Study to Determine the Feasibility of Shared WasteWater Treatment Resources in the Meramec Region

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“This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department's product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document.”
1) EXECUTIVE SUMMARY
~ Project Background/Summary of Findings and Recommendations

The Meramec Region is located in south-central Missouri and includes Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington counties. The area is rural, with the largest city being Rolla, with a population of 20,390. According to the 2015-2019 American Community Survey (ACS) the entire eight-county region has an estimated population of 198,743. The majority of incorporated communities in the region have populations of less than 5,000. Very small communities struggle to maintain qualified employees to operate and maintain wastewater systems. Due to very small populations of customers, these communities do not generate much revenue, yet expenses to operate and maintain a system are comparable to larger communities. It is often difficult to retain employees who are trained in maintaining wastewater systems, as these positions are generally part-time.

Certified operators are in constant demand with few available locally. Communities advertising for operators is quite common.

The Meramec Regional Planning Commission (MRPC) is a voluntary council of local governments made up of eight counties and 36 municipalities which was formed in 1969. MRPC has been very active in assisting communities with writing and administering grants and loans for wastewater treatment facilities and other projects
related to water and wastewater. In 2010 MRPC joined with other regional planning commissions around the state to conduct a state-wide wastewater assessment.

In 2018, the Meramec Regional Planning Commission (MRPC) submitted a 604(b) application for water quality management grants to the Missouri Department of Natural Resources (MDNR) for the purpose of doing a feasibility study to determine if there would be a cost savings and improved job stability in having shared operational responsibilities among multiple small communities. The proposal would study the duties and time commitments for operation of small wastewater treatment facilities as well as the personnel costs – including for initial training and required continuing education.

The proposal was funded by MDNR in 2018 through the 604b Water Quality grants and completed in August 2021.

There are 130 permitted facilities in the Meramec Region, and 130 were included on the initial survey mailing. Of those, 51 permits have requirements for certified wastewater operators. Based on additional information received, six of those were removed from the list due to closure or privatization. An additional 12 entities were eventually removed from the list, due to mailings being returned or statements from the entities that they were not interested in participating. A total of 39 surveys were completed with staff personally visiting and interviewing 13 communities to gather information.

In addition to conducting the study, the proposal included sharing the results with communities and small sewer districts throughout the region. If the study showed that the approach would result in cost savings, MRPC would work with interested entities to implement sharing operators.

The study sought to answer the following questions:

- Is there a cost savings in having shared operational responsibilities among several small communities over the status quo of each community hiring and training part-time staff?
- Is there improved employment stability for communities sharing an operator?

During the course of gathering information for the study, MRPC staff found that communities were also concerned about:

- How can training costs be reduced and access to training improved?
- Is there a cost savings in using local labs for sample testing?

Staff were able to investigate training costs and accessibility and those findings and the results of MRPC’s efforts are included in this report. Questions regarding cost savings in using local labs for sample testing was not explored further as funding and time were limited.
The intent of the study was to determine if it was feasible for small communities to share a wastewater operator to save money and reduce turnover rates. Results of the study showed that although there would be cost savings in sharing an operator, other factors resulted in there being limited interest in long-term sharing of operators by small communities in the area. Communities cited liability issues, differences in salaries, complications with benefits and concern about how an operator would be able to provide adequate service if both systems were having an emergency.

Through interviews and surveys, it became evident that most small communities were not comfortable with routinely sharing operators. Reasons included liability concerns and how the operator would prioritize work if there were critical issues occurring with both systems at the same time. City representatives also questioned how items like insurance, employee benefits, etc. could feasibly be shared. Additionally, in most small communities this position is filled by someone who also has other job responsibilities that may be unrelated to wastewater treatment. For instance, the operator may also be responsible for road maintenance or utility services.

Most of the communities were interested in putting Memorandums of Understanding in place to share operators on short-term basis – for instance when an operator went on vacation or sick leave. A sample agreement for the purpose of sharing a full-time operator, and sample MOUs for providing backup assistance in emergency situations and in routine operator absence situations were developed and are included in both the implementation plan and Chapter 6. These documents were shared with the participating owner/operators.

**Recommendation:** Encourage small communities and small system owners to consider entering into MOUs with nearby communities to jointly provide backup wastewater treatment operators to cover when the regular operator is unavailable or during an emergency when additional assistance is needed.

**Recommendation:** Continue to encourage small communities who only provide part-time employment for their wastewater operator to consider entering into an MOU or contract with a nearby community to share a wastewater operator for the purpose of cutting costs, providing full-time employment and benefits and reducing turnover.

**Recommendation:** Provide additional information, including contact information, and encourage interested entities to follow-up and explore MOUs and contract opportunities.

The survey revealed that 15 jurisdictions, or roughly half of the respondents, did not have their wastewater systems digitally mapped. As GIS mapping of utilities is an efficient tool in maintaining, expanding and improving systems, it is important for these jurisdictions to be informed on the mapping options available.
The greatest concern expressed by small communities was the lack of locally accessible training. Classroom training time required to complete the lowest certification level – Class D – is 12 days. Factoring in travel time and overnight stays, the time and financial commitment for a small community to get someone trained to minimal standards can be significant. This does not include continuing education hours. Currently there is no wastewater operator training or certification examinations being offered within the eight-county Meramec region.

Staff contacted one of the training providers, Missouri Rural Water Association (MRWA) and discussed this issue. The COVID-19 pandemic has resulted in several classes being converted from in-person classroom courses to virtual classes. This has improved accessibility for those communities that are located far from the regular class locations – as long as broadband internet is readily available. In rural Missouri broadband accessibility can be limited. Trainers believed that those classes that worked well on a virtual platform will continue to be offered, but other courses that are not as conducive to virtual delivery will likely return to only in-person classes. Discussions with MRWA included staff offering training locations within the region. MRWA trainers were receptive to using alternate locations in the region providing training.

**Recommendation:** Continue to provide and expand wastewater operator training in a virtual format that can be accessed by anyone with an adequate internet connection.

**Recommendation:** Provide training options using locations within the Meramec Region. This could also include providing local certification exams.

Four cities within the Meramec Region have arrangements to share operators: Crocker and Dixon and Cuba and Bourbon. In both cases, the operator is a contractor who has independent contracts with both communities. The survey found that 10 jurisdictions (based on 39 responses) were interested in sharing operators – or at least willing to learn more.

**Recommendation:** Share information on GIS services available through MRPC to those entities without digital/GIS capabilities.
2) STUDY AREA

The study area consists of the eight counties in the Meramec Region: Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington. These eight counties cover approximately 5,151 and include 36 incorporated cities. The total population for the region, according to the 2019 American Community Survey, is 198,743. Figure 1 provides a map of the region showing city and county boundaries and major transportation routes.

Table 1 shows the population for each county, median age of residents, median household income, percent of population living in poverty for each county and the number of households.

As is evidenced by the populations for each county, the area is very rural. The largest city is Rolla, with a population of 20,169. Phelps and Pulaski counties have the youngest median age for the region due to the location of Missouri University of Science and Technology in Rolla and Fort Leonard Wood in Pulaski County, which both bring in large numbers of young people for post-secondary education and military training. Median household income varies among the eight counties, with Osage County having the highest MHI of $61,687 and Washington County having the lowest with $41,483. The percentage of people living in poverty also varies widely, with Osage County having the lowest rate of 7.4 percent and Dent County having the highest rate with 22.4 percent.

Table 1: General Demographics for Meramec Region

<table>
<thead>
<tr>
<th>County</th>
<th>Population</th>
<th>Median Age</th>
<th>Median Household Income</th>
<th>% in Poverty</th>
<th>Number of Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawford</td>
<td>24,154</td>
<td>41.9</td>
<td>$44,438</td>
<td>18.5%</td>
<td>9,578</td>
</tr>
<tr>
<td>Dent</td>
<td>15,545</td>
<td>44.7</td>
<td>$42,100</td>
<td>22.4%</td>
<td>6,371</td>
</tr>
<tr>
<td>Gasconade</td>
<td>14,711</td>
<td>46.2</td>
<td>$54,885</td>
<td>9%</td>
<td>6,076</td>
</tr>
<tr>
<td>Maries</td>
<td>8,803</td>
<td>46</td>
<td>$47,569</td>
<td>17%</td>
<td>3,762</td>
</tr>
<tr>
<td>Osage</td>
<td>13,615</td>
<td>40.8</td>
<td>$61,687</td>
<td>7.4%</td>
<td>5,120</td>
</tr>
<tr>
<td>Phelps</td>
<td>44,630</td>
<td>35.3</td>
<td>$44,154</td>
<td>20.6%</td>
<td>17,981</td>
</tr>
<tr>
<td>Pulaski</td>
<td>52,425</td>
<td>27.6</td>
<td>$53,492</td>
<td>15.1%</td>
<td>15,154</td>
</tr>
<tr>
<td>Washington</td>
<td>24,860</td>
<td>40.8</td>
<td>$41,483</td>
<td>20.1%</td>
<td>9,231</td>
</tr>
</tbody>
</table>

*Source: American Community Survey 2019, US Census*
Figure 1: Map of the Meramec Region

Meramec Region

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

Document: X:\GIS\GIS Projects\6946\Wastewater Survey 2019\Region.mapd
The region’s population is primarily white, with larger minority populations located in Phelps and Pulaski counties. Phelps County and the city of Rolla have the Missouri University of Science and Technology campus which results in more racial and cultural diversity. Pulaski County is home to Fort Leonard Wood, which also has a higher percentage of minority groups.

Table 2: Racial Demographics for the Meramec Region

<table>
<thead>
<tr>
<th>County</th>
<th>White</th>
<th>African American</th>
<th>American Indian/Alaskan Native</th>
<th>Asian</th>
<th>Native Hawaiian/Pacific Islander</th>
<th>Hispanic</th>
<th>Two or More Races</th>
<th>Some Other Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawford</td>
<td>96.7</td>
<td>0.4</td>
<td>0</td>
<td>0.2</td>
<td>0.2</td>
<td>2.0</td>
<td>2.1</td>
<td>0.6</td>
</tr>
<tr>
<td>Dent</td>
<td>95.2</td>
<td>0.5</td>
<td>0.7</td>
<td>0.3</td>
<td>0.3</td>
<td>1.8</td>
<td>2.9</td>
<td>0.3</td>
</tr>
<tr>
<td>Gasconade</td>
<td>97.2</td>
<td>0.5</td>
<td>0.5</td>
<td>0.3</td>
<td>0.3</td>
<td>1.4</td>
<td>1.3</td>
<td>0.2</td>
</tr>
<tr>
<td>Maries</td>
<td>96.7</td>
<td>0.3</td>
<td>1.0</td>
<td>1.0</td>
<td>0.3</td>
<td>1.3</td>
<td>0.9</td>
<td>0.1</td>
</tr>
<tr>
<td>Osage</td>
<td>99.1</td>
<td>0.2</td>
<td>0.1</td>
<td>0</td>
<td>0.1</td>
<td>0.8</td>
<td>0.4</td>
<td>0.1</td>
</tr>
<tr>
<td>Phelps</td>
<td>90.5</td>
<td>2.4</td>
<td>0.8</td>
<td>3.6</td>
<td>0.8</td>
<td>2.5</td>
<td>2.4</td>
<td>0.3</td>
</tr>
<tr>
<td>Pulaski</td>
<td>75.7</td>
<td>11.2</td>
<td>0.9</td>
<td>2.5</td>
<td>0.7</td>
<td>11.2</td>
<td>6.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Washington</td>
<td>95.3</td>
<td>2.1</td>
<td>0.3</td>
<td>0.2</td>
<td>0.3</td>
<td>1.4</td>
<td>1.9</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Source: American Community Survey 2019, US Census

Table 3 below provides data on education attainment of residents in the region. The average educational attainment for the region places 13.6 percent of the population 25 and older with less than a high school diploma or equivalent with Washington County having the highest percentage – 23.1% - of residents with less than a high school degree. Pulaski County has the largest percentage of the population with a Bachelor’s degree - with 17.7 percent. Phelps County has the highest percentage of Graduate or Profession degree holders with 13.2 percent.

Table 3: Educational Attainment in the Meramec Region 25 Years and Older

<table>
<thead>
<tr>
<th>County</th>
<th>Less than High School Diploma</th>
<th>High School Diploma or Equivalent</th>
<th>Some College or Associates Degree</th>
<th>Bachelor Degree</th>
<th>Graduate or Professional Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawford</td>
<td>14.4%</td>
<td>39.1%</td>
<td>27.3%</td>
<td>7.9%</td>
<td>3.7%</td>
</tr>
<tr>
<td>Dent</td>
<td>16.8%</td>
<td>41.4%</td>
<td>26.5%</td>
<td>10%</td>
<td>5.3%</td>
</tr>
<tr>
<td>Gasconade</td>
<td>12.2%</td>
<td>38.5%</td>
<td>30%</td>
<td>11.4%</td>
<td>7.8%</td>
</tr>
<tr>
<td>Maries</td>
<td>13.5%</td>
<td>40%</td>
<td>30.6%</td>
<td>11.3%</td>
<td>4.5%</td>
</tr>
<tr>
<td>Osage</td>
<td>10.1%</td>
<td>43.7%</td>
<td>24.2%</td>
<td>13.8%</td>
<td>5.2%</td>
</tr>
<tr>
<td>Phelps</td>
<td>11.7%</td>
<td>30.4%</td>
<td>28.7%</td>
<td>16%</td>
<td>13.2%</td>
</tr>
<tr>
<td>Pulaski</td>
<td>7.2%</td>
<td>27.5%</td>
<td>37.1%</td>
<td>17.7%</td>
<td>10.5%</td>
</tr>
<tr>
<td>Washington</td>
<td>23.1%</td>
<td>37.4%</td>
<td>29.7%</td>
<td>6.3%</td>
<td>3.6%</td>
</tr>
</tbody>
</table>

Source: American Community Survey 2019, US Census

The majority of the communities in the Meramec Region are very small. Of the 36 incorporated cities, only Sullivan, Rolla, St. Robert and Waynesville have populations greater than 5,000, while 16 communities have populations of less than 1,000.
Historically, it has been very difficult for most small communities to maintain their wastewater facilities to the standards required by MDNR and US EPA. This study was initiated in order to try to find ways to reduce costs and improve services for these jurisdictions.

Figures 2 through 10 are maps showing the permitted wastewater facilities in the region. Figure 2 shows region-wide, with the following maps providing the information by county.
Figure 2: Permitted Wastewater Facilities in the Meramec Region

Wastewater Permits in the Meramec Region

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.
Figure 3: Permitted Wastewater Facilities in Crawford County
Figure 4: Permitted Wastewater Facilities in Dent County
Figure 5: Permitted Wastewater Facilities in Gasconade County

Legend
- Wastewater Permits
- City

Miles
0 1 2 4 6 8

Wastewater Permits in Gasconade County

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4 Industrial Dr,
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65559

Date Created:
04/30/2021

Document: X:\GIS\20\Project Folders\048 Wastewater Survey 2019\Permits, with each county\Permits Gasconade and
Figure 6: Permitted Wastewater Facilities in Maries County

Wastewater Permits in Maries County

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4 Industrial Dr, St. James, MO 65559

Date Created: 04/30/2021

Document: X:\GIS\GIS\Project Folders\0000\Wastewater Survey-2010\Permits, with each county\Permits_4_county_Maries.mxd

Wastewater Feasibility Study 2021
Figure 7: Permitted Wastewater Facilities in Osage County

Wastewater Permits in Osage County

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.
Figure 8: Permitted Wastewater Facilities in Phelps County

Wastewater Permits in Phelps County

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Date Created: 04/30/2021

Document: \GIS\GIS\Project\Fidhkov0846 Wastewater Survey 2019\Permits_with each county\Permits County Phelps and
Figure 9: Permitted Wastewater Facilities in Pulaski County

Legend
- Wastewater Permits
- City

Wastewater Permits in Pulaski County

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

Date Created:
04/30/2021

4 Industrial Dr,
St. James, MO
65559

Document: X:\GIS\GIS Projects\drk\0440 Wastewater Survey 2019\Permits_with each county\Pulaski County_Permits.pdf
Figure 10: Permitted Wastewater Facilities in Washington County

Wastewater Permits in Washington County

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

Date Created: 04/30/2021
Figure 11 shows which communities currently share wastewater operators in the region. These include the cities of Crocker and Dixon, and Cuba and Bourbon.

**Figure 11: Communities Sharing Wastewater Operators**
3) RESEARCH METHODOLOGY AND SCOPE

In 2019 and 2020, surveys were conducted with the owner/operators of permitted wastewater treatment facilities in the Meramec Region, and when contact information was available, with the certified wastewater operators responsible for those systems. The purpose of the surveys was to gather information on certified wastewater operators and the systems they maintained in the region. This included queries on:

- Wages, benefits and hours
- Employment status (contracted, full-time or part-time employee)
- Job descriptions/list of duties
- Turnover of operators
- Interest in sharing an operator with another jurisdiction
- Information on the type and size of the wastewater treatment system
- Number of hookups, capacity, daily flow and permit status

The study’s intent was to determine if it was feasible to share operators and if the entities that owned the wastewater facilities could save money and reduce turnover by sharing personnel.

In order to gather data for the study, staff obtained the list of permitted wastewater facilities in the region from the Missouri Department of Natural Resources. A total of 130 entities were included on the initial list of permitted wastewater facilities. Staff developed surveys based on the information needed for the study and distributed them to every permitted wastewater facility in the eight-county region. Follow up contacts were made by phone and when available, email. The surveys were mailed out two times. The surveys were initially sent to all 130. Six entities on the list were eventually removed because the facilities were closed or privatized. An additional 12 entities were eventually removed from the list, due to mailings being returned or statements from the entities that they were not interested in participating. A total of 39 surveys were completed. Staff personally visited 13 of those communities to complete the survey. Staff intended to do several more personal visits, but those efforts were interrupted by the COVID-19 pandemic. Announcements were made at MRPC monthly meetings asking local elected officials to complete and return the surveys. In addition, the survey was made available on-line. All the local government entities on the list were emailed and offered the convenience of the on-line survey. In addition, a press release was sent out to area media announcing the availability of the on-line survey.

As responses from the mailed surveys were fewer than what was hoped for, staff also followed up by making appointments to discuss the surveys and gather information. It was through these personal meetings that staff gathered the most enlightening
information and perspectives on operator sharing and overall challenges and needs. These insights lead to the revision of the original survey to gather additional information on training issues. All versions of the survey are included in *Exhibits*. This method of data gathering was highly successful, but the onset of the COVID-19 pandemic and subsequent lockdowns, social distancing requirements and elimination of face-to-face meetings ended those efforts before staff were able to meet with all the targeted communities. Staff were able to meet with a total of 13 entities before the pandemic. Staff did not have the same success in gathering data when attempting to do so by phone.

Additional attempts were made to contact permitted wastewater facilities and operators by phone and email with appeals made through social media and meetings of the MRPC board. However, survey responses remained lower than anticipated.
4) SURVEYS AND DELIVERY OF SURVEYS AND SURVEY RESULTS

Originally, MRPC staff sent surveys via email and/or postal service to approximately 130 permitted wastewater facility owner/operators, based on the list of owner/operators provided by the Missouri Department of Natural Resources (MDNR). Based on returned mail, responses from entities that they did not want to participate, and closures and privatization of some systems, the overall list was eventually reduced to 112. Surveys were also made available on-line. Surveys were sent out multiple times in 2019 and 2020 in an attempt to increase responses.

In addition, between Nov. 14, 2019, and March 12, 2020, staff met personally with 13 entities to complete the survey and discuss wastewater operator issues. Unfortunately, the pandemic interrupted this method of data gathering and due to social distancing and lockdowns, the one-on-one meetings were suspended.

The face-to-face meeting format was definitively the most effective means of gathering information. These personal discussions were opportunities for staff to discuss not only the questions on the survey, but to get feedback from owner/operators on the issues that were most important to them.

The two main questions that came up during those meetings were:

- How can training costs be reduced and access to training improved?
- Is there a cost savings in using local labs for sample testing?

Training people to get the necessary wastewater operator training certification is time consuming. There are currently no wastewater trainings or certification testing locations within the eight-county Meramec Region. Sending people to training locations – sometimes hours away – is costly when travel time, mileage and lodging are factored into the equation. Staff did additional investigation of this issue and the results of those inquiries is include in Perspectives, Results and Recommendations. Questions regarding cost savings in using local labs for sample testing was not explored further as funding and time were limited.

Following the one-on-one meetings with owners/operators, staff added questions to the survey related to training issues and sent it out again. In addition, staff tried to contact entities by phone to get surveys completed and/or get additional question responses, but phone calls were not very effective in completing the surveys.

The original survey asked questions on:
- System information: size and type of collection and treatment system; number of hook-ups; capacity and actual daily flow; compliance with MDNR permit and any compliance issues
- Operating information: name of certified operator and what level of certification; years employed; employee or contractor; and full or part-time and hours worked weekly; salary and benefits or contracted rate of pay; job descriptions or list of job duties; does the jurisdiction pay for training and certification costs; how many operators in the past 10 years; is there a backup operator; how is maintenance documented; is there a digitized map of the system; and would your jurisdiction be interested in sharing an operator with other jurisdictions

Based on the initial responses received, it was determined that additional questions needed to be asked to get a clearer picture of hours spent and tasks. The additional questions that were added included:

1) How many hours are spent (by all operators) solely on wastewater each week?
   a. Approximately what percent of their time is this?
2) How much does the city spend, on average, each year on training for wastewater certification and continuing education (including travel expenses)?
3) Break Down of Operator Tasks –
   a. What is done daily?
   b. Weekly?
   c. Monthly?
   d. Annually?

In addition, based on the concerns voiced by jurisdictions during the one-on-one meetings, staff also developed a set of follow-up questions that dealt with training issues and lab costs. Staff made phone calls to survey respondents to ask the additional questions. Both versions of the survey, as well as the telephone script, can be found in Exhibits.

**Survey Results**

There were 39 responses to the original survey. As the survey was sent based on permit number, and one entity may have multiple facilities, there were cases where one entity submitted more than one survey. A total of 32 separate entities participated in the survey on some level. Based on the 39 responses out of 112 surveys mailed out, that is a return rate of 34.82 percent. The entities responding included 19 municipalities, one state park, four school districts, three public water/sewer supply districts and five private systems that included subdivisions and a private hall. Not every respondent filled out the surveys completely, so, data is not complete for all 39 facilities that returned surveys.

Table 4 provides information on the survey response, including the level of certification required for each system; which surveys were completely filled out and all requested information provided; if the system was contacted by phone and/or email; and if staff
met with the owner/operator of the system. Table 5 is the list of entities that were removed from the contact list. This table provides information on the level of certification of the system; if the mailed survey was returned due to a bad address; if the entity was contacted by phone and/or email; and the reason for removing the contact from the list.
### Table 4: Survey Response Information

<table>
<thead>
<tr>
<th>Name of System</th>
<th>Permit Number</th>
<th>Owner/ Company Name</th>
<th>County</th>
<th>Level of Certification of System</th>
<th>Fully Responded to Survey</th>
<th>Partially Responded to Survey</th>
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Table 5: Facilities Removed from Contact List

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<td>MO0127345</td>
<td>Timber Ridge Landfill Company</td>
<td>Washington</td>
<td>N/A</td>
<td>X</td>
<td>X</td>
<td>Not interested in participating</td>
<td></td>
</tr>
<tr>
<td>Coleman Trucking Repair</td>
<td>MO0115100</td>
<td>Coleman Trucking Inc.</td>
<td>Washington</td>
<td>N/A</td>
<td></td>
<td></td>
<td>Not interested in participating</td>
<td></td>
</tr>
</tbody>
</table>
Figure 12 shows the surveys returned over the entire region. Figures 13 through 20 are maps showing the surveys returned by county.
Figure 13: WWTF Surveys Returned in Crawford County
Figure 14: WWTF Surveys Returned in Dent County

Legend
- WWTF Surveys Returned
- WWTF Surveys Not Returned
- City

4 Industrial Dr,
St. James, MO
65559

Date Created:
04/30/2021

WWTF Surveys Returned in Dent County

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.
Figure 15: WWTF Surveys Returned in Gasconade County

Legend
- WWTF Surveys Returned
- WWTF Surveys Not Returned
- City

WWTF Surveys Returned in Gasconade County

This map was created by the Meramec Regional Planning Commission’s GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

4 Industrial Dr,
St. James, MO
65559

Date Created:
04/30/2021

Document: GIS Data Project Index/4070927874000/7259341142000/00000000000000
40 Wastewater Feasibility Study 2021
Figure 16: WWTF Surveys Returned in Maries County

Legend
- WWTF Surveys Returned
- WWTF Surveys Not Returned
- City

0 1 2 4 6 8 Miles

WWTF Surveys Returned in Maries County

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Figure 17: WWTF Surveys Returned in Osage County

Legend
- WWTF Surveys Returned
- WWTF Surveys Not Returned
- City

This map was created by the Meramec Regional Planning Commission’s GIS Department. The data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

4 Industrial Dr,
St. James, MO 65559

Date Created:
04/30/2021

WWTF Surveys Returned in Osage County

Document: XGIS/GIS/Project/Local/06-01 Wastewater Survey 2019 WWTF Surveys, with each county/Permit: Returned. County: Osage and
Figure 18: WWTF Surveys Returned in Phelps County

Legend
- WWTF Surveys Returned
- WWTF Surveys Not Returned
- City

WWTF Surveys Returned in Phelps County

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

4 Industrial Dr, St. James, MO 65559

Date Created: 04/30/2021
Figure 19: WWTF Surveys Returned in Pulaski Counties

Legend
- WWTF Surveys Returned
- WWTF Surveys Not Returned
- City

WWTF Surveys Returned in Pulaski County

This map was created by the Meramec Regional Planning Commission’s GIS Department. To the best of the author’s knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

4 Industrial Dr,
St. James, MO
65559

Date Created:
04/30/2021

Wastewater Feasibility Study 2021
Figure 20: WWTF Surveys Returned in Washington County

The map shows the locations of WWTF Surveys Returned in Washington County. The legend indicates that green circles represent WWTF Surveys Returned, red circles represent WWTF Surveys Not Returned, and yellow areas represent cities.

