CITY OF WILLARD

WATER ADVISORY BOARD MEETING

September 16, 2026 at 5:30 PM

Willard City Hall, 224 W. Jackson St., Willard, MO

AGENDA

Update Posted on September 14, 2026, at 4:00 p.m.

The TENTATIVE AGENDA of this meeting includes:

CALL THE MEETING TO ORDER

1. **ROLL CALL**
2. **AGENDA AMENDMENTS/APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
   - **A. WATER BOARD MEETING MINUTES 6/17/2026**
4. **CITIZEN INPUT**
5. **FINANCIAL STATEMENTS**
   - **A. WATER-SEWER FINANCIALS**
6. **DIRECTOR'S REPORT**
   - **A. WATER LOSS AUDIT**
   - **B. SEWER I&I CONTRACT**
   - **C. WATER TOWER**
   - **D. MEADOWS & 94 LIFT STATION**
7. **NEW BUSINESS**
8. **UNFINISHED BUSINESS**
9. **ADJOURN MEETING**

If you have special needs which require accommodation, please notify personnel at the City Hall. Representatives of the news media may obtain copies of this notice by contacting the City Clerk at 417-742-5302.

Courtney Myers, City Clerk

City of Willard
WATER ADVISORY BOARD
June 17, 2026

MINUTES

Members Present: Bryan Chapman, Kelly Davis, Scott Long, Kem Reed, Angie Wilson
Members Absent: None
City of Willard: Trevor Hoffman, Ray Lynch

Upon motion by Kelly Davis, seconded by Angie Wilson, the committee voted unanimously to approve the meeting agenda.

Upon motion by Scott Long, seconded by Davis, the committee voted unanimously to approve minutes from the May 20, 2026, meeting.

Preliminary Inflow & Infiltration Findings in Meadows/Villa Park Subdivision: Ray Lynch encouraged the committee members to attend the next Board of Alders meeting (6/22/2026), at which he will present his findings and recommendations regarding I&I in Meadows and Villa Park subdivisions.

Citizen Input: None.

Financial Statements: The committee acknowledged receipt of financial statements.

Director's Report: Trevor Hoffman reported the Meadows water tower repairs are underway. He also reported they met with Flynn Drilling about the possibility of lowering the well pump at AB and EE to add capacity. Hoffman reported Public Works will change out the high school water meter after summer school.

Review of Expectations for Water Advisory Board: Angie Wilson made a motion to table the agenda item for a future meeting at which city staff could be present to address the role of the committee and its responsibility to the board. Kelly Davis seconded, and the committee unanimously agreed.

New Business: None

Unfinished Business: None

Upon motion to adjourn by Davis, seconded by Long, the board voted unanimously to adjourn at 6:23 pm.

