



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

May 31, 2023 - 12:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Alan Snow, Mark Elliff, David Armstrong, Ed Hardesty

OTHER COUNCIL MEMBERS: Terri Heckmaster

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, Parks and Recreation Director Abi Almandinger, Police Chief Bill Hawkins, Tourism Director Katie Fields, City Attorney Nate Dally was present via telephone

OTHERS PRESENT: Chuck Bryant, CWEP General Manager, and Brian Schmidt, CWEP Board Member

Chairman Snow called the meeting to order at 12:05 PM.

2. Old Business

1. Approval of May 17, 2023 Minutes

ACTION: Motion to accept/approve item 2.1. by Mark Elliff
Motion passed with a 4:0

AYES: Alan Snow, Mark Elliff, David Armstrong, Ed Hardesty

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and Discuss CWEP Budget for Fiscal 24

There was information requested from Carthage Water & Electric regarding their positions and salaries. The requested information was received prior to the meeting. Mr. Armstrong stated that he was given a lot of information with little time to review all of it thoroughly but he did have some questions regarding what was given to him.

Mr. Snow asked Mr. Bryant how many employees Carthage Water and Electric had, Mr. Bryant answered with 90 and that does not include a few part time employees.

There were questions for Mr. Bryant regarding the COLA and the 3% increase

that was presented in the budget. Mr. Bryant explained that the COLA is across the board, and the 3% is a merit-based increase that not everyone is guaranteed to receive that every year. They included the 3% increase for everyone just so it would get budgeted for in the event that everyone was awarded the full increase. Mr. Bryant explained that they look at a National Survey of the American Public Power Association to base their salaries off of. Mr. Elliff voiced concerns on if the document provided to the committee was compliant with City Ordinances and the State Statutes. Mr. Dally stated that he has not seen the document yet but the positions and salaries needed to be approved by the City Council.

Mr. Bryant said he was willing to start taking the positions and salaries to his board yearly to get them approved before the Council approved the CWEP budget every year.

There were further discussions on what to do moving forward. There was no other action taken at this time. The committee wanted to have time to review the requested information that was provided and give Mr. Dally time to also review the document.

2. Staff Reports

5. **Adjournment**

ACTION: Motion to adjourn at 12:49 p.m. by David Armstrong
Motion passed with a 4:0

AYES: Alan Snow, Mark Elliff, David Armstrong, Ed Hardesty

CARTHAGE WATER & ELECTRIC PLANT

OPERATING BUDGET

JULY 1, 2023
THRU
JUNE 30, 2024

CWEP Board Approved: April 20, 2023

City Council Approved:

**OFFICE & JOINT
CUSTOMER SERVICE EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
91-901.00	SUPERVISION-CUST ACCTING	21,454	57,900	49,647	87,800
91-902.00	METER READING	-	-	-	-
91-903.00	CUSTOMER RECORDS & COLL	274,077	397,500	322,966	472,000
91-904.00	UNCOLLECTIBLE ACCOUNTS	3,915	50,000	24,439	50,000
91-908.00	RESIDENTIAL ENERGY AUDITS	3,388	3,400	3,400	3,400
91-909.00	CUSTOMER SERVICE & INFO	15,512	21,400	20,809	36,600
91-910.00	MISC CUSTOMER SERVICE & INFORMATION	128,697	181,500	168,058	256,000
91-955.00	AMORTIZATION EXPENSE (GASB 87)	13,284	-	13,284	13,300
91-960.00	INTEREST EXPENSE (GASB 87)	1,450	-	1,450	1,500
	TOTAL	461,776	711,700	604,053	920,600

CUSTOMER SERVICE EXPENSE SHEET PROVIDED FOR
REFERENCE ONLY – ALL COSTS ALLOCATED
TO DEPARTMENTS AS FOLLOWS:

10-999.91	ELECTRIC DEPARTMENT	178,020	271,460	230,401	344,780
20-999.91	WATER DEPARTMENT	130,096	198,030	168,077	251,540
30-999.91	WASTEWATER DEPARTMENT	125,823	191,690	162,699	243,160
40-999.91	COMMUNICATION DEPARTMENT	27,837	50,520	42,877	81,120

**OFFICE & JOINT
GENERAL & ADMINISTRATIVE EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
92-920.10	GENERAL OFFICERS SALARIES	391,234	388,500	392,719	683,000
92-920.20	GENERAL CLERKS SALARIES	309,916	390,000	375,711	582,000
92-921.00	OFFICE SUPPLIES & EXPENSE	21,424	23,500	18,831	27,000
92-921.50	NETWORK SERVICES	188,333	225,000	199,704	350,000
92-921.70	COMPUTER EQUIPMENT, SOFTWARE & ACCESSORIES	38,961	54,200	47,038	69,700
92-922.00	GENERAL ADM EXP CAPTLZD	(718,140)	(533,000)	(658,294)	(2,559,000) *
92-923.00	OUTSIDE SERVICES EMPLOYED	35,689	91,500	78,983	112,500
92-924.00	PROPERTY INSURANCE	7,169	7,900	7,720	8,500
92-925.00	INJURIES AND DAMAGES	195,156	216,000	216,023	276,500
	EMPLOYEE BENEFITS:				
92-926.10	EMPL BENEFITS-FLOAT HOLIDAY	20,663	23,600	19,160	-
92-926.11	EMPL BENEFITS-VACATIONS	331,456	374,000	354,764	-
92-926.12	EMPL BENEFITS-HOLIDAYS	192,332	212,500	216,942	-
92-926.13	EMPL BENEFITS-SICK LEAVE	136,554	116,500	119,427	-
92-926.14	EMPL BENEFITS-OTHER	20,992	12,500	9,869	-
92-926.15	EMPL BENEFITS-FAMILY SICK LEAVE	19,104	18,500	16,415	-
92-926.16	COVID EMERGENCY PAID SICK LEAVE	-	-	-	-
92-926.20	SOCIAL SECURITY	312,473	312,500	312,327	367,500 *
92-926.25	DISABILITY & LIFE INSURANCE	20,064	21,300	21,583	23,400
92-926.30	CW&EP RETIREMENT	811,917	850,000	827,577	924,500 *
92-926.31	GASB 68 ADJUSTMENT (LAGERS)	(553,482)	200,000	200,000	50,000
92-926.35	MEDICARE	73,866	74,300	74,569	86,000 *
92-926.40	HEALTH INSURANCE	636,720	688,500	657,734	680,000 *
92-926.50	PHYSICAL EXAMINATIONS	7,944	10,000	5,580	7,000
92-926.60	UNIFORMS/SAFETY SHOES ETC.	34,467	37,000	45,055	14,000
92-926.70	WELLNESS, OTHER BENEFITS	28,638	33,900	34,558	41,500
92-926.80	CAFETERIA BENEFITS	5,218	7,000	6,894	7,000
92-926.90	ICMA MATCHING	51,880	54,700	52,870	59,300 *
92-930.10	GENERAL ADVERTISING	3,764	7,800	3,410	7,500
92-930.20	MISC GENERAL EXPENSE	4,008	3,800	3,959	3,900
92-930.30	ECON DEVELOP/PUB RELATION	309,900	309,000	306,065	2,089,000
92-930.40	COMMUNICATION	30,861	31,000	32,763	34,900
92-930.50	TRANSPORTATION COSTS ALLOCATED	(14,685)	(14,000)	(14,000)	(16,000)
92-930.60	EDUCATION & TRAINING	35,432	86,200	85,962	91,200
92-930.70	MEMBERSHIP DUES	55,072	56,500	56,588	45,400
92-932.10	OFFICE BLDG MAINTENANCE AND SUPPLIES	264,943	279,500	285,638	433,500
92-932.20	SOFTWARE MAINTENANCE AGREEMENTS	154,737	172,500	167,973	234,000
92-949.00	MISC GENERAL INCOME	(21,770)	(16,800)	(18,801)	(16,700)
92-950.00	GAIN/LOSS ON DISPOSAL OF FIXED ASSETS	(378)	-	6,064	-
TOTAL		3,442,429	4,825,900	4,569,381	4,717,100

* OVERHEAD ITEMS FOR PRESENTATION ONLY; THESE SHOULD BE NETTED IN ACCOUNT 92-922.00

GENERAL & ADMINISTRATIVE EXPENSE SHEET PROVIDED FOR REFERENCE ONLY – ALL
COSTS ALLOCATED TO DEPARTMENTS AS FOLLOWS:

10-999.92	ELECTRIC DEPARTMENT	2,775,062	3,897,240	3,689,275	3,802,720
20-999.92	WATER DEPARTMENT	303,671	448,170	424,255	415,350
30-999.92	WASTEWATER DEPARTMENT	267,812	349,490	330,841	375,000
40-999.92	COMMUNICATION DEPARTMENT	95,884	131,000	124,011	124,030

**OFFICE & JOINT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
90-390.00	LAND & LAND RIGHTS AND IMPROVEMENTS	-	-	-	-
90-390.10	STRUCTURES & IMPROVEMENTS-WHSE	-	9,000	6,610	30,000 (1)
90-390.20	OFFICE BUILDING & YARD	6,800	181,000	320,000	87,800 (2)
90-391.00	OFFICE FURN, EQUIP & COMPUTERS	134,243	145,500	225,258	30,000 (3)
60-392.00	TRANSPORTATION EQUIPMENT	15,894	50,000	0	50,000 (4)
90-392.00	TRANSPORTATION EQUIPMENT	29,749	34,000	64,147	138,000 (5)
90-394.00	TOOLS	2,135	-	-	30,000 (6)
90-397.00	COMMUNICATION EQUIPMENT	20,643	-	-	15,000 (7)
	TOTAL	209,463	419,500	616,014	380,800
90-107.00	WORK IN PROGRESS	-	-	-	-
	CASH OUTLAY FOR FY	209,463	419,500	616,014	380,800
	ELECTRIC	88,505	174,935	256,884	154,556
	WATER	59,158	118,079	173,393	105,217
	WASTEWATER	52,087	102,256	150,158	90,577
	COMMUNICATION	9,713	24,229	35,579	30,451

(1) TRANSFORMER STORAGE.

(2) MAINTENANCE SHOP @ \$67,500; ELECTRIC HEATER FOR FIBER INVENTORY WAREHOUSE @ \$9,500;
CARPET FOR PURCHASING BUILDING @ \$10,800.

(3) SERVER AND WORKSTATION ONSITE BACKUP STORAGE @ \$30,000.

(4) REPLACE UNIT 603.

(5) FORD EXPLORER TO REPLACE UNIT 111 @ \$34,000; MINI SKID STEER WITH ATTACHMENTS @ \$76,000; SIDE DUMP TRAILER @ \$28,000.

(6) TRAFFIC CONTROL SYSTEM.

(7) TRIMBLE GPS.