Legend
- Green circles: WWTF Surveys Returned
- Red circles: WWTF Surveys Not Returned
- Yellow: City

Map Details:
- 4 Industrial Dr, St. James, MO 65559
- Date Created: 04/30/2021

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.
The following information is a breakdown of the data that was collected.

Table 6 shows the type of collection systems that were reported on the surveys. Table 7 shows the wastewater treatment system type.

**Table 6: Wastewater Collection Systems Type**

<table>
<thead>
<tr>
<th>Type of Collection System</th>
<th>Number of Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gravity</td>
<td>8</td>
</tr>
<tr>
<td>Gravity Force Main</td>
<td>1</td>
</tr>
<tr>
<td>Activated Sludge</td>
<td>1</td>
</tr>
<tr>
<td>Lagoon (no discharge)</td>
<td>3</td>
</tr>
<tr>
<td>Septic Tanks</td>
<td>4</td>
</tr>
<tr>
<td>Septic Tank Effluent Pumping (STEP)</td>
<td>4</td>
</tr>
<tr>
<td>Septic – Force Main Pump</td>
<td>1</td>
</tr>
<tr>
<td>Vitrified Clay and PVC Pipe</td>
<td>1</td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*

**Table 7: Wastewater Treatment System Type**

<table>
<thead>
<tr>
<th>Type of Treatment System</th>
<th>Number of Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recirculating Sand Filter</td>
<td>6</td>
</tr>
<tr>
<td>Sand Filtration</td>
<td>2</td>
</tr>
<tr>
<td>Recirculating Sand Filter/Sludge Disposal by Contractor</td>
<td>1</td>
</tr>
<tr>
<td>Lagoon</td>
<td>1</td>
</tr>
<tr>
<td>Step Feed/Extended Air</td>
<td>1</td>
</tr>
<tr>
<td>Mechanical Plant</td>
<td>4</td>
</tr>
<tr>
<td>Sequence Batch Reactor</td>
<td>1</td>
</tr>
<tr>
<td>Aerated Lagoon</td>
<td>6</td>
</tr>
<tr>
<td>Land Application</td>
<td>2</td>
</tr>
</tbody>
</table>
Responses: 36

<table>
<thead>
<tr>
<th>Type of Treatment System</th>
<th>Number of Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine</td>
<td>1</td>
</tr>
<tr>
<td>Publicly Owned Treatment Works (POTW-SIC)</td>
<td>1</td>
</tr>
<tr>
<td>Frontier Environmental – Deployable Baffled Bioreactor (dBBR)</td>
<td>1</td>
</tr>
<tr>
<td>Oxidation Ditch</td>
<td>3</td>
</tr>
<tr>
<td>3 Cell Lagoon with UV Disinfection</td>
<td>1</td>
</tr>
<tr>
<td>UV Disinfection</td>
<td>2</td>
</tr>
<tr>
<td>Activated Sludge</td>
<td>1</td>
</tr>
<tr>
<td>Anaerobic Digester/Recirculating Sand Filter</td>
<td>1</td>
</tr>
<tr>
<td>Extended Aeration/UV Disinfection/Sludge Holding Tank</td>
<td>1</td>
</tr>
</tbody>
</table>

Source: MRPC Wastewater Survey 2019-20

Table 8: Number of Hookups, Capacity of System, Actual Gallons/Daily Flow

Responses: 31

<table>
<thead>
<tr>
<th>Owner/Operator</th>
<th>County</th>
<th>Number of Hookups</th>
<th>System Capacity Gallons Per Day</th>
<th>Actual Daily Flow Gallons Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onondaga State Park</td>
<td>Crawford</td>
<td>-</td>
<td>846,969 gpd</td>
<td>236 gpd</td>
</tr>
<tr>
<td>Route 66 Homes</td>
<td>Crawford</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Knights of Columbus</td>
<td>Crawford</td>
<td>2</td>
<td>2,000</td>
<td>497,400</td>
</tr>
<tr>
<td>Steelville</td>
<td>Crawford</td>
<td>642</td>
<td>330,000</td>
<td>120,000</td>
</tr>
<tr>
<td>Bourbon</td>
<td>Crawford</td>
<td>750</td>
<td>580,000</td>
<td></td>
</tr>
<tr>
<td>Cuba</td>
<td>Crawford</td>
<td>-</td>
<td>741,000</td>
<td>741,000</td>
</tr>
<tr>
<td>Salem</td>
<td>Dent</td>
<td>-</td>
<td>741,000</td>
<td>741,000</td>
</tr>
<tr>
<td>North Wood R-IV</td>
<td>Dent</td>
<td>1</td>
<td>10,000</td>
<td>3,000</td>
</tr>
<tr>
<td>City of Hermann</td>
<td>Gasconade</td>
<td>1,400</td>
<td>460,000</td>
<td>350,000</td>
</tr>
<tr>
<td>Lost Valley Lake Resort</td>
<td>Gasconade</td>
<td>30</td>
<td>80,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Rosebud</td>
<td>Gasconade</td>
<td>211</td>
<td>38,000</td>
<td>38,000</td>
</tr>
<tr>
<td>Bland</td>
<td>Gasconade</td>
<td>235</td>
<td>78,000</td>
<td>54,340</td>
</tr>
<tr>
<td>Owensville</td>
<td>Gasconade</td>
<td>1,360</td>
<td>42,000,000</td>
<td>420,000</td>
</tr>
<tr>
<td>Public Water Supply District No. 1</td>
<td>Gasconade</td>
<td>182</td>
<td>-</td>
<td>80,000</td>
</tr>
<tr>
<td>Argyle</td>
<td>Osage</td>
<td>66</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Chamois</td>
<td>Osage</td>
<td>223</td>
<td>-</td>
<td>55,460</td>
</tr>
<tr>
<td>Linn</td>
<td>Osage</td>
<td>665</td>
<td>499,000</td>
<td>250,000</td>
</tr>
<tr>
<td>Rolla</td>
<td>Phelps</td>
<td>8</td>
<td>30,500</td>
<td>3,500</td>
</tr>
</tbody>
</table>
Twenty-six of the respondents stated that they were in compliance with their MDNR wastewater permits. Two entities stated that they were not in compliance. There were seven who stated that they did not have a Schedule of Compliance (SOC) to renew their permit, and 15 stated that they did have an SOC. The issues that needed to be addressed varied. Two entities stated there were problems with infiltration and inflow (I/I). Four jurisdiction indicated there were issues with ammonia levels. Other issues included:

- Reducing solids
- Operating above capacity
- Upgrading aspects of the system
- Upgrading e coli testing
- Ammonia and E-coli levels too high
- Upgrading or adding lift stations
- Removing duckweed
- Installing UV disinfection equipment
- Upgrading septic system to a non-discharge system

### Wastewater Feasibility Study 2021

#### Responses: 31

<table>
<thead>
<tr>
<th>Owner/Operator</th>
<th>County</th>
<th>Number of Hookups</th>
<th>System Capacity Gallons Per Day</th>
<th>Actual Daily Flow Gallons Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolla</td>
<td>Phelps</td>
<td>-</td>
<td>4,765,000</td>
<td>3,060,000</td>
</tr>
<tr>
<td>Rolla</td>
<td>Phelps</td>
<td>-</td>
<td>1,000,000</td>
<td>388,000</td>
</tr>
<tr>
<td>Rolla</td>
<td>Phelps</td>
<td>-</td>
<td>400,000</td>
<td>317,000</td>
</tr>
<tr>
<td>Southwood II HOA</td>
<td>Phelps</td>
<td>15</td>
<td>5,695</td>
<td>3,800</td>
</tr>
<tr>
<td>Newburg</td>
<td>Phelps</td>
<td>204</td>
<td>100,000</td>
<td>45,000-70,000</td>
</tr>
<tr>
<td>St. James</td>
<td>Phelps</td>
<td>1,750</td>
<td>1,000,000</td>
<td>500,000</td>
</tr>
<tr>
<td>Edgar Springs</td>
<td>Phelps</td>
<td>105</td>
<td>40,000</td>
<td>11,000</td>
</tr>
<tr>
<td>St. Robert</td>
<td>Pulaski</td>
<td>273</td>
<td>83,250</td>
<td>30,000</td>
</tr>
<tr>
<td>St. Robert</td>
<td>Pulaski</td>
<td>71</td>
<td>21,120</td>
<td>14,700</td>
</tr>
<tr>
<td>St. Robert</td>
<td>Pulaski</td>
<td>273</td>
<td>69,912</td>
<td>45,000</td>
</tr>
<tr>
<td>St. Robert</td>
<td>Pulaski</td>
<td>2,491</td>
<td>1,500,000</td>
<td>670,000</td>
</tr>
<tr>
<td>Laquey R-V School District</td>
<td>Pulaski</td>
<td>1</td>
<td>15,000</td>
<td>-</td>
</tr>
<tr>
<td>Richland</td>
<td>Pulaski</td>
<td>865</td>
<td>360,000</td>
<td>330,000</td>
</tr>
<tr>
<td>Waynesville</td>
<td>Pulaski</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moonlight Valley HOA</td>
<td>Pulaski</td>
<td>5</td>
<td>-</td>
<td>900</td>
</tr>
<tr>
<td>Caledonia</td>
<td>Washington</td>
<td>108</td>
<td>20,000</td>
<td>13,700</td>
</tr>
<tr>
<td>Holiday Shores HOA</td>
<td>Washington</td>
<td>113</td>
<td>12,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Richwoods R-VII</td>
<td>Washington</td>
<td>1</td>
<td>6,000</td>
<td>1,200</td>
</tr>
<tr>
<td>Kingston K-14</td>
<td>Washington</td>
<td>1</td>
<td>3,500</td>
<td>3,000</td>
</tr>
<tr>
<td>Kingston K-14</td>
<td>Washington</td>
<td>1</td>
<td>6,000</td>
<td>5,000</td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*
The majority of respondents had one certified wastewater operator. One reported that the person taking care of their system was not certified. Five entities reported having two certified wastewater operators. Three reported maintaining four certified operators. Table 9 shows the levels of certification reported on the surveys and number of operators.

Table 9: Certified Wastewater Operator Levels and Number of Operators at Each Level

<table>
<thead>
<tr>
<th>Responses: 37</th>
<th>Level A</th>
<th>Level B</th>
<th>Level C</th>
<th>Level D</th>
<th>Not Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24</td>
<td>2</td>
<td>11</td>
<td>15</td>
<td>1</td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*

Twenty-eight respondents provided information on the length of time operators had been employed with them. The years that an operator had been employed by the same entity varied widely from one year to 26 years. The average years employed was 10.65.

In response to whether the operators were employees or contractors, 22 responded that their operator was an employee, and nine reported using contractors to maintain their systems. Twenty-three reported full-time employees, and seven reported part-time employees. Many of the full-time operators, particularly in small communities, were responsible for other jobs, such as utilities or roads, and spent part of their time on the wastewater system. One entity reported using a volunteer, who was not certified.

The survey asked the respondents to provide how many hours were worked if the operator was part-time. This varied from two hours per week to 80 hours per week. It is assumed that the 80-hour week would occur during an emergency at the facility. Time spent varied widely because the types and sizes of wastewater systems varied significantly among the respondents.

Salaries and rates of pay also varied significantly. The lowest rate of pay for an employee working as a certified wastewater operator was $11.02 per hour. The highest rate of pay for the same position as an employee of the reporting entity was $27.13 per hour. Taking the hourly rates for the 19 entities that reported rate of pay for employees, the average hourly rate for an employee is $18.85. The lowest hourly rate of $11.02 is $7.83 lower than the average and $16.11 lower than the highest rate of pay for an employee. This inconsistency could result in difficulties in establishing contracts to share certified wastewater operators.

In addition to salary information, the survey asked if benefits were provided to employees. A total of 18 of the returned surveys had benefits information. Benefits provided varied widely as well, with two entities reporting no benefits provided to their operators and 16 reporting a variety of levels of benefits. The majority reporting - 11 - provided, at a minimum of sick leave and vacation. Twelve reported providing some
level of health insurance, ranging from $500 per month toward health insurance to providing health, dental, life insurance and pension benefits.

Contractor rates also varied and were more difficult to compare because some charge an annual rate, some charge a set amount per visit and other use an hourly rate. These rates are charged based on the type and size of the wastewater facility. The contractor rates reported and shown in Table 10.

**Table 10: Rates of Pay to Contractors**

<table>
<thead>
<tr>
<th>Monthly Rate</th>
<th>Annual Rate</th>
<th>Hourly Rate</th>
<th>On-Site Check Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$350.00 - $1,320.00</td>
<td>$333,888.00</td>
<td>$5.62 - $16.50</td>
<td>$60</td>
</tr>
</tbody>
</table>

Source: MRPC Wastewater Survey 2019-20

Twelve respondents provided estimates on the number of hours that were spent solely on wastewater. In many small communities, employees cover multiple positions and do not spend a full 40 hours per week on wastewater treatment maintenance and servicing. Again, this varied significantly due to the different types and sizes of systems. Hours spent ranged from one hour per week to 50 hours per week. The average for the 12 reported was 24.75 hours per week.

The survey requested copies of job descriptions and those have been included in the Exhibits.

As training costs were a concern expressed by several jurisdictions, staff added questions to the survey pertaining to training. The first question on this topic was whether or not facility owners covered any expenses for an individual to obtain their certification and/or continuing education credits. The majority of the reporting entities did provide at least some financial assistance with training for employees. Twenty-seven respondents included information on training costs. Six stated that they did not provide any financial assistance with obtaining a certification or continuing education credits. Twenty-one stated that they did provide funds for training to cover mileage, food and lodging. Eight provided the amount they spent on training costs each year. The amount varied widely. The lowest dollar amount was $300 to $400 per year. The highest dollar amount provided for annual training was $1,600 per year. The average for all eight that reported was $865.63 spent on training costs each year, which included mileage, food and lodging.

Turnover of operators appeared to be a problem for smaller systems. There were 26 responses to the survey question of how many operators each respondent had in the past 10 years. Responses ranged from one to 12. Six stated that they had maintained the same operator for 10 or more years. Ten had two operators in the past 10 years. Five had three operators in the span of 10 years. One had had six operators in 10
years. One had 10 operators in 10 years. Three jurisdictions had employed 12 different operators in the span of 10 years.

In order to get the full picture on turnover, it is important to compare this data to the data on how many operators a jurisdiction employed. Larger systems with multiple facilities will have more than one employee. Ten jurisdictions reported they had two operators in the past 10 years. Half of those entities employ two operators. There were two jurisdictions who employed four certified operators. However, even with factoring that information into turnover rates, there has still been considerable changes in employment and smaller communities seem to have the most difficulty in keeping certified operators.

As turnover seems to be an issue, and because most entities employ only one certified operator, the survey asked if facilities had backup operators. 31 respondents answered the question. Of the 31 responses, 24 stated they had backup operators if needed. Seven indicated that they did not have backup operators to cover if the regular operator was unavailable.

The survey asked how each facility documented maintenance records. Do they use computer software, written records or both. Thirty-three responses were received on this question. Seven facilities use computer software for maintenance records. Twenty-one facilities keep maintenance information in written records. Five facilities use both methods.

**Table 11: Method of Keeping Maintenance Records**

<table>
<thead>
<tr>
<th>Written Records</th>
<th>Computer Software</th>
<th>Both Written and Digital</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>7</td>
<td>5</td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*

Respondents were asked if they had digital maps/GIS of their wastewater systems. Table 10 shows the breakdown of responses. Approximately half have digital maps, while half do not.

**Table 12: Wastewater Systems Digitally Mapped/GIS**

<table>
<thead>
<tr>
<th>Number of Facilities with Digital Maps/GIS</th>
<th>Number of Facilities Without Digital Maps/GIS</th>
<th>Number of Facilities In the Process of Developing Digital Maps/GIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15</td>
<td>1</td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*
The last questions on the survey asked respondents if they were interested in sharing operators with other jurisdictions if it proved to be cost effective. There were 27 responses to this question with 13 respondents indicating they were not interested, seven stating they were definitely interested; six “maybes” and one “unknown” response.

**Table 13: Interest in Joint Contracts to Share Operators**

<table>
<thead>
<tr>
<th>Responses: 29</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>7</td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*

Some of the jurisdictions who had submitted surveys and stated they were not interested in sharing operators, later indicated, in the face-to-face meetings, that they would be interested in sharing operators, or at least learning more. The jurisdictions who indicated that they were interested, either through the survey or in one-on-one meetings with staff included: Rolla, Salem, North Wood K-12, Edgar Springs, Gasconade Public Water Supply District #1, Rosebud, Chamois, St. James, Caledonia and Bland. The jurisdictions that indicated they might be interested in sharing operators included: Owensville, Argyle, Richwoods K-12, Washington County Public Water Supply District #4 and Bourbon. The follow-up question to this was to ask respondents to provide reasons for being interested or not interested in sharing operators. The responses are listed below in Table 14.

**Table 14: Reasons for Response to Interest in Sharing Operators**

<table>
<thead>
<tr>
<th>Responses: 27</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positive Responses</strong></td>
</tr>
<tr>
<td>To maintain coverage and make it easier to take time off.</td>
</tr>
<tr>
<td>Because it would be advantageous to all communities if it reduced costs.</td>
</tr>
<tr>
<td>Always looking for ways to become more efficient and/or cost effective.</td>
</tr>
<tr>
<td>If it proved effective in filling operator tasks and was cost-effective.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*
In addition to the survey, staff requested that entities provide descriptions of their daily tasks. Those responses are included in the *Exhibits* section of the report after job descriptions.
5) MEMORANDUMS OF AGREEMENT, AGREEMENTS AND IMPLEMENTATION OF SHARED OPERATORS

In order to share operators, it would be necessary to develop formal agreements that outline the responsibilities of the parties involved. Although there are some jurisdictions in the region who share operators, they do not have memorandums of agreement (MOU) or contracts to formalize those arrangements. Staff did research on this type of agreement and were only able to find one example from Manitoba, Canada, that was for support during emergencies.

Staff did further research on other MOUs and agreements that were specifically for sharing employees between jurisdictions. Taking the examples that were found, staff drafted two MOUs – one for sharing of operators during emergencies and one for temporarily sharing operators in the case of sick leave, vacation or need for short-term coverage of operator services. In addition, staff drafted a sample Shared Staff Agreement. This agreement would be used for two jurisdictions to establish a formal arrangement to share a certified wastewater treatment operator long-term. Examples of all three documents are in the Exhibits section of this report. All three documents can be altered to meet the needs of the cooperating jurisdictions. These documents provide a framework to assist entities in developing agreements that are mutually beneficial and that plainly outline responsibilities of all involved.

After reviewing the data collected through surveys and one-on-one meetings, staff will strongly encourage those jurisdictions who do not have back-up operators to consider executing MOUs with neighboring jurisdictions to develop a plan for coverage in both emergency situations and more normal absences of certified operators for sick leave or vacation. In both cases, it would be prudent to establish MOUs with more than one other entity. Natural disasters can affect large areas and if multiple jurisdictions with established MOUs are all suffering the effects of flooding or other disasters, they may not be able to immediately support one another. MOUs with multiple jurisdictions will increase resiliency in the face of natural disasters. In addition, an MOU with a nearby jurisdiction will ease the problems associated with routine operator absences due to illness, vacation or the time it would take to replace an operator who has terminated employment.

The most difficult aspects of sharing operators in any situation will be:

- The potential difference in salary and benefits between partner jurisdictions;
- The differences between wastewater systems;
• Differences in certification levels between operators and the need to be properly certified for the partner jurisdiction’s wastewater system;
• Willingness of operators to participate.

As the survey demonstrated, salary and benefits can vary widely between jurisdictions. The city of Rolla indicated an interest in sharing operators with other entities, but it also reported one of the higher pay rates and broader benefits packages. Because Rolla employs several certified operators, it is also in the position to be best able to share its staff. For short-term/temporary situations, MOUs with Rolla could still be managed as long as the partnering entity was prepared to reimburse the city for the cost of using their employees. If the purpose was for short-term coverage, this would certainly be workable. For long-term agreements, the partnering jurisdiction would have to be willing to pay their share of the salary and benefits for Rolla employees.

When factoring in the costs of initial and continuing training of an employee to acquire and maintain a certification and depending on the amount of time necessary for servicing a partner jurisdiction, it might still be feasible, for even a small community to consider contracting with another local government for services. For example: If a community currently pays close to the average rate for a certified operator ($18.85) and pays fringe at a rate of 30 percent of salary ($5.66), their hourly rate for salary and fringe would be $24.51. Using 30 percent fringe costs for the city of Rolla’s pay rate of $24.56, this would result in a total hourly rate for salary and fringe at $31.93. If an employee spends 12 days in classes preparing for the certification exam, and another day taking the exam – that is a time cost of $2,352.96. If you add in travel costs of hotel $85 per night; food at $40 per day and mileage estimated at the state rate of $.56 x 200 miles roundtrip – seven times, you have travel expenses of $2,284. Add that to the weekly costs of operating the facility and the total expense is $17,382.16. Comparing that to the annual estimated cost of sharing an operator with Rolla, and the concept becomes much more feasible.

For jurisdictions paying closer to $15.00 per hour or less – the feasibility of doing a long-term agreement with Rolla becomes much less advantageous. But of the 19 responses, there were only three instances of salaries falling at $15.00 or less per hour.

