website no less than fifteen (15) calendar days prior to stated bid opening.
 - (2) Notice of the bid invitation shall be sent, stating a general description, to all prospective bidders who have requested their names be added to the bidder's list on file with and maintained by the office of the Plant Manager pertaining to all published IFBs.
 - c. *Bid opening.*
 - (1) Sealed bids shall be delivered to and held by the Plant Manager who shall conduct the public bid opening at said date and time established by the formal notice.
 - (2) The names of the bidders, the prices, and the items offered, shall be recorded by the Plant Manager, and be posted for public inspection. The delivery terms, and/or other bid specifications items shall be recorded by the Plant Manager.
 - d. *Evaluation.*
 - (1) All bids are evaluated against the criteria included in the bid specifications as formally advertised.

- (2) The Plant Manager shall review all bids recorded and forward this to the Joint Sewer Board at the next meeting.
- (3) The Plant Manager shall check and document at least three (3) references of any proposed awardee which has previously not done business with the Joint Sewer Board within a 4-year period.
- (4) Changes to the bids or the IFB are not allowed after opening of the bids.
- (5) A contract modification may be made only after formal approval of the contract.
- (6) A pending contract modification may not be considered in evaluating procurement.

e. *Award.*

- (1) The Joint Sewer Board may accept and/or reject any or all bids and shall make the final award as determined to be the most advantageous to the Joint Sewer Board, taking into consideration price, bid solicitation and specifications.
- (2) The Plant Manager or his/her designee shall give written notification of award to the successful bidder.

f. *Non-responsive and unacceptable bids.*

- (1) The Joint Sewer Board may reject any bid which is materially non-responsive to the requirements set forth in the formal bid specifications.
- (2) The Joint Sewer Board may re-solicit bids if bids received because of a solicitation for bids are not acceptable for any reason. Such re-solicitation shall not be for the purpose of directing the award to bidder.

g. *Prohibitions.*

- (1) *Competitive price sharing.* Otherwise known as 'auctioneering,' price/cost sharing between vendors is prohibited when soliciting bids either in informal or formal, verbal or written, bid soliciting.
- (2) *Contract splitting.* Contracts shall not otherwise be divided or split to constitute small quantities and/or amounts or divided into artificial phases or sub-contracts for the purpose of circumventing the requirements of formal bidding.

- h. *Records.* The Plant Manager shall keep records of all bids and all contracts awarded which shall be open for public inspection. The office of the Joint Sewer Board Treasurer shall keep all invoice and payment records.

Purchasing and Procurement — Competitive Proposals.

- A. *Authority And Responsibilities.* Appropriated within the adopted annual budget.

Amount	Authorization
Equal to/less than \$1,000	Plant Manager
Equal to/greater than \$1,001	Joint Sewer Board

1. Plant Manager. Purchases procured that are equal to or less than one thousand dollars (\$1,000.00) shall be approved by the Plant Manager.

2. Purchases and contracts equal to or greater than one thousand and one dollars (\$1,001.00) shall require the approval of the Joint Sewer Board.
5. If fewer than two (2) proposals from qualified vendors are received, staff recommendation shall be brought to the Joint Sewer Board for approval.
6. All purchases not within the approved annual operating budget shall be approved by the Joint Sewer Board and followed with a budget modification.

B. *Conditions For Use.*

1. *Request for Qualifications (RFQ)*. RFQs may be used in lieu of competitive bidding procedures where it is necessary to demonstrate competence and qualifications for the type of services required. Price shall not be a factor in determining the best proposal. The Joint Sewer Board or their designee shall negotiate these contracts based on predetermined criteria as outlined in Section 8.285 to 8.291, RS Mo.
 - a. RFQ uses:
 - (1) Required professional services; includes engineers, architects, and land surveyors.
 - (2) Optional professional services; includes legal and financial services.
2. *Request for Proposal (RFP)*. RFPs may be used in lieu of competitive bidding procedures under specific circumstances where it is necessary to ensure fair and reasonable price, product, and/or service analysis, but not to prevent competition for technical superiority or price. This method allows for the possibility for negotiations of specific applicable conditions and is only used when competitive bidding is not practical or not advantageous to the Joint Sewer Board as determined by the Joint Sewer Board.
 - a. RFP may be used for the following:
 - (1) Optional professional services; including, but not limited to, legal, financial services, and other professional people who, in keeping with the standards of their discipline, will not enter a competitive bidding process.
 - (2) Complex services; or
 - (3) Non-standard items.

C. *Public Notice.*

- (1) An Invitation for Bid (IFB) shall be published, stating a general description, once in at least one (1) local newspaper of the general circulation and on site at Lake Ozark and Osage Beach's City Halls and electronically via the Cities of Lake Ozark and Osage Beach website no less than fifteen (15) calendar days prior to stated bid opening.
- (2) Competitive proposal packets may be mailed to proposers who have participated in previous competitive proposal on similar items and/or who have expressed an interest on the specific item and who are on the prospective bidder's list on file with the office of the Plant Manager. Notice of the invitation shall be sent, stating a general description, to all prospective bidders who have requested their names be added to the bidder's list on file with and maintained by the office of the Plant Manager pertaining to all competitive proposal published.