**COMMUNICATION DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
COMMUNICATION REVENUE:				
FIBER REVENUE	1,170,549	1,398,400	1,468,776	1,941,400
WIRELESS REVENUE	335,381	274,900	283,657	222,700
DEPARTMENT UTILITIES	113,028	111,300	116,764	116,800
MISC REVENUE	135	120	239	120
TOTAL OPERATING REVENUE	1,619,093	1,784,720	1,869,436	2,281,020
OPERATING EXPENSE:				
(pg 25) OPERATING EXPENSE	407,644	499,100	403,895	899,400
(pg 27) CUSTOMER SERVICE EXPENSE	27,837	50,520	42,877	81,120
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	95,884	131,000	124,011	124,030
DEPRECIATION & AMORTIZATION	497,628	583,400	678,759	812,821
TOTAL OPERATING EXPENSES	1,028,993	1,264,020	1,249,541	1,917,371
NET OPERATING REVENUE	590,100	520,700	619,895	363,649
OTHER REVENUE / (EXPENSE):				
(pg 24) OTHER INCOME	2,708	2,800	528	-
(pg 24) OTHER EXPENSE	(120,946)	(165,810)	(166,743)	(155,150)
TOTAL OTHER REVENUE / (EXPENSE)	(118,238)	(163,010)	(166,215)	(155,150)
NET INCOME BEFORE TRANSFER	471,862	357,690	453,680	208,499
TRANSFER TO CITY	(44,304)	(49,745)	(49,741)	(56,675)
COMMUNICATION DEPT NET INCOME	427,558	307,945	403,938	151,824

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$405,916 OR CAPITAL EXPENDITURES OF \$1,978,900. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**COMMUNICATION DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
40-310.00	FIBER EQUIPMENT	498,529	351,000	376,203	416,000 (1)
40-315.00	FIBER LINE	3,020,942	2,386,000	2,571,590	1,371,000 (2)
40-365.00	WIRELESS INTERNET EQUIP	29,596	65,500	19,723	29,900 (3)
40-370.00	TOOLS	-	-	36,600	50,000 (4)
40-392.00	COMMUNICATION TRANSPORTATION EQUIPMENT	-	-	100,641	112,000 (5)
TOTAL COMM CAPTIAL EXPENDITURES		3,549,067	2,802,500	3,104,758	1,978,900
40-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		3,549,067	2,802,500	3,104,758	1,978,900

(1) FIBER OPTIC ELECTRONICS UPGRADES AND CUSTOMER GROWTH.

(2) FIBER SERVICE EXPANSION.

(3) WIRELESS EQUIPMENT UPGRADES AND NEW SERVICES.

(4) OPTICAL FIBER MULTIMETER @ \$6,500; OTDR @ \$15,000; END INSPECTION TOOL KITS @ \$28,500.

(5) 1 TON DIESEL CREW CAB WITH UTILITY BED @ \$112,000.

FORECASTED COMMUNICATION

CARTHAGE WATER & ELECTRIC PLANT BOARD (FROM 15-YEAR FINANCIAL PROJECTION)

EXPECTED GROWTH RATE	22.25% FORECAST FY 24-25	3.59% FORECAST FY 25-26	1.60% FORECAST FY 26-27	1.63% FORECAST FY 27-28
Operating Revenue	2,788,552	2,888,552	2,934,763	2,982,630
Operating Expense	2,005,329	2,045,567	2,086,508	2,118,199
Net Operating Income	783,223	842,985	848,255	864,431
Other Revenue / (Expense)	(145,460)	(134,389)	(123,024)	(111,357)
Net Income before transfer	637,762	708,595	725,230	753,074
Cash Flow Projection:				
Net Income before transfer	637,762	708,595	725,230	753,074
Add: Depreciation & Amortization	874,025	880,324	886,308	881,992
Cash from Operations	1,511,787	1,588,919	1,611,538	1,635,066
Cash from Operations	1,511,787	1,588,919	1,611,538	1,635,066
Cash from External Sources:	0	0	0	0
Drawdown from Financing	0	0	0	0
Less:				
Capital Expense	(1,000,000)	(1,000,000)	(800,000)	(824,000)
Joint Capital Expense	(2,360)	(2,360)	(2,360)	(2,360)
Principal Payment	(416,700) *	(427,771)	(439,136)	(450,803)
Net Cash Before Transfer	92,727	158,788	370,042	357,903
Transfer To City	(65,430)	(79,836)	(97,599)	(101,099)
Net Cash To (From) Reserves	27,297	78,952	272,442	256,803
Fiber project loan payment				
	416,700	427,771	439,136	450,803

**WASTEWATER DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WASTEWATER REVENUE:				
RESIDENTIAL REVENUE	1,736,346	1,848,500	1,859,738	2,079,000
COMMERCIAL REVENUE	508,857	622,500	664,283	774,500
INDUSTRIAL REVENUE	869,783	776,500	742,713	840,000
PRETREATMENT REVENUES	44,250	0	8,250	-
DEPARTMENT UTILITIES	2,793	2,500	3,697	4,300
MISC OPERATING REVENUE	-	-	11,137	-
TOTAL OPERATING REVENUE	3,162,028	3,250,000	3,289,817	3,697,800
OPERATING EXPENSE:				
(pg 20) WASTEWATER EXPENSE	1,154,019	1,147,650	1,246,899	1,669,400
(pg 21) PRETREATMENT EXPENSE	78,511	72,400	102,835	168,050
(pg 27) CUSTOMER SERVICE EXPENSE	125,823	191,690	162,699	243,160
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	267,812	349,490	330,841	375,000
DEPRECIATION & AMORTIZATION	824,661	1,198,800	1,147,461	1,200,141
TOTAL OPERATING EXPENSE	2,450,826	2,960,030	2,990,734	3,655,751
NET OPERATING REVENUE	711,202	289,970	299,084	42,049
OTHER REVENUE / (EXPENSE):				
(pg 18) OTHER INCOME	(29,286)	32,400	75,373	2,065,500
(pg 18) OTHER EXPENSE	(113,938)	(119,900)	(119,158)	(106,500)
TOTAL OTHER REVENUE / (EXPENSE)	(143,224)	(87,500)	(43,784)	1,959,000
NET INCOME BEFORE TRANSFER	567,978	202,470	255,300	2,001,049
TRANSFER TO CITY	(110,520)	(114,430)	(114,431)	(111,330)
WASTEWATER DEPT NET INCOME	457,458	88,040	140,868	1,889,719

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$445,000 OR CAPITAL EXPENDITURES OF \$2,607,400. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**WASTEWATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
30-310.00	LAND & IMPRVMENTS TO LAND	-	-	-	-
30-313.00	LIFT STATION	-	56,500	16,031	68,100 (1)
30-313.10	TRMNT PLT STRUCTRS/IMPROV	525,906	257,950	509,762	249,500 (2)
30-313.20	LAGOON	-	-	-	-
30-313.30	MAINS	1,394,815	450,000	-	2,020,000 (3)
30-313.40	CITY INTERCEPTOR SEWER	-	-	-	-
30-315.00	MANHOLES	-	-	-	20,000 (4)
30-323.10	TOOLS & EQUIPMENT	-	-	-	-
30-323.20	TREATMENT PLANT EQUIPMENT	165,749	52,000	10,000	46,800 (5)
30-323.30	LABORATORY EQUIPMENT	-	-	-	-
30-324.00	PRETREATMENT EQUIPMENT	-	10,000	10,000	-
30-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	-	-	112,784	203,000 (6)
30-392.00	WASTEWATER TRANSPORTATION EQUIPMENT	46,533	65,000	108,527	-
TOTAL WW CAPITAL EXPENDITURES		2,133,003	891,450	767,103	2,607,400
30-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		2,133,003	891,450	767,103	2,607,400

(1) PUMPS AND MOTOR REPLACEMENT @ \$50,000; LIFT STATION FENCES @ \$18,100.

(2) PAINT FOR #3 CLARIFIER @ \$77,000; REPLACE BOTH GRIT AUGERS AND PANELS @ \$154,500; HVAC FOR OFFICE @ \$18,000.

(3) COLLECTIONS REHABILITATION @ \$2,000,000 (PAID WITH \$2,000,000 ARPA GRANT FUNDS);
WATERSPOUT FLOW MONITORING EQUIP @ \$20,000.

(4) NEW MANHOLES.

(5) PUMP REPLACEMENT.

(6) IKAS SOFTWARE @ \$15,000; TOUGH BOOKS @ \$13,000; CONVERT LIFT STATION SCADA TO MICROCOMM @ \$175,000.

Carthage Water and Electric Plant

Carthage, Missouri

Wastewater Rate Schedule Summary

Existing Rates (FY23)			Proposed Rates 2024		
Inside City Service			Residential Service		
Customer Charge - 5/8" meter	@	\$19.50 /month	Customer Charge - 5/8" meter	@	\$20.50 /month
Customer Charge - 1" meter	@	\$21.30 /month	Customer Charge - 3/4" & 1" meter	@	\$22.30 /month
Customer Charge - 1 1/2" meter	@	\$23.70 /month	Customer Charge - 1 1/2" meter	@	\$24.70 /month
Customer Charge - 2" meter	@	\$26.10 /month	Customer Charge - 2" meter	@	\$27.10 /month
Customer Charge - 3" meter	@	\$33.90 /month	Customer Charge - 3" to 6" meter	@	\$50.00 /month
Customer Charge - 4" meter	@	\$38.60 /month	Customer Charge - 10" meter	@	\$75.00 /month
Customer Charge - 6" meter	@	\$48.20 /month			
Net Rate:			Net Rate:		
All Gallons - Residential	@	\$0.00317 /Gal	All Gallons	@	\$0.00382 /Gal
All Gallons - Non-Residential	@	\$0.00335 /Gal	Outside City limits - 5% surcharge on all services		
Outside City Service			Non-Residential Service		
Customer Charge - 5/8" meter	@	\$19.50 /month	Customer Charge - up to 2" meter	@	\$27.10 /month
Customer Charge - 1" meter	@	\$21.30 /month	Customer Charge - 3" to 6" meter	@	\$50.00 /month
Customer Charge - 1 1/2" meter	@	\$23.70 /month	Customer Charge - 10" meter	@	\$75.00 /month
Customer Charge - 2" meter	@	\$26.10 /month			
Customer Charge - 3" meter	@	\$33.90 /month	Net Rate:		
Customer Charge - 4" meter	@	\$38.60 /month	All Gallons	@	\$0.00425 /Gal
Customer Charge - 6" meter	@	\$48.20 /month	Outside City limits - 5% surcharge on all services		
Net Rate:					
All Gallons - Residential	@	\$0.00329 /Gal			
All Gallons - Non-Residential	@	\$0.00347 /Gal			