All of these arrangements should work well in cases where an operator is working part-time. In cases where operators are working in full-time positions, some allowances may need to be made with the understanding that the MOU is mutually beneficial and while one jurisdiction may be temporarily inconvenienced, it may need the same support in the future. And in all cases it will be necessary to get the buy-in and feedback of the operator(s) affected by the agreement.
### Table 15: Feasibility of Sharing Operators

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Wages x 30% Fringe + Wages = Hourly Rate</th>
<th>Hourly Rate x Avg. Hours Required for Servicing per week/per year</th>
<th>Hourly Cost of Getting an Employee Certified 12 x 8 x HR =</th>
<th>Travel Costs of Getting an Employee Certified (Hotel, meals, mileage)</th>
<th>Total Estimated Annual Costs</th>
</tr>
</thead>
</table>
| City A $19.98  | $5.66 + $18.85 = $24.51                  | $245.10 pw                                                   | $2,352.96                                                | Hotel: $1,020
Food: $480
*Mileage: $784 TOTAL: $2,284 | $17,382.16 |
| City B $15.00  | $4.50 + $15.00 = $19.50                  | $195.00 pw                                                   | $1,872.00                                                | Hotel: $1,020
Food: $480
*Mileage: $784 TOTAL: $2,284 | $14,296.00 |
| City of Rolla $24.56 | $7.37 + $24.56 = $31.93                  | $319.30 pw                                                   | -                                                        | -                                                                   | $16,603.60 |

*Based on 200 mile round trip seven times (six trips for training, one for exam) state mileage rate of $.56

In order to obtain a clearer picture of which jurisdictions could feasibly share an operator based on travel distance, staff developed maps showing a 30 mile radius and a 50 mile radius from the communities interested in sharing operators. These maps also highlight which other communities expressed interest. Figures 21 through 30 illustrate these distances between interested jurisdictions.
Figure 21: Bourbon WWTF 30 & 50 Mile Radiuses

Legend
- Bourbon WWTF
- Willing to Enter Joint Contract
- Possibly Willing to Enter Joint Contract
- Wastewater Permits
- 30 Mile Radius
- 50 Mile Radius
- City

Bourbon WWTF
30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

4 Industrial Dr,
St. James, MO
65559

Date Created:
04/30/2021

Meramec Regional Planning Commission
Figure 22: North Wood R-IV 30 & 50 Mile Radiuses
Figure 23: Bland WWTF 30 & 50 Mile Radiuses

Bland WWTF
30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here are accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

Date Created:
04/30/2021

Legend
- Bland WWTF
- Willing to Enter Joint Contract
- Possibly Willing to Enter Joint Contract
- Wastewater Permits
- 30 Mile Radius
- 50 Mile Radius
- City

4 Industrial Dr,
St. James, MO
65559

4 Industrial Dr,
St. James, MO
65559

4 Industrial Dr,
St. James, MO
65559

4 Industrial Dr,
St. James, MO
65559

4 Industrial Dr,
St. James, MO
65559

4 Industrial Dr,
St. James, MO
65559

4 Industrial Dr,
St. James, MO
65559
Figure 24: Owensville WWTF 30 & 50 Miles Radiuses

Legend
- Owensville WWTF
- Willing to Enter Joint Contract
- Possibly Willing to Enter Joint Contract
- Wastewater Permits
- 30 Mile Radius
- 50 Mile Radius
- City

Owensville WWTF 30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

4 Industrial Dr, St. James, MO 65559
Date Created: 04/30/2021
Figure 25: PWSD No. 1 of Gasconade County 30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.
Figure 26: Argyle WWTF 30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission’s GIS Department. To the best of the author's knowledge, the data presented here are accurate. However, the author or MRPC assume no responsibility for the accuracy of the data presented on this map.
Figure 27: Edgar Springs WWTP 30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.
Figure 28: Kingston K-14 School WWTP 30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here is accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

4 Industrial Dr, St. James, MO 65559

Date Created: 04/30/2021
Figure 29: Richwoods R-VII School WWTP 30 & 50 Mile Radiuses

Richwoods R-VII School WWTP
30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.
Figure 30: Washington County PWSD No. 4 WWTP 30 & 50 Mile Radiuses

Legend
- Washington County PWSD #4 WWTF
- Willing to Enter Joint Contract
- Possibly Willing to Enter Joint Contract
- Wastewater Permits
- 30 Mile Radius
- 50 Mile Radius
- City

Washington County PWSD #4 WWTF
30 & 50 Mile Radiuses

This map was created by the Meramec Regional Planning Commission’s GIS Department. To the best of the author’s knowledge, the data presented here accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.
Entering into any of these agreements will require negotiation between the interested parties and developing clear guidelines within the agreements on how operators will be shared, how needs will be communicated and met, how work will be prioritized and how costs will be shared.

In order to encourage the use of MOUs and/or sharing agreements, staff will carry out the following activities:

- Provide the results of the survey and the feasibility study to the participating jurisdictions;
- Distribute press releases on the results of the survey;
- Post the results of the survey on the MRPC website;
- Provide a presentation on the results of the project at a public meeting;
- Share the sample MOUs and sharing agreement with the participating respondents;
- Share information about those entities who are interested in sharing operators; and
- Share information on GIS services available through MRPC to those entities without digital/GIS capabilities.
6) DIFFICULTIES ENCOUNTERED

Staff faced a number of challenges with this project. The grant was awarded at a point when there was a turnover in staff and new staff were not immediately hired and the project was not immediately assigned to a different staff member. Due to these staffing constraints, the project start was delayed into late 2019. MRPC requested and received an extension to May 31, 2021.

The 2020 pandemic also significantly impacted the project in a number of ways. Staff had begun to see success with face-to-face meetings in gathering information from local communities on their wastewater issues and needs when the virus became prevalent in Missouri and lockdowns occurred. Person-to-person meetings were cancelled while people and agencies grappled with the pandemic. Apathy from targeted communities and operators resulted in lower response rates on the survey than had been hoped for before the pandemic occurred, but staff feel that the COVID-19 crisis deepened the lack of interest in the project among the target group. They had other priorities, as well as more challenging workloads and stressors due to the pandemic. The elimination of the face-to-face visits that were planned as a follow-up to mailed surveys was a major disappointment and hindrance to increasing the response rate.

The pandemic also caused school and daycare closures that resulted in key staff reducing hours in order to care for small children and working from home. In addition, a key staff member took extended leave during the project period. Other staff took over the project, but there was a transition period to get up to speed.

It was also a disappointment that even though staff have heard frequent complaints about the difficulty of hiring and keeping certified wastewater operators, the majority of responding entities were definitively not interested in sharing operators despite the cost savings it might provide. Local newspapers frequently have articles where the problems with hiring and keeping operators are discussed at local city council meetings, (examples are included in the Exhibits section). The reasons respondents provided included liability issues and concerns with how work would be prioritized if both communities were having wastewater emergencies.
7) PERSPECTIVES, RESULTS AND RECOMMENDATIONS

After analyzing the data gathered through the survey, it is evident that capabilities, costs and challenges vary widely among the wastewater facilities in the region. Regardless, from systems that have one hookup to those that serve thousands of households, they must all meet the requirements of state and federal rules, regulations and their permits. Despite all their differences there are opportunities to cooperate and assist one another and work together to meet needs in the areas of operator coverage and training.

The survey project has been a great opportunity for staff to not only find out more about how jurisdictions could benefit from sharing operators but to discover more about the issues and challenges that small rural wastewater systems are currently facing. The difficulties in meeting state and federal clean water requirements has been an identified issue for decades. However, staff were not aware of the problems with training and testing that were expressed by the communities with whom we had discussions. It has been enlightening to research the training issues and develop some possible solutions that will make training more accessible and less costly for the entities within our region.

The following are the recommendations developed through this process:

**Recommendation: Encourage small communities and small system owners to consider entering into MOUs with nearby communities to jointly provide backup wastewater treatment operators to cover when the regular operator is unavailable or during an emergency when additional assistance is needed.**

Twenty-two percent of respondents did not have backup operators if their operator quit or went on leave. That is a significant number and an issue that should be reasonably easy to remedy. Jurisdictions should plan for the contingency that they could be without an operator for days, weeks or even months at a time. Although it may be necessary to pay more per hour for a stand-in operator from a neighboring jurisdiction, it would provide a short-term solution to keep the wastewater system properly monitored and maintained until the regular operator returns to work or a replacement can be hired.

During an emergency it may be necessary to bring in additional help to address problems with the wastewater plant. Flooding, loss of power or damage from storms can cause plants to go down and cease operations, resulting in major hardship for residents and jurisdictions. Having a plan for assistance when a disaster strikes will make the jurisdiction more resilient during disasters, providing a swifter return to normal services.

Sample MOUs for these situations are included in the *Exhibits* section.
Recommendation: Continue to encourage small communities who only provide part-time employment for their wastewater operator to consider entering into an MOU and/or contract with a nearby community to share a wastewater operator for the purpose of cutting costs, providing full-time employment and benefits and reducing turnover.

Based on the information gathered through the survey, there is a significant range in the cost of certified wastewater operators across the region. Salaries and benefits vary widely. This could complicate efforts to share operators on a long-term basis. It does not, however, make it impossible. It will require cooperation and negotiation between the partnering entities. An ideal situation would be if multiple entities that only needed part-time service cooperated to hire an individual to provide services for two or three jurisdictions with the same certification requirements or one jurisdiction hire the employee and contract those services to other jurisdictions. Compensation and benefits could be determined before hiring and agreements established on how to share costs. Guidance would need to be developed for prioritizing work during emergencies and how all of the parties involved would communicate concerns and work through issues. But providing full-time employment would help to reduce turnover. Perhaps more importantly, training expenses could be shared and reduced for each individual jurisdiction.

Recommendation: Provide additional information, including contact information, and encourage interested entities to follow-up and explore MOUs and contract opportunities.

Four cities within the Meramec Region have arrangements to share operators: Crocker and Dixon and Cuba and Bourbon. In both cases the operator is a contractor who has separate contracts with each community. The survey found that 15 jurisdictions were interested in sharing operators – or at least willing to learn more.

Recommendation: Continue to provide and expand wastewater operator training in a virtual format that can be accessed by anyone with an adequate internet connection.

One of the positive outcomes of the COVID-19 pandemic has been the development and improvement of virtual meetings and trainings technology. Most organizations have become familiar with and have participated in virtual format meetings. Wastewater Operator training organizations have followed suit and transitioned from classroom only training to providing those classes on-line.

Staff interviewed trainers with the Missouri Rural Water Association (MRWA) and asked them if these changes were here to stay or if they thought training would go back to classroom only. The response was "it depends." Some training can be done virtually without losing quality of delivery or substance. Other trainings don’t translate well into digital formats and are much better delivered in-person. The consensus was that some
classes that work well will continue to be offered virtually and other classes will go back to classroom presentation.

Staff encouraged the MRWA to continue to provide a selection of continuing education credit classes virtually. This would provide a less expensive alternative for those operators who have to travel to attend classes and still allow them to earn their CEUs.

**Recommendation: Provide training options at locations within the Meramec Region on a regular basis. This could also include providing local certification exams.**

The cost of training and the distance that individuals from the Meramec Region had to travel to get training or to test for certification were issues that came up regularly in the one-on-one meetings with jurisdictions. In order to sit for a wastewater operator certification, individuals typically attend classroom training. The Missouri Rural Water Association (MRWA) is one of the approved providers in Missouri. According to Larry Vangilder, trainer for MRWA, certification training class for the lowest level certification – Class D – is a total of 12 days of in-classroom studies. Mr. Vangilder breaks the class down to two days per week for six weeks. If travel time and overnight stays are factored in for the classes required to gain certification, the time spent away from the job and home – as well as the costs – are considerable. In addition, operators are required to take 30 hours of continuing education every three years to maintain their certification. This can result in considerable time off-site to obtain the required training.

In relation to the counties of the Meramec Region, the current training locations are at quite a distance. For the Spring 2021 trainings offered in the example above, Lebanon provides the closest available location. While Lebanon is a 30-minute drive from Waynesville in Pulaski County, it is 2.5 hours for the communities of Caledonia in Washington County, Chamois in Osage County or Hermann in Gasconade County. Figure 31 shows the training locations typically used by the MRWA. None of the locations are within the Meramec Region.

The recent list of trainings through MDNR shows a Wastewater Entry Level Certification Class offered in Springfield in May 2021. This location is over 3.5 hours for many of the Meramec Region communities. Depending on the time of year that a community’s operator requires training, it was reported that locations in Branson, Jefferson City and Poplar Bluff are the only options, and these locations are over four hours from several communities in the region. As most Entry Level Wastewater Certification courses are provided over the course of 8-12 days, it requires a community to bear the costs of travel, lodging and per diem to send a new operator to training. This also means that the operator is not overseeing the system while traveling to training.

MRPC staff have contacted the Missouri Rural Water Association, an organization that provides wastewater operator training, and discussed the problem and provided solutions and local training facilities for MRWA to use to provide classes. Additionally,
due to the pandemic, a number of continuing education classes have been converted to virtual trainings. Providing these courses on-line is a great opportunity for those operators who do not live near the typical training venues used by training providers.

In addition to the training requirements, the certification exams are also located in areas that are not convenient to the communities of Meramec Region. Figure 32 illustrates exam locations, and none are located in the study area.

**Recommendation:** Share information on GIS services available through MRPC to those entities without digital/GIS capabilities.

The survey revealed that 15 jurisdictions, or roughly half of the respondents, did not have their wastewater systems digitally mapped. GIS mapping of utilities is an efficient tool in maintaining, expanding and improving systems. It is important for these jurisdictions to be informed on the mapping options available.
Figure 31: MRWA Training Locations

Missouri Rural Water Association Training Locations

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here are accurate. However, the author or MRPC assume no responsibility for the accuracy of the data presented on this map.

Date Created: 04/30/2021

Legend:
- MRWA Training Locations & Dates
- MRPC Counties
- Missouri Counties

4 Industrial Dr,
St. James, MO 65559

Document: X:\GIS\GIS\Project Folders\OGIS\Wastewater Survey 2019\MRWA Training Locations.mxd
Figure 32: MDNR Wastewater Certification Exam Locations

Missouri Department of Natural Resources
Operator Certification and Training
Examination Locations

This map was created by the Meramec Regional Planning Commission's GIS Department. To the best of the author's knowledge, the data presented here are accurate. However, the author or MRPC assumes no responsibility for the accuracy of the data presented on this map.

Document: X:\GIS\GIS\Project\Files\0406\Wastewater Survey 2019\MDNR Training Locations.png
In response to this issue, staff identified, and local communities volunteered, several locations in the region that would be suitable for training. These were discussed and shared with the MWRA staff. It is assumed that MDNR staff will also share the information with other training providers, and it will be possible to host classes in the region in the near future.

Several communities within the Meramec Region have offered their facilities to host training. These include:

Table 16: Potential Training Locations

<table>
<thead>
<tr>
<th>Community</th>
<th>Facility</th>
<th>Capacity</th>
<th>Audio-visual capable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolla, Phelps County</td>
<td>Rolla City Hall 901 N. Elm</td>
<td>30</td>
<td>Yes</td>
</tr>
<tr>
<td>Waynesville, Pulaski County</td>
<td>Waynesville Municipal Center 100 Tremont Center</td>
<td>30</td>
<td>Yes</td>
</tr>
<tr>
<td>Steelville, Crawford County</td>
<td>Steelville Community Building 101 W. Keysville</td>
<td>30</td>
<td>Yes</td>
</tr>
<tr>
<td>St. James, Phelps County</td>
<td>MRPC offices 4 Industrial Drive</td>
<td>30</td>
<td>Yes</td>
</tr>
</tbody>
</table>
8) EXHIBITS

Surveys, cover letters, scripts, etc.

Press Release

List of Certified Wastewater Operators for Meramec Region

Memorandums of Understanding, Agreement for Sharing Operators

Sample of Contract Between City and Contracted Wastewater Operator

Midwest Assistance Program Article

Local News Articles

MDNR Operator Certification and Training Examination Schedule for 2021-2022

Certified Wastewater Operator and Related Job Descriptions

Certified Wastewater Operator Daily Tasks

Returned Surveys

Notice of Public Meeting

Letter to MRWA on Training Locations

PowerPoint Presentation on Project
Initial Survey
Contact Information

Name: ________________________________  Title: ________________________________

Jurisdiction Served (City/District/HOA/etc.): ________________________________

Address: ________________________________

_____________________________________

Phone: ________________________________  Email: ________________________________

System Information

Type of Waste Water Collection System: ________________________________

Type of Waste Water Treatment System: ________________________________

Size of Waste Water Treatment Facility: ________________________________

# Hook-ups on your system: ________________________________

Capacity of WWTF: ________________________________

Actual Gallons/Day Flow: ________________________________

Compliant with MDNR Permit: ________________________________

Do you have a Schedule of Compliance to renew your Permit? ________________________________

What issues need to be addressed for Schedule of Compliance?
_____________________________________

Operating Information

Name of Certified Operator: ________________________________  Level: A  B  C  D (circle)

Years employed: _______

Employee or Contractor? ________________________________

Full-time or Part-time? ________________________________

“*This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department’s product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document.”
Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? __________________________

If employed, What is the salary or rate of pay? __________________________

Does this include benefits? What benefits? __________________________

If contracted, what is the contracted rate? __________________________

Can you provide a Job Description or List of Job Duties? __________________________

Does your jurisdiction pay for Operator Certification? If so, what is that cost? __________________________

How many Operators have you had in the past 10 years? ______

Do you have a back-up operator? ______

How do you document maintenance (computer software, written record, etc.)? __________________________

Do you have a digital map/GIS of your system? ______

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? __________________________

Why or why not? __________________________

Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

“This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G13-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department’s product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document.”
MEMORANDUM

TO: Wastewater Permit Holders in the Meramec Regional Planning Commission

FROM: Tamara Snodgrass, Assistant Director

RE: Wastewater Treatment Facility Survey Responses

DATE: October 9, 2020

The Meramec Regional Planning Commission has been awarded a grant through the Missouri Department of Natural Resources to conduct a feasibility study of wastewater treatment operations in the region. The purpose of the survey is to identify cost savings; determine the feasibility of sharing operators; and find ways to improve the availability of training for operators.

The survey is open to all MDNR wastewater permit holders in the Meramec region. In order to provide a detailed cost savings analysis, MRPC needs wastewater systems to fill out the survey completely. The survey is brief and gathers information on the system, the operator, and the cost of operating and training. The hope is that with adequate responses a plan can be developed to save systems money and reduce down time without certified operators.

We are struggling to get the surveys returned. Your time in providing this information is greatly appreciated. A paper survey is included and the survey is also available online at https://mrpcs surveys.typeform.com/to/egU9n68J. It is important that ALL fields are filled out completely and accurately in order to best serve our communities. Please complete and return the survey by November 15, 2020.

If you have questions or would like further information about the survey, please contact Kathryn Hawes at (573) 265-2993, extension 110. Kathryn can also be reached by fax at 573-265-3550 or by email at KHawes@meramecregion.org.

TS

Enclosures
Revised Survey

Contact Information

Name: ________________________________________    Title: ________________________________

Jurisdiction Served (City/District/HOA/etc.): _______________________________________________

Address: ____________________________________

_____________________________________________________________________________________

Phone: ___________________________    Email: ________________________________

System Information

Type of Waste Water Collection System: ______________________________________________

Type of Waste Water Treatment System: ______________________________________________

Size of Waste Water Treatment Facility: _______________________________________________

# Hook-ups on your system: ________________

Capacity of WWTF: ________________________

Actual Gallons/Day Flow: __________________

Compliant with MDNR Permit: ________________

Do you have a Schedule of Compliance to renew your Permit? _____________________________

What issues need to be addressed for Schedule of Compliance?

_____________________________________________________________________________________

Operating Information

List Certified Operator(s) 1: ____________________________  Level: A  B  C  D  (circle)

Operator 2: ____________________________  Level: A  B  C  D  (circle)

Operator 3: ____________________________  Level: A  B  C  D  (circle)

Operator 4: ____________________________  Level: A  B  C  D  (circle)

Years employed: _________
Employee or Contractor? ________________________________
Full-time or Part-time? ________________________________
If Part-time, how many hours/week? _______________________
If employed, What is the salary or rate of pay? _______________
Does this include benefits? What benefits? ________________
If contracted, what is the contracted rate? ________________
How many hours per week are spent solely on Wastewater? ______

Attach position description if available.

Does your jurisdiction pay for Operator Certification? Or Continuing Education Credits? ____________
If so, what is the annual average annual cost (Include all travel, lodging, meals, etc)? ______________
How many Operators have you had in the past 10 years? ______
Do you have a back-up operator? __________
How do you document maintenance (computer software, written record, etc)? ________________

Do you have a digital map/GIS of your system? __________

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? _________________
Why or why not?

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

Please return completed survey to MRPC by mail at:
4 Industrial Drive
St. James, MO 65559
By Fax: 573-265-3550
Or by email: khawes@mereamecregion.org
Phone Survey Script/Questions (Additional Information)

City:
County:
Date:
Interviewee:

How many operators:
Full-time or part-time:
Contract or employees:
Certification Level:
What percent of the job is spent solely on wastewater?

What labs done in house:
What labs sent off:
To Where:

Where do operators attend training:

What is the annual cost of training paid by the jurisdiction?

What has been your turn over:

Would a training program that ends with a certification be of interest:

What other challenges:
Regional Wastewater Survey Responses Needed

CRAWFORD, DENT, GASCONADE, MARIES, OSAGE, PHELPS, PULASKI, & WASHINGTON COUNTIES — The Meramec Regional Planning Commission has been awarded a grant through the Missouri Department of Natural Resources in order to conduct a feasibility study of wastewater treatment operations in the region.

While MDNR often focuses on regionalization of wastewater that is not feasible for many communities that are spread thin throughout the Meramec region. The feasibility study seeks to discover if cost savings are attainable by sharing licensed operators instead of the actual treatment system. Many of our small rural communities struggle with having to hire and train individuals to operate wastewater systems. Due to very small systems and small budgets, offering even part-time employment can be prohibitive to retaining trained staff.

The survey is open to all MDNR wastewater permit holders in the Meramec region. In order to provide a detailed cost savings analysis MRPC needs wastewater systems to fill out the survey completely. The survey is brief and gathers information on the system, the operator, and the cost burden for operating and training. The hope is that with adequate responses a plan can be developed in order to save systems money and reduce down time without certified operators. The survey is available on Meramec Regional Planning Commission’s website at https://mrpcsurveys.typeform.com/to/egU9n68J.

Formed in 1969, MRPC is a voluntary council of governments serving Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington counties and their respective cities. Gasconade County Presiding Commissioner Larry Miskel serves as chairman of the board. A professional staff of 34 offers technical assistance and services, such as grant preparation and administration, housing assistance, transportation planning, environmental planning, ordinance codification, business loans and other services to member communities.

If you have questions, please contact Tammy Snodgrass at MRPC at 573-265-2993 or by email at tsnodgrass@meramecregion.org.

To keep up with the latest MRPC news and events, visit the MRPC website at www.meramecregion.org or on Facebook at www.facebook.com/meramecregion.
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Memorandum Of Understanding for Emergency Sharing of Operator

WASTEWATER FACILITY OPERATOR SHARING
DURING AN EMERGENCY
MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT MADE this _____ day of _____, 202__ BY AND BETWEEN:

(Municipality or Owner of Utility A)
And
(Municipality or Owner of Utility B)

WHEREAS a local emergency could affect a municipal water or wastewater facility, requiring additional certified operators for the safe operations of those facilities;

AND WHEREAS the availability of certified municipal wastewater facility operators is limited;

AND WHEREAS in some situations it may be necessary to request assistance from other municipalities with certified wastewater operators to maintain the health and safety of the public and the environment;

AND WHEREAS the wastewater treatment facility owned by (Municipality or Owner of Utility A) is certified as __ (provide certification level required) __;

AND WHEREAS the wastewater treatment facility owned by Municipality or Owner of Utility B) is certified as (provide certification level required);

AND WHEREAS the shared wastewater treatment operator is certified to service both systems;

AND WHEREAS the above named municipalities wish to make pre-arrangements for expedited emergency action in support of each other when affected or threatened by an emergency that requires the assistance of a certified wastewater operator.

NOW THEREFORE BE IT RESOLVED THAT the above named parties agree as follows:

1) Any of the parties to this agreement may request mutual aid from the other party if in need of assistance in a local emergency, to maintain the health and safety of the listed wastewater facilities as listed in “Appendix A” subject to the following:
   a. Any call for aid may be made by the municipality requiring assistance under this agreement in the event of a local emergency, which is a situation where the wastewater facilities are in jeopardy of compromising the safety and wellbeing of the public and environment, excluding manageable situations such as a shortage of staffing due to vacation or sick leave.
   b. Any call for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other party whose assistance is being sought.
c. Request for mutual aid shall be restricted to assist with the operation of wastewater facilities under this agreement experiencing a local emergency.

d. On receipt of a call for aid, the extent of the assistance given will be at the discretion of the responding municipality, having regard for its own situation at the time.

e. The responding municipality agrees to ensure the deployment of a certified wastewater operator as required under “Appendix A” to operate the receiving municipality’s wastewater facility.

f. The receiving municipality shall be responsible for the payment of the costs incurred by the responding municipality. Payment will be made in a timely fashion, once the emergency has been dealt with and upon receipt of an invoice from the responding municipality outlining the wages and expenses.

g. All liability for the operations of the facilities listed in “Appendix A” of this agreement shall be the sole responsibility of the receiving municipality.

h. Each facility as listed in “Appendix A” under this agreement will have an emergency operational and maintenance policy in place to outline the minimum requirements to maintain the facility during the event of a local emergency and the enactment of this MOU and referenced in this agreement as “Appendix B”.

i. Each facility as listed in “Appendix A” of this agreement will have an operations and maintenance manual including video with the reference to operation and maintenance as outlined in the above policy.

j. The receiving facility agrees to notify the Missouri Department of Natural Resources, via phone call or email upon the enactment of this MOU.

2) The agreement comes into force on signing of this document by all parties and the approval of the Missouri Department of Natural Resources Water Protection Program and shall be reviewed for updating as needed or a minimum of every three (3) years. This agreement will remain in effect until such time as either party wishes to terminate the agreement by providing sixty (60) days written notice to the other party.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and year first above written.