Minutes Submitted by Angie Wilson, Secretary
Water Advisory Board

City of Willard, MO

Budget Report
Account Summary
For Fiscal: 2026 Period Ending: 08/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 20 - WATER AND SEWER FUND							
Revenue							
20-600-40700	METER REPLACEMENT/ INSTALLATI...	500.00	500.00	0.00	175.00	-325.00	65.00 %
20-600-40750	WATER INFRASTRUCTURE UPGRADE	98,000.00	98,000.00	0.00	6,573.75	-91,426.25	93.29 %
20-600-40800	MISCELLANEOUS INCOME-WATER	1,500.00	1,500.00	683.20	4,454.34	2,954.34	296.96 %
20-600-40850	CONVENIENCE FEE-WATER	43,000.00	43,000.00	0.00	34,785.40	-8,214.60	19.10 %
20-600-40920	PENALTY INCOME-WATER	42,000.00	42,000.00	4,530.84	29,743.08	-12,256.92	29.18 %
20-600-42000	GRANT RECEIPTS-WATER	15,000.00	15,000.00	1,131,472.27	1,131,472.27	1,116,472.27	7,543.15 %
20-600-43000	INTEREST INCOME-WATER	48,000.00	48,000.00	0.00	26,041.83	-21,958.17	45.75 %
20-600-44100	UTILITY LOCATE FEES	500.00	500.00	0.00	25.00	-475.00	95.00 %
20-600-44110	NEW CONSTN METER INSTALLATI...	25,000.00	25,000.00	1,300.00	20,800.00	-4,200.00	16.80 %
20-600-44120	WATER CAPACITY FEES	30,000.00	30,000.00	1,600.00	16,650.00	-13,350.00	44.50 %
20-600-48510	WATER SALES - CITY COMMERCIAL ...	180,676.50	180,676.50	17,904.47	108,092.34	-72,584.16	40.17 %
20-600-48515	WATER SALES - RURAL COMMERCIA...	14,950.00	14,950.00	1,498.20	10,556.36	-4,393.64	29.39 %
20-600-48520	WATER SALES - CITY RESIDENTIAL (...	1,009,700.00	1,009,700.00	92,009.68	692,241.92	-317,458.08	31.44 %
20-600-48525	WATER SALES - RURAL RESIDENTIAL...	635,835.00	635,835.00	55,107.99	378,921.29	-256,913.71	40.41 %
20-600-48531	WATER BULK RENTAL FEE	500.00	500.00	0.00	600.00	100.00	120.00 %
20-600-48535	WATER SALES - BULK	550.00	550.00	0.00	2,140.00	1,590.00	389.09 %
20-600-49000	CAPITAL ASSET SALES-WATER	2,125.00	2,125.00	0.00	0.00	-2,125.00	100.00 %
20-700-40750	SEWER INFRASTRUCTURE UPGRADE	3,580.00	3,580.00	0.00	6,573.75	2,993.75	183.62 %
20-700-40800	MISCELLANEOUS INCOME-SEWER	1,000.00	1,000.00	2,806.00	2,806.00	1,806.00	280.60 %
20-700-40850	CONVENIENCE FEE-SEWER	42,950.00	42,950.00	0.00	34,785.34	-8,164.66	19.01 %
20-700-40920	PENALTY INCOME-SEWER	40,000.00	40,000.00	3,437.23	26,760.11	-13,239.89	33.10 %
20-700-42000	GRANT RECEIPTS-SEWER	2,978,320.00	2,978,320.00	0.00	51,235.56	-2,927,084.44	98.28 %
20-700-43000	INTEREST INCOME-SEWER	40,000.00	40,000.00	0.00	26,041.83	-13,958.17	34.90 %
20-700-44100	TREATMENT FACILITY FEES	6,800.00	6,800.00	400.00	4,200.00	-2,600.00	38.24 %
20-700-44110	SEWER LATERAL CONNECTION FEES	7,000.00	7,000.00	400.00	4,200.00	-2,800.00	40.00 %
20-700-44120	SEWER CAPACITY FEES	1,200.00	1,200.00	0.00	0.00	-1,200.00	100.00 %
20-700-48800	SEWER SALES-SEWER	2,403,925.50	2,403,925.50	214,914.65	1,679,179.94	-724,745.56	30.15 %
20-700-49000	CAPITAL ASSET SALES-SEWER	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %
20-700-49500	COP PROCEEDS-SEWER	3,618,989.00	3,618,989.00	0.00	1,246,057.74	-2,372,931.26	65.57 %
	Revenue Total:	**11,293,601.00**	**11,293,601.00**	**1,528,064.53**	**5,545,112.85**	**-5,748,488.15**	**50.90%**
Expense							