CARTHAGE WATER & ELECTRIC PLANT WASTEWATER RATE COMPARISONS NEIGHBORING UTILITIES CARTHAGE RATE EFFECTIVE JULY 1, 2023

	(a)			(a)			(a)		
	USAGE	%		USAGE	%		USAGE	%	
	2,992 Gal	Diff		5984 Gal	Diff		11,220 Gal	Diff	
RESIDENTIAL:									
Lamar	\$ 53.15	83%	Lamar	76.63	99%	Lamar	113.18	106%	
Joplin	45.88	58%	Joplin	53.39	39%	Nevada	81.76	48%	
Carthage proposed	31.93	10%	Nevada	47.09	22%	Neosho	71.07	29%	
Carthage existing	28.98	0%	Carthage proposed	43.36	13%	Joplin	66.53	21%	
Pittsburg	27.30	-6%	Neosho	41.54	8%	Carthage proposed	63.36	15%	
Nevada	27.29	-6%	Pittsburg	39.50	3%	Webb City	62.26	13%	
Webb City	25.23	-13%	Webb City	38.70	1%	Pittsburg	60.85	11%	
Neosho	24.66	-15%	Carthage existing	38.47	0%	Carthage existing	55.07	0%	
Carl Junction	23.99	-17%	Carl Junction	32.90	-14%	Carl Junction	48.51	-12%	
Monett	22.63	-22%	Monett	30.56	-21%	Monett	44.43	-19%	

	(a)			(a)			(a)		
	USAGE	%		USAGE	%		USAGE	%	
	59,840 Gal	Diff		374,000 Gal	Diff		1,496,000 Gal	Diff	
COMMERCIAL:									
Lamar	476.76	110%	Nevada	\$ 2,483.36	94%	Nevada	\$ 9,911.00	96%	
Nevada	403.62	78%	Lamar	2,433.35	90%	Lamar	9,014.80	79%	
Neosho	345.29	52%	Neosho	2,117.15	66%	Neosho	8,445.23	67%	
Carthage proposed	281.42	24%	Webb City	1,694.77	33%	Webb City	6,743.77	34%	
Webb City	281.05	24%	Carthage proposed	1,616.60	26%	Carthage proposed	6,408.00	27%	
Joplin	259.38	14%	Pittsburg	1,540.10	20%	Pittsburg	6,115.10	21%	
Pittsburg	259.10	14%	Carthage existing	1,279.00	0%	Carthage existing	5,050.20	0%	
Carthage existing	226.56	0%	Carl Junction	1,129.59	-12%	Carl Junction	4,473.15	-11%	
Carl Junction	193.39	-15%	Joplin	1,047.92	-18%	Joplin	4,049.26	-20%	
Monett	173.28	-24%	Monett	1,005.80	-21%	Monett	3,979.10	-21%	

(a) percentage difference compared to CW&EP at current rates.

FORECASTED WASTEWATER

CARTHAGE WATER & ELECTRIC PLANT BOARD (USING 5% INFLATION RATE ON EXPENSES)

TARGETED REVENUE REQUIREMENT	8.0% FORECAST FY 24-25	8.0% FORECAST FY 25-26	8.0% FORECAST FY 26-27	8.0% FORECAST FY 27-28
Operating Revenue	3,993,624	4,313,114	4,658,163	5,030,816
Operating Expense	3,859,950	4,079,044	4,314,421	4,567,661
Net Operating Income	133,674	234,070	343,742	463,155
Other Revenue / (Expense)	(54,532)	(44,226)	(33,554)	(22,633)
Net Income before transfer	79,142	189,844	310,188	440,522
Cash Flow Projection:				
Net Income before transfer	79,142	189,844	310,188	440,522
Add: Depreciation & Amortization	1,260,148	1,323,155	1,389,313	1,458,779
Cash from Operations	1,339,290	1,512,999	1,699,501	1,899,301
Cash from Operations	1,339,290	1,512,999	1,699,501	1,899,301
Cash from External Sources:	0	0	0	0
Drawdown from Financing	0	0	0	0
Less:				
Capital Expense	(979,000)	(628,000)	(810,000)	(1,042,000)
Joint Capital Expense	(14,950)	(14,950)	(14,950)	(14,950)
Principal Payment	(454,000) *	(468,000)	(482,000)	(491,000)
Net Cash Before Transfer	(108,661)	402,049	392,551	351,351
Transfer To City	(115,144)	(129,423)	(139,614)	(150,784)
Net Cash To (From) Reserves	(223,804)	272,626	252,937	200,568
2015 Certificate of Participation				
	454,000	468,000	482,000	491,000
2019 SRF Loan payment	255,000	265,000	275,000	280,000
	199,000	203,000	207,000	211,000

**WATER DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WATER REVENUE:				
RESIDENTIAL	1,565,310	1,717,500	1,729,555	2,096,000
COMMERCIAL	745,707	874,500	834,282	1,109,000
INDUSTRIAL	1,112,786	948,000	972,014	1,093,500
CITY SERVICES	2,061	1,000	4,618	1,000
TOTAL BILLINGS	3,425,864	3,541,000	3,540,469	4,299,500
DEPARTMENT UTILITIES	48,591	54,400	54,362	65,300
ALL OTHER	32,570	6,000	63,839	6,000
TOTAL OPERATING REVENUE	3,507,024	3,601,400	3,658,669	4,370,800
OPERATING EXPENSE:				
(pg 13) PRODUCTION	842,170	854,632	915,067	1,168,591
(pg 14) DISTRIBUTION	497,867	696,600	791,254	1,092,900
(pg 27) CUSTOMER SERVICE EXPENSE	130,096	198,030	168,077	251,540
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	303,671	448,170	424,255	415,350
DEPRECIATION & AMORTIZATION	1,150,075	1,415,500	1,281,268	1,302,799
TOTAL OPERATING EXPENSE	2,923,879	3,612,932	3,579,922	4,231,180
NET OPERATING REVENUE	583,145	(11,532)	78,747	139,620
OTHER REVENUE / (EXPENSE):				
(pg 11) OTHER INCOME	30,259	(805,300)	(595,122)	122,600
(pg 11) OTHER EXPENSE	(5,233)	(3,878)	(6,125)	(990)
(pg 15) MUNICIPAL SERVICES	(25,124)	(62,400)	(50,503)	(109,000)
TOTAL OTHER REVENUE / (EXPENSE)	(98)	(871,578)	(651,750)	12,610
NET INCOME BEFORE TRANSFER	583,048	(883,110)	(573,002)	152,230
TRANSFER TO CITY	(134,360)	(138,430)	(138,432)	(123,690)
NET INCOME WATER DEPARTMENT	448,688	(1,021,540)	(711,435)	28,540

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$0 OR CAPITAL
EXPENDITURES OF \$1,437,500. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH
THE OPERATING STATEMENT.

**WATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
20-310.00	LAND & LAND RIGHTS	-	-	-	-
20-311.10	STRUCTRS/IMPRVMTS-GEN PLT	-	-	5,766	-
20-311.20	STRUCTRS/IMPRVMTS-PLANT	-	-	-	-
20-312.00	COLL/IMPOUNDING RESERVOIR	39,178	-	-	-
20-314.00	WELLS & SPRINGS	-	30,000	45,000	30,000 (1)
20-316.00	SUPPLY MAINS	-	500,000	634,668	-
20-325.10	ELEC PUMPING EQUIP-PUMPS	42,623	50,000	33,074	50,000 (2)
20-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	13,265	-	-	-
20-331.00	STRUCTRS/IMPRVMTS-WA TRMT	109,285	-	-	12,000 (3)
20-332.00	WATER TREATMENT EQUIPMENT	35,925	15,000	15,000	-
20-340.00	LAND & LAND RIGHTS	-	-	-	-
20-341.10	STRUCTURES & IMPROVEMENTS	-	-	-	-
20-341.20	ELECTRIC PUMP & EQUIPMENT	-	-	-	-
20-342.00	DIST RESERVOIRS/STNDPIPES	249,019	-	-	-
20-343.00	TRANS & DIST MAINS	638,552	300,000	175,000	800,000 (4)
20-345.00	SERVICES	85,386	40,000	80,000	50,700 (5)
20-346.00	METERS	52,737	105,000	2,004,985	61,800 (6)
20-348.00	HYDRANTS	39,888	25,000	16,000	25,000 (7)
20-349.00	VALVES	-	-	-	20,000 (8)
20-383.00	WATER COMPUTER SOFTWARE	-	-	33,014	388,000 (9)
20-392.00	WATER TRANSPORTATION EQUIPMENT	485,856	65,000	-	-
20-394.00	TOOLS SHOP & GARAGE EQUIP	-	3,500	-	-
TOTAL WATER CAPITAL EXPENDITURES		1,791,713	1,133,500	3,042,507	1,437,500
20-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		1,791,713	1,133,500	3,042,507	1,437,500

(1) WELL REPAIRS.

(2) WELL REPAIRS.

(3) REPAIRS TO FRONT STEPS.

(4) RELOCATE WATER MAIN UNDER CENTRAL FROM BLANCHE - BAKER.

(5) RENEWED SERVICES.

(6) NEW METERS/SERVICES.

(7) REPLACE HYDRANTS.

(8) VALVE REPLACEMENTS.

(9) REPLACE WATER SCADA WITH MICROCOMM @ \$375,000; TOUGH BOOKS @ \$13,000.

Water Rate Schedule Summary

Existing Rates (FY23)		Proposed Rates 2024	
Residential Service		Residential Service	
Availability	@ \$11.75 /month	Customer Charge - up to 2" meter	@ \$15.60 /month
All Gallons	@ \$0.00385 /Gal	Customer Charge - 3" to 6" meter	@ \$50.00 /month
		Customer Charge - 10" meter	@ \$75.00 /month
		Net Rate:	
		All Gallons	@ \$0.00404 /Gal
		Outside City limits - 5% surcharge on all services	
Commercial Service		Non-Residential Service	
Availability	@ \$31.00 /month	Customer Charge - up to 2" meter	@ \$31.00 /month
All Gallons	@ \$0.00389 /Gal	Customer Charge - 3" to 6" meter	@ \$50.00 /month
		Customer Charge - 10" meter	@ \$75.00 /month
		Net Rate:	
		All Gallons	@ \$0.00454 /Gal
		Outside City limits - 5% surcharge on all services	

**CARTHAGE WATER & ELECTRIC PLANT
SERVICE CHARGES**

SERVICE PERFORMED:

Service - Connect Fee	\$30.00
Electric Service - Disconnect - at the pole	\$130.00
Electric Service - Reinstate - at the pole	\$130.00
Electric Service - Disconnect - at the pole - after hours	\$210.00
Electric Service - Reinstate - at the pole - after hours	\$210.00
Service - Non-Payment Reinstate - during office hours	\$40.00
Service call due to Meter Tampering	\$100.00
Service charge for return check	\$25.00
Set portable watthour meter	\$30.00

WATER AND WASTEWATER SERVICES

1" Service:	Tap only by CWEP personnel CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis
2" Service:	Tap only by CWEP personnel CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis
All other services (including hybrid and non-standard)	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis	
Temporary Meters:	Deposit: \$1,000.00 Fee for CWEP to set meter: \$50.00 Deposit will be refunded if meter is returned in proper working order. Any damage will result in the cost of any replacement parts deducted from the deposit up to the entire	
Frontage Fee:	Water: \$50 per foot of water service available. Wastewater: \$50 per foot of wastewater service available.	