_____________________________________________  ____________________
(Name of Municipality & Authorized Signer)      Date

_____________________________________________  ____________________
(Name of Municipality & Authorized Signer)      Date
WASTEWATER FACILITY OPERATOR
MEMORANDUM OF UNDERSTANDING

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(Facility Owner A)

(Facility Owner B)
WASTEWATER FACILITY OPERATOR SHARING
FOR NON-EMERGENCY SITUATIONS
MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT MADE this _____ day of _____, 202__ BY AND BETWEEN:

(Municipality or Owner of Utility A)
And
(Municipality or Owner of Utility B)

WHEREAS a the temporary loss of a wastewater operator due to termination of employment, sick leave or other leave could affect a municipal water or wastewater facility, requiring additional certified operators for the safe operations of those facilities;

AND WHEREAS the availability of certified municipal wastewater facility operators is limited;

AND WHEREAS in some situations it may be necessary to request assistance from other municipalities with certified wastewater operators to maintain the health and safety of the public and the environment;

AND WHEREAS the wastewater treatment facility owned by (Municipality or Owner of Utility A) is certified as ____________;

AND WHEREAS the wastewater treatment facility owned by (Municipality or Owner of Utility B) is certified as ______;

AND WHEREAS the shared wastewater treatment operator is certified to service both systems;

AND WHEREAS the above named municipalities wish to make pre-arrangements for expedited action in support of each other when a certified wastewater operator is not available to service the wastewater facility.

NOW THEREFORE BE IT RESOLVED THAT the above named parties agree as follows:

1) Any of the parties to this agreement may request mutual aid from the other party if in need of assistance during the temporary absence of the municipality’s certified wastewater operator, to maintain the health and safety of the listed wastewater facilities as listed in “Appendix A” subject to the following:
   a. Any call for aid may be made by the municipality requiring assistance under this agreement in the event of the temporary absence of the municipality’s certified wastewater operator and the need for the continuity of an operator to avoid compromising the safety and wellbeing of the public and environment.
   b. Any call for aid shall be made by a designated representative of the municipality and must be directed to a designated representative of the other party whose assistance is being sought.
c. Request for mutual aid shall be restricted to assist with the operation of wastewater facilities under this agreement experiencing a local emergency.

d. On receipt of a call for aid, the extent of the assistance given will be at the discretion of the responding municipality, having regard for its own situation at the time.

e. The responding municipality agrees to ensure the deployment of a certified wastewater operator as required under “Appendix A” to operate the receiving municipality’s wastewater facility.

f. The receiving municipality shall be responsible for the payment of the costs incurred by the responding municipality. Payment will be made in a timely fashion once the emergency has been dealt with and upon receipt of an invoice from the responding municipality outlining the wages and expenses.

g. All liability for the operations of the facilities listed in “Appendix A” of this agreement shall be the sole responsibility of the receiving municipality.

h. Each facility as listed in “Appendix A” under this agreement will have an operational and maintenance policy in place to outline the minimum requirements to maintain the facility and the enactment of this MOU and referenced in this agreement as “Appendix B”.

i. Each facility as listed in “Appendix A” of this agreement will have an operations and maintenance manual including video with the reference to operation and maintenance as outlined in the above policy.

j. The receiving facility agrees to notify the Missouri Department of Natural Resources, via phone call or email upon the enactment of this MOU.

2) The agreement comes into force on signing of this document by all parties and shall be reviewed for updating as needed or a minimum of every three (3) years. This agreement will remain in effect until such time as either party wishes to terminate the agreement by providing sixty (60) days written notice to the other party.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and year first above written.

_______________________________________  ______________________  
(Name of Municipality & Authorized Signer)      Date

_______________________________________  ______________________  
(Name of Municipality & Authorized Signer)      Date
WASTEWATER FACILITY OPERATOR
MEMORANDUM OF UNDERSTANDING

Appendix A

<table>
<thead>
<tr>
<th>Facility/Location</th>
<th>WWTF Description</th>
<th>Treatment Process Type</th>
<th>Minimum Certification Level Required</th>
<th>Operators Names and Certification Level</th>
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AGREEMENT TO SHARE CERTIFIED WASTEWATER TREATMENT OPERATOR(S)

By and Between

Name of Municipality A
And
Name of Municipality B

THIS AGREEMENT is dated as of the _____ day of _____________, 20__, by and between
the ____ (Name of Municipality A) ____, with offices located at ____________________________
and the ____ (Name of Municipality B ____ , with offices located at ____________________________.

WHEREAS, these two cities are empowered to enter into an agreement to share a certified wastewater treatment operator(s); and

WHEREAS, the cities of _______________ and ___________________ are committed to
protecting the health of their citizens and the environment; and

AND WHEREAS the wastewater treatment facility owned by (Municipality or Owner of Utility A) is certified as ___(provide certification level required)__;

AND WHEREAS the wastewater treatment facility owned by Municipality or Owner of Utility B is certified as (provide certification level required);

WHEREAS, the sharing of a certified wastewater treatment operator is meets the mutual desire
to work collaboratively toward the fiscally responsible operation of both entities wastewater
facilities; and

WHEREAS, the terms and conditions of the Agreement have been approved by the governing
bodies of both cities;

NOW THEREFORE, the parties hereto agree as follows:

1) For the purposes of this Agreement, the cities of ______________ and
____________ agree to provide services for the wastewater facilities owned by
both cities by sharing a certified wastewater facility operator (CWFO).

2) The CWFO shall report to _______________ and ___________________. The
contact person for the city of ________________ shall be
__________________________, and the contact person for the city of
__________________________ shall be ________________________.

3) The CWFO, for the purposes of this Agreement, shall be deemed a full-time employee of
__Municipality A____________________, which will pay the CWFO’s salary and make
the employer’s contributions for retirement, social security, health insurance, workers
compensation and other benefits. __Municipality B _____ agrees to share all costs
incurred by ____ Municipality A____ as employer of the CWFO, including but not limited
to the CWFO’s salary and employee benefits provided by ____Municipality A____ as employer, on a mutually agreed upon basis. ____Municipality B____ shall pay its share in monthly installments to be paid to ______________________________ at __________(address)______________.

4) In the shared CWFO position, the CWFO will split time between ____Municipality A____ and ____Municipality B____. It is anticipated that the CWFO will make efforts to share equal time in both municipalities but may be required to alter this time allocation pending current issues in either municipality at any given time. In coordination with the CWFO, both municipalities will have supervisory capacity at any given time. In the case of an emergency occurring in both cities simultaneously, the CWFO will coordinate with ____public works directors/mayors____ in ____Municipality A____ and ____Municipality B____ to discuss and determine work priorities.

5) The ____title____ of ____Municipality A____ and ____title____ of ____Municipality B____ shall determine each party’s share of all costs and expenses incurred under this Agreement. The terms and provisions of this agreement, including salaries of the CWFO and any related expenses arising under this Agreement shall be reviewed annually in ____month____ by both parties. If either party desires to make any amendments or modifications to the terms and provision of the Agreement, a joint meeting of representative of both parties shall be held not later than ____date____ to discuss the proposed amendments and modifications. In no event may either party unilaterally increase the compensation package of the CWFO.

6) In the event of the resignation of the CWFO, both parties will reevaluate the process for replacement of the CWFO and/or the viability of continuing the Agreement.

7) This Agreement shall take effect upon due approval and execution by the governing body of each municipality and shall remain in effect through ____date____.
CONTRACT FOR WASTE PLANT MANAGEMENT SERVICES

This agreement entered into this 6th day of August, 2019, between Steve Black, hereinafter referred to as "Contractor" and the City of Cuba, Missouri, a municipal corporation hereinafter referred to as "City".

Whereas, the City desires to have a manager for the Cuba Waste Management Facility located in the City of Cuba, Missouri; and

Whereas, the City has deemed it essential for the operation of the City to have an experienced and qualified manager for the Waste Management Facility; and

Whereas, the Contractor is considering retirement and thus the City would like for Contractor to assist in training the City’s next manager for Waste Management Facility; and

Whereas, Contractor desires to perform the function of manager of the Waste Management Facility.

Now, therefore, for and in consideration of the premises hereinafter contained, the parties hereby agree as follows:

1. The City shall pay a contract fee to Contractor in the sum of $53,500.00 per year, payable in monthly installments as and for his services. No other compensation shall be paid. Contractor shall pay his own withholding taxes, with the City to issue a Form 1099 or similar tax document.

2. Contractor shall be eligible for any increases authorized by the Board of Aldermen for City Employees for the City of Cuba, Missouri.

3. Contractor shall maintain the Facility and grounds in a clean and orderly manner and keep facility in proper working order.

4. Contractor shall have the following responsibilities:

   A. To comply with all rules and regulations promulgated by the Board of Aldermen of the City of Cuba, Missouri.
   B. To supervise all activities at the Facility including safety of all activities thereon.
   C. To maintain and oversee all the daily operational testing of the treatment facility.
   D. To correct and/or report to the City, and all proper governmental authorities, all violations of the Ordinances of the City of Cuba, Missouri, laws of the State of Missouri and regulations of the Missouri Department of Natural Resources with regard to Wastewater violations.
   E. To maintain all equipment and oversee all sludge waste disposal.
   F. To maintain and record all testing of treatment plant.
   G. To conduct daily testing of samples.
   H. To serve as point of contact for repairs to equipment for treatment facility.
5. The City shall furnish all supplies required to maintain the treatment plant.

6. The City shall provide a vehicle to contractor for contractor's use while conducting business for the City. Vehicle shall not be used for any other employment.

7. The City shall pay for all necessary continuing education classes that are required to maintain the certifications for Contractor.

8. Contractor shall have the responsibility of ensuring a competent person shall be available on a daily basis at the facility. The City will designate an employee to be trained by Contractor to serve as back up when Contractor is unavailable by illness or vacation. Contractor shall have the right to schedule vacation, but in no event shall there be less than two weeks of notice nor shall Contractor schedule to be gone for more than seven days absent exigent circumstances such as a medical emergency.

9. Contractor shall assist the City in training his eventual replacement and making certain the City has a competent person to step in at either Contractor's retirement or the end of the contract period.

10. Contractor shall not assign any interest in this Agreement.

11. The City shall provide liability insurance coverage for Contractor in his capacity as Treatment Plant Director, under its current policy and/or any future policy the City may obtain, with the City to bear all costs of premiums. Contractor shall commit no act which unreasonably increases the premium payable by the City.

12. This Agreement shall be effective as and from the date first above written and shall continue until the end of the fiscal year ending June 30, 2024 (five years) for the City of Cuba, and shall be automatically renewed for successive periods of one year prior to expiration for two additional terms upon agreement of the parties. After the term of the agreement, either party may terminate this Agreement without cause by notifying the other party in writing, and the termination of this Agreement shall be effective sixty (60) days from the date of mailing of said notice by registered mail to the other party's last known address. Any future monthly installments for services due hereunder shall terminate upon the last effective day of this Agreement, with the City to be absolved of all further responsibility for payment.

A. City may only terminate contract for good cause shown. Good cause being that Contractor be either willfully unable or physically unable to perform the necessary tasks of the job, which includes training his replacement, negligence in his duties, or if probable cause exists Contractor has committed a crime that prevents the City from trusting Contractor's judgment.

B. If City terminates contract prior to 2024 without cause, City shall owe Contractor pro rata value remaining in the contract, such that if the contract is
terminated without cause after three years, City owes salary for remaining two years.

13. This Agreement contains all of the covenants and agreements between the parties. Any modification of this Agreement shall be effective only if made in writing and signed by the parties hereto.

14. This Agreement shall inure to the benefit of and shall be binding upon the City and Contractor. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

15. This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri and the venue for resolution of any dispute shall be in the Circuit Court of Crawford County, Missouri.

In Witness Whereof, on the day and year first above written, the City and Contractor caused this Agreement to be executed in their names by their duly authorized representatives listed below.

Ray Mortimeyer

Steve Black

Attested to:

Christine Nash, City Clerk

(City Seal)
FEATURE ARTICLE

Operator Certification: Virtual Training in 2020 and Beyond

By Jerry Popp, PE Program Development Coordinator

The close of another year is rapidly approaching, along with the inevitable reflection on the impact made by the COVID-19 pandemic. Nearly every aspect of our lives is being impacted in some way. Some of these changes will be permanent, others may turn out to be temporary disruptions. However, everyone is still working toward the same goals. Like running a steeplechase, the goal is not to remove the hurdles, the focus is on clearing those hurdles and charging ahead to reach the finish line.

For all of the water and wastewater system operators out there, the main goal of your jobs is still the same. Provide an adequate and safe supply of water for your community, and safely dispose of wastewater. Safe water for cleaning and washing is a main line of defense against this new virus. Essentially you are there to protect the health of the citizens. You are certified by a state agency to perform those duties and with that certification comes the responsibility/requirement to continue to improve your skills and abilities through training. Some states have relaxed certification deadlines for completing continuing education requirements.

COVID-19 presents additional hurdles in the training process such as fewer available continuing education hours, personal protective equipment recommendations, local ordinances, social distancing, smaller group numbers, travel restrictions, limited access to some venues, essential-only workers, quarantine guidelines, and budget cuts. There will likely continue to be a reduced number of in-person trainings available for operators. Those available will likely limit enrollment numbers. Many gatherings, conferences, classes, and training events have been canceled either due to direct health department orders or broader general health/safety concerns and restrictions. This affects not only operators, but also the individuals who present the training classes. Everyone in the chain needs continuing education to stay current. How does this get done safely and effectively?

Virtual training is rapidly gaining in popularity. It is both convenient and effective. States across the US are finding ways to ensure water and wastewater operators stay up-to-date and certified in our current social distancing environment. Virtual training has always had a presence, but now there is the realization we are able to do it effectively and there is great potential in its use. Online trainings may be the solution for cutting down on travel costs and allow the operator to ‘mind the shop’ while slipping in a 2-hour training right from their desk. Additional presenters or co-hosts can be brought in on a training from almost anywhere in the world. Many online software applications allow multiple ways for trainees and trainers to communicate such as chat functions, interactive feedback through polls and surveys, and break-out rooms for discussion. An operator may be able to find a larger variety of courses available, and curriculum can be saved and reviewed following the event.

Attendees need to have access to suitable equipment for virtual training. Essentially all online training presentations will state the attendee should have the following:

1. Internet: Reliable internet access of sufficient bandwidth (Speed). There are quick online tools to conduct a speed test to ensure your internet connection is performing well. If you are experiencing interference using a wireless router (Wi-Fi), you may consider an ethernet connection.
(wired), especially if the computer is used in the same place all the time.

2. **Computer:** A reasonably recent-model computer with enough available memory (RAM), an up-to-date operating system (i.e. Windows, iOS, Android), a browser (i.e. Chrome, Microsoft Edge, Firefox), a quality screen (Monitor), and of course the keyboard/mouse or touch screen to interact with.

3. **Audio:** A headset with a microphone is preferred, and will generally be required to enable two-way communication. The computer’s built-in speaker and microphone system (if available) will work well if the attendee can locate a quiet location. Identify at least one backup connection to the audio of the event, usually a phone call-in option. Video of the attendee could be required for attendance verification, but is generally not necessary.

4. **Software Application:** Some courses may also require downloading a specific software application (app) or a browser plug-in specific to the presentation method, and these will generally be available free of charge for attendees.

5. **Try it out & Practice:** Prior to the event, take time to make a test run of each of the components listed 1-4. All of them. Connect early to the session. Attend a trial class or practice session within your organization. Practice manipulating the computer controls, window locations/sizes, try adjusting the volume levels of both speaker and microphone. Attempt reconnecting to the event login page after an unexpected interruption. Test the phone call-in option. Make sure your phone is available and either plugged in or fully charged. Testing the system and connection PRIOR to the live event will greatly reduce the technical issues that may occur.

For any virtual training to be effective, it must be easily interactive. The tools must become very familiar to the attendee (i.e. computer/internet/audio/video). We use pencils and notebooks our entire lives, and learned early to raise our hand and ask questions. In an interactive classroom setting, trainers assume the attendees are proficient in those skills, and a simple invitation for the students to ‘feel free to interrupt if you have a question!’ opens the door to positive interaction in that classroom. Someone raises a hand, or someone speaks out “Excuse me, what about …?” Then a dialog starts, between teacher and student, or between students. In the virtual learning environment, the goal is to replicate this type of exchange by allowing trainees to interact and ask questions of the trainer throughout the presentation.

As of September 2020, Midwest Assistance Program, Inc. (MAP) has completed thirteen virtual trainings for operators and clerks with positive feedback from attendees and trainers alike. According to MAP Training Coordinator Jim Jones, “I believe this form of training will continue to grow and MAP will provide online content in the years to come. TAP’s [Technical Assistance Providers] that were first apprehensive about providing online training have later said their trainings went well and they look forward to using the online content again to train others in the future.” MAP trainings are often offered at no cost and are updated regularly on the website: [www.map-inc.org](http://www.map-inc.org) under “Training.” There are some tall hurdles on our track and it looks like they will be with us a while, therefore we must practice. All of us. The software and hardware tools used by trainers and trainees alike are continually under development, being revised and updated. So, log on and begin training!
Argyle trustees discuss options for sewer operator

BY LINDA ADUNS

ARGYLO, Ill. — Argyle trustees were faced with a tough decision regarding the installation of sewer lines in the village on Jan. 21. Village President Gary Weber presented the trustees with possible options, including the option to pursue the installation of sewer lines in Argyle.

"We have a lot of sewers in Argyle," Weber said. "The village has a lot of sewers that need to be replaced."

The village currently has two sewers, one on the north side of Argyle and one on the south side. Weber said the village has been trying to get funding for the sewers for several years, but has been unsuccessful.

The village has applied for assistance from the Illinois Department of Transportation and the Illinois Department of Natural Resources, but has not been successful in its efforts.

The village has also applied for assistance from the Illinois Department of Transportation and the Illinois Housing Authority, but has not been successful in its efforts.

The village is currently working with the Illinois Department of Transportation and the Illinois Housing Authority to try to get funding for the sewers.

As of yet, there is no word on whether Argyle will receive funding for the sewers.

Westphalia approves first sewer rate increase since 2009

BY THERESA BRANDT

ST. CHARLES, Ill. — Westphalia approved its first sewer rate increase since 2009 on Tuesday night. The increase will be implemented in two phases, with the first phase starting on Sept. 1.

The first phase will increase the sewer rates by 3.3%, which will result in a $3.30 increase for the average household. The second phase will increase the rates by 2.4%, which will result in a $2.40 increase for the average household.

The increase is necessary to cover the expenses of the Westphalia Sewer Department, which has seen a decrease in revenue due to the economic downturn.

"We have had to make some difficult decisions," Mayor Tim O'Malley said. "We have had to increase our rates to cover the costs of operation and maintenance.

"We hope that our residents understand that these increases are necessary to keep our service level high.

"We appreciate our residents' understanding and support of our efforts to maintain the highest level of service for our community.

Osage County

Wastewater Feasibility Study 2021

Relevant Articles in Local Newspapers
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9. The medical-related illnesses on the day of the cycle he or she begins
works. It's something to think about," Griffin concluded.
He intends to survey other county governments to get an idea of how their employees are paid. Klithersmee suggested searching online through the Comprehensive Local Agency Reporting System (CLARS). Kempker invited the commissioners to watch the new combination grader in action. They were all impressed with the new rig's capabilities. The driver currently assigned has had no trouble getting over the county roads. He's had no problem making turns to get out of any situation he's been in so far.
"There will be some dead-ends," Kempker commented. The county will always need some standard tandem-axle dump trucks for total coverage. However, "He hasn't hit any bad spots he knows of so far."
"I was amazed how fast he could drop that load," said Griffin. The trailer empties as fast as any dump truck in the fleet and hauls several tons more mater-
ial. Klithersmee measured the coverage from one load, noting it stretches 300 yards down a regular gravel road. Plus, it leaves a truck 12-feet wide, where a regular dump truck's tail is eight feet. The material is released lower to the ground, so less rock is kicked up into the ditch. As a rule, a fresh load is more likely to be drivable immediately.
Klipthosmee recently fell several feet after gravel was hauled. It exposed how hungry the roads are for the ma-
time. The new loads were completely invisible after the rainfall. "It's like a hot this time of year," Kempker commented.
"It's going to take a lot of rock to fix these roads," added Klithersmee.
In addition, the heavy rains produced flooding on the Maries River near West-
phalia. A bridge on CR 521 had water over its deck. Crews spent hours after the weekend of Jan. 25 clearing brush and debris from on and around it.
Griffin recently attended a meeting in Houston. The goal is still trying to form an alliance to promote work on US 63 from Jefferson City to the Kansasa city border. Nothing is yet confirmed and there remains effort ongoing to build consensus. "I think it would be a hard sell in Osage County until we get something accomplished on Highway 50," said Griffin, referring specifically to the problems at R. CO. ne Missouri State Techni-
cal College and Linn R-2.
The department hauled rock on CRs 201, 202, 233, 234, 241, 244, 263, 273, 274S, 522, 604, and 609; crew members performed service on Order #01; crews laid low water lines on CR 218, brush mowers worked on CRs 272 and 273, and graders operator worked on

FORM W-4 FOR COUNTY EMPLOYEES
Kammerich complained to the commissioners about the alleged treatment the staff has received. She said it has come from other county employees. By law, the United States Department of the Treasury Internal Revenue Service Em-
ployee's Withholding Certificate, Form W-4 must be kept up to date. Kammer-
ich has requested all employees update their form before filing their 2020 tax returns. Some have requested assistance from the office's clerk employees. This Kammerich refuses to allow. "Legally, we can't tell them how to fill them out," she said. "We are not tax people.

The refusal to grant the prohibited assistance has met with some behavior she finds unacceptable.
"We are being treated poorly," she said, emphasizing the vituperative is exhibited by small, but vocal, minority. Most workers are polite and take responsibility for themselves in a cooperative spirit. The exceptions, though, have caused some bad moments.
"You can't tell them how to do it," agreed Klithersmee.
Griffin promised to address the issue with individuals identified by Kammerich.
"They've got to figure out what their tax liability is," said Griffin.
Responsibility for getting tax information and forms, Kammerich forms have been coming in at a satisfactory pace but the process is still in its beginnings stage. Kammerich has said that position has been taken without plenty of advance notice.
"If you sent the [instructions] out prior to anybody filing their taxes," she as-
tered. "We don't deserve to be treated like this."

MISCELLANEOUS
The commissioners signed grant ap-
lications as by for the DCED. They also signed service contracts with Midland Corporation, Chesterfield, and Remote Computer Services (RCS), Westphalia.
Commissioners confirmed money from the recent sale of vehicles retrieved by the Osage County Assessor's Office goes to general revenue, rather than into the assessor's fund.
MEPC has committed to file and deliver all the 1099-G Forms incurred by the CARES Act funds administered through the county. "We don't have much time to do those," commented Klithersmee. They were due to con-
troller by Jan. 31.
MEPC has received a retirement announcement from an Osage County mem-
er of the board of directors. Candidates for replacement are wanted.
Commissioners approved paying the bills from Jan. 16 through Jan. 27 to
follow a meeting report.

Cutting trees down can be particularly dangerous," Griffin observed.
PENTECOSTAL BRIDGE
Klithersmee has been monitoring the work of the Pentecostal Bridge, the destroyed span is located on CR 611 east of Westphalia. Collapsed on Aug. 17, it's still in the water. He has

The company would also be doing all the Electronic Inspections for the Missouri Department of Transportation (MoDOT). The company would also be doing all the Electronic Inspections for the Missouri Department of Transportation (MoDOT). The company would also be doing all the Electronic Inspections for the Missouri Department of Transportation (MoDOT). The company would also be doing all the Electronic Inspections for the Missouri Department of Transportation (MoDOT).
Journey to Bethlehem with Mary and Joseph at Crocker December 13 & 14

The annual Journey to Bethlehem, presented by the Crocker Christian Church, will take place December 13 at 6 p.m. and December 14 at 4 p.m. Everyone is invited to come and experience the journey of Mary and Joseph as they travel to Bethlehem. Part of the journey will include a live Nativity Scene and Old Town Bethlehem. There is no admission. There will be guided walking tours every 30 minutes. Due to the weather since your journey will be outside, there will be light refreshments provided at the journey’s end. Weather permitting, golf carts will be provided for the handicapped.

The project is primarily supported by the Crocker Christian Church, however, there are always a need to volunteer to go out and who could help. There will be a yard sale at the church on Saturday, December 11, starting at 9 a.m. to raise money for the event.

Dixon City Council discusses water and sewer system operators and changes to update City Code Book

By Robert C. Baker

The regular monthly meeting of the Board of Aldermen for the City of Dixon was held on December 2, 2021 at City Hall. The agenda included items such as the approval of minutes for the previous meetings, the presentation of bills paid and minutes of previous council meetings. The meeting was called to order by Mayor Allan Kuhl at 6:00 p.m. and a roll call was conducted by City Clerk Janice Fleming to all aldermen present. After the mayor led the meeting in the Pledge of Allegiance Past Master Mitch Henson of the United Methodist Church gave the invocation. This brought the meeting in the next item of business to the agenda. As per agenda, the next item on the agenda this time, Alderman Womack asked the mayor about adding an item to the agenda to discuss changes to the water and sewer system operators and the changes needed to update the City Code Book. The council voted to add an item to the agenda for a discussion during a meeting after the initial approval by a two-thirds vote of the council members. Alderman Womack made a motion to add discussion items on the water and sewer system operators and the changes needed to update the City Code Book. The motion carried by a 6 to 1 vote and the item was added to the agenda.