D. *Proposal Opening.*

1. Sealed proposals shall be delivered to and held by the office of the Plant Manager at said date and time

established by the formal notice.

2. The names of each proposer shall be recorded by the office of the Plant Manager and shall be posted for public inspection.
- E. *Post-Opening Proposal Discussion.* Post-opening negotiations, discussions, and clarifications may be made with each proposer by the Joint Sewer Board, or their designee as needed to the extent of one's own proposal.
- F. *Evaluation.*
1. The evaluated criteria shall be predetermined factors as formally advertised which measure the differences on how well a proposer meets the desired qualifications and performance characteristics.
 2. Reasonableness and credibility of price may be considered. Pursuant to Section 8.285 to 8.291 RS Mo., price cannot be a factor in the selection of engineers, architects, and land surveyors.
 3. The Joint Sewer Board, or their designee shall review all proposals recorded by the office of the Plant Manager.
 4. The Plant Manager shall check and document at least three (3) references of any proposed awardee which has previously not done business with the Joint Sewer Board within a 4-year period.
 5. Changes to the proposal are not allowed after opening of the proposals.
 6. Contract modification may be made by the Joint Sewer Board only after formal approval of the contract.
 7. A pending contract modification may not be considered in evaluating procurement.
- G. *Award.*
1. The Joint Sewer Board may accept and/or reject any or all proposals and shall make the final award as determined to be the most advantageous to the Joint Sewer Board.
 2. The Plant Manager or his/her designee shall give written notification of award to the successful proposer.
- H. *Non-Responsive and Unacceptable Proposals.*
1. The Joint Sewer Board may reject any proposal which is materially non-responsive to the requirements set forth in the formal specifications.
 2. The Joint Sewer Board may re-solicit proposals if proposals received because of a solicitation are not acceptable for any reason. Such re-solicitation shall not be for the purpose of directing the award to a particular proposer.
- I. *Records.* The office of the Plant Manager shall keep records of all competitive proposals and such records shall be open for public inspection.

Purchasing and Procurement — Correction/Withdrawal/ Cancellation.

- A. Bids or proposals may be revised, modified, or withdrawn by the bidder/proposer at any time by written or electronic notice received by the office of the Plant Manager prior to the opening.
- B. After bid or proposal opening, bid/proposal documentation shall be irrevocable as to preserve fair competition.

- C. Bids, proposals, or other solicitation for purchases or procurements may be cancelled or rejected if it is determined by the Joint Sewer Board their designee that such action is in the best interest of the Joint Sewer Board. This determination shall be in writing and shall be kept in the contract and/or final purchase/invoice file.

Purchasing and Procurement — Cooperative Purchasing/Sole Source Procurement/Emergency Purchases.

- A. *Cooperative Purchasing.* It is the goal of the Joint Sewer Board to participate in the cooperative procurement program with the State of Missouri, the County of Camden and/or Miller, or other governmental body. In lieu of purchasing requirements set out in this Policy, purchasing may be authorized based on bids received by another governmental entity, if all the following criteria are met:
1. The other governmental entity must have competitively bid the purchase using procedures which are substantially like the procedures which would have been required by this policy had the Joint Sewer Board bid the purchase itself.
 2. Verification can be made as to the fact that the bid procedures were indeed followed by the other governmental entity.
 3. The successful bidder to the other governmental entity must state, in writing, to the Joint Sewer Board that the Joint Sewer Board is authorized to make the same purchase at the same price.
 4. *Authority And Responsibilities Appropriated Within the Adopted Annual Budget.*

Amount	Authorization
Equal to/less than \$2,500.00	Plant Manager
Equal to/less than \$5,000.00	Public Works
Equal to/greater than \$5,001.00	Joint Sewer Board

- a. Plant Manager. Purchases procured by individual departments that are equal to or less than two thousand five hundred dollars (\$2,500.00) may be made as approved by the Plant Manager.
 - b. Public Works Directors and Managers. Purchases procured that are equal to or greater than two thousand five hundred one dollars (\$2,501.00) and up to five thousand dollars (\$5,000.00) shall be approved by the City of Lake Ozark Public Works Director and the City of Osage Beach Public Works Operations Manager.
 - c. Purchases and contracts equal to or greater than five thousand one dollars (\$5,001.00) shall require the approval of the Joint Sewer Board prior to purchase.
 - d. All purchases not within the approved annual operating budget shall be approved by the Joint Sewer Board and followed with a budget modification.
- B. *Sole Source Procurement.* A contract may be awarded without competition when it has been determined by the Joint Sewer Board that there is only one (1) feasible source.
1. *Defined.* A sole source is defined as follows:
 - a. *Proprietary.* When there is no substitute for items deemed necessary or a product is only available from

one (1) manufacturer or single distributor; and/or

- b. *History.* When the Joint Sewer Board purchases from the same vendor as it has in the past for the purpose of staying consistent.