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATE COMPARISONS
NEIGHBORING UTILITIES
CARTHAGE RATE EFFECTIVE JULY 1, 2023**

	(a)				(a)				(a)		
	<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>		<u>USAGE</u>	<u>%</u>	<u>Diff</u>
<u>RESIDENTIAL</u>	<u>2,992 Gal</u>				<u>5236 Gal</u>				<u>11,220 Gal</u>		
Lamar	\$ 44.30	90%		Lamar	\$ 59.08	85%		Nevada	\$ 115.63	110%	
Nevada	35.82	54%		Nevada	57.59	80%		Lamar	94.32	72%	
Joplin	27.69	19%		Joplin	41.71	31%		Joplin	79.09	44%	
Carthage proposed	27.69	19%		Pittsburg	36.80	15%		Pittsburg	74.80	36%	
Neosho	23.73	2%		Carthage proposed	36.75	15%		Webb City	66.65	21%	
Carthage existing	23.27	0%		Neosho	33.06	4%		Carthage proposed	60.93	11%	
Carl Junction	23.04	-1%		Carl Junction	32.77	3%		Carl Junction	58.74	7%	
Pittsburg	22.25	-4%		Carthage existing	31.91	0%		Neosho	57.96	5%	
Monett	18.23	-22%		Webb City	31.10	-3%		Carthage existing	54.95	0%	
Webb City	17.77	-24%		Monett	25.26	-21%		Monett	43.87	-20%	
<u>COMMERCIAL</u>	<u>59,840 Gal</u>				<u>374,000 Gal</u>			<u>INDUSTRIAL</u>	<u>1,496,000 Gal</u>		
Nevada	\$ 603.75	129%		Nevada	\$ 3,651.10	146%		Nevada	\$ 14,534.50	148%	
Joplin	414.24	57%		Joplin	2,376.77	60%		Joplin	9,459.47	62%	
Lamar	397.30	51%		Lamar	2,027.79	36%		Webb City	7,971.12	36%	
Pittsburg	369.15	40%		Pittsburg	2,005.75	35%		Lamar	7,512.33	28%	
Webb City	330.75	25%		Webb City	2,002.08	35%		Pittsburg	7,210.75	23%	
Carthage proposed	302.67	15%		Carthage proposed	1,728.96	16%		Carthage proposed	6,841.84	17%	
Neosho	293.27	11%		Carl Junction	1,633.21	10%		Carl Junction	6,502.69	11%	
Carl Junction	269.76	2%		Carthage existing	1,485.86	0%		Carthage existing	5,850.44	0%	
Carthage existing	263.78	0%		Neosho	1,301.52	-12%		Neosho	4,820.04	-18%	
Monett	191.19	-28%		Monett	1,115.69	-25%		Monett	4,353.55	-26%	

(a) percentage difference compared to CW&EP at current rates.

FORECASTED WATER

CARTHAGE WATER & ELECTRIC PLANT BOARD (USING 5% INFLATION RATE ON EXPENSES)

TARGETED REVENUE REQUIREMENT	7.00% FORECAST FY 24-25	6.00% FORECAST FY 25-26	6.00% FORECAST FY 26-27	6.00% FORECAST FY 27-28
Operating Revenue	4,676,756	4,957,361	5,254,803	5,570,091
Operating Expense	4,467,344	4,720,509	4,992,231	5,284,286
Net Operating Income	209,412	236,852	262,572	285,805
Other Revenue / (Expense)	5,073	1,428	(4,581)	(10,890)
Net Income before transfer	214,485	238,280	257,991	274,915
Cash Flow Projection:				
Net Income before transfer	214,485	238,280	257,991	274,915
Add: Depreciation & Amortization	1,367,939	1,436,336	1,508,152	1,583,560
Cash from Operations	1,582,424	1,674,615	1,766,144	1,858,475
Cash from Operations	1,582,424	1,674,615	1,766,144	1,858,475
Cash from External Sources:				
Drawdown from Financing	0	0	0	0
Less:				
Capital Expense	(877,100)	(911,900)	(598,900)	(685,900)
Joint Capital Expense	(16,900)	(16,900)	(16,900)	(16,900)
Principal Payment	0 *	0	0	0
Net Cash Before Transfer	688,424	745,815	1,150,344	1,155,675
Transfer To City	(128,053)	(152,978)	(163,632)	(175,074)
Net Cash To (From) Reserves	560,370	592,837	986,712	980,601
	*	0	0	0

**ELECTRIC DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
ELECTRIC REVENUE:				
RESIDENTIAL	9,814,343	9,846,500	10,898,485	11,721,000
COMMERCIAL	5,947,599	5,954,500	6,471,288	6,702,000
INDUSTRIAL	11,631,174	11,598,000	12,493,762	13,223,500
CITY SERVICES	171,682	160,000	193,062	171,000
TOTAL BILLINGS	27,564,798	27,559,000	30,056,596	31,817,500
DEPARTMENT UTILITIES	706,964	751,000	761,457	755,500
ALL OTHER	83,662	60,000	89,305	75,000
TOTAL OPERATING REVENUE	28,355,424	28,370,000	30,907,359	32,648,000
OPERATING EXPENSE:				
(pg 4) PRODUCTION	897,030	861,636	869,374	1,084,400
(pg 5) PURCHASED POWER	19,366,400	18,253,500	19,702,758	20,087,000
(pg 7) DISTRIBUTION	1,191,836	1,142,660	1,071,831	1,627,350
(pg 27) CUSTOMER SERVICE EXPENSE	178,020	271,460	230,401	344,780
(pg 28) GENERAL EXPENSE	2,775,062	3,897,240	3,689,275	3,802,720
DEPRECIATION & AMORTIZATION	1,665,853	1,820,000	1,709,029	1,898,857
TOTAL OPERATING EXPENSE	26,074,201	26,246,496	27,272,667	28,845,107
NET OPERATING REVENUE	2,281,223	2,123,504	3,634,692	3,802,893
OTHER REVENUE / (EXPENSE):				
(pg 2) OTHER INCOME	348,125	(614,400)	107,771	714,000
(pg 2) OTHER EXPENSE	(53,018)	(994,260)	(650,667)	(756,500)
(pg 8) MUNICIPAL SERVICES EXP	(182,143)	(226,800)	(220,058)	(268,800)
TOTAL OTHER REVENUE / (EXPENSE)	112,963	(1,835,460)	(762,953)	(311,300)
NET INCOME BEFORE TRANSFER	2,394,187	288,044	2,871,738	3,491,593
TRANSFER TO CITY	(891,750)	(951,850)	(951,850)	(1,000,300)
NET INCOME ELECTRIC DEPARTMENT	1,502,437	(663,806)	1,919,888	2,491,293

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$564,277 OR CAPITAL EXPENDITURES OF \$3,122,100. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - PURCHASED POWER & OTHER

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	
11-555.00	PURCHASED POWER - ENERGY	9,155,350	7,894,000	9,977,174	8,678,000	(1)
11-555.01	PURCHASED POWER - DEMAND	9,929,548	9,975,500	9,442,951	10,838,500	(1)
11-555.04	EL PURCH POWER - COMMUNICATION	-	-	-	-	
11-555.30	SYS CONTROL/LOAD DISPATCH	268,397	298,000	274,131	420,500	
11-557.00	OTHER EXPENSE	13,104	86,000	8,502	150,000	
	TOTAL PURCHASED POWER EXP	19,366,400	18,253,500	19,702,758	20,087,000	

(1) BASED ON 295,400,183 KWH PURCHASED.

**ELECTRIC DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
10-340.00	LAND & LAND RIGHTS	-	-	-	-
10-341.10	STRUCTURES & IMPROVEMENTS	-	7,300	8,000	-
10-341.20	STRUCTRS & IMPRVMENTS-LAND	-	-	-	-
10-342.10	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.20	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.30	RENEWABLE ENERGY EQUIPMENT	-	-	-	-
10-344.10	GENERATORS	-	-	-	-
10-344.20	GENERATORS-COOL SYS	52,018	40,000	45,000	-
10-345.00	GENERATORS-ACC ELEC EQUIP	-	50,000	50,000	-
10-346.00	MISC POWER PLANT EQUIP	-	-	-	-
10-348.00	ENERGY STORAGE EQUIPMENT	-	-	-	-
10-351.00	CLEARING LAND-TRANS	-	-	-	-
10-353.00	STATION EQUIPMENT	-	-	-	-
10-355.00	POLES & FIXTURES-TRANS	-	2,100,000	-	-
10-356.00	OH CONDUCT & DEVICE-TRANS	-	3,000,000	-	-
10-362.00	STATION EQUIPMENT	-	3,000,000	-	-
10-364.00	POLES TOWERS & FIX-DIST	-	7,250,000	763,373	436,500 (1)
10-365.00	OH CONDUCT & DEVICES-DIST	169,082	475,000	247,437	310,500 (2)
10-366.00	UNDERGROUND CONDUIT	242,138	390,000	245,841	292,000 (3)
10-367.00	UG CONDUCTORS & DEVICES	263,756	1,475,000	260,673	238,500 (4)
10-368.00	LINE TRANSFORMERS	227,023	1,545,000	181,138	224,500 (5)
10-369.00	SERVICES	82,452	125,000	151,919	142,000 (6)
10-370.00	MTRS-SCKTS-POT TRANSFRMRS	246,125	240,000	260,873	287,000 (7)
10-371.00	AREA LIGHTS	104,647	75,000	1,570,503	132,000 (8)
10-373.00	ST LIGHTS & SIGNAL SYSTMS	37,673	60,000	43,822	63,500 (9)
10-383.00	ELECTRIC COMPUTER SOFTWARE	375,937	675,000	644,800	622,000 (10)
10-392.00	ELECTRIC TRANSPORTATION EQUIPMENT	-	-	58,292	-
10-394.00	TOOLS SHOP & GARAGE EQUIP	98,439	100,000	276,696	360,500 (11)
10-398.00	MISCELLANEOUS EQUIPMENT	9,405	3,500	-	-
		-	-	-	13,100 (12)
	TOTAL ELEC CAPITAL EXPENDITURES	1,908,697	20,610,800	4,808,368	3,122,100
10-107.00	WORK IN PROGRESS	-	-	2,826,304	12,668,000 (13)
	CASH OUTLAY FOR FY	1,908,697	20,610,800	7,634,672	15,790,100

- (1) REPLACE RECLOSER CONTROLS IN SUB 3 @ \$381,900; SUBSTATION SECURITY @ \$54,600.
(2) NEW & RENEWED @ \$144,000; POLE REPLACEMENTS @ \$135,700; FUTURE PROJECTS @ \$30,800.
(3) NEW & RENEWED @ \$228,800; POLE REPLACEMENTS @ \$31,600; FUTURE PROJECTS @ \$31,600.
(4) NEW & RENEWED @ \$192,900; FUTURE PROJECTS @ \$45,600.
(5) NEW & RENEWED @ \$156,700; FUTURE PROJECTS @ \$67,800.
(6) NEW & RENEWED.
(7) NEW & RENEWED.
(8) NEW & RENEWED @ \$55,000; SECONDARY CT SERVICE UPGRADES @ \$33,000; METER SITE ANALYZER @ \$44,000.
(9) NEW & RENEWED.
(10) NEW & RENEWED @ \$179,700; STREETLIGHT PROJECTS @ \$442,300.
(11) BUCKET TRUCK @ \$280,250; 4X4 CREW CAB TO REPLACE UNIT 203 @ \$80,250.
(12) SUBSTATION CAMERAS FOR SUB 2 & SUB 3.
(13) 69kV SUB 1-SWPA @ \$5,719,000; SUB 1 IMPROVEMENTS @ \$3,183,500; SUB 2 IMPROVEMENTS \$1,320,300;
FEEDER 17 & SUB 1 EXITS @ \$270,000; OUTSTANDING SUB 2 COST @ \$2,175,200.