20-600-50000	CHEMICALS-WATER	16,500.00	16,500.00	0.00	6,603.10	9,896.90	59.98 %
20-600-50130	SUPPLIES-WATER	75,000.00	75,000.00	428.31	30,564.88	44,435.12	59.25 %
20-600-50200	LABORATORY FEES-WATER	2,000.00	2,000.00	169.00	1,563.00	437.00	21.85 %
20-600-50300	LABORATORY SUPPLIES-WATER	6,000.00	6,000.00	1,349.95	1,349.95	4,650.05	77.50 %
20-600-50500	BUILDING MAINTENANCE-WATER	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
20-600-50550	CUSTODIAL SUPPLIES-WATER	500.00	500.00	0.00	50.95	449.05	89.81 %
20-600-50600	MISCELLANEOUS EXPENSE-WATER	23,380.10	23,380.10	0.00	23,380.10	0.00	0.00 %
20-600-50700	OFFICE SUPPLIES-WATER	3,500.00	3,500.00	81.23	1,054.93	2,445.07	69.86 %
20-600-50750	POSTAGE-WATER	14,000.00	14,000.00	1,366.63	9,241.17	4,758.83	33.99 %
20-600-51000	REPAIRS AND MAINTENANCE-WAT...	90,000.00	90,000.00	9.86	90,896.63	-896.63	-1.00 %
20-600-51025	NEW INFRASTRUCTURE EXPENSE-...	60,000.00	60,000.00	0.00	51,324.27	8,675.73	14.46 %
20-600-51030	GENERATOR REPAIRS & MAINT-WA...	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
20-600-52000	SUPPLIES SMALL EQUIPMENT-WAT...	10,000.00	10,000.00	0.00	2,323.74	7,676.26	76.76 %
20-600-52300	LOCATE SUPPLIES-WATER	1,000.00	1,000.00	65.99	474.00	526.00	52.60 %
20-600-52500	METER REPLACEMENT-WATER	120,000.00	120,000.00	0.00	3,621.48	116,378.52	96.98 %
20-600-55200	ADVERTISING-WATER	200.00	200.00	0.00	0.00	200.00	100.00 %
20-600-55400	AUDIT EXPENSE-WATER	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00 %
20-600-55500	BANK/CREDIT CARD FEES-WATER	58,000.00	58,000.00	0.00	37,133.96	20,866.04	35.98 %
20-600-55800	DUES AND SUBSCRIPTIONS-WATER	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
20-600-55850	EQUIPMENT RENTAL-WATER	5,000.00	5,000.00	513.70	2,581.30	2,418.70	48.37 %
20-600-56000	INSURANCE-WATER	30,000.00	30,000.00	2,433.34	20,479.99	9,520.01	31.73 %
20-600-56400	PROFESSIONAL-WATER	257,400.00	257,400.00	13,509.14	219,012.61	38,387.39	14.91 %
20-600-56950	TRAINING & EDUCATION-WATER	1,700.00	1,700.00	0.00	0.00	1,700.00	100.00 %
20-600-57400	EQUIPMENT/SOFTWARE CONTRAC...	31,700.00	31,700.00	5,122.44	17,198.38	14,501.62	45.75 %
20-600-61000	TELEPHONE WATER	0.00	0.00	50.00	50.00	-50.00	0.00 %
20-600-62000	UTILITIES ELECTRIC-WATER	130,000.00	130,000.00	18,948.94	128,892.40	1,107.60	0.85 %
20-600-70000	VEHICLE EXPENSE FUEL-WATER	16,000.00	16,000.00	477.81	2,577.39	13,422.61	83.89 %
20-600-70100	EQUIPMENT FUEL-WATER	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
20-600-71000	VEHICLE REPAIR & MAINT-WATER	10,050.00	10,050.00	496.59	3,197.20	6,852.80	68.19 %
20-600-71100	EQUIPMENT REPAIR & MAINT-WAT...	10,000.00	10,000.00	0.00	78.48	9,921.52	99.22 %
20-600-75000	VEHICLE LEASE-WATER	40,000.00	40,000.00	6,592.34	43,655.85	-3,655.85	-9.14 %
20-600-75100	EQUIPMENT LEASE-WATER	12,781.00	12,781.00	1,059.73	8,477.84	4,303.16	33.67 %
20-600-90000	SALARIES-WATER	612,092.06	612,092.06	31,419.43	299,329.27	312,762.79	51.10 %
20-600-90500	SALARIES OVERTIME-WATER	12,500.00	12,500.00	1,049.01	6,195.55	6,304.45	50.44 %
20-600-91500	PAYROLL TAXES-WATER	39,345.41	39,345.41	2,428.37	22,604.50	16,740.91	42.55 %