Next on the agenda was the approval of the bills for the previous month. A short review of the bills was conducted, as the council members had already reviewed each bill. There was no discussion needed on the bills. Alderman Womack made a motion to approve the bills, which was seconded by Alderman Campbell and carried by a roll call vote of 6 to 0.

At the conclusion of the meeting, the council unanimously voted to add the items discussed to the agenda and to proceed with the meeting.

Sakelaris Ford continues holiday tradition with Fill-A-Ford Drive

By Connie Erickman

It’s that time of year again! Sakelaris Ford Lincoln of Collins has filled up its parking lot with Ford and Lincoln vehicles in a Fill-A-Ford Drive to benefit families in need. According to Sakelaris General Manager Al Collins, the dealership has announced a Lincoln Log Toy Drive, which will be completed by December 15. Donations will include new and gently used toys, among other items.

On December 13 and 14, Sakelaris Ford will be collecting donations for Christmas gifts for children of all ages, with a special focus on providing for children in need. Donations are currently being accepted at the dealership, and all donations will be distributed to local organizations that help children in need.

City of Dixon conducts workshops with representatives from General Code

By Robert C. Baker

A workshop with representatives from General Code was held on November 21, 2021 in the Dixon City Council Chambers. The workshop was attended by Mayor Allan Kuhl, Alderman Womack, and Chairwoman Amy Marron. The workshop was conducted by representatives from General Code, who are experts in the field of municipal code writing.

The workshop focused on a proposed amendment of Chapter 700 to 715 of the Dixon City Code, which governs the policies and procedures for the City of Dixon. Mayor Kuhl stated that the amendment would be tabled until the January 30 meeting as it was still in the early stages of being prepared and would need a legal review.

During the workshop, General Code representatives explained the changes and answered questions from the council members. The representatives also provided guidance on how to proceed with the amendment process.

The workshop concluded with a discussion on the next steps for the City of Dixon. Mayor Kuhl stated that the next steps would include reviewing the proposed changes and bringing them to the next council meeting for further discussion.

Wastewater Feasibility Study 2021

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from page 1

The motion carried on a roll call vote of 6 to 0. The reading was completed by the mayor and a motion for a second reading by title only was made by Alderman Shultz. The motion was accepted by Alderman Campbell and carried on a vote of 6 to 0. After the second reading Alderman Thomas pointed out that the sections were incompletely numbered, the section numbers went out of order (3) is done (3). Alderman Thomas then made a motion for final approval with the corrections as indicated made. The motion was seconded by Alderman Shultz and carried on a roll call vote of 6 to 0 and the proposed ordinance was formally numbered City Ordinance 576.

These being the last items on the agenda, a motion to adjourn was made by Alderman Noll with a second by Alderman Shultz. The motion carried on a roll call vote of 6 to 0 and the meeting was adjourned at 7:22 p.m.

Dixon City Council

Temporary contract was needed between two cities covering the use of the Cricket operators. Alderman Noll after the discussion was completed made a motion to prepare a temporary contract between the two cities. This motion was seconded by Alderman Campbell and carried on a roll call vote of 6 to 0. Ordinances Adding Chapters to City Code Book

The last two items on the agenda were ordnances adding chapters to the Dixon City Code book. These additional chapters were added according to Section 79.13 of the Revised Statutes of Missouri.

“Temporary contract shall be introduced to the board of aldermen in writing and shall be read by the title or in full two times prior to passage, both readings may occur at a single meeting of the board of aldermen. If the proposed ordinance is read by title only, copies of the proposed ordinance shall be made available for public inspection prior to the time the title is under consideration by the board of aldermen.”

This allowed the mayor to read the ordinance by title only two times prior to the final vote of approval for the ordinance.

The first proposed ordinance to be up for approval was the one containing the addition of Chapter 160A Offenses. A motion for the first reading by title was made by Alderman Williams and carried on a vote of 6 to 0. After the reading by title was completed by the mayor and there being no discussion Alderman Shultz made a motion for the second reading by title of the proposed ordinance. This motion was accepted by Alderman Williams and carried on a vote of 6 to 0. The reading was completed by the mayor and a motion for a second reading by title only was made by Alderman Shultz. The motion was accepted by Alderman Campbell and carried on a vote of 6 to 0.
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Exams are scheduled for 9:00 a.m. unless otherwise noted on the admission letter.
Job Descriptions

CITY OF ST. ROBERT, MISSOURI
JOB DESCRIPTION
Treatment Plant Supervisor

GENERAL PURPOSE OF POSITION:
The Treatment Plant Supervisor oversees the daily operations of the Wastewater Treatment Plant Department under the direction of the Public Works Director. The Treatment Plant Supervisor plans, organizes, directs and coordinates the overall operation, repair and maintenance of the City wastewater treatment plant including the laboratory operations.

MAJOR DUTIES AND RESPONSIBILITIES:

General
- Oversees operational stability and programmed maintenance of City wastewater treatment plant and appurtenances and its related facilities.
- Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
- Assures that plant operates within required standards.
- May train other operators in acceptable lab methods and procedures to assure accuracy of test results.
- Maintains drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.
- Work cooperatively with other city, county, state, or federal agencies.
- Oversees the operation, maintenance and laboratory testing requirements of the City’s treatment plant.
- Assists in the development of the department’s annual budget.
- Monitor employees’ work levels and review work performance.
- Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
- Attends professional development workshops and conferences.
- Supervises department operations and personnel.
- Interact with members of the public in a professional manner.
- Evaluates staff performance, provides employee counseling and recommend employee discipline.
- Conduct or arrange for worker training in safety, repair, and maintenance techniques, operational procedures, or equipment use.
- Supervise the maintenance and repair of the City’s electrical utility operation and appurtenances.

Supply and Materials
- Prepare requisition forms and purchase requests to order materials, goods and supplies.
- Verify order information for correctness, checking it against previously obtained information as necessary.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Maintain knowledge of all organizational and governmental policies affecting purchases, and provide information about these policies to department employees.
- Prepare purchasing forms, and solicit bids in accordance with City purchasing policies.
- Track the status of requisitions, contracts, and orders.
- Coordinate purchases with budgetary appropriations.
- Process purchasing documentation, and coordinate purchasing reconciliation, with City Supply Technician.

Record keeping
- Prepare, maintain, and review maintenance files, reports and price lists.

Treatment Plant Supervisor

updated 09.11.12
City of St. Robert, Missouri
Job Description – Treatment Plant Supervisor
Page 2

- Calculate and compile order-related statistics and prepare quarterly and annual reports.
- File copies of orders received, or post orders on records.

Safety
- Clean and maintain tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Store materials in a safe, orderly and accessible manner.
- Recommend disposal of unsafe, defective, or obsolete materials, equipment or supplies.
- Ensure safe operation vehicles and equipment in accordance with established safety guidelines.
- Ensure safety of personnel and property at all times.
- Maintain Material Safety Data Sheets (MSDS) as necessary.

Performs other duties as assigned by the Utility Foreman and/or Public Works Director.

JOB CONTEXT:

The Street Supervisor is a full-time, permanent position in the Street Department within Public Works. The immediate supervisor for this position is the Street Foreman. The person in this position is supervised on a weekly basis, primarily for reporting purposes. The person in this position supervises street department employees on a daily basis. The person in this position works regular hours, year-round. The person in this position may work overtime on occasion, and is on call for emergencies or during severe weather. The person in this position rarely works nights except for emergencies. There is no shift work associated with this position. The person in this position may be on call 2 to 3 times a month. 25% of the work for this position is done indoors; 75% is outdoors and requires work to be done in all types of weather conditions. The Street Supervisor is accountable for monetary, fiscal, budgetary, safety, and legal issues for which this position is responsible.

There is at least weekly exposure to chemicals and/or hazardous materials in this position including but not limited to fuel, petroleum products, hydraulic fluids, exhaust fumes, and herbicides. The stress level associated with this position is moderately high. Physical work consists of; but is not limited to, standing for long periods of time, climbing, pushing, pulling, lifting, bending, kneeling, balancing, reaching, twisting, stooping, squatting, carrying and stretching.

LICENSES AND CERTIFICATIONS:

- The person in this position must have and maintain a valid Missouri Commercial driver’s license.
- Possess and maintain Class D Missouri Wastewater Operator Certification.

EDUCATION AND EXPERIENCE:

- The person in this position must have a high school diploma, GED equivalency, or a graduate of a technical school or trade school.
- A minimum of 3 to 4 years of progressively responsible experience performing varied and complex work in managing municipal wastewater collection and/or wastewater treatment systems, or
- Any equivalent combination of education and experience is acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge
GENERAL PURPOSE OF POSITION:

This position performs laboratory tests to determine chemical and physical characteristics of sewage and water for purpose of process and quality control and conformity for Class A plants; operates sewage plant as required in the Public Works Waste Water Treatment Plant and performs related duties as required. Duties are performed in accordance with state and federal regulatory guidelines, and department policies and procedures of the City of St. Robert.

MAJOR DUTIES AND RESPONSIBILITIES:

General
• Knows, understands and implements the treatment plant facility operating rules and procedures.
• Collect samples, arrange for analysis, and identify concentrations of chemical, physical and/or biological characteristics of wastewater required in accordance with the Missouri State Operating Permit.
• Collect and arrange for analysis of wastewater samples for plant efficiency reports as required by the Missouri Department of Natural Resources and the Missouri State Operating Permit.
• Perform all testing required by the Missouri State Operating Permit.
• Perform and/or arrange for all testing necessary for proper operation of the treatment facility.
• Maintain testing data and all other records per Missouri DNR requirements
• Chart lab test results for trend analysis and maintain accurate records of analyses and test results.
• Evaluates data and write reports as required.
• Perform quality control tests on lab equipment and lab analyses where required.
• Inspects and monitors pumps, valves, and gauges, and makes necessary adjustments.
• Installs, repairs and replaces new equipment, pumps, valves, and gauges as necessary.
• Perform sampling techniques in accordance with established guidelines and regulations.
• Test for BOD, suspended solids, PH, total phosphorous, nitrogen, DO, coliform, chlorine residual, settleable solids, etc.
• Make visual inspection of plant facility and appurtenances.
• Make determinations to improve efficiencies and chemical control.
• Starts, stops, monitors, regulates, maintains and operates all treatment plant equipment as required.
• Prepares chemicals for testing.
• Uses and performs routine/preventative maintenance as required.
• Inspects filters, bar screens, grit chambers, and clarifiers.
• Operate sludge truck
• Performs grounds and facility maintenance operations as necessary.
• Operate and adjust controls on equipment to purify and clarify water, process or dispose of sewage.

Performs other related duties as required

JOB CONTEXT:

The Treatment Plant Technician is a full-time, permanent position in the Waste Water Treatment Department. The immediate supervisor for this position is the Treatment Supervisor. The person in this position is supervised on a daily basis. The person in this position works regular hours, year-round. The person in this position may work overtime on occasion and is on call for emergencies or during severe weather. The person in this position rarely works nights except for emergency situations. There is no shift work associated with this position. The person in this position may be on call 2 to 3 times a month. 25% of the work for this position is done indoors; 75% is outdoors and requires work done in all types of weather conditions. The Treatment Plant Technician is accountable for fiscal, safety, and legal issues for which this position is responsible.

Treatment Plant Technician
updated 12/21/2010
There is at least weekly exposure to chemicals and/or hazardous materials in this position including but not limited to, paints, chlorine, acids, cleaners, pesticides, syringes. The stress level associated with this position is average, depending upon the workload. Physical work consists of, but is not limited to, standing for long periods of time, climbing ladders, handling high-pressure hoses, shoveling, lifting, bending, and stretching.

LICENSES AND CERTIFICATIONS:

- The person in this position must possess and maintain a valid Missouri commercial driver’s license.
- Class D Missouri Wastewater Operator Certification.

EDUCATION AND EXPERIENCE:

- The person in this position must have a high school diploma or its equivalent.
- One year to 2 years of experience in wastewater treatment systems and laboratory testing procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Considerable knowledge of chemicals such as hydrochloric and sulfuric acid, manganese sulfate, sodium nitrate, aluminum sulfate, chlorides, sewage, water, etc.
- Considerable ability to use microscope, ovens, furnace, dessicator, hood, Kjeldal apparatus, analytical balance, pan balance, pH meter, DO meter, titrator, spectrometer, burettes, BOD incubator, refrigerator, hot plate, centrifuge, test tubes sewage plant equipment and materials.
- Thorough knowledge of safety precautions pertaining to proper use of vehicles, tools and equipment.
- Proper grammar and the use of English in speaking and writing.
- Mathematical skills, including addition, subtraction, division, and multiplication.
- Knowledge of proper operation of vehicles and equipment.
- Knowledge of proper treatment facility operations.
- Computer operations and applications, including word processing and spreadsheets.

Skills and Abilities

- Ability to work cooperatively with co-workers and the general public.
- Perform basic arithmetic involving addition, subtraction, multiplication, and division.
- Ability to operate hand tools and power equipment.
- Ability to safely operate vehicles and other department equipment.
- Ability to carry out written and verbal instructions.
- Ability to perform heavy manual labor under frequently adverse conditions.
- Work safely without presenting a direct threat to self or others.
- Communicate effectively with other city employees, both oral and written.
- Work autonomously when necessary.
- Handle multiple tasks simultaneously with frequent interruptions.
- Maintain professional composure in heated situations.
- Achieve and maintain Class C Wastewater Operator Certification.
- Complete 30 hours of operation training renewal as required to maintain Class C Wastewater Operator Certification.

This job description is not intended to be all-inclusive, and the employee will also perform other reasonable related business duties as assigned by the immediate supervisor and/or Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.

Treatment Plant Technician

updated 12/31/2010
EMPLOYEE ACKNOWLEDGEMENT:

Job Title: Treatment Plant Technician  Department: Public Works  Section: Wastewater Treatment

Reports To: Treatment Plant Supervisor  Department Head: Public Works Director

Grade: G-3  Wage Rate: $12.60/hr  Work Week: Full-time (40 hours)  FLSA Status: Non-Exempt

I acknowledge reading job description for this position and understand the duties and responsibilities required of me as contained herein:

_________________________________________  ___________________________
Employee Signature  Date

_________________________________________
Print Name

_________________________________________  ___________________________
Department Head Signature  Date

_________________________________________
Print Name

Treatment Plant Technician

updated 12/21/2010
GENERAL PURPOSE OF POSITION:

This position performs unskilled and semi-skilled work in the Public Works Waste Water Treatment Plant and performs related duties as required. Duties are performed in accordance with state and federal regulatory guidelines, and department policies and procedures of the City of St. Robert.

MAJOR DUTIES AND RESPONSIBILITIES:

General
- Knows, understands and implements the treatment plant facility operating rules and procedures.
- Inspects pumps, valves, and gauges.
- Assists in the repair and replacement of pumps, valves, and gauges.
- Performs minor plumbing.
- Assists in the installation of new equipment.
- Cleans sludge lines.
- Maintains exterior of facility grounds including, but not limited to, grass mowing, weed eating and edging, snow and ice removal, and collection of trash and debris.
- Paints and performs repairs to facility areas.
- Performs chlorine treatment.
- Uses and performs routine/preventative maintenance on vehicles, hand tools, and power equipment.
- Use various types of equipment, including chainsaws, sprayers, and weed eaters.
- Inspects filter twice a day.
- Rakes bar screens.
- Operate sludge truck.
- Set up and inspect equipment and vehicles prior to operation.
- Be familiar with, and execute, safe work procedures associated with assigned work.
- Cleans and maintains tools, equipment, and work place areas.
- Store items in a safe, orderly and accessible manner.
- Operate vehicles and equipment in accordance with established safety guidelines.

Performs other related duties as required

JOB CONTEXT:

The Treatment Plant Laborer is a full-time, permanent position in the Waste Water Treatment Department. The immediate supervisor for this position is the Treatment Plant Supervisor. The person in this position is supervised on a daily basis. The person in this position works regular hours, year-round. The person in this position may work overtime on occasion, and is on call for emergencies or during severe weather. The person in this position rarely works nights except for emergency situations. There is no shift work associated with this position. 25% of the work for this position is done indoors; 75% is outdoors and requires work done in all types of weather conditions. The Treatment Plant Laborer is accountable for fiscal, safety, and legal issues for which this position is responsible.

There is at least weekly exposure to chemicals and/or hazardous materials in this position including but not limited to, paints, chlorine, acids, cleaners, pesticides, syringes. The stress level associated with this position is average, depending upon the workload. Physical work consists of, but is not limited to, standing for long periods of time, climbing ladders, handling high-pressure hoses, shoveling, lifting, bending, and stretching.

Treatment Plant Laborer

updated 12/21/2019
LICENCES AND CERTIFICATIONS:

- The person in this position must possess and maintain a valid Missouri commercial driver’s license.
- Achieve Class D Missouri Wastewater Operator Certification within 18 months after employment.

EDUCATION AND EXPERIENCE:

- The person in this position must have a high school diploma or its equivalent.
- Six months to 1 year of experience in wastewater systems or related field is recommended.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge
- Thorough knowledge of safety precautions pertaining to proper use of vehicles, tools and equipment.
- Proper grammar and the use of English in speaking and writing.
- Mathematical skills, including addition, subtraction, division, and multiplication.
- Knowledge of proper operation of vehicles and equipment.
- Knowledge of proper treatment facility operations.
- Computer operations and applications, including word processing and spreadsheets.
- OSHA standards and regulations concerning employee safety.

Skills and Abilities
- Ability to work cooperatively with co-workers and the general public.
- Perform basic arithmetic involving addition, subtraction, multiplication, and division.
- Ability to operate hand tools and power equipment.
- Ability to safely operate vehicles and other department equipment.
- Ability to carry out written and verbal instructions.
- Ability to perform heavy manual labor under frequently adverse conditions.
- Work safely without presenting a direct threat to self or others.
- Communicate effectively with other city employees, both oral and written.
- Work autonomously when necessary.
- Handle multiple tasks simultaneously with frequent interruptions.
- Maintain professional composure in heated situations.
- Achieve and maintain Class D Wastewater Operator Certification.
This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.

EMPLOYEE ACKNOWLEDGEMENT:

Job Title: Treatment Plant Laborer          Department: Public Works          Section: Wastewater Treatment

Reports To: Treatment Plant Supervisor      Department Head: Public Works Director

Grade: G-1          Wage Rate: $10.62/hr          Work Week: Full-time (40 hours)          FLSA Status: Non-Exempt

I acknowledge reading job description for this position and understand the duties and responsibilities required of me as contained herein:

Employee Signature                                      Date

Print Name

Department Head Signature                                Date

Print Name
**POSITION DESCRIPTION**

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<td>FLSA: Full-time, Non-Exempt</td>
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**GENERAL PURPOSE**

This is manual and semi-skilled work in the operation and maintenance of the primary (and some secondary) treatment portions of the City wastewater treatment plant.

An employee performs manual and semi-skilled work in the ongoing conduct of primary treatment operations to maintain a continuing flow of raw sewage into the front end of the plant and its treatment system.

The incumbent follows standard operating procedures to maintain consistent primary operations to meet established EPA and DNR standards.

**SUPERVISION RECEIVED**

The wastewater supervisor, who establishes a specific operations routine and provides direct and detailed instructions whenever procedures or operations protocols change, closely supervises this employee.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Follows a carefully pre-established schedule of work activities in the operation of the primary treatment portions of the plant:

- Practices safe and efficient operating methods in executing primary treatment procedures;
- Controls the flow of raw sewage into the primary treatment areas of the plant; directs overflow sewage from storms into retention basins for future processing;
- Scums settlement basins, cleans bar screens and runs collected materials out of grit chambers;
- Transfers sludge liquors to holding tanks;
- Operates and checks equipment, instruments, pumps, valves, meters, and other apparatus;
- Shuts down portions of plant operations to deal with emergencies;
- Maintains accurate records of instrument readings and chemicals added to the process during the shift;
- Checks efficiency of pumps and overflows;
- Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily tasks and activities.

**PERIPHERAL DUTIES**

Perform related work as required.

**JOB CONTEXT**

The Wastewater Plant Operator I in the Public Works department works regular, year-round hours with rare overtime. There is no night or shift work for this position, and this person is on call for one week every six weeks. The stress level for this position is moderately low. 30% of the work for this position is indoors; 70% is outdoors and requires working in all types of weather conditions. The Wastewater Plant Operator I is accountable for legal and safety issues for which this position is responsible.

There is exposure to chemical and/or hazardous materials including sodium hypochlorite and HTH chloride powder.

*W.W. Plant Operator I*  
*Updated 6/23/21*
DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A) Graduation from an accredited High School or successful completion of a GED examination and major course work in industrial arts, supplemented by classes in drafting and mechanical drawing, science (biology, physics and chemistry) and mathematics;

B) Six months experience in the operation of mechanical wastewater treatment equipment; or an equivalent combination of training and/or experience that affords the applicant with the knowledge, skills and abilities.

C) Applicants must possess or be capable of acquiring within six months a Class D Wastewater Treatment Plant Operators License as issued by the Missouri DNR.

D) Missouri Commercial Drivers License; Class B.

Necessary Knowledge, Skills and Abilities:

A) Some knowledge of all operations, processes and procedures involved in the processing and treatment of sewage effluent through the City’s wastewater treatment facilities;

B) Some knowledge of the principles, practices, and methods of wastewater collection and treatment;

C) Working knowledge of the operation of mechanical and electrical equipment;

D) Some knowledge of methods of lubricating, maintaining (PM’s only) and adjusting equipment;

E) Limited knowledge of laboratory methods and procedures;

F) Some knowledge of occupational hazards and safety precautions needed in performing wastewater treatment operations;

G) Ability to maintain and adjust pumps, instruments, valves, processors, digesters, and other wastewater equipment;

H) Some ability to safely and effectively apply chemicals to a variety of treatment processes;

I) Some ability to check the operation of mechanical equipment and to detect flaws and defects;

J) Some ability to take accurate instrument readings and keep clear and regular records;

K) Ability to work effectively with co-workers; some mechanical ability; and the ability to perform physically demanding work.

SPECIAL REQUIREMENTS

TOOLS AND EQUIPMENT USED

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee frequently is required to stand.

The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
City of Rolla, Missouri

Job Description – W.W. Plant Operator
Page 3

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.
The employee occasionally works near moving parts and is occasionally exposed to wet and/or humid conditions.
The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.
The employee is frequently exposed to toxic or caustic chemicals.
The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: ____________________________  Approval: ____________________________
Supervisor  Appointing Authority

Effective Date: ________________________  Revision History: ________________________
POSITION DESCRIPTION

Job Title: Wastewater Equipment Operator
Department: Public Works
Date: June 23, 2021

FLSA: Full-time, Non-Exempt

GENERAL PURPOSE

This is manual work in the performance of semi-skilled and skilled tasks of a physically demanding nature in support of the City utility operations, maintenance and repair functions.

An employee in this class does semi-skilled and skilled manual labor to provide assistance in the maintenance and repair of the City wastewater and sanitary sewer distribution and wastewater collection systems.

These duties require the ability to use sophisticated equipment and power driven tools and to do heavy physical labor efficiently for the wastewater treatment divisions (and occasionally the street division).

SUPERVISION RECEIVED

The employee works under the daily supervision of the General Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES & RESPONSIBILITIES

Excavates street or right-of-way to reach sewer line breaks, properly laying back trench as the cut deepens;

Helps set line and grade on major sewer line replacement sections; uses journey level plumbing skills to repair sewers;

May clean sewers with sewer jet and other equipment.

Cleans gutters, culverts, sewers and other drainage structures; may lift heavy objects;

Loads and unloads stone, gravel, direct asphalt, and timber with heavy mechanical equipment;

Digs post holes and sets posts; rakes leaves and cuts brush;

Mows grass and weeds;

May perform a variety of other manual tasks in connection with the maintenance of sewers, City buildings, and other City facilities;

May perform a variety of other manual tasks in connection with the maintenance of sewers, City buildings, and other City facilities;

Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily tasks and activities.

PERIPHERAL DUTIES

Performs other duties as required.

Equipment Operator

Updated: 6/23/21
JOB CONTEXT

The Wastewater Equipment Operator in the Public Works department works regular, year-round hours with no overtime. There is no night or shift work associated with this position, and this person is on call. The stress level for this position is typically average, but varies with circumstances and activities. 5% of the work for this position is indoors; 95% is outdoors and requires working in all types of weather conditions. The Wastewater Equipment Operator is accountable for legal and safety issues for which this position is responsible.