Cost of the last bucket truck purchased in FY 2022: \$171,220

ORDERED APRIL 2021, LEAD TIME WAS JULY 2022, RECEIVED
SEPTEMBER 2022

Cost of the same bucket truck for FY 2024: \$280,000

LEAD TIME FOR THE NEW BUCKET TRUCK IS SOMETIME IN 2027

Carthage Water and Electric Plant
Carthage, Missouri

Electric Rate Schedule Summary

Existing Rates (FY23)

Proposed Rates 2024

Residential Service			Residential Service		
Availability	@	\$19.60 /month	Availability	@	\$23.60 /month
Availability for Additional Structure	@	\$26.60 /month	Availability for Additional Structure	@	\$30.60 /month
All kWh	@	\$0.09782 /kWh	All kWh	@	\$0.10256 /kWh
General Service - 1Ø			General Service - 1Ø		
Availability	@	\$32.00 /month	Availability	@	\$33.00 /month
First 5,000 kWh	@	\$0.09675 /kWh	First 5,000 kWh	@	\$0.10244 /kWh
Additional kWh	@	\$0.09215 /kWh	Additional kWh	@	\$0.09937 /kWh
General Service - 3Ø			General Service - 3Ø		
Availability	@	\$99.00 /month	Availability	@	\$100.00 /month
All kW	@	\$8.30 /kW	All kW	@	\$8.70 /kW
First 5,000 kWh	@	\$0.08125 /kWh	First 5,000 kWh	@	\$0.08458 /kWh
Additional kWh	@	\$0.07876 /kWh	Additional kWh	@	\$0.08271 /kWh
Primary Service			Primary Service		
Availability - 1Ø	@	\$32.00 /month	Availability - 1Ø	@	\$33.00 /month
Availability - 3Ø	@	\$99.00 /month	Availability - 3Ø	@	\$109.00 /month
All kW	@	\$9.00 /kW	All kW	@	\$10.00 /kW
First 200,000 kWh	@	\$0.06656 /kWh	First 200,000 kWh	@	\$0.06856 /kWh
Next 300,000 kWh	@	\$0.05616 /kWh	Next 300,000 kWh	@	\$0.06163 /kWh
Additional kWh	@	\$0.05616 /kWh	Additional kWh	@	\$0.06163 /kWh
Municipal General Service - 1Ø			Municipal General Service - 1Ø		
Availability	@	\$22.40 /month	Availability	@	\$23.10 /month
First 5,000 kWh	@	\$0.06773 /kWh	First 5,000 kWh	@	\$0.07171 /kWh
Additional kWh	@	\$0.06451 /kWh	Additional kWh	@	\$0.06956 /kWh
Municipal General Service - 3Ø			Municipal General Service - 3Ø		
Availability	@	\$69.30 /month	Availability	@	\$70.00 /month
First 6 kW	@	\$5.81 /kW	First 4 kW	@	\$6.09 /kW
Additional kW	@	\$5.81 /kW	Additional kW	@	\$6.09 /kW
First 5,000 kWh	@	\$0.05688 /kWh	First 5,000 kWh	@	\$0.05921 /kWh
Additional kWh	@	\$0.05513 /kWh	Additional kWh	@	\$0.05790 /kWh

Carthage Water and Electric Plant
Carthage, Missouri

Electric Rate Schedule Summary

Existing Rates (FY23)			Proposed Rates 2024		
Municipal Street Lighting & Traffic Signals Service			Municipal Street Lighting & Traffic Signals Service		
Availability - 1Ø	@	\$16.00 /month	Availability - 1Ø	@	\$16.50 /month
Availability - 3Ø	@	\$49.50 /month	Availability - 3Ø	@	\$50.00 /month
All kWh	@	\$0.04333 /kWh	All kWh	@	\$0.04362 /kWh
Area Lighting			Area Lighting		
54, 100, 150, & 175 Watt Fixture - Metered	@	\$3.82 /month	54, 100, 150, & 175 Watt Fixture - Metered	@	\$4.35 /month
54, 100, 150, & 175 Watt Fixture - Unmetered	@	\$9.73 /month	54, 100, 150, & 175 Watt Fixture - Unmetered	@	\$11.09 /month
250 & 400 Watt Fixture - Metered	@	\$7.78 /month	250 & 400 Watt Fixture - Metered	@	\$8.86 /month
250 & 400 Watt Fixture - Unmetered	@	\$19.39 /month	250 & 400 Watt Fixture - Unmetered	@	\$22.09 /month
Municipal Area Lighting			Municipal Area Lighting		
54, 100, 150, & 175 Watt Fixture - Metered	@	\$2.67 /month	54, 100, 150, & 175 Watt Fixture - Metered	@	\$3.05 /month
54, 100, 150, & 175 Watt Fixture - Unmetered	@	\$6.81 /month	54, 100, 150, & 175 Watt Fixture - Unmetered	@	\$7.76 /month
250 & 400 Watt Fixture - Metered	@	\$5.45 /month	250 & 400 Watt Fixture - Metered	@	\$6.20 /month
250 & 400 Watt Fixture - Unmetered	@	\$13.57 /month	250 & 400 Watt Fixture - Unmetered	@	\$15.46 /month
Sports Field Lighting and Corp of Engineers			Sports Field Lighting and Corp of Engineers		
Availability - 1Ø	@	\$32.00 /month	Availability - 1Ø	@	\$33.00 /month
Availability - 3Ø	@	\$99.00 /month	Availability - 3Ø	@	\$100.00 /month
First 5,000 kWh	@	\$0.08125 /kWh	First 5,000 kWh	@	\$0.08458 /kWh
Additional kWh	@	\$0.07876 /kWh	Additional kWh	@	\$0.08271 /kWh
Municipal Sports Field Lighting			Municipal Sports Field Lighting		
Availability - 1Ø	@	\$22.40 /month	Availability - 1Ø	@	\$23.10 /month
Availability - 3Ø	@	\$69.30 /month	Availability - 3Ø	@	\$70.00 /month
First 5,000 kWh	@	\$0.05688 /kWh	First 5,000 kWh	@	\$0.05921 /kWh
Additional kWh	@	\$0.05513 /kWh	Additional kWh	@	\$0.05790 /kWh
Temporary Service			Temporary Service		
Availability	@	\$32.00 /month	Availability	@	\$33.00 /month
First 100 kWh	@	\$0.22537 /kWh	First 100 kWh	@	\$0.22744 /kWh
Additional kWh	@	\$0.22537 /kWh	Additional kWh	@	\$0.22744 /kWh
One-time set up charge	@	\$150.00	One-time set up charge	@	\$150.00

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PURCHASE POWER ADJUSTMENT**

The purpose of this rate is to accurately recover from customers the cost of wholesale electric energy purchased and generated more than the cost forecasted by Carthage Water & Electric Plant in conjunction with electric service rates. The actual cost of wholesale electric energy purchased and generated above the forecasted amount shall be billed as a Purchase Power Adjustment (PPA) determined by multiplying the billed kWh for the current month times a Purchase Power Adjustment Factor (PPAF). The calculation of the PPAF is as follows:

$$PPAF = A \times 1/(1-B)$$

Where:

PPAF = Purchase Power Adjustment Factor to be made per kWh billed

- A = The amount in cents or fraction thereof by which the average cost of power per kWh paid by the utility to purchase or generate energy during the previous twelve months* for which kWh is billed
- B = The average percentage of power losses expressed decimally for the previous twelve months** as shown in the production and disposition analysis.

* Beginning Fiscal Year 2024, the calculation for the average cost of power per kWh will be reduced by one month, each month, until the formula represents an average cost of power for the previous six months.

** Beginning Fiscal Year 2024, the calculation for the average percentage of power losses will be reduced by one month, each month, until the formula represents an average loss percentage for the previous six months.

Effective July 1, 2023

CARTHAGE WATER & ELECTRIC PLANT ELECTRIC RATE COMPARISONS NEIGHBORING UTILITIES

[illegible]

(a) percentage difference compared to CW&EP at current rates.