20-600-92000	RETIREMENT-WATER	45,220.10	45,220.10	2,997.97	27,089.20	18,130.90	40.09 %
20-600-92500	UNIFORMS-WATER	2,800.00	2,800.00	66.90	1,240.96	1,559.04	55.68 %
20-600-93000	GROUP INSURANCE-WATER	74,280.80	74,280.80	5,311.57	42,859.45	31,421.35	42.30 %
20-600-95100	CAPITAL ASSET EXP-WATER	105,000.00	105,000.00	13,151.35	6,758.34	98,241.66	93.56 %
20-600-95500	CAPITAL ASSET EQUIPMENT-WATER	24,100.00	24,100.00	11,457.76	11,457.76	12,642.24	52.46 %
20-600-96000	PRINCIPAL EXPENSE-WATER	90,000.00	90,000.00	0.00	92,500.00	-2,500.00	-2.78 %
20-600-96200	INTEREST EXPENSE-WATER	10,644.00	10,644.00	0.00	7,580.45	3,063.55	28.78 %
20-600-96400	FISCAL AGENT FEES-WATER	1,500.00	1,500.00	375.00	750.00	750.00	50.00 %
20-600-97100	BAD DEBT EXPENSE-WATER	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
20-700-50000	CHEMICALS-SEWER	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
20-700-50130	SUPPLIES-SEWER	7,000.00	7,000.00	776.38	4,872.67	2,127.33	30.39 %
20-700-50350	PERMIT FEES-SEWER	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
20-700-50500	BUILDING MAINTENANCE-SEWER	1,500.00	1,500.00	0.00	4,606.56	-3,106.56	-207.10 %
20-700-50550	CUSTODIAL SUPPLIES-SEWER	1,000.00	1,000.00	0.00	80.96	919.04	91.90 %
20-700-50600	MISCELLANEOUS EXPENSE-SEWER	23,380.10	23,380.10	0.00	23,380.10	0.00	0.00 %
20-700-50700	OFFICE SUPPLIES-SEWER	3,500.00	3,500.00	81.23	1,054.92	2,445.08	69.86 %
20-700-50750	POSTAGE-SEWER	14,000.00	14,000.00	1,365.23	9,194.08	4,805.92	34.33 %
20-700-51000	REPAIRS AND MAINTENANCE-SEWER	80,000.00	80,000.00	18,360.90	62,969.49	17,030.51	21.29 %
20-700-51025	NEW INFRASTRUCTURE EXPENSE-S...	50,000.00	50,000.00	0.00	3,499.28	46,500.72	93.00 %
20-700-51030	GENERATOR REPAIRS & MAINT-SE...	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
20-700-51050	I&I EXPENSE-SEWER	30,000.00	35,000.00	0.00	1,040.96	33,959.04	97.03 %
20-700-52000	SUPPLIES SMALL EQUIPMENT-SEW...	7,000.00	7,000.00	25.18	5,916.85	1,083.15	15.47 %
20-700-55100	HOOK UP EXPENSE-SEWER	100.00	100.00	0.00	0.00	100.00	100.00 %
20-700-55200	ADVERTISING-SEWER	750.00	750.00	0.00	100.00	650.00	86.67 %
20-700-55400	AUDIT EXPENSE-SEWER	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
20-700-55500	BANK/CREDIT CARD FEES-SEWER	60,000.00	60,000.00	0.00	35,736.13	24,263.87	40.44 %
20-700-55800	DUES AND SUBSCRIPTIONS-SEWER	200.00	200.00	0.00	0.00	200.00	100.00 %
20-700-55850	EQUIPMENT RENTAL-SEWER	2,600.00	2,600.00	513.71	1,895.23	704.77	27.11 %
20-700-56000	INSURANCE-SEWER	51,450.00	51,450.00	2,433.34	24,016.62	27,433.38	53.32 %
20-700-56200	LEGAL-SEWER	5,000.00	5,000.00	0.00	92.45	4,907.55	98.15 %
20-700-56400	PROFESSIONAL-SEWER	100,000.00	100,000.00	7,252.68	54,387.50	45,612.50	45.61 %
20-700-56500	SAFETY PROGRAM-SEWER	200.00	200.00	0.00	0.00	200.00	100.00 %
20-700-56950	TRAINING & EDUCATION-SEWER	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
20-700-57400	EQUIPMENT/SOFTWARE CONTRAC...	20,000.00	20,000.00	1,286.40	11,101.44	8,898.56	44.49 %
20-700-58000	SPRINGFIELD SEWER CHARGES-SE...	658,000.00	658,000.00	0.00	538,113.60	119,886.40	18.22 %