There is exposure to chemical and/or hazardous material including sewage and oil.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A) Graduation from an accredited High School or successful completion of a GED examination.

B) Six months of experience in the maintenance and repair of public water and/or sewer utilities facilities with One year Preferred; or an equivalent combination of training and/or experience.

C) Missouri Commercial Drivers License; Class B.

Necessary Knowledge, Skills and Abilities:

A) Working knowledge of a variety of skilled and semi-skilled maintenance tasks.

B) Working knowledge of the care, uses and applications of power driven and manual maintenance and construction tools and equipment.

C) Working knowledge of standards safety precautions and procedures.

D) Working knowledge of basic coding and sequence systems and reading/logging procedures.

E) Ability to operate the pieces of equipment and powered tools used in sewer line repair and replacement work.

F) Ability to perform routine manual work.

G) Demonstrated ability to understand oral instructions.

H) Ability to read construction blueprints and plans.

I) Demonstrated mechanical ability.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
The employee frequently is required to stand.

The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The employee occasionally works near moving parts and is occasionally exposed to wet and/or humid conditions.

The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.

The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Approval: 

_________________________  
Supervisor

Approval:  

_________________________  
Appointing Authority

Effective Date:  

_________________________  
Revision History:  

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*Equipment Operator*  

*Updated: 6/23/21*
SEWAGE TREATMENT PLANT SUPERVISOR

DEFINITION:

This is a highly responsible position of a technical nature requiring knowledge of the operation, maintenance, and supervision of the City’s Sewage Treatment Plants.

EXAMPLE OF DUTIES:

1. Responsible for the operation of all sewage treatment plants; knowledgeable of all aspects of plant operations and maintenance; ability to supervise others and provide oversight of all various plant operations and reporting requirements.

2. Performs all duties listed for Sewage Treatment Plant Operator.

3. Provides administrative assistance in the areas of planning, budgeting, reporting, and operations.

4. Performs other duties as assigned.

QUALIFICATIONS:

Must possess all qualifications listed for Sewage Treatment Plant Operator, and, must also possess a proper operator’s license per Mo DNR; as well as demonstrate ability to perform necessary supervisory and administrative tasks. Considerable hands-on experience is also required. Must possess a valid Missouri Driver’s License.

City of Richland
SEWAGE TREATMENT PLANT OPERATOR

DEFINITION:
This is a highly responsible position of a technical nature in the operation and maintenance of the City’s Sewage Treatment Plants.

EXAMPLE OF DUTIES:

1. Responsible for the efficient operation of the sewage treatment plants; maintains plant and equipment in good operating condition; provide all grounds maintenance.

2. Conducts all necessary tests and sampling as required; prepare and maintain all reports and records as required by the Environmental Protection Agency and the Missouri Department of Natural Resources and submit all reports as required; make regular inspections of deep wells and lift stations.

3. Supervise all support personnel.

4. Sweeping and grading of existing streets including snow removal; maintenance of street surfaces by patching and blade mix application; sealing and overlay of existing streets; various aspects of new street construction.

5. Performs other duties as assigned.

QUALIFICATIONS:

Graduate from a standard high school or holds an equivalency certificate. Possess ability to use manual tools in light maintenance; ability to climb stairs and ladders. Must possess a Class “D” Wastewater Operator’s License. Must possess a valid Missouri driver’s license.
Descriptions of Wastewater Operator Daily Tasks

First responses from Maria Potter, Onondaga State Park

Wastewater Treatment Tasks by Frequency

Daily Tasks:

- Rainfall totals
- Plant Operations SE/SW/Vichy
- Testing/Lab
- Sludge Hauling
- Diagnose and fix problems with the lift pumps

Weekly:

- Sprayfield operation, visual lagoon checks (Mowing/weed eating every other week)
- Lift Station Maintenance
- Grounds Maintenance/Mowing
- Snow/Ice Removal/Salt Spreading (Weather dependent)
- Observes oxidation ditch for solids and DO, PH on INF & EFF
- Repairing sewer lines

Monthly:

- Aeration, fence checks, lift station checks
- Training/Meeting
- Compliance Reporting

Annually:

- Reporting, inspection, repairs and maintenance during off season

Tasks without timeframe:

- Clean sewer mains with a jet
- Camera sewer mains
- Smoke the sewer mains
The information for myself is as follows:

I am the full time Pretreatment Coordinator for the City of Cuba. I spend a full 40 hours per week on the regulation of Industrial and Commercial Wastewater being discharged to our POTW. My task are never the same from day to day or week to week, as my task depend largely on the Compliance Level of each of our dischargers, based upon results of my Fats, Oils, and Grease Program inspections, Industrial wastewater sampling results, Pretreatment Permit writing and reporting requirements, Industry Inspections, and all related calculations and paperwork.

An average of $950.00 to $1,000.00 has been spent, during a non-Covid year, in order to obtain my required operator renewal credits (Wastewater Conferences, MODNR Pretreatment Training events, hotel cost, and mileage).

Pretreatment Coordinator

City of Cuba

573–241-0453
Returned Surveys

Contact Information
Name: Jason D. Evans
Title: Public Works Director
Jurisdiction Served (City/District/HOA/etc.): City of Steelville
Address: 895 Frisco St.
Steelville MO 65565
Phone: 573-775-2815, 573-205-0646
Email: jheavens.consult@gmail.com

System Information
Type of Waste Water Collection System: Gravity - PVC clay
Type of Waste Water Treatment System: Oxidation ditch
Size of Waste Water Treatment Facility: 232 acres
# Hook-ups on your system: 642
Capacity of WWTF: 330,000 gal.
Actual Gallons/day Flow: 497,400 per day
Compliant with MDNR Permit: Yes
Do you have a Schedule of Compliance to renew your Permit? No
What issues need to be addressed for Schedule of Compliance?

Operating Information
List Certified Operator(s) 1: Jim Chambers
Level: A B C D (circle)
Operator 2: Marc Make
Level: A B C D (circle)
Operator 3: Jason Evans
Level: A B C D (circle)
Operator 4: Robert Hicks
Level: A B C D (circle)

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Years employed: 25

Employee or Contractor? Employee

Full-time or Part-time? Full-time

If Part-time, how many hours/week? N/A

If employed, What is the salary or rate of pay? 41,184.00

Does this include benefits? What benefits? Health, Dental, retirement, life insurance

If contracted, what is the contracted rate? N/A

How many hours per week are spent solely on Wastewater? 40

Attach position description if available.

Does your jurisdiction pay for Operator Certification? If so, what is that cost? Yes

How many Operators have you had in the past 10 years? 6

Do you have a back-up operator? Yes

How do you document maintenance (computer software, written record, etc.)? Written record

Do you have a digital map/GIS of your system? No

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost-effective? Unsure

Why or why not? I need more information about the specifics and logistics of this idea.

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

Please return completed survey to MRPC by mail at:
4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550
Or by email: khawes@mecaregion.org

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Contact Information

Name: **Steve Black**  
Title: **Operator**

Jurisdiction Served (City/District/HOA/etc.): **BooTon MO WWTP**

Address:  
**3259 Hwy DD**  
**CvBA ND 63453**

Phone: **573-259-2822**  
Email: **STEBLACK58@HOTMAIL.COM**

System Information

Type of Waste Water Collection System: **STANDARD**

Type of Waste Water Treatment System: **OXIDATION DITCH**

Size of Waste Water Treatment Facility: **DESIGN FLOW OF 580 GPD**

# Hook-ups on your system: **750**

Capacity of WWTF: **580 GPD**

Actual Gallons/Day Flow: **120**

Compliant with MDNR Permit: **YES**

Do you have a Schedule of Compliance to renew your Permit? **YES**

What issues need to be addressed for Schedule of Compliance?  
**E-Coli Testing. UV Lighting to be Installed**

Operating Information

Name of Certified Operator: **Steve Black**  
Level: A B C D (circle)

Years employed: **1.5**

Employee or Contractor? **CONTRACTOR**

Full-time or Part-time? **PART-TIME**

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? __________
If employed, What is the salary or rate of pay? ______
Does this include benefits? What benefits? NO
If contracted, what is the contracted rate? ______
Can you provide a Job Description or List of Job Duties? YES

Does your jurisdiction pay for Operator Certification? If so, what is the rate? ______
How many Operators have you had in the past 10 years? 3
Do you have a back-up operator? NO
How do you document maintenance (computer software, written record, etc.)? ______

Do you have a digital map/GIS of your system? NO

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? POSSIBLY
Why or why not? ______

Thank you for your time!

Please return completed survey to MRPC by mail at:
4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550
Or by email: kellysb@meramecregion.org

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Contact Information

Name: Louis Dickens

Jurisdiction Served (City/District/HOA/etc.): Cuba

Address: 8416 Hwy ZZ

Phone: 583-685-7656

Email: None

System Information

Type of Waste Water Collection System: Liquid, Only, Greywater

Type of Waste Water Treatment System: Kasinger Hauling

Size of Waste Water Treatment Facility: Kaying

# Hook-ups on your system: Hauling each trailer has in our Septic Tank

Capacity of WWTF: 100 x 300 foot kaying

Actual Gallons/Day Flow: Varies

Compliant with MDNR Permit: macy43169

Do you have a Schedule of Compliance to renew your Permit? No

What issues need to be addressed for Schedule of Compliance? None

Operating Information

List Certified Operator(s) 1: Steve Black Level: A

Operator 2: Joe Casey Level: A

Operator 3: None Level: A

Operator 4: None Level: A

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Meramec Region Wastewater Facility Operating Survey

Years employed: __6__
Employee or Contractor? Company of Wastewater
Full-time or Part-time? When needed
If Part-time, how many hours/week? ________________
If employed, what is the salary or rate of pay? __W O V E ________________
Does this include benefits? What benefits? __N O __
If contracted, what is the contracted rate? __W A R T __
How many hours per week are spent solely on Wastewater? __H A U L I N G __
Attach position description if available.
Does your jurisdiction pay for Operator Certification or Continuing Education Credits? __N O __
If so, what is the annual average annual cost (Include all travel, lodging, meals, etc)? __________
How many Operators have you had in the past 10 years? __3__
Do you have a back-up operator? __Y E S __
How do you document maintenance (computer software, written record, etc)? __W R I T T E N R E C O R D __
Do you have a digital map/GIS of your system? __N O __
Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? __N O __
Why or why not?

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

Please return completed survey to MRPC by mail at:
4 Industrial Drive
St. James, MO 65559
By Fax: 573-265-3550
Or by email: khawes@merameccregion.org

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Meramec Region Wastewater Facility Operating Survey

Contact Information
Name: Eugene Preilleg Title: Agent
Jurisdiction Served (City/District/HOA/etc.): Knights of Columbus
Address: 45 S. Ellison Rd
Cuba, MO 65453
Phone: 573-259-0445 Email: KOC8920@Gmail.com

System Information
Type of Waste Water Collection System: Private
Type of Waste Water Treatment System: Sand Filter
Size of Waste Water Treatment Facility: 2000 Gal Daily
# Hook-ups on your system: 2
Capacity of WWTF: 2000 Gal Day
Actual Gallons/Day Flow: Unknown
Compliant with MDNR Permit: MO-0134210
Do you have a Schedule of Compliance to renew your Permit? Yes
What issues need to be addressed for Schedule of Compliance?
Upgrade to E coli Testing

Operating Information
List Certified Operator(s) 1: Level: A B C D (circle)
Operator 2: Level: A B C D (circle)
Operator 3: Level: A B C D (circle)
Operator 4: Level: A B C D (circle)

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Meramec Region Wastewater Facility Operating Survey

Years employed: 25
Employee or Contractor? No
Full-time or Part-time? No (Unsure)
If Part-time, how many hours/week? Varies
If employed, What is the salary or rate of pay? None
Does this include benefits? What benefits? No
If contracted, what is the contracted rate? N/A
How many hours per week are spent solely on Wastewater? 1
Attach position description if available.
Does your jurisdiction pay for Operator Certification? Or Continuing Education Credits? No
If so, what is the annual average annual cost (Include all travel, lodging, meals, etc)? N/A
How many Operators have you had in the past 10 years? None
Do you have a back-up operator? Yes
How do you document maintenance (computer software, written record, etc.)? Written File
Do you have a digital map/GIS of your system? Yes
Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? Yes
Why or why not?
It might benefit us

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

Please return completed survey to MRPC by mail at:
4 Industrial Drive
St. James, MO 65559
By Fax: 573-265-3550
Or by email: khawes@meramecregion.org

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Contact Information

Name: Steve Black
Title: 
Jurisdiction Served (City/District/HOA/etc.): City of Cuba
Address: 202 N. Smith
Cuba, MO 65453
Phone: 573-885-7432
Email: 

System Information

Type of Waste Water Collection System: 
Type of Waste Water Treatment System: 
Size of Waste Water Treatment Facility: 
# Hook-ups on your system: 
Capacity of WWTF: 
Actual Gallons/Day Flow: 
Compliant with MDNR Permit: 
Do you have a Schedule of Compliance to renew your Permit? 
What issues need to be addressed for Schedule of Compliance?

Operating Information

Name of Certified Operator: Steve Black/ Dave Menard
Level: A B C D C
Years employed: 
Employee or Contractor? one contractor/one part-time employee
Full-time or Part-time? 

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? ______________________________

If employed, What is the salary or rate of pay? ______________________________

Does this include benefits? What benefits? ______________________________

If contracted, what is the contracted rate? ______________________________

Can you provide a Job Description or List of Job Duties? ______________________________

Does your jurisdiction pay for Operator Certification? If so, what is that cost?
Yes ______________________________

How many Operators have you had in the past 10 years? ______

Do you have a back-up operator? ________

How do you document maintenance (computer software, written record, etc.)? ______________________________

Do you have a digital map/GIS of your system? ________

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? ______________________________

Why or why not? ______________________________


Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

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Contact Information

Name: J:\ACK EMORY
SUPERINTENDENT
CITY OF SALEM
Address: 400 N. IRON

Phone: 729-3061
Email: water@salemmo.com

System Information

Type of Waste Water Collection System: SANITARY
Type of Waste Water Treatment System: ACTIVATED SLUDGE PLANT
Size of Waste Water Treatment Facility: .741 MGD
# Hook-ups on your system:
Capacity of WWTF: .741 MGD
Actual Gallons/Day Flow: >.741 mgd
Compliant with MDNR Permit: MO00410721
Do you have a Schedule of Compliance to renew your Permit? YES
What issues need to be addressed for Schedule of Compliance? INFLOW & INFILTRATION

Operating Information

Name of Certified Operator: BILL LUNN
Level: A B C D (circle)

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Meramec Region Wastewater Facility Operating Survey

Years employed: ____20_____

Employee or Contractor? ____JAMES CRAWFORD______________________________

Full-time or Part-time? ____FULL TIME______________________________

If Part-time, how many hours/week? ____40______________________________

If employed, What is the salary or rate of pay? ____13.23__________________

Does this include benefits? What benefits? ____40________________________

If contracted, what is the contracted rate? ______________________________

Can you provide a Job Description or List of Job Duties? ROUTINE MAINTENANCE______________________________

Does your jurisdiction pay for Operator Certification? If so, what is that cost? 100%______________________________

How many Operators have you had in the past 10 years? ____2____

Do you have a back-up operator? ____YES________________

How do you document maintenance (computer software, written record, etc.)? ____COMPUTER SOFTWARE; WRITTEN RECORDS______________

Do you have a digital map/GIS of your system? ____NO____

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? ________________________________

Why or why not? ____________________________________________________________________________________

Thank you for your time!

Please return completed survey to MRPC by mail at:

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Contact Information

Name: **Jeff Dodson**  
Title: **Superintendent**

Jurisdiction Served (City/District/HOA/etc.): **Northwood R-4 School District**

Address:  
3734 N Hwy 19  
Salem, MO 65560

Phone: **573-729-4670**  
Email: **jeff.dodson@northwood.k12.mo.us**

System Information

Type of Waste Water Collection System: **Septic Tank**

Type of Waste Water Treatment System: **Recirc Sand Filter**

Size of Waste Water Treatment Facility: **10 K gallon**

# Hook-ups on your system: **1**

Capacity of WWTF: **10 K gallon**

Actual Gallons/Day Flow: **2 K**

Compliant with MDNR Permit: **No**

Do you have a Schedule of Compliance to renew your Permit? **Yes**

What issues need to be addressed for Schedule of Compliance?  
**Currently upgrading system to non-discharge system**

Operating Information

Name of Certified Operator: **Michael A. Mars**  
Level: **A B C D** (circle)

Years employed: **14**

Employee or Contractor? **Employee**

Full-time or Part-time? **Full**

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? ________________________________

If employed, What is the salary or rate of pay? **No additional pay for this service**

Does this include benefits? What benefits? ________________________________

If contracted, what is the contracted rate? ________________________________

Can you provide a Job Description or List of Job Duties? **Maintenance/Transportation Director**

Does your jurisdiction pay for Operator Certification? If so, what is that cost? **DNR**

How many Operators have you had in the past 10 years? ______

Do you have a back-up operator? **Yes**

How do you document maintenance (computer software, written record, etc.)? ________________________________

Do you have a digital map/GIS of your system? **No**

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? **Yes**

Why or why not? **Our district is always looking for ways to become more efficient and/or cost effective**

Thank you for your time!

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4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

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Contact Information

Name: **Randy Farrell**
Title: Operator/Consort Mgr.
Jurisdiction Served (City/District/HOA/etc.): Lost Valley Lake Resort
Address: 2334 Hwy Z
Doreasville, MO 65066
Phone: 573-764-8111 ext.1221 Email: FarrellD@lostvalleylake.com

System Information

Type of Waste Water Collection System: Activated sludge
Type of Waste Water Treatment System: Activated sludge
Size of Waste Water Treatment Facility: 80,000 gal/day
# Hook-ups on your system: 30
Capacity of WWTF: 80,000 gal/day
Actual Gallons/Day Flow: 60,000 gal/day
Compliant with MDNR Permit: No
Do you have a Schedule of Compliance to renew your Permit? Yes
What issues need to be addressed for Schedule of Compliance?
Ammonia & E. coli levels

Operating Information

List Certified Operator(s) 1: **Randy Farrell** Level: A B C D (circle)
Operator 2: ________________ Level: A B C D (circle)
Operator 3: ________________ Level: A B C D (circle)
Operator 4: ________________ Level: A B C D (circle)

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Meramec Region Wastewater Facility Operating Survey

Years employed: 10

Employee or Contractor? Employee

Full-time or Part-time? Full

If Part-time, how many hours/week? 

If employed, What is the salary or rate of pay? 

Does this include benefits? What benefits? 

If contracted, what is the contracted rate? 

How many hours per week are spent solely on Wastewater? 15-20

Attach position description if available.

Does your jurisdiction pay for Operator Certification? Or Continuing Education Credits? Yes

If so, what is the annual average annual cost [Include all travel, lodging, meals, etc]? 1300 - 1400

How many Operators have you had in the past 10 years? 2

Do you have a back-up operator? No

How do you document maintenance (computer software, written record, etc.)? Computer & written

Do you have a digital map/GIS of your system? No

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? No

Why or why not? This is a private owner owned resort

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

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St. James, MO 65559
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Or by email: khawes@meramecregion.org

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Contact Information

Name: Jeff Kuhre
Title: Public Works Director
Jurisdiction Served (City/District/HOA/etc.): City of Owensville
Address: 107 W. Sears Av.
Owensville, MO 65066
Phone: 573-437-2125
Email: publicworks@cityofowensville.com

System Information

Type of Waste Water Collection System: VCP/PVC
Type of Waste Water Treatment System: Covered Lagoon
Size of Waste Water Treatment Facility: 0.6 MGD
# Hook-ups on your system: 1360
Capacity of WWTF: 42,000,000 gal
Actual Gallons/Day Flow: 420,000
Compliant with MDNR Permit: Yes
Do you have a Schedule of Compliance to renew your Permit?
What issues need to be addressed for Schedule of Compliance?

Operating Information

Name of Certified Operator: Jeff Kuhre
Level: A (circle)
Years employed: 7
Employee or Contractor? Employee
Full-time or Part-time? Full

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? ________________

If employed, What is the salary or rate of pay? $17.69/hr.

Does this include benefits? What benefits? Yes Insurance, Retirement

If contracted, what is the contracted rate? ________________

Can you provide a Job Description or List of Job Duties? Yes

Does your jurisdiction pay for Operator Certification? If so, what is that cost? Yes $100.00

How many Operators have you had in the past 10 years? ____________

Do you have a back-up operator? Yes

How do you document maintenance (computer software, written record, etc.)? Written

Do you have a digital map/GIS of your system? Yes

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? Maybe

Why or why not? ________________

Thank you for your time!

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St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

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CONTACT INFORMATION

Name
Ann Parker

Your Title
City Clerk

Jurisdiction Served
Rosebud

Address
307 N Cedar St

Phone
+15737647673

Email Address
clerk@fidnet.com

SYSTEM INFORMATION

Type of Waste Water Collection System
Lagoon

Type of Waste Water Treatment System
Lagoon

Size of Waste Water Treatment Facility
38000 gallon per day, 2 acre lagoon
2a
# of Hook-ups on your system
211

2e
Capacity of WWTF
38000

2f
Actual Gallons/Day Flow
38000

2g
Compliant with MDNR Permit
Yes

2h
Do you have a schedule of Compliance to renew your Permit?
No response

2i
What issues need to be addressed for Schedule of Compliance?
Ammonia limits

3
OPERATING SYSTEM

3a
Name of Certified Operator
Dennis Eilers

3b
Level
C

3c
Years Employed
14

3d
Operator Type
Employee, Full-Time

3e
What is the salary or rate of pay?
No response
Does this include benefits?
No response

What Benefits?
No response

What is the contracted rate?
No response

If part-time, how many hours/week?
No response

Can you provide a Job Description or List of Duties?
Public Works Director who oversees all road maintenance, water and sewer. Honor flags for special events, Monitor and participate in Rosebud Special Events

Does your jurisdiction pay for Operator Certification?
Yes

What is the cost?
Usually use $300 to $400 worth of vouchers,

How many Operators have you had in the past 10 years?
1

Do you have a back-up Operator?
Yes

How do you document maintenance (computer software, written records, etc)?
written records, binders

Do you have a digital map/GIS of your system?
No
Would your jurisdiction be interested in a joint contract with other local facilities for a certified operator if it proves to be cost effective?

Not at this time

3r

Why or why not?

Self sufficient at this time
Contact Information

Name: Jason Lewis
Title: Public Works Director
Jurisdiction Served (City/District/HOA/etc.): Bland
Address: 209 West Kansas City St
Bland MO 65614
Phone: 573-646-3252
Email: blandpublicworks@yahoo.com

System Information

Type of Waste Water Collection System: Lagoon
Type of Waste Water Treatment System: Chlorine
Size of Waste Water Treatment Facility:
# Hook-ups on your system: 236
Capacity of WWTF: 78,000
Actual Gallons/Day Flow: 54,340
Compliant with MDNR Permit: 
Do you have a Schedule of Compliance to renew your Permit? No
What issues need to be addressed for Schedule of Compliance?
Dead Weed Removal

Operating Information

List Certified Operator(s): Jason Lewis
Level: A B C D (circle)
Operator 2: ______________________________ Level: A B C D (circle)
Operator 3: ______________________________ Level: A B C D (circle)
Operator 4: ______________________________ Level: A B C D (circle)

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Meramec Region Wastewater Facility Operating Survey

Years employed: 1 1/2

Employee or Contractor? Employee

Full-time or Part-time? Full time

If Part-time, how many hours/week? 

If employed, What is the salary or rate of pay? $17.00 per hour

Does this include benefits? What benefits? includes benefits

If contracted, what is the contracted rate? 

How many hours per week are spent solely on Wastewater? 11/2

Attach position description if available.

Does your jurisdiction pay for Operator Certification? Or Continuing Education Credits? YES

If so, what is the annual average annual cost (Include all travel, lodging, meals, etc)? 

How many Operators have you had in the past 10 years? 3

Do you have a back-up operator? NO

How do you document maintenance (computer software, written record, etc.)? 

Do you have a digital map/GIS of your system? NO

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation? If it proved to be cost effective? NO - Yes when received online in July 19

Why or why not?

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

Please return completed survey to MRPC by mail at:

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St. James, MO 65559
By Fax: 573-265-3550
Or by email: klawes@meramecregion.org

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1 CONTACT INFORMATION

1a Name

RACHEL ANDERSON

1b Your Title

CITY CLERK

1c Jurisdiction Served

CITY OF BLAND

1d Address

209 W KANSAS CITY ST

1e Phone

+15736463252

1f Email Address

BLANDMO@CENTURYLINK.NET

2 OPERATING SYSTEM

2a Name of Certified Operator

JASON LEWIS

2b Level

D

2c Years Employed
2a
Operator Type
Employee, Full-Time

2e
What is the salary or rate of pay?
No response

2f
Does this include benefits?
No response

2g
What Benefits?
No response

2h
What is the contracted rate?
No response

2i
If part-time, how many hours/week?
No response

2j
Can you provide a Job Description or List of Duties?
YES

2k
Does your jurisdiction pay for Operator Certification?
Yes

2l
What is the cost?
Classes are paid for by DNR vouchers. The City pays per diem on hotel and meals.