FORECASTED ELECTRIC

CARTHAGE WATER & ELECTRIC PLANT BOARD

(USING FORECASTED PURCHASE POWER COSTS AND 5% INFLATION RATE ON OTHER EXPENSES)

TARGETED REVENUE REQUIREMENT	5.00% FORECAST FY 24-25	5.00% FORECAST FY 25-26	5.00% FORECAST FY 26-27	5.00% FORECAST FY 27-28
Operating Revenue	34,280,400	35,994,420	37,794,141	39,683,848
Operating Expense	30,405,465	32,080,762	33,896,954	35,868,953
Net Operating Income	3,874,935	3,913,658	3,897,187	3,814,896
Other Revenue / (Expense)	(1,192,087)	(1,154,462)	(1,118,899)	(1,082,274)
Net Income before transfer	2,682,848	2,759,196	2,778,289	2,732,621
Cash Flow Projection:				
Net Income before transfer	2,682,848	2,759,196	2,778,289	2,732,621
Add: Depreciation & Amortization	2,050,766	2,214,827	2,392,013	2,583,374
Cash from Operations	4,733,613	4,974,023	5,170,302	5,315,996
Cash from Operations	4,733,613	4,974,023	5,170,302	5,315,996
Cash from External Sources:				
Drawdown from Financing	0	0	19,000,000	0
Less:				
Capital Expense	(2,644,849)	(1,925,000)	(20,600,000)	(1,600,000)
Joint Capital Expense	(24,790)	(24,790)	(24,790)	(24,790)
Principal Payment	(588,423) *	(617,727)	(647,194)	(681,831)
Net Cash Before Transfer	1,475,551	2,406,506	2,898,318	3,009,375
Transfer To City	(1,081,758)	(1,142,680)	(1,199,688)	(1,259,545)
Net Cash To (From) Reserves	393,794	1,263,826	1,698,630	1,749,830
* Catalyst loan payment				
	588,423	617,727	647,194	681,831
2022 Certificate of Participation	113,423	117,727	122,194	126,831
	475,000	500,000	525,000	555,000

**CARTHAGE WATER & ELECTRIC PLANT
UTILITY BILLS - AVERAGE CUSTOMERS**

Average Residential Customer using:

Electric 1,100 KWH
Water 5,236 GAL
Wastewater 5,236 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>		<u>FY 2024</u>		<u>DOLLAR DIFFERENCE</u>
Electric	\$ 127.20	\$	136.42	\$	9.21
Water	31.91		36.75	\$	4.84
Wastewater	36.10		40.50	\$	4.40
Internet	50.00		50.00	\$	-
Total	\$ 245.21	\$	263.67	\$	18.46

Average Non Demand General Service Customer using:

Electric 9,267 KWH
Water 10,870 GAL
Wastewater 10,870 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>		<u>FY 2024</u>		<u>DOLLAR DIFFERENCE</u>
Electric	\$ 515.75	\$	545.20	\$	29.45
Water	73.28		80.35	\$	7.07
Wastewater	57.71		73.30	\$	15.58
Internet	195.00		195.00	\$	-
Total	\$ 841.75	\$	893.85	\$	52.10

Average Demand General Service Customer using:

Electric 12,700 KWH
Electric (Demand) 40 KW
Water 44,880 GAL
Wastewater 44,880 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>		<u>FY 2024</u>		<u>DOLLAR DIFFERENCE</u>
Electric	\$ 1,443.70	\$	1,507.77	\$	64.07
Water	205.58		234.76	\$	29.17
Wastewater	176.45		217.84	\$	41.39
Internet	195.00		195.00	\$	-
Total	\$ 2,020.73	\$	2,155.36	\$	134.63

**CARTHAGE WATER & ELECTRIC PLANT
UTILITY BILLS - AVERAGE CUSTOMERS**

Average Small Industrial Customer using:

Electric 500,000 KWH
Electric (Demand) 1,100 KW
Water 546,040 GAL
Wastewater 546,040 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>	<u>FY 2024</u>	<u>DOLLAR DIFFERENCE</u>
Electric	\$ 40,159.00	\$ 43,310.00	\$ 3,151.00
Water	2,155.10	2,529.02	\$ 373.93
Wastewater	1,867.83	2,370.67	\$ 502.84
Internet	395.00	395.00	\$ -
Total	<u>\$ 44,576.93</u>	<u>\$ 48,604.69</u>	\$ 4,027.76

Average Large Industrial Customer using:

Electric 1,000,000 KWH
Electric (Demand) 1,100 KW
Water 546,040 GAL
Wastewater 546,040 GAL
Power Cost \$ 0.05346

	<u>FY 2023</u>	<u>FY 2024</u>	<u>DOLLAR DIFFERENCE</u>
Electric	\$ 68,239.00	\$ 74,125.00	\$ 5,886.00
Water	2,155.10	2,529.02	\$ 373.93
Wastewater	1,867.83	2,370.67	\$ 502.84
Internet	395.00	395.00	\$ -
Total	<u>\$ 72,656.93</u>	<u>\$ 79,419.69</u>	\$ 6,762.76



CARTHAGE WATER & ELECTRIC PLANT

Cash Reserve Calculation February 28, 2023

Recommended MINIMUM Reserves	% Risk Range to Allocate	ELECTRIC	WATER	WASTEWATER	COMMUNICATION	TOTAL AT 2/28/2023
Operation & maintenance costs (45 days is average utility)	12.33%	\$ 632,274	\$ 286,628	\$ 224,729	\$ 69,866	\$ 1,213,497
Power costs (45 days)	20.30%	4,176,338	-	-	-	4,176,338
RTO collateral requirements	100.00%	3,675,000				3,675,000
Historical investment in assets	1.88%	1,926,986	433,463	409,327	141,394	2,911,170
Annual debt payment	47.96%	831,348	-	270,466	45,690	1,147,504
Total five-year capital plan	20.00%	2,086,752	969,326	1,051,343	1,260,138	5,367,558
Recommended MINIMUM Reserves		\$ 13,328,698	\$ 1,689,417	\$ 1,955,865	\$ 1,517,087	\$ 18,491,067

Reasonableness calculation:

Days cash on hand calculation:

O&M expenses (excluding power costs and depreciation)	9,842,808
Depreciation	5,214,754
Power costs	20,572,130
Total O&M expense	35,629,692

Unrestricted cash on hand at 2/28/2023

\$ 21,164,808

Factor

1.683

Days Cash on Hand (365/Factor) *

217

* = Typical Range 90-120 days of O&M, High bond rating 150-200 days



CARTHAGE WATER & ELECTRIC PLANT

Cash balances by department
February 28, 2023

	<u>ELECTRIC</u>	<u>WATER</u>	<u>WASTEWATER</u>	<u>COMMUNICATION</u>	<u>TOTAL</u>
<u>June 30, 2022</u> recommended MINIMUM reserve required	\$ 8,314,720	\$ 1,788,830	\$ 1,877,813	\$ 1,064,960	\$ 13,046,323
<u>June 30, 2022</u> unrestricted cash balance	15,122,192	3,120,161	2,293,518	(120,949)	20,414,921
<u>February 28, 2023</u> unrestricted cash balance	15,906,580	3,190,986	2,555,691	(488,448)	21,164,808
<u>February 28, 2023</u> recommended MINIMUM reserve required	13,328,698	1,689,417	1,955,865	1,517,087	18,491,067
Surplus/(deficit) compared to cash reserve requirement	2,577,882	1,501,569	599,826	(2,005,535)	2,673,741
Allocation of restricted cash:					
Customer deposits	898,753.40	2,500.00		2,500.00	903,753.40
MISO collateral	175,000.00				175,000.00
SPP TCR cash collateral	243,926.48				243,926.48
2012 Debt service reserve	-	-	-	-	-
2019 SRF Principal account	-	-	-	-	-
2019 SRF Interest account	-	-	-	-	-
2019 SRF Reserves	-	-	59,398.75	-	59,398.75
2020 MAMU Fiber Project Fund	-	-	-	-	-
2022 Series COP - Electric Proj Fd	15,066,064.23			1,033,265.46	1,033,265.46
Unclaimed property	8,109.39				15,066,064.23
Total restricted cash	16,391,854	2,500	59,399	1,035,765	17,489,518
<u>February 28, 2023</u> total cash balance	\$ 32,298,434	\$ 3,193,486	\$ 2,615,090	\$ 547,317	\$ 38,654,326

Carthage Water & Electric Plant
Cash Reserve Forecast by Department

	ELECTRIC TARGETED REV. REQ.	WATER TARGETED REV. REQ.	WASTEWATER TARGETED REV. REQ.	COMM. TARGETED GROWTH RATE	TOTAL
Surplus/(deficit) at 02/28/2023 per cash reserve calculation	\$ 2,577,882	\$ 1,501,569	\$ 599,826		\$ 2,673,742
Financing proceeds unexpended as of 02/28/23					530,000
Net Cash To (From) Reserves Forecasted FY 2024	669,717	(211,378)	(53,117)	(950,622)	(545,400)
Budgeted cash balance at end of FY 2024	3,247,599	1,290,191	546,709	(2,426,157)	2,658,342
Net Cash To (From) Reserves Forecasted FY 2025	393,794	560,370	(223,804)	27,297	757,657
Net Cash To (From) Reserves Forecasted FY 2026	1,263,826	592,837	272,626	78,952	2,208,242
Net Cash To (From) Reserves Forecasted FY 2027 (possible substation)	1,698,630	986,712	252,937	272,442	3,210,721
Net Cash To (From) Reserves Forecasted FY 2028	1,749,830	980,601	200,568	256,803	3,187,803
Forecasted surplus/(deficit) cash balance at end of FY 2028	\$ 8,353,679	\$ 4,410,712	\$ 1,049,035	\$ (1,790,662)	\$ 12,022,765

PROJECTED ACTUAL FOR FY 2022-2023

CARTHAGE WATER & ELECTRIC PLANT BOARD

	TOTAL	ELECTRIC	WATER	WASTE	COMM
Operating Revenue	39,725,281	30,907,359 (pg 1)	3,658,669 (pg 10)	3,289,817 (pg 17)	1,869,436 (pg 23)
Operating Expense	35,092,864	27,272,667 (pg 1)	3,579,922 (pg 10)	2,990,734 (pg 17)	1,249,541 (pg 23)
Net Operating Income	4,632,417	3,634,692	78,747	299,083	619,895
Other Revenue / (Expense)	(1,624,702)	(762,953) (pg 1)	(651,750) (pg 10)	(43,784) (pg 17)	(166,215) (pg 23)
Net Income before transfer	3,007,715	2,871,739	(573,003)	255,299	453,680
Cash Flow Projection:					
Net Income before transfer	3,007,715	2,871,739	(573,003)	255,299	453,680
Add: Depreciation & Amortization	4,816,517	1,709,029 (pg 1)	1,281,268 (pg 10)	1,147,461 (pg 17)	678,759 (pg 23)
Add: Municipal Depreciation	86,705	86,705 (pg 8)			
Cash from Operations	7,910,937	4,667,473	708,265	1,402,760	1,132,439
Cash from Operations	7,910,937	4,667,473	708,265	1,402,760	1,132,439
Cash from External Sources:					
Financing	4,898,529	2,332,000	0	151,767	2,414,762
Less:					
Capital Expense	(11,722,736)	(4,808,368) (pg 9)	(3,042,507) (pg 16)	(767,103) (pg 22)	(3,104,758) (pg 26)
Add back write off of AMI meters and capital expenditures in prior years	4,871,045	2,190,832	2,680,213		
Joint Capital Exp with WIP	(616,014)	(256,884) (pg 29)	(173,393) (pg 29)	(150,158) (pg 29)	(35,579) (pg 29)
WIP costs on past approved projects	(2,826,304)	(2,826,304)	0	0	0
Principal Payment	(1,135,656) *	(206,985)	(60,795)	(472,466)	(395,410)
Net Cash Before Transfer	1,379,801	1,091,764	111,783	164,800	11,454
Transfer To City	(1,254,455)	(951,850) (pg 1)	(138,432) (pg 10)	(114,431) (pg 17)	(49,741) (pg 23)
Net Cash To (From) Reserves	125,346	139,914	(26,649)	50,368	(38,287)
* 1,135,656					
2012 Certificate of Participation		206,985	60,795	472,466	395,410
2015 Certificate of Participation		110,544	60,795	38,661	
Catalyst loan payment		96,441		245,000	
2019 SRF Loan payment				188,805	
Fiber project loan payment					395,410
2022 Certificate of Participation					