20-700-62000	UTILITIES ELECTRIC-SEWER	88,000.00	88,000.00	10,978.30	74,806.11	13,193.89	14.99 %
20-700-70000	VEHICLE EXPENSE FUEL-SEWER	16,000.00	16,000.00	477.81	2,414.53	13,585.47	84.91 %
20-700-70100	EQUIPMENT FUEL-SEWER	6,000.00	6,000.00	1,076.22	4,492.95	1,507.05	25.12 %
20-700-71000	VEHICLE REPAIR & MAINT-SEWER	10,500.00	10,500.00	496.59	3,458.32	7,041.68	67.06 %
20-700-71100	EQUIPMENT REPAIR & MAINT-SEW...	8,500.00	8,500.00	0.00	274.93	8,225.07	96.77 %
20-700-75000	VEHICLE LEASE-SEWER	40,000.00	40,000.00	6,592.35	43,655.86	-3,655.86	-9.14 %
20-700-75100	EQUIPMENT LEASE-SEWER	12,000.00	12,000.00	1,059.74	8,477.92	3,522.08	29.35 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
20-700-79000	PROPERTY EASEMENT-SEWER	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
20-700-90000	SALARIES-SEWER	638,223.25	638,223.25	45,612.51	405,838.31	232,384.94	36.41 %
20-700-90500	SALARIES OVERTIME-SEWER	16,000.00	16,000.00	1,671.17	10,453.96	5,546.04	34.66 %
20-700-91500	PAYROLL TAXES-SEWER	49,589.08	49,589.08	3,478.85	30,725.97	18,863.11	38.04 %
20-700-92000	RETIREMENT-SEWER	53,177.97	53,177.97	4,252.69	37,592.54	15,585.43	29.31 %
20-700-92500	UNIFORMS-SEWER	2,300.00	2,300.00	66.90	1,263.63	1,036.37	45.06 %
20-700-93000	GROUP INSURANCE-SEWER	114,760.80	114,760.80	7,614.34	60,120.58	54,640.22	47.61 %
20-700-95100	CAPITAL ASSET EXP-SEWER	6,865,315.00	6,865,315.00	201,669.38	443,464.51	6,421,850.49	93.54 %
20-700-95500	CAPITAL ASSET EQUIPMENT-SEWER	24,100.00	24,100.00	21,753.08	125,937.35	-101,837.35	-422.56 %
20-700-96000	PRINCIPAL EXPENSE-SEWER	252,500.00	252,500.00	0.00	217,470.28	35,029.72	13.87 %
20-700-96200	INTEREST EXPENSE-SEWER	172,304.00	172,304.00	0.00	58,330.44	113,973.56	66.15 %
20-700-96400	FISCAL AGENT FEES-SEWER	1,700.00	1,700.00	375.00	750.00	950.00	55.88 %
20-700-97100	BAD DEBT EXPENSE-SEWER	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
	Expense Total:	**11,590,343.67**	**11,595,343.67**	**460,202.34**	**3,535,736.11**	**8,059,607.56**	**69.51%**
	Fund: 20 - WATER AND SEWER FUND Surplus (Deficit):	**-296,742.67**	**-301,742.67**	**1,067,862.19**	**2,009,376.74**	**2,311,119.41**	**765.92%**
	Report Surplus (Deficit):	**-296,742.67**	**-301,742.67**	**1,067,862.19**	**2,009,376.74**	**2,311,119.41**	**765.92%**

Budget Report For Fiscal: 2026 Period Endin[obscured]6

Group Summary

Account Typ…	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 20 - WATER AND SEWER FUND						
Revenue	11,293,601.00	11,293,601.00	1,528,064.53	5,545,112.85	-5,748,488.15	50.90%
Expense	11,590,343.67	11,595,343.67	460,202.34	3,535,736.11	8,059,607.56	69.51%
Fund: 20 - WATER AND SEWER FUND Surplus (Deficit):	**-296,742.67**	**-301,742.67**	**1,067,862.19**	**2,009,376.74**	**2,311,119.41**	**765.92%**
Report Surplus (Deficit):	**-296,742.67**	**-301,742.67**	**1,067,862.19**	**2,009,376.74**	**2,311,119.41**	**765.92%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
20 - WATER AND SEWER FUND	-296,742.67	-301,742.67	1,067,862.19	2,009,376.74	2,311,119.41
Report Surplus (Deficit):	**-296,742.67**	**-301,742.67**	**1,067,862.19**	**2,009,376.74**	**2,311,119.41**