2m
How many Operators have you had in the past 10 years?
3

2n
Do you have a back-up Operator?
Yes
20
How do you document maintenance (computer software, written records, etc)?
written records

2p
Do you have a digital map/GIS of your system?
No

2q
Would your jurisdiction be interested in a joint contract or MOU with a smaller jurisdiction to cover absences (vacation, illness, gaps in employment, etc)?
yes

2r
Why or why not?
to maintain coverage and make it easier for staffing to take time off when needed
Contact Information

Name: Donald Burrows  
Title: Operations Manager

Jurisdiction Served (City/District/HOA/etc.):   Pl. S.D. No. 2 of Gasconade County/Peaceful Valley Lake

Address: 3709 B Peaceful Valley Rd  
Owensville Mo 65066

Phone: 573 427-7808  
Email: don.pwsd1@gmail.com

System Information

Type of Waste Water Collection System: Lagoon

Type of Waste Water Treatment System: No Treatment / Coming in 2023

Size of Waste Water Treatment Facility:  

# Hook-ups on your system: 192

Capacity of WWTF:  

Actual Gallons/Day Flow: Average 80,000 GPD

Compliant with MDNR Permit:  Have Order of Compliance for 2023

Do you have a Schedule of Compliance to renew your Permit?  Permit Renewed 3-1-2019

What issues need to be addressed for Schedule of Compliance? Ammonia

Operating Information

Name of Certified Operator: Donald Burrows  
Level: A  B  C (circle)

Years employed: 25 yrs

Employee or Contractor?  Contractor

Full-time or Part-time?  9/1

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? 35 +

If employed, What is the salary or rate of pay?

Does this include benefits? What benefits? No Benefits

If contracted, what is the contracted rate? $60 per hour

Can you provide a Job Description or List of Job Duties? All Day to Day Operations

Does your jurisdiction pay for Operator Certification? If so, what is that cost? No

How many Operators have you had in the past 10 years? 3

Do you have a back-up operator? No

How do you document maintenance (computer software, written record, etc.)? Written record

Do you have a digital map/GIS of your system? No

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? Yes

Why or why not?
If it proved effective in filling operator tasks and was also cost effective

Thank you for your time!

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St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

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Contact Information

Name: Danny Kirsch
Title: Operator
Jurisdiction Served (City/District/HOA/etc.): City of Chamois
Address: 200 S Main
Chamois MO 65224
Phone: 573 763-5541
Email: dwkirsch@inc.com

System Information

Type of Waste Water Collection System: Lagoon
Type of Waste Water Treatment System: UV
Size of Waste Water Treatment Facility:
# Hook-ups on your system: 223
Capacity of WWTF:
Actual Gallons/Day Flow: 0.05546
Compliant with MDNR Permit: Yes
Do you have a Schedule of Compliance to renew your Permit?

What issues need to be addressed for Schedule of Compliance?

Operating Information

List Certified Operator(s) 1: Danny Kirsch Level: A B C (circle)
Operator 2:
Level: A B C D (circle)
Operator 3:
Level: A B C D (circle)
Operator 4:
Level: A B C D (circle)

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Meramec Region Wastewater Facility Operating Survey

Years employed: 10
Employee or Contractor? Employee
Full-time or Part-time? Full-time
If Part-time, how many hours/week? ____________
If employed, What is the salary or rate of pay? $21.50/hr
Does this include benefits? What benefits? $500 insurance
If contracted, what is the contracted rate? ____________
How many hours per week are spent solely on Wastewater? 20
Attach position description if available.
Does your jurisdiction pay for Operator Certification? Or Continuing Education Credits? yes
If so, what is the annual average annual cost (Include all travel, lodging, meals, etc)? $500
How many Operators have you had in the past 10 years? 1
Do you have a back-up operator? yes
How do you document maintenance (computer software, written record, etc)? written
Do you have a digital map/GIS of your system? No
Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? ____________
Why or why not?

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

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4 Industrial Drive
St. James, MO 65559
By Fax: 573-265-3550
Or by email: khawes@mernamecregasid.org

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Contact Information

Name: Larry Fredrick  Title: Utility Superintendent
Jurisdiction Served (City/District/HOA/etc.): City of Linn WWTF
Address: P.O. Box 498, Linn, MO 65551 (7,505)

Phone: 573-897-2236  Email: Carrie@CityofLinn.com

System Information

Type of Waste Water Collection System: Gravity, Force Main
Type of Waste Water Treatment System: 5 cell, 4 aerated, UV
Size of Waste Water Treatment Facility: 5 cells over 7 acres

# Hook-ups on your system: 4,615
Capacity of WWTF: 499,000 gals per day
Actual Gallons/Day Flow: 250,000 per day
Compliant with MDNR Permit: MO 00851551
Do you have a Schedule of Compliance to renew your Permit? NO
What issues need to be addressed for Schedule of Compliance?
None, but we have some issues with the pH going above 9.0

Operating Information

List Certified Operator(s) 1: Larry Fredrick  Level: A (circle)
Operator 2:  Level: A B C D (circle)
Operator 3:  Level: A B C D (circle)
Operator 4:  Level: A B C D (circle)

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Meramec Region Wastewater Facility Operating Survey

Years employed: 17

Employee or Contractor? Employee

Full-time or Part-time? Full-time

If Part-time, how many hours/week? 

If employed, What is the salary or rate of pay? $21.08 per hour

Does this include benefits? What benefits? City pays for Health Insurance, Dental & Vision Insurance for employee

If contracted, what is the contracted rate? 

How many hours per week are spent solely on Wastewater? 10

Attach position description if available.

Does your jurisdiction pay for Operator Certification? Or Continuing Education Credits? Yes

If so, what is the annual average annual cost (include all travel, lodging, meals, etc)? 

How many Operators have you had in the past 10 years? 1

Do you have a back-up operator? Yes

How do you document maintenance (computer software, written record, etc)? Written Software and Written Record

Do you have a digital map/GIS of your system? Yes

Would your jurisdiction be interested in a joint contract with other local facilities for operation if it proved to be cost effective? Not at this time

Why or why not?

"It would be time consuming as the Wastewater takes a long time and maintenance.

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

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St. James, MO 65559
By Fax: 573-265-3550
Or by email: khawes@mereamcregion.org

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Contact Information
Name: Chris Brundick       Title: Mayor
Jurisdiction Served (City/District/HOA/etc.): Village
Address: 472 2nd St. Argyle MO 65001
Phone: 573-578-9980 Email: argyle.missouri@gmail.com

System Information
Type of Waste Water Collection System: Sand Filtration
Type of Waste Water Treatment System: Sand Filtration
Size of Waste Water Treatment Facility: ____________________________
# Hook-ups on your system: 166 as of 7/1/19
Capacity of WWTF: ____________________________
Actual Gallons/Day Flow: ____________________________
Compliant with MDNR Permit: ____________________________
Do you have a Schedule of Compliance to renew your Permit? ____________________________
What issues need to be addressed for Schedule of Compliance? ____________________________

Operating Information
Name of Certified Operator: Sheri Westfall Level: A B C D (circle)
Years employed: 2
Employee or Contractor? Contractor Full-time or Part-time? Full-time

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? ______________________
If employed, What is the salary or rate of pay? _______  
Does this include benefits? What benefits? ______________________
If contracted, what is the contracted rate? _______  *60 onsite checks*
Can you provide a Job Description or List of Job Duties? ______________________
Does your jurisdiction pay for Operator Certification? If so, what is that cost? _______  *No*
How many Operators have you had in the past 10 years? __________
Do you have a back-up operator? Yes
How do you document maintenance (computer software, written record, etc.)? Written
Do you have a digital map/GIS of your system? ______

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? _______ Maybe
Why or why not? ______________________

Thank you for your time!

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Contact Information

Name: David M. Simpson

Jurisdiction Served (City/District/HOA/etc.): Newburg, MO 65550

Address: 191 Main Drive, Newburg, MO 65550

Phone: 573-762-2315

Email: CityHall@FedNet.com

System Information

Type of Waste Water Collection System: Combined

Type of Waste Water Treatment System: Step Feed / Extended Aeration

Size of Waste Water Treatment Facility: 100,000 gpd

# Hook-ups on your system: 204

Capacity of WWTF: 100,000 gpd

Actual Gallons/Day Flow: 45-70 gpd

Compliant with MDNR Permit: Yes

Do you have a Schedule of Compliance to renew your Permit? NA

What issues need to be addressed for Schedule of Compliance? NA

Operating Information

Name of Certified Operator: David M. Simpson

Level: O B C D (circle)

Years employed: 11

Employee or Contractor? Contractor

Full-time or Part-time? Part-Time

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? _____

If employed, What is the salary or rate of pay? $5,62 - $16,41

Does this include benefits? What benefits? ______ NO ______

If contracted, what is the contracted rate? __________

Can you provide a Job Description or List of Job Duties? ______ A - 7 ______

Does your jurisdiction pay for Operator Certification? If so, what is that cost? ______ NO ______

How many Operators have you had in the past 10 years? ______

Do you have a back-up operator? ______ YES ______

How do you document maintenance (computer software, written record, etc.)? ______ written ______

Do you have a digital map/GIS of your system? ______ NO ______

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? ______ NO ______

Why or why not? ______ No one. I want to take time or money to hook into it. ______

Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

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Contact Information

Name: Steve Harms, P.E.  
Title: Director of Public Works  
Jurisdiction Served (City/District/HOA/etc.): City of Rolla  
Address: P.O. Box 979  
Rolla, MO 65401  
301 North Elm  
Phone: 573-364-8659  
Email: sharms@rollacity.org

System Information

Type of Waste Water Collection System: UTRAVIT
Type of Waste Water Treatment System: LAND APPLICATION
Size of Waste Water Treatment Facility: 30,500 GPD

# Hook-ups on your system: 8
Capacity of WWTF: 30,500 GPD
Actual Gallons/Day Flow: 3,500 GPD
Compliant with MDNR Permit: YES

Do you have a Schedule of Compliance to renew your Permit? X

What issues need to be addressed for Schedule of Compliance? NONE

Operating Information

Name of Certified Operator: Will Murray, Superintendant  
Level: A  
Years employed: 3
Employee or Contractor? EMPLOYEE
Full-time or Part-time? FULL

“Wastewater Feasibility Study 2021”
Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? __________________________

If employed, What is the salary or rate of pay? $25.64 / Hr.

Does this include benefits? What benefits? FULL BENEFITS

If contracted, what is the contracted rate? __________________________

Can you provide a Job Description or List of Job Duties? YES

Does your jurisdiction pay for Operator Certification? If so, what is that cost? TRAINING CLASSES

How many Operators have you had in the past 10 years? ______

Do you have a back up operator? YES

How do you document maintenance (computer software, written record, etc.)? WRITTEN

Do you have a digital map/GIS of your system? YES

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? __________________________

Why or why not?
The only circumstances would be whole we contract to require services to other communities.

Thank you for your time!

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4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellyjo@meramecregion.org

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Meramec Region Wastewater Facility Operating Survey

Contact Information

Name: William Oirms
Jurisdiction Served (City/District/HOA/etc.): City of Nollaplace
Address: P.O. Box 979
Rolle MO 6.54.02
Phone: 573-364-6122
Email: wilmse@rollacity.org

System Information

Type of Waste Water Collection System: Gravity
Type of Waste Water Treatment System: Mechanical Treatment Plant
Size of Waste Water Treatment Facility: 4.765 MGD
# Hook-ups on your system:
Capacity of WWTF: 4.765 MGD
Actual Gallons/Day Flow: 3,000 MGD
Compliant with MDNR Permit: YES
Do you have a Schedule of Compliance to renew your Permit? NO
What issues need to be addressed for Schedule of Compliance? NONE

Operating Information

List Certified Operator(s) 1: Eric Shive Level: A B C D (circle)
Operator 2: Chris Strarnph Level: A B C D (circle)
Operator 3: Hugh Harwell Level: A B C D (circle)
Operator 4: Bob Harvey Level: A B C D (circle)

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Years employed: 4
Employee or Contractor? Employee
Full-time or Part-time? Full-time
If Part-time, how many hours/week? N/A
If employed, What is the salary or rate of pay? $2.64/hour
Does this include benefits? What benefits? N/A
If contracted, what is the contracted rate? N/A
How many hours per week are spent solely on Wastewater? 40
Attach position description if available.
Does your jurisdiction pay for Operator Certification? If so, what is that cost? Training Classes
How many Operators have you had in the past 10 years? 10
Do you have a back-up operator? Yes
How do you document maintenance (computer software, written record, etc.)? Written
Do you have a digital map/GIS of your system? Yes
Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? 
Why or why not?
The only circumstances would be where we contract to provide services to other communities. (If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

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St. James, MO 65559

By Fax: 573-265-3550
Or by email: khawes@meramecregion.org

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Contact Information

Name: Will O'lms

Jurisdiction Served (City/District/HOA/etc.): City of Rolla

Address: P.O. Box 979
Rolla MO 65402

Phone: 573-364-6102
Email: wo1ms@rollacity.org

System Information

Type of Waste Water Collection System: Gravity

Type of Waste Water Treatment System: Mechanical Treatment Plant

Size of Waste Water Treatment Facility: 1.0 mgd

# Hook-ups on your system: 

Capacity of WWTF: 1.0 mgd

Actual Gallons/Day Flow: 388 mgd

Compliant with MDNR Permit: Yes

Do you have a Schedule of Compliance to renew your Permit? No

What issues need to be addressed for Schedule of Compliance? None

Operating Information

Operator(s) 1: Roger Block Level: (A) B C D (circle)

Operator 2: Junior O'neer Level: (A) B C D (circle)

Operator 3: 

Operator 4: 

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Meramec Region Wastewater Facility Operating Survey

Years employed: 20

Employee or Contractor? Employee

Full-time or Part-time? Full Time

If Part-time, how many hours/week? N/A

If employed, What is the salary or rate of pay? $9.00/hr

Does this include benefits? What benefits? Yes, full benefits

If contracted, what is the contracted rate? N/A

How many hours per week are spent solely on Wastewater? 40

Attach position description if available.

Does your jurisdiction pay for Operator Certification? If so, what is that cost? Training classes

How many Operators have you had in the past 10 years? 2

Do you have a back-up operator? Yes

How do you document maintenance (computer software, written record, etc.)? Written

Do you have a digital map/GIS of your system? Yes

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? Yes

Why or why not?
The only circumstances would be where we contract to provide services to other communities.

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

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Contact Information

Name: Will Olms
Title: WW Superintendent
Jurisdiction Served (City/District/HOA/etc.): City of Rolla
Address: P.O. Box 979
Rolla MO 65401
Phone: 573-364-6122
Email: wolms@rollacity.org

System Information

Type of Waste Water Collection System: Gravity
Type of Waste Water Treatment System: Mechanical Treatment Plant
Size of Waste Water Treatment Facility: 0.4 MGD
# Hook-ups on your system: ______________
Capacity of WWTF: 0.4 MGD
Actual Gallons/Day Flow: 0.317 MGD
Compliant with MDNR Permit: Yes
Do you have a Schedule of Compliance to renew your Permit? Yes
What issues need to be addressed for Schedule of Compliance?
None

Operating Information

List Certified: Operator(s) 1: Roger Block Level: A B C D (circle)
Operator 2: Junior Oxner Level: A B C D (circle)
Operator 3: ___________________________ Level: A B C D (circle)
Operator 4: ___________________________ Level: A B C D (circle)

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Meramec Region Wastewater Facility Operating Survey

Years employed: 20

Employee or Contractor? Employee

Full-time or Part-time? Full Time

If Part-time, how many hours/week? N/A

If employed, What is the salary or rate of pay? 18.93/hr

Does this include benefits? What benefits? Full Benefits

If contracted, what is the contracted rate? N/A

How many hours per week are spent solely on Wastewater? 40

Attach position description if available.

Does your jurisdiction pay for Operator Certification? If so, what is that cost? Training Classes

How many Operators have you had in the past 10 years? 2

Do you have a back-up operator? Yes

How do you document maintenance (computer software, written record, etc.)? Written

Do you have a digital map/GIS of your system? Yes

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective?

Why or why not?

The only circumstances would be where we contract to provide services to other communities.

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

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1 CONTACT INFORMATION

1a Name
Jeff Jordan

1b Your Title
Operator

1c Jurisdiction Served
City of edgar springs

1d Address
555 broadway st. edgar springs mo, 65462

1e Phone
+15734356334

1f Email Address
edgarspringsmo@yahoo.com

2 SYSTEM INFORMATION

2a Type of Waste Water Collection System
POTW - SIC #4952

2b Type of Waste Water Treatment System
wastewater treatment plant

2c Size of Waste Water Treatment Facility
40,000 gallons per day.
2a
# of Hook-ups on your system

105

2e
Capacity of WWTF

400

2f
Actual Gallons/Day Flow

11,000

2g
Compliant with MDNR Permit

Yes

2h
Do you have a schedule of Compliance to renew your Permit?

Yes

2i
What issues need to be addressed for Schedule of Compliance?

lift stations

3
OPERATING SYSTEM

3a
Name of Certified Operator

Jeff Jordan

3b
Level

C

3c
Years Employed

3

3d
Operator Type

Employee, Part-Time

3e
What is the salary or rate of pay?

No response
3f
Does this include benefits?
No response

3g
What Benefits?
No response

3h
What is the contracted rate?
12.50 hr

3i
If part-time, how many hours/week?
10 hr

3j
Can you provide a Job Description or List of Duties?
plant operations

3k
Does your jurisdiction pay for Operator Certification?
Yes

3l
What is the cost?
vouchers

3m
How many Operators have you had in the past 10 years?
2

3n
Do you have a back-up Operator?
Yes

3o
How do you document maintenance (computer software, written records, etc)?
written records

3p
Do you have a digital map/GIS of your system?
No
Would your jurisdiction be interested in a joint contract with other local facilities for a certified operator if it proves to be cost effective?

yes

3r

Why or why not?

na
1
CONTACT INFORMATION

1a
Name
Billy Bowers

1b
Your Title
Local Manager Alliance Water Resources

1c
Jurisdiction Served
City of St. James

1d
Address
16000 ST RT B

1e
Phone
+15732653865

1f
Email Address
bbowers@alliancewater.com

2
SYSTEM INFORMATION

2a
Type of Waste Water Collection System
Gravity

2b
Type of Waste Water Treatment System
oxidation ditch
2c
Size of Waste Water Treatment Facility
1 MGD

2d
# of Hook-ups on your system
1750

2e
Capacity of WWTF
1 MGD

2f
Actual Gallons/Day Flow
.5 MGD

2g
Compliant with MDNR Permit
Yes

2h
Do you have a schedule of Compliance to renew your Permit?
Yes

2i
What issues need to be addressed for Schedule of Compliance?
upgrade to WWTP

3
OPERATING SYSTEM

3a
Name of Certified Operator 1
Bob Hathcock

3b
Level
A

3c
Name of Certified Operator 2
Billy Bowers
3d
Level
C

3e
Name of Certified Operator 3
NA

3f
Level
D

3g
Name of Certified Operator 4
No response

3h
Level
A

3i
Years Employed
10

3j
Operator Type
Employee, Full-Time

3k
What is the salary or rate of pay?
No response

3l
Does this include benefits?
No response

3m
What Benefits?
No response
3d
Level
C

3e
Name of Certified Operator 3
NA

3f
Level
D

3g
Name of Certified Operator 4
No response

3h
Level
A

3i
Years Employed
10

3j
Operator Type
Employee, Full-Time

3k
What is the salary or rate of pay?
No response

3l
Does this include benefits?
No response

3m
What Benefits?
No response
3n
What is the contracted rate?

$333,888 annually

3o
If part-time, how many hours/week?

40+

3p
Can you provide a Job Description or List of Duties?

all maintenance and operations of water/wastewater

3q
How many staff hours are spent solely on wastewater each week?

50

3r
Does your jurisdiction pay for Operator Certification and Continuing Education?

Yes

3s
What is average annual cost? (Include registration fees, lodging, meals, mileage, etc.)

$1000

3t
How many Operators have you had in the past 10 years?

1

3u
Do you have a back-up Operator?

Yes

3v
How do you document maintenance (computer software, written records, etc.?)

calendar documents and written

3w
Do you have a digital map/GIS of your system?

Yes
3x
Would your jurisdiction be interested in a joint contract with other local facilities for a certified operator if it proved to be cost effective?

no

3y
Why or why not?

Alliance is a big enough company to cover any and all needs
Contact Information

Name: Don Decker  
Title: Wastewater plant Operator

Jurisdiction Served (City/District/HOA/etc.): City of Richland

Address: 204 E. Washington P.O.Box 798
Richland Mo. 65556

Phone: 573-765-5353  Email: richlandwwtf@gmail.com

System Information

Type of Waste Water Collection System: __________________________________________

Type of Waste Water Treatment System: Mechanical Plant

Size of Waste Water Treatment Facility: 5 acres

# Hook-ups on your system: 865 approx.

Capacity of WWTF: 360,000 gpd

Actual Gallons/Day Flow: 330,000 gpd

Compliant with MDNR Permit: __________

Do you have a Schedule of Compliance to renew your Permit? yes

What issues need to be addressed for Schedule of Compliance? I and I

Operating Information

Name of Certified Operator: Don Decker Level: A

Years employed: 18

Employee or Contractor? Employee

Full-time or Part-time? Full Time

If Part-time, how many hours/week? __________________________

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Meramec Region Wastewater Facility Operating Survey

If employed, What is the salary or rate of pay? ________________________________

Does this include benefits? What benefits? Sick leave and Vacation

If contracted, what is the contracted rate? ______________________________

Can you provide a Job Description or List of Job Duties? Runs wastewater plant

Does your jurisdiction pay for Operator Certification? No

If so, what is that cost? ______________________________

How many Operators have you had in the past 10 years? 3

Do you have a back-up operator? Yes

How do you document maintenance (computer software, written record, etc.)? Work Order / computer

Do you have a digital map/GIS of your system? in Process now

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? Unknown

Why or why not? Not my decision to make

Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

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Contact Information
Name: Don Decker
Title: WWTF Operator
Jurisdiction Served (City/District/HOA/etc.): City of Richland
Address: 19199 Rose Finch Road
Richland, Mo. 65556
Phone: 573-765-5353
Email: richlandwwtf@gmail.com

System Information
Type of Waste Water Collection System: clay/pvc piping
Type of Waste Water Treatment System: Mechanical
Size of Waste Water Treatment Facility: _______________________
# Hook-ups on your system: <1000
Capacity of WWTF: 365000 gpd
Actual Gallons/Day Flow: 400000gpd
Compliant with MDNR Permit: mo0023299
Do you have a Schedule of Compliance to renew your Permit? yes
What issues need to be addressed for Schedule of Compliance?
disinfection

Operating Information
Name of Certified Operator: Don Decker Level: A B C D A
Years employed: 19
Employee or Contractor? Employee
Full-time or Part-time? full

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? _______________________

If employed, What is the salary or rate of pay? _______________________

Does this include benefits? What benefits? insurance, retirement

If contracted, what is the contracted rate? _______________________

Can you provide a Job Description or List of Job Duties? plant operator

Does your jurisdiction pay for Operator Certification? If so, what is that cost? yes, depends on class

How many Operators have you had in the past 10 years? 3

Do you have a back-up operator? yes

How do you document maintenance (computer software, written record, etc.)? computer, written

Do you have a digital map/GIS of your system? yes

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? not my decision

Why or why not?

Thank you for your time!

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St. James, MO 65559

By Fax: 573-265-3550

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Meramec Region Wastewater Facility Operating Survey

Contact Information

Name: Jack Eldridge  Title: Water/wastewater Supt.
Jurisdiction Served (City/District/HOA/etc.): City of Waynesville
Address: 100 Tremont Center
Waynesville, MO 65583
Phone: 573-774-5217  Email: water1@waynesvillemo.org

System Information

Type of Waste Water Collection System: 
Type of Waste Water Treatment System: 
Size of Waste Water Treatment Facility: 
# Hook-ups on your system: 
Capacity of WWTF: 
Actual Gallons/Day Flow: 
Compliant with MDNR Permit: 
Do you have a Schedule of Compliance to renew your Permit? 
What issues need to be addressed for Schedule of Compliance? 