2. *Procedure and records.*

- a. Appropriate negotiations shall determine price, delivery, and other terms necessary for purchase.
- b. Determination of sole source shall be documented and made part of the purchase/invoice file.
- c. The Plant manager shall check and document at least three (3) references of any proposed awardee which has previously not done business with the City within a 4-year period.

3. *Authority And Responsibilities Appropriated Within the Adopted Annual Budget.*

- a. Plant Manager. Purchases procured that are equal to or less than two thousand five hundred dollars (\$2,500.00) may be made as approved by the Plant Manager.
- b. Public Works. Purchases that are equal to or less than five thousand five hundred one dollars (\$5,501.00) shall be approved by the Lake Ozark Public Works Director and the Osage Beach Public Works Operation Manager.
- c. Purchases and contracts equal to or greater than five thousand one dollars (\$5,001.00) shall require the approval of the Joint Sewer Board.
- d. All purchases not within the approved annual operating budget shall be approved by the Joint Sewer Board and followed with a budget modification.

C. *Emergency Purchases.*

- 1. *Defined.* An emergency is a disaster declared by the Mayor of Osage Beach or Lake Ozark or when a breakdown in machinery or equipment or termination of essential services that may vitally affect the health, safety, or welfare of the employees or the public.
- 2. *Authority And Responsibilities.* The approval authority is set forth as follows:
 - a. Plant Manager. Approval of emergency purchases (non-budgeted items) equal to or less than five thousand dollars (\$5,000.00). The Plant Manager shall get approval from the Public Works Manager or Operations Manager of each city or if they are not available then the City Administrator. This action shall be reported at the next regular meeting.
 - b. Plant Manager. Approval of emergency purchases (non-budgeted items) greater than five thousand and one dollar but less than fifty thousand dollars (\$50,000.00). The Plant Manager shall get approval from the Mayors of each city or if in the Mayor is not available then the City Administrator. This action shall be reported at the next regular meeting.
 - c. Joint Sewer Board. Plant Manager shall obtain approval of emergency purchases equal to or greater than fifty thousand and one dollars (\$50,001.00) at the next Joint Sewer Board meeting, if time permits, or by means of a concentrated effort to poll the Joint Sewer Board to obtain an agreement of the majority.

Transfers and Sales.

- A. *Disposal Of Joint Sewer Board Property.*

1. *Authority.* The Plant Manager shall be responsible for the effective disposal of all surplus property of the Joint Sewer Board operations.
 - a. Annually, or as needed, the Plant Manager or his/her designee provide a detailed report of Joint Sewer Board property to be declared surplus. The report shall be the responsibility of the Plant manager to indicate from which the stated property was last assigned and shall include a detailed description of the property including any surveys, drawings, appraisals, photos, or any other identifying and/or descriptive information that may be pertinent to the disposal of the stated property.
 - b. The Plant Manager shall provide a report to the Joint Sewer Board of all property deemed surplus and the recommended method of disposal.
2. Property deemed surplus may be disposed of in the following methods:
 - a. *Trade-in.* When replacing its surplus property with a like-kind item(s) the Plant Manager may approve the possible trade-in of stated property. The IFB shall request prices with or without the stated trade-in and should indicate that the award may be made on either basis. The Plant Manager shall compare the stated trade-in value versus the expected sale price based on current market evaluations and shall determine the best method of disposal.
 - b. *Sale.* Sale of surplus property requires Joint Sewer Board approval and may be handled by the following methods:
 - (1) *Sale by auction.* Auction, including online auction venues, shall be publicly advertised to include a general description of the item(s) to be sold, method of auction, and shall be placed in at least one (1) local newspaper of general circulation and on site at Sewer Treatment Plant and electronically via the City's website no less than fifteen (15) calendar days prior to sale's end date and time. Items shall be sold to the highest registered bidder.
 - (2) *Sale by sealed bids.* Public notice shall be made of the sale which shall include a general description of the item(s) to be sold and placed in at least one (1) local newspaper of general circulation and on site at Sewer Treatment Plant and electronically via the participating City's website no less than fifteen (15) calendar days prior to sale's end date and time. Sealed bids shall be delivered to and held by the Plant Manager who shall conduct the bid opening at said date and time established by the formal notice.
 - (3) *Sale by salvage.* When surplus property is deemed unfit for sale by auction or sealed bids the Plant Manager shall approve the sale to a licensed scrap and/or recycle dealer/business.
 - d. *Destruction.* Property that has been deemed by the Plant Manager to be surplus and has no monetary value or use to the sewer treatment plant may be disposed, after approval of the Joint Sewer Board by means of proper destruction based on the specific item(s) stated as such. It shall be the responsibility of the Plant manager to ensure effective and legal disposal of approved said item(s).
 - e. *Donation.* In the event property has been deemed by the Plant Manager to be surplus and of no use to the sewer treatment plant, the Joint Sewer Board may elect to donate stated property to a charity or other not-for-profit organizations.