Operating Information

Name of Certified Operator: 3 with A, 1 with C  Level: A B C D
Years employed: 
Employee or Contractor? employees 
Full-time or Part-time? 7 full time employees

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If Part-time, how many hours/week? ________________________

If employed, What is the salary or rate of pay? ________________________

Does this include benefits? What benefits? ________________________

If contracted, what is the contracted rate? ________________________

Can you provide a Job Description or List of Job Duties? ________________________

Does your jurisdiction pay for Operator Certification? If so, what is that cost? ________________________

How many Operators have you had in the past 10 years? ______

Do you have a back-up operator? ______

How do you document maintenance (computer software, written record, etc.)? ________________________

Do you have a digital map/GIS of your system? ______

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? maybe - took care of Dixon for awhile

Why or why not? ________________________

Thank you for your time!

Please return completed survey to MRPC by mail at:

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St. James, MO 65559

By Fax: 573-265-3550

Or by email: kelleyb@meramecregion.org

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Contact Information

Name: CARL E. BOONE
Title: OWNER/MGR
Jurisdiction Served (City/District/HOA/etc.): MOONLIGHT VALLEY HOMEOWNERS ASSOC.
Address: 603, E. EMPIRE ST
           KIN & CITY, MO 65503
           PLANT: 20513 HWY 17
           WAYNESVILLE, MO 65583
Phone: 816-261-6651
Email: cboone@slpc.com

System Information

Type of Waste Water Collection System: __________________________
Type of Waste Water Treatment System: Anaerobic Digester – Re-Circuit Sand Filter
Size of Waste Water Treatment Facility: 14,800 GPD
# Hook-ups on your system: 5 / 18.5 PE
Capacity of WWTF: 40 / 148 PE
Actual Gallons/Day Flow: 900 GPD
Compliant with MDNR Permit: YES
Do you have a Schedule of Compliance to renew your Permit? NO
What issues need to be addressed for Schedule of Compliance? NONE

Operating Information

Name of Certified Operator: N/A
Level: A  B  C  D (circle)
Years employed: __________
Employee or Contractor? ♦
Full-time or Part-time? ♦

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Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? ________ N/A ________

If employed, What is the salary or rate of pay? ____________________________

Does this include benefits? What benefits? ____________________________

If contracted, what is the contracted rate? ____________________________

Can you provide a Job Description or List of Job Duties? ____________________________

Does your jurisdiction pay for Operator Certification? If so, what is that cost? ____________________________ N/A ____________________________

How many Operators have you had in the past 10 years? ________

Do you have a back-up operator? ________

How do you document maintenance (computer software, written record, etc.)? ____________________________

Do you have a digital map/GIS of your system? ________ Yes ________

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? ________ Yes ________

Why or why not? ____________________________

Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

"This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department's product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document."
Meramec Region Wastewater Facility Operating Survey

Contact Information

Name: JOHN ROBINSON, III .............................................................. Title: MAYOR
Jurisdiction Served (City/District/HOA/etc.): VILLAGE OF CALEDONIA
Address: P. O. BOX 100 .................................................................
Phone: 573-779-3492 ................................................................. Email: city029@centurytel.net

System Information

Type of Waste Water Collection System: Gravity fed lift stations
Type of Waste Water Treatment System: 3-Celi Lagoon / ultraviolet disinfection
Size of Waste Water Treatment Facility: Approximately 4 acres
# Hook-ups on your system: Currently 108
Capacity of WWTF: 20,000 per day
Actual Gallons/Day Flow: 13,700 per day
Compliant with MDNR Permit: Yes
Do you have a Schedule of Compliance to renew your Permit? No
What issues need to be addressed for Schedule of Compliance?

Operating Information

List Certified Operator(s) 1: Matt Bequette Level: A B C D (circle)
Operator 2: Kelly Caster Level: A B C D (circle)
Operator 3: ................................................................. Level: A B C D (circle)
Operator 4: ................................................................. Level: A B C D (circle)

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Meramec Region Wastewater Facility Operating Survey

Years employed: ___ NA ____

Employee or Contractor?  ___ Environmental Water Resources LLC ___

Full-time or Part-time? ___ As needed ___

If Part-time, how many hours/week? ___ 25 ___

If employed, What is the salary or rate of pay? ___ NA ___

Does this include benefits? What benefits? ___ NA ___

If contracted, what is the contracted rate? ___ $1,320.00 per month ___

How many hours per week are spent solely on Wastewater? ___ 13 ___

Attach position description if available.

Does your jurisdiction pay for Operator Certification? If so, what is that cost? ___ No ___

How many Operators have you had in the past 10 years? ___ 2 ___

Do you have a back-up operator? ___ Yes ___

How do you document maintenance (computer software, written record, etc.)? ___ By written record ___

Do you have a digital map/GIS of your system? ___ Unsure ___

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? ___ Yes ___

Why or why not? ___ Because it would be advantageous to all communities if it would reduce the costs. ___

(If you are not the one to make this decision, please pass on to the person(s) who are able.)

Thank you for your time!

Please return completed survey to MRPC by mail at:
4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550
Or by email: khawes@meramecregion.org

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Meramec Region Wastewater Facility Operating Survey

Contact Information
Name: Bethany Deal
Title: Superintendent
Jurisdiction Served (City/District/HOA/etc.): School District
Address: 10788 State Hwy A
Richwoods, MO 63071
Phone: 573-678-2257
Email: bdeal@richwoods.k8.mo.us

System Information
Type of Waste Water Collection System: Extended aeration, package plant
Type of Waste Water Treatment System: Ultraviolet disinfection, sludge holding tank
Size of Waste Water Treatment Facility: Design flow 6000 gallons per day
# Hook-ups on your system: 1
Capacity of WWTF: Design flow 6000 gallons per day
Actual Gallons/Day Flow: 1200
Compliant with MDNR Permit: Yes
Do you have a Schedule of Compliance to renew your Permit? No
What issues need to be addressed for Schedule of Compliance? N/A

Operating Information
Name of Certified Operator: Masterson & Associates
Level: A B C D (circle)
Years employed: Contracted approximately 18 years
Employee or Contractor: Contractor
Full-time or Part-time? Part Time

“This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department's product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document.”
Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? ____________________________

If employed, What is the salary or rate of pay? N/A ____________________________

Does this include benefits? What benefits? N/A ____________________________

If contracted, what is the contracted rate? Monthly rate + sampling, pumping, and repairs.

Can you provide a Job Description or List of Job Duties? Maintain Plant, Provide samples as required

Does your jurisdiction pay for Operator Certification? If so, what is that cost? N/A ____________________________

How many Operators have you had in the past 10 years? ____________________________

Do you have a back-up operator? May or may not have ____________________________

How do you document maintenance (computer software, written record, etc.)? Sample results, UV system with written record ____________________________

Do you have a digital map/GIS of your system? ____________________________

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? Yes cost effective and dependable ____________________________

Why or why not? ____________________________

Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

"This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department’s product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document."
Contact Information
Name: Sue Goekken  Title: President
Jurisdiction Served (City/District/HOA/etc.): Holiday Shores  Washington County
Address: 10264 Pine Drive  Bismarck, ND 58634
Phone: 701-734-2337  Email: Suegoekken@ Hughes.net

System Information
Type of Waste Water Collection System: Sept
Type of Waste Water Treatment System: Sand Filter
Size of Waste Water Treatment Facility: 1 1/2 Acres
# Hook-ups on your system: 113
Capacity of WWTF: 12,000 Gals
Actual Gallons/Day Flow: 4,000
Compliant with MDNR Permit: Yes
Do you have a Schedule of Compliance to renew your Permit? Yes
What issues need to be addressed for Schedule of Compliance?
  E coli treatment

Operating Information
Name of Certified Operator: Paul Lishley  Level: A  B  C  D (circle)
Years employed: 3
Employee or Contractor? Contractor
Full-time or Part-time? Part Time

"This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department’s product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document."
Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? 3 hrs

If employed, What is the salary or rate of pay? Varies

Does this include benefits? What benefits? No - None

If contracted, what is the contracted rate? 350 $/hr

Can you provide a Job Description or List of Job Duties? Check front main

Does your Jurisdiction pay for Operator Certification? If so, what is that cost? N/A.

How many Operators have you had in the past 10 years? 6

Do you have a back-up operator? No

How do you document maintenance (computer software, written record, etc.)? Written

Do you have a digital map/GIS of your system? No

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? Maybe

Why or why not? N/A

Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

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Meramec Region Wastewater Facility Operating Survey

Contact Information
Name: TR Dudley  Title: Mayor
Jurisdiction Served (City/District/HA/etc.): City of Potosi
Address: 121 E. High Street
Potosi, MO 63664
Phone: 573-438-2767  Email: 

System Information
Type of Waste Water Collection System: 
Type of Waste Water Treatment System: 
Size of Waste Water Treatment Facility: 
# Hook-ups on your system: 
Capacity of WWTF: 
Actual Gallons/Day Flow: 
Compliant with MDNR Permit: 
Do you have a Schedule of Compliance to renew your Permit? 
What issues need to be addressed for Schedule of Compliance? 

Operating Information
Name of Certified Operator: Jeff Benson  Level: A  B  C  D
Years employed: 
Employee or Contractor? Contractor 
Full-time or Part-time? part-time

"This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department's product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document."
Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week? ____________________________

If employed, What is the salary or rate of pay? ____________________________

Does this include benefits? What benefits? ____________________________

If contracted, what is the contracted rate? ____________________________

Can you provide a Job Description or List of Job Duties? ____________________________

Does your jurisdiction pay for Operator Certification? If so, what is that cost? ____________________________

How many Operators have you had in the past 10 years? ______

Do you have a back-up operator? ______

How do you document maintenance (computer software, written record, etc.)? ____________________________

Do you have a digital map/GIS of your system? ______

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? maybe ____________________________

Why or why not?
Need a regional agreement to determine rate of pay, how testing is paid for, etc. ____________________________

Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramecregion.org

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Contact Information

Name: Alex McCaul
Title: Superintendent
Jurisdiction Served (City/District/HOA/etc.): Kingston K-14 School District
Address: 10047 Diamond Road
Cadet, MO 63430
Phone: 573-438-4982
Email: mccaul.alex@k-14.org

System Information

Permit #: MO-0037921
Type of Waste Water Collection System: Septic Tanks
Type of Waste Water Treatment System: Recirculating Sediment Filter, UV Disinfection, Biodiesel
Size of Waste Water Treatment Facility: 
# Hook-ups on your system: 2 Systems - 1 hook up per system with multiple buildings
Capacity of WWTF:
- 3500 Gallons Per Day - System #1
- 2500 Gallons Per Day - System #2
Actual Gallons/Day Flow: 3,000 Gallons Per Day
Compliant with MDNR Permit: Yes
Do you have a Schedule of Compliance to renew your Permit? Yes
What issues need to be addressed for Schedule of Compliance? None - Recently renewed and are in compliance

Operating Information

Name of Certified Operator: Jeff Benson
Level: A/C B C D (circle)
Years employed: 5
Employee or Contractor? Contractor
Full-time or Part-time? Part Time - As Needed

“*This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department's product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document.*"
Meramec Region Wastewater Facility Operating Survey

If Part-time, how many hours/week?   As Needed

If employed, What is the salary or rate of pay?  N/A

Does this include benefits? What benefits?  No

If contracted, what is the contracted rate?  $250 Per Quarter

Can you provide a Job Description or List of Job Duties?  N/A

Does your Jurisdiction pay for Operator Certification? If so, what is that cost?  No

How many Operators have you had in the past 10 years?  2

Do you have a back-up operator?  No

How do you document maintenance (computer software, written record, etc.)?  Written Records

Do you have a digital map/GIS of your system?  Unknown

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective?  Absolutely

Why or why not?
As a school district in a very rural area, we must maintain a good working system. We do not feel qualified to do this and must rely on help from others.

Thank you for your time!

Please return completed survey to MRPC by mail at:

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: Kellysb@meramecregion.org

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Meramec Region Wastewater Facility Operating Survey

Contact Information
Name: ALEX McCaul
Title: SUPERINTENDENT
Jurisdiction Served (City/District/HOA/etc.): KINGSTON K-14 SCHOOL DISTRICT
Address: 10047 DIAMOND ROAD
      CAPE, MO 63030
Phone: 573-438-4982
Email: mcaul.alex.e.k-14.org

System Information
 Permit #: MO-0037931
Type of Waste Water Collection System: POTW - SIC # 4952 - Septic Tanks
Type of Waste Water Treatment System: Recirculating Sand Filter / UV Disinfection / Biofilter
Size of Waste Water Treatment Facility:
# Hook-ups on your system: 2 Separate Systems, 1 each
Capacity of WWTF: 1 5,000 Gallons per day
Actual Gallons/Day Flow: 6,500 Total
Compliant with MDNR Permit: YES
Do you have a Schedule of Compliance to renew your Permit? YES
What issues need to be addressed for Schedule of Compliance? NONE - RECENTLY RENEWED

Operating Information
Name of Certified Operator: NOT REQUIRED
Level: A B C D (circle)
Years employed: FOR PERMIT
Employee or Contractor? WE CONTRACT WITH COMPANY FOR QUARTERLY TESTING
Full-time or Part-time?

"This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement G19-WQM-02 to Meramec Regional Planning Commission. It has been subjected to the EPA and the department's product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document."
Meramec Region Wastewater Facility Operating Survey

If part-time, how many hours/week? 

If employed, what is the salary or rate of pay? 

Does this include benefits? What benefits? 

If contracted, what is the contracted rate? 

Can you provide a job description or list of job duties? 

Does your jurisdiction pay for operator certification? If so, what is that cost? 

How many operators have you had in the past 10 years? 

Do you have a back-up operator? 

How do you document maintenance (computer software, written record, etc.)? 

Do you have a digital map/GIS of your system? No

Would your jurisdiction be interested in a joint contract with other local facilities for a certified operation if it proved to be cost effective? Absolutely—Need more too!

Why or why not?

As a school district in very rural area we must maintain a very good working system. We do not feel qualified to do this and must bring in help when needed.

Thank you for your time.

Please return completed survey to Meramec Region Wastewater

4 Industrial Drive
St. James, MO 65559

By Fax: 573-265-3550

Or by email: kellysb@meramec.org

"This project has been funded wholly or in part by the United States Environmental Protection Agency. The Department of Natural Resources under assistance agreement G19-WQM-03 has been subjected to the EPA and the department's product and administrative review. The views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document."
NOTICE OF PUBLIC MEETING

Date and time of posting: **July 30, 2021 at 10:00 a.m.**
Notice is hereby given that a public meeting to review and share the results of a certified wastewater operator study for the Meramec Region. A presentation will be provided at 7:30 p.m. on **Thursday, August 12, 2021** at the Meramec Regional Planning Commission, large conference room, located at 4 Industrial Drive, St. James, MO 65559. The presentation will be available both in person and through Zoom and conference call. To join Zoom:

https://us02web.zoom.us/j/81576719724?pwd=Ujlhd2NkdFc0djZ1aWpJQW4wNlBodz09
Meeting ID: 815 7671 9724  ~  Passcode: 199655
By Phone: +1 312 626 6799 US (Chicago)
Meeting ID: 815 7671 9724  ~  Passcode: 199655

The tentative agenda of this meeting includes:
- Welcome and Introductions
- Background and Purpose of the Study
- Survey Results
- Recommendations
- Q & A
- Adjourn

Representatives of the news media may obtain copies of this notice by contacting:

Tamara Snodgrass
#4 Industrial Drive
St. James, MO  65559
(573) 265-2993
tsnodgrass@meramecregion.org

If you require any accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at 573-265-2993 no later than 48 hours prior to the scheduled commencement of the meeting.
Letter to MRWA on Training Locations

August 31, 2021

Howard Baker, Executive Director
Missouri Rural Water Association
901 Richardson Drive
Ashland, MO  65010

RE:  Training Locations in the Meramec Region

Dear Mr. Baker:

I am writing to you as a follow-up to a study recently completed by the Meramec Regional Planning Commission (MRPC) on certified wastewater treatment operators and ways that rural communities might be able to share operators and reduce costs and turnover. A copy of the study can be found on our website at: https://www.meramecregion.org/publications/.

Many of the communities we talked to expressed concern that trainings were rarely provided within our eight-county region – which includes Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington counties. Employees end up spending a lot of time travelling for classes to get certified and for continuing education classes. We investigated this issue further, including visiting with one of your trainers, Larry Vangilder. He indicated a willingness to hold trainings in our region. Below are the locations and contact information we gathered for possible training space:

<table>
<thead>
<tr>
<th>Community</th>
<th>Facility</th>
<th>Capacity</th>
<th>Audio-visual capable</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolla, Phelps County</td>
<td>Rolla City Hall 901 N. Elm</td>
<td>30</td>
<td>Yes</td>
<td><a href="mailto:admin@rollacity.org">admin@rollacity.org</a> (573) 426-6948</td>
</tr>
<tr>
<td>Waynesville, Pulaski County</td>
<td>Waynesville Municipal Center</td>
<td>30</td>
<td>Yes</td>
<td><a href="mailto:John.doyle@waynesvillemo.org">John.doyle@waynesvillemo.org</a> (573) 774-6171</td>
</tr>
<tr>
<td>Steelville, Crawford County</td>
<td>Steelville Community Building</td>
<td>30</td>
<td>Yes</td>
<td><a href="mailto:stv@misn.com">stv@misn.com</a> (573) 775-2815</td>
</tr>
<tr>
<td>St. James, Phelps County</td>
<td>MRPC offices 4 Industrial Drive</td>
<td>30</td>
<td>Yes</td>
<td><a href="mailto:tsnodgrass@meramecregion.org">tsnodgrass@meramecregion.org</a> (573) 265-2993, ext. 104</td>
</tr>
</tbody>
</table>

I noted on your website that MRWA has a training scheduled in Rolla in September. We appreciate MRWA’s efforts to bring training to the Meramec region.

Thank you for the assistance provided by your training staff and if you have any additional questions, please do not hesitate to contact me.

Best Regards,

Tamara F. Snodgrass
Assistant Director/Environmental Programs Manager
MRPC staff submitted a proposal to the MDNR 604b grant program to do a study and was awarded in 2018 to fully fund the project.

FUNDING

Smaller communities have shared the difficulty to hire and retain certified operators for a part-time position.

BACKGROUND
The study sought to answer the following questions:

- Is there a cost savings in having shared operational responsibilities among several small communities over the status quo of each community hiring and training part-time staff?
- Is there improved employment stability for communities sharing an operator?

**QUESTIONS ADDRESSED**
All eight Meramec counties
130 permitted facilities
- 51 require certified operators

STUDY AREA

The survey included questions on wages, benefits, hours, employment status (contracted, FT or PT employee), job descriptions/list of duties, turnover rates, interest in sharing operators, information on the type and size of the wastewater treatment facility, capacity, number of hookups, daily flow and permit status.

THE SURVEY
- Total of 130 permitted facilities listed for the region. List reduced to 112 due to closures, privatizations and lack of contact information.
- 51 required certified wastewater operators.
- Surveys were mailed, emailed, provided on-line, and completed through one-on-one discussions and phone calls.
- 39 total responses – 34.82 percent response rate.
- Responses from 19 municipalities, one state park, four school districts, three public water/sewer districts and five private systems.

**SURVEY RESPONSES**

Certified Wastewater Operator Levels and Number of Operators at Each Level

<table>
<thead>
<tr>
<th>Number of Responses: 37</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level A</td>
</tr>
<tr>
<td>24</td>
</tr>
</tbody>
</table>
Years employed with a facility varied widely – from one to 26 years with the average at 10.65 years employed. Some operators are volunteers.

22 indicated operator was an employee. Nine used contractors.

23 reported full-time employees. Seven reported part-time employees, with FT employees often responsible for more than just wastewater treatment facilities.

**Hours worked per week varied from two to 80 (during emergencies)**

Salaries: $11.02 - $27.13 per hour with average rate of pay for an employee at $18.85/hr.

Contractor rates also varied widely:

<table>
<thead>
<tr>
<th>Monthly Rate</th>
<th>Annual Rate</th>
<th>Hourly Rate</th>
<th>On-Site Check Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$350.00 - $1,320.00</td>
<td>$333,888.00</td>
<td>$5.62 - $16.50</td>
<td>$60</td>
</tr>
</tbody>
</table>

Source: MRPC Wastewater Survey 2019-20
Training costs:

- Out of 27 responses: six did not cover training costs; 21 provide funds for training costs, lodging, meals, mileage. Costs ranged from $300 per year to $1,600 per year (average: $865.63)

SURVEY RESULT HIGHLIGHTS CONTINUED

Turnover of operators appeared to be a problem for smaller systems. The survey asked how many operators each respondent had in the past 10 years. Responses ranged from one to 12.

Backup operators: Out of 31 responses, seven reported they did NOT have backup operators.

SURVEY RESULT HIGHLIGHTS CONTINUED
The Survey asked what type of record keeping was used at each facility. 12 are using some type of digital system, while 21 rely on written records.

**Table 11: Method of Keeping Maintenance Records**

<table>
<thead>
<tr>
<th>Responses: 33</th>
<th>Written Records</th>
<th>Computer Software</th>
<th>Both Written and Digital</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>7</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*

**SURVEY RESULT HIGHLIGHTS CONTINUED**

The survey also asked if wastewater systems were digitally mapped:

**Table 12: Wastewater Systems Digitally Mapped/GIS**

<table>
<thead>
<tr>
<th>Number of Responses: 31</th>
<th>Number of Facilities with Digital Maps/GIS</th>
<th>Number of Facilities Without Digital Maps/GIS</th>
<th>Number of Facilities In the Process of Developing Digital Maps/ GIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*Source: MRPC Wastewater Survey 2019-20*

**SURVEY RESULT HIGHLIGHTS CONTINUED**
Table 13: Interest in Joint Contracts to Share Operators

<table>
<thead>
<tr>
<th>Responses: 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
</tr>
</tbody>
</table>

Source: MRPC Wastewater Survey 2019-20

The purpose of the study was to determine the feasibility of sharing certified operators. The majority – 45% - were not interested in sharing operators due to:
- Concerns about liability for employees working out of jurisdiction.
- Concerns about prioritization of the work.
- Belief that it was not necessary/needed.

SURVEY RESULT HIGHLIGHTS CONTINUED
- Staff researched MOAs and other types of contracts for sharing operators between entities.
- Three sample documents were developed:
  - Memorandum of Agreement to share operators during an emergency.
  - Memorandum of Agreement to share operators during non-emergency situations (sick leave, vacation, etc.)
  - Agreement to share operators on a permanent basis.

**MOU/AGREEMENT FOR SHARING OPERATORS**

- Jurisdictions should be located within a reasonable distance to reduce travel time.
- Certification requirements for each wastewater system
  - Operator needs to be appropriately certified
  - Willingness of operators to service multiple jurisdictions
  - Differences in rates of pay and benefits

**CONSIDERATIONS**
During the course of gathering information through surveys and meetings – staff discovered additional issues important to facility owners:

- How can training costs be reduced and access to training improved?
- Is there a cost savings to using local labs for sample testing?

NEW ISSUES

TRAINING COSTS AND AVAILABILITY
Table 16: Potential Training Locations

<table>
<thead>
<tr>
<th>Community</th>
<th>Facility</th>
<th>Capacity</th>
<th>Audio-visual capable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolla, Phelps County</td>
<td>Rolla City Hall</td>
<td>30</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>901 N. Elm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waynesville, Pulaski County</td>
<td>Waynesville Municipal Center</td>
<td>30</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>100 Tremont Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steelville, Crawford County</td>
<td>Steelville Community Building</td>
<td>30</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>101 W. Keysville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. James, Phelps County</td>
<td>MRPC offices</td>
<td>30</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>4 Industrial Drive</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

POTENTIAL LOCAL TRAINING LOCATIONS

- Encourage small communities and small system owners to consider MOUs with nearby communities to jointly provide backup wastewater treatment operators when the regular operator is unavailable or during an emergency when additional assistance is needed.

RECOMMENDATIONS
• Encourage small communities who only provide part-time employment for wastewater operator to consider an MOU or contract with a nearby community to share a wastewater operator for the purpose of cutting costs, providing full-time employment and benefits and reducing turnover.

RECOMMENDATIONS CONTINUED

• Provide additional information, including contact information, and encourage interested entities to explore MOUs and contract opportunities.

• Continue to provide and expand wastewater operator training in a virtual format that can be accessed by anyone with an adequate internet connection.

RECOMMENDATIONS CONTINUED
- Provide training options using locations within the Meramec Region, including providing local certification exams.
- Share information on GIS services available through MRPC to those entities without digital/GIS capabilities

Staff will complete the study and distribute it to all cities and all jurisdictions who participated in the survey.

Potential training sites will be shared with MDNR, Midwest Assistance Program and Missouri Rural Water Association.

MRPC will continue to market GIS services to jurisdictions.

NEXT STEPS