BUDGET SUMMARY FY 2023-2024

CARTHAGE WATER & ELECTRIC PLANT BOARD

BUDGET RECOMMENDATIONS:

WAGE ADJ.: 3%

	TOTAL	ELECTRIC	WATER	WASTE	COMM
Operating Revenue	42,997,620	32,648,000 (pg 1)	4,370,800 (pg 10)	3,697,800 (pg 17)	2,281,020 (pg 23)
Operating Expense	38,649,409	28,845,107 (pg 1)	4,231,180 (pg 10)	3,655,751 (pg 17)	1,917,371 (pg 23)
Net Operating Income	4,348,211	3,802,893	139,620	42,049	363,649
Other Revenue / (Expense)	1,505,160	(311,300) (pg 1)	12,610 (pg 10)	1,959,000 (pg 17)	(155,150) (pg 23)
Net Income before transfer	5,853,371	3,491,593	152,230	2,001,049	208,499
Cash Flow Projection:					
Net Income before transfer	5,853,371	3,491,593	152,230	2,001,049	208,499
Add: Depreciation & Amortization	5,214,618	1,898,857 (pg 1)	1,302,799 (pg 10)	1,200,141 (pg 17)	812,821 (pg 23)
Add: Municipal Depreciation	120,500	120,500 (pg 8)			
Cash from Operations	11,188,489	5,510,950	1,455,029	3,201,190	1,021,320
Cash from Operations	11,188,489	5,510,950	1,455,029	3,201,190	1,021,320
Cash from External Sources:					
Financing Proceeds	13,168,000	12,668,000	0	0	500,000
Less:					
Capital Expense	(9,145,900)	(3,122,100) (pg 9)	(1,437,500) (pg 16)	(2,607,400) (pg 22)	(1,978,900) (pg 26)
Add back capital expenditures in prior years					
Joint Capital Expense	0	0	0	0	0
WIP costs on past approved projects	(380,801)	(154,556) (pg 29)	(105,217) (pg 29)	(90,577) (pg 29)	(30,451) (pg 29)
Principal Payment	(12,668,000)	(12,668,000)	0	0	0
	(1,415,193) *	(564,277)	0	(445,000)	(405,916)
Net Cash Before Transfer	746,595	1,670,017	(87,688)	58,213	(893,947)
Transfer To City	(1,291,995)	(1,000,300) (pg 1)	(123,690) (pg 10)	(111,330) (pg 17)	(56,675) (pg 23)
Net Cash To (From) Reserves	(545,400)	669,717	(211,378)	(53,117)	(950,622)
* 1,415,193					
2015 Certificate of Participation		564,277	0	445,000	405,916
Catalyst loan payment		109,277		250,000	
2019 SRF loan payment				195,000	
Fiber project loan payment					405,916
2022 Certificate of Participation		455,000			

**ELECTRIC DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
ELECTRIC REVENUE:				
RESIDENTIAL	9,814,343	9,846,500	10,898,485	11,721,000
COMMERCIAL	5,947,599	5,954,500	6,471,288	6,702,000
INDUSTRIAL	11,631,174	11,598,000	12,493,762	13,223,500
CITY SERVICES	171,682	160,000	193,062	171,000
TOTAL BILLINGS	27,564,798	27,559,000	30,056,596	31,817,500
DEPARTMENT UTILITIES	706,964	751,000	761,457	755,500
ALL OTHER	83,662	60,000	89,305	75,000
TOTAL OPERATING REVENUE	28,355,424	28,370,000	30,907,359	32,648,000
OPERATING EXPENSE:				
(pg 4) PRODUCTION	897,030	861,636	869,374	1,084,400
(pg 5) PURCHASED POWER	19,366,400	18,253,500	19,702,758	20,087,000
(pg 7) DISTRIBUTION	1,191,836	1,142,660	1,071,831	1,627,350
(pg 27) CUSTOMER SERVICE EXPENSE	178,020	271,460	230,401	344,780
(pg 28) GENERAL EXPENSE	2,775,062	3,897,240	3,689,275	3,802,720
DEPRECIATION & AMORTIZATION	1,665,853	1,820,000	1,709,029	1,898,857
TOTAL OPERATING EXPENSE	26,074,201	26,246,496	27,272,667	28,845,107
NET OPERATING REVENUE	2,281,223	2,123,504	3,634,692	3,802,893
OTHER REVENUE / (EXPENSE):				
(pg 2) OTHER INCOME	348,125	(614,400)	107,771	714,000
(pg 2) OTHER EXPENSE	(53,018)	(994,260)	(650,667)	(756,500)
(pg 8) MUNICIPAL SERVICES EXP	(182,143)	(226,800)	(220,058)	(268,800)
TOTAL OTHER REVENUE / (EXPENSE)	112,963	(1,835,460)	(762,953)	(311,300)
NET INCOME BEFORE TRANSFER	2,394,187	288,044	2,871,738	3,491,593
TRANSFER TO CITY	(891,750)	(951,850)	(951,850)	(1,000,300)
NET INCOME ELECTRIC DEPARTMENT	1,502,437	(663,806)	1,919,888	2,491,293

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$564,277 OR CAPITAL EXPENDITURES OF \$3,122,100. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**ELECTRIC DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
10-440.00	ELEC RESIDENTIAL REVENUES	9,814,343	9,846,500	10,898,485	11,721,000
10-441.00	ELEC COMMERCIAL REVENUES	5,947,599	5,954,500	6,471,288	6,702,000
10-442.00	ELEC INDUSTRIAL REVENUES	11,631,174	11,598,000	12,493,762	13,223,500
10-446.00	CITY SERVICES	171,682	160,000	193,062	171,000
	TOTAL BILLED REVENUE	27,564,798	27,559,000	30,056,596	31,817,500
10-448.00	DEPARTMENTAL UTILITIES	706,964	751,000	761,457	755,500
10-449.00	MISC ELECTRIC SERVICES	83,869	60,000	89,477	75,000
10-449.10	CASH OVER/SHORT	(206)	-	(173)	-
	TOTAL OPERATING REVENUE	28,355,424	28,370,000	30,907,359	32,648,000
	OTHER REVENUE:				
10-450.00	GRANT REVENUE	-	-	-	-
10-451.00	RENT FROM ELEC PROPERTY	-	-	-	-
10-452.00	ELEC POLE RENTAL	41,479	41,000	44,178	73,500
10-453.00	ELEC INTEREST EARNED	54,929	62,700	177,366	316,500
10-453.01	ELEC INTEREST EARNED ON 2022 COP FUNDS	-	-	124,778	84,000
10-453.02	DIVIDEND INCOME	13,425	-	187,770	-
10-454.00	NON-OPERATING REVENUE - ELECTRIC	7,551	10,000	10,415	10,000
10-445.00	PENALTIES-EL	224,692	200,000	232,152	230,000
10-455.00	SOLID WASTE BILLINGS	6,020	5,900	6,029	-
10-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	30	(934,000)	(674,917)	-
	TOTAL OTHER REVENUE	348,125	(614,400)	107,771	714,000
	OTHER EXPENSE:				
10-457.00	INTEREST ON ELECTRIC LEASE PURCHASE	36,802	33,200	33,139	29,300
10-457.10	INTEREST ON ELECTRIC DEBT	7,023	4,560	4,054	-
10-457.11	INTEREST EXPENSE (GASB 87)	1,511	-	2,000	2,000
10-457.50	INTEREST ON SERIES 2022 COP	-	305,000	385,063	729,500
10-457.51	AMORTIZATION OF BOND PREMIUM ON 2022 COP	-	-	(22,419)	(41,400)
10-458.00	INTEREST ON CONSUMER DEPOSITS	3,213	6,500	3,176	7,000
10-460.00	OBSOLETE INVENTORY WRITE-OFFS	260	-	-	-
10-461.00	OTHER NON-OPERATING EXPENSE	4,210	645,000	245,654	30,100
	TOTAL OTHER EXPENSE	53,018	994,260	650,667	756,500

**ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - OPERATION**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
11-546.00	SUPERVIS/ENGINEER-PRODUCT	60,393	66,000	61,430	96,600
11-547.00	FUEL OIL CONSUMED	53,783	40,000	54,775	58,000
11-547.10	NATURAL GAS CONSUMED	136,902	40,000	114,708	75,000
11-548.04	GENERATION LABOR	17,697	16,000	14,611	29,000
11-548.05	COOLING SYSTEM UTILITIES	13,745	14,000	15,280	15,000
11-549.00	SMALL TOOLS AND EQUIPMENT	1,274	1,500	805	1,500
11-549.01	INSURANCE	225,833	245,836	242,101	266,500
11-549.02	MISCELLANEOUS	1,034	2,500	2,410	2,000
11-549.03	EDUCATION AND TRAINING	22,431	21,700	23,896	25,300
11-549.04	UTILITIES	5,662	7,500	9,446	8,000
11-549.05	ELEC PROD - COMMUNICATION	7,263	7,300	7,344	7,600
11-549.06	ELEC PROD - TRANSPORTATION COSTS ALLOCATED	(2,672)	(2,250)	(2,250)	(1,500)
11-549.07	EMISSIONS EXP	4,982	8,000	8,000	5,000
11-549.08	SOFTWARE AGREEMENTS	9,180	8,900	8,563	8,900
11-925.00	INJURIES AND DAMAGES	-	-	-	-
	TOTAL OPERATION EXP	557,508	476,986	561,120	596,900

**ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - MAINTENANCE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
11-551.00	SUPERVIS/ENGINEER-PRO MNT	64,009	64,000	60,529	133,500
11-552.00	MAINTENANCE PLANT BLDG	21,672	26,000	24,040	43,300
11-552.01	MAINTENANCE OF STORAGE TANKS	520	60,000	31,342	5,000
11-552.02	GAS LINE TO POWER PLANT	-	1,000	470	1,000
11-552.03	YARD AND YARD LIGHTS	10,719	15,000	10,087	15,000
11-552.04	ENVIRONMENTAL WASTE DISPOSAL	2,274	2,000	1,429	2,000
11-553.00	FUEL & LUBE OIL PUMPS & PIPING	-	1,000	1,087	1,300
11-553.01	COOLING SYSTEM	14,352	17,000	12,770	18,600
11-553.02	ACCESSORY ELEC EQUIPMENT	21,594	7,000	6,445	7,000
11-553.03	IT SUPPORT AND EQUIPMENT	13,939	15,000	10,773	15,000
11-553.06	ENGINE GENERATOR NO 6	10,247	12,000	10,784	16,500
11-553.07	ENGINE GENERATOR NO 7	9,825	12,000	7,437	16,500
11-553.08	ENGINE GENERATOR NO 8	9,558	12,000	7,467	16,500
11-553.09	ENGINE GENERATOR NO 9	26,524	12,000	25,595	16,500
11-553.10	ENGINE GENERATOR NO 10	21,554	12,000	12,491	16,500
11-553.11	ENGINE GENERATOR NO 11	13,712	27,000	28,409	40,700
11-553.12	ENGINE GENERATOR NO 12	16,472	27,000	14,837	40,700
11-553.13	ENGINE GENERATOR NO 13	36,685	27,000	21,414	30,700
11-553.14	ENGINE GENERATOR NO 14	35,644	27,000	16,329	30,700
11-554.00	MAINT POWER PLANT EQUIP	8,225	8,000	3,788	8,900
11-554.01	TRANSPORTATION COSTS ALLOCATED	(2,672)	(2,250)	(2,250)	(1,500)
11-554.03	ELEC PROD - COMMUNICATION	1,333	1,400	1,423	1,700
11-554.04	SAFETY SUPPLIES AND EXPENSE	3,375	1,500	1,557	11,400
11-599.99	INVENTORY ADJUSTMENTS	(39)	-	-	-
TOTAL MAINTENANCE EXP		339,522	384,650	308,254	487,500
TOTAL PRODUCTION EXPENSE		897,030	861,636	869,374	1,084,400

ELECTRIC DEPARTMENT
PRODUCTION EXPENSE - PURCHASED POWER & OTHER

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	
11-555.00	PURCHASED POWER - ENERGY	9,155,350	7,894,000	9,977,174	8,678,000	(1)
11-555.01	PURCHASED POWER - DEMAND	9,929,548	9,975,500	9,442,951	10,838,500	(1)
11-555.04	EL PURCH POWER - COMMUNICATION	-	-	-	-	
11-555.30	SYS CONTROL/LOAD DISPATCH	268,397	298,000	274,131	420,500	
11-557.00	OTHER EXPENSE	13,104	86,000	8,502	150,000	
TOTAL PURCHASED POWER EXP		19,366,400	18,253,500	19,702,758	20,087,000	

(1) BASED ON 295,400,183 KWH PURCHASED.

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - OPERATION**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
12-580.00	SUPERVIS/ENGINEER-DISTRIB	18,295	48,000	35,323	79,900
12-582.00	LABOR - OPERATIONS	20,197	24,200	20,974	74,400
12-582.01	SMALL TOOLS & EQUIPMENT	29,353	28,600	21,111	25,100
12-586.00	REMOVE & RESET METERS	37,568	33,200	33,778	41,200
12-586.01	NET METERING EXPENSE	2,258	2,400	2,666	5,300
12-586.10	METER SERVICES EXPENSE	82,276	93,700	90,265	178,000
12-587.00	CUSTOMER INSTALLATION	22,740	22,200	20,002	25,800
12-588.00	MISCELLANEOUS - OPERATIONS	16,779	18,000	22,438	20,000
12-588.01	UTILITIES	11,949	2,400	2,512	3,000
12-588.02	EDUCATION & TRAINING	48,467	54,800	55,714	56,800
12-588.03	COMMUNICATION	24,748	24,700	26,058	27,200
12-588.04	TRANSPORTATION COSTS ALLOCATED	(24,048)	(20,250)	(20,250)	(13,500)
12-588.05	ENVIRONMENTAL WASTE DISPO	4,166	7,000	8,026	7,000
12-588.06	SOFTWARE SUPPORT AGREEMENTS	55,647	55,700	47,978	71,000
12-588.07	SAFETY SUPPLIES AND EXPENSE	17,564	21,200	14,936	29,600
12-588.08	POLE ATTACHMENT FEES	304	450	1,207	-
12-588.09	RIGHT OF WAY AGREEMENTS	881	3,100	3,358	3,900
12-588.10	IT SUPPORT AND EQUIPMENT	16,203	20,700	11,817	46,700
12-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL OPERATION EXP		385,349	440,100	397,912	681,400

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - MAINTENANCE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
12-568.00	SUPERVIS/ENGINEER-TRANSMISSION	-	-	-	-
12-570.00	MAINTENANCE OF TRANSMISSION STATION EQUIPMENT	-	-	1,718	-
12-571.00	MAINTENANCE OF OH TRANS LINES	-	-	-	-
12-590.00	SUPERVIS/ENGINEER-DIS MNT	28,100	115,000	123,355	145,000
12-592.00	SUBSTATION EQUIPMENT	303,530	82,400	79,130	105,000
12-593.00	OVERHEAD LINES	481,113	440,000	411,281	617,000
12-594.00	UNDERGROUND LINES	8,656	11,300	6,908	14,600
12-595.00	LINE TRANSFORMERS	21,584	30,100	25,750	40,200
12-597.00	METER MAINTENANCE	18,063	26,400	19,468	11,000
12-598.00	RESOLD	(53,865)	-	5,848	-
12-598.01	COMMUNICATION	608	610	639	750
12-598.02	TRANSPORTATION COSTS ALLOCATED	(24,048)	(20,250)	(20,250)	(13,500)
12-598.03	AREA LIGHT MAINTENANCE	19,116	17,000	21,458	25,900
12-599.99	INVENTORY ADJUSTMENTS	3,630	-	(1,386)	-
	TOTAL MAINTENANCE EXP	806,487	702,560	673,919	945,950
	TOTAL DISTRIBUTION EXP	1,191,836	1,142,660	1,071,831	1,627,350

**ELECTRIC DEPARTMENT
DISTRIBUTION EXPENSE - MUNICIPAL**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
13-596.02	MAINT & OPERATION OF STREET LIGHTS	21,599	16,200	21,824	27,100
13-596.03	MAINT & OPERATION OF SIGNAL SYSTEMS	1,638	2,000	2,868	7,300
13-596.04	CHRISTMAS LIGHTING	-	5,000	-	-
13-596.06	INSPECTION/CONS PREMISES - OS CITY LIMITS	10,461	15,700	11,084	15,900
13-596.07	STREET LIGHTS & TRAFFIC SIGNAL ENERGY	81,869	96,000	97,577	98,000
13-596.08	DEPRECIATION-MUN	66,576	91,900	86,705	120,500
13-596.09	INSPECTION PERMIT FEES	-	-	-	-
	TOTAL MUNICIPAL EXP	182,143	226,800	220,058	268,800

**ELECTRIC DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
10-340.00	LAND & LAND RIGHTS	-	-	-	-
10-341.10	STRUCTURES & IMPROVEMENTS	-	7,300	8,000	-
10-341.20	STRUCTRS & IMPRVMENTS-LAND	-	-	-	-
10-342.10	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.20	FUEL HOLDERS & ACCESS	-	-	-	-
10-342.30	RENEWABLE ENERGY EQUIPMENT	-	-	-	-
10-344.10	GENERATORS	-	-	-	-
10-344.20	GENERATORS-COOL SYS	52,018	40,000	45,000	-
10-345.00	GENERATORS-ACC ELEC EQUIP	-	50,000	50,000	-
10-346.00	MISC POWER PLANT EQUIP	-	-	-	-
10-348.00	ENERGY STORAGE EQUIPMENT	-	-	-	-
10-351.00	CLEARING LAND-TRANS	-	-	-	-
10-353.00	STATION EQUIPMENT	-	2,100,000	-	-
10-355.00	POLES & FIXTURES-TRANS	-	3,000,000	-	-
10-356.00	OH CONDUCT & DEVICE-TRANS	-	3,000,000	-	-
10-362.00	STATION EQUIPMENT	-	7,250,000	763,373	436,500 (1)
10-364.00	POLES TOWERS & FIX-DIST	169,082	475,000	247,437	310,500 (2)
10-365.00	OH CONDUCT & DEVICES-DIST	242,138	390,000	245,841	292,000 (3)
10-366.00	UNDERGROUND CONDUIT	263,756	1,475,000	260,673	238,500 (4)
10-367.00	UG CONDUCTORS & DEVICES	227,023	1,545,000	181,138	224,500 (5)
10-368.00	LINE TRANSFORMERS	82,452	125,000	151,919	142,000 (6)
10-369.00	SERVICES	246,125	240,000	260,873	287,000 (7)
10-370.00	MTRS-SCKTS-POT TRANSFRMRS	104,647	75,000	1,570,503	132,000 (8)
10-371.00	AREA LIGHTS	37,673	60,000	43,822	63,500 (9)
10-373.00	ST LIGHTS & SIGNAL SYSTMS	375,937	675,000	644,800	622,000 (10)
10-383.00	ELECTRIC COMPUTER SOFTWARE	-	-	58,292	-
10-392.00	ELECTRIC TRANSPORTATION EQUIPMENT	98,439	100,000	276,696	360,500 (11)
10-394.00	TOOLS SHOP & GARAGE EQUIP	9,405	3,500	-	-
10-398.00	MISCELLANEOUS EQUIPMENT	-	-	-	13,100 (12)
TOTAL ELEC CAPITAL EXPENDITURES		1,908,697	20,610,800	4,808,368	3,122,100
10-107.00	WORK IN PROGRESS	-	-	2,826,304	12,668,000 (13)
CASH OUTLAY FOR FY		1,908,697	20,610,800	7,634,672	15,790,100

- (1) REPLACE RECLOSER CONTROLS IN SUB 3 @ \$381,900; SUBSTATION SECURITY @ \$54,600.
- (2) NEW & RENEWED @ \$144,000; POLE REPLACEMENTS @ \$135,700; FUTURE PROJECTS @ \$30,800.
- (3) NEW & RENEWED @ \$228,800; POLE REPLACEMENTS @ \$31,600; FUTURE PROJECTS @ \$31,600.
- (4) NEW & RENEWED @ \$192,900; FUTURE PROJECTS @ \$45,600.
- (5) NEW & RENEWED @ \$156,700; FUTURE PROJECTS @ \$67,800.
- (6) NEW & RENEWED.
- (7) NEW & RENEWED.
- (8) NEW & RENEWED @ \$55,000; SECONDARY CT SERVICE UPGRADES @ \$33,000; METER SITE ANALYZER @ \$44,000.
- (9) NEW & RENEWED.
- (10) NEW & RENEWED @ \$179,700; STREETLIGHT PROJECTS @ \$442,300.
- (11) BUCKET TRUCK @ \$280,250; 4X4 CREW CAB TO REPLACE UNIT 203 @ \$80,250.
- (12) SUBSTATION CAMERAS FOR SUB 2 & SUB 3.
- (13) 69kV SUB 1-SWPA @ \$5,719,000; SUB 1 IMPROVEMENTS @ \$3,183,500; SUB 2 IMPROVEMENTS \$1,320,300;
FEEDER 17 & SUB 1 EXITS @ \$270,000; OUTSTANDING SUB 2 COST @ \$2,175,200.

**WATER DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WATER REVENUE:				
RESIDENTIAL	1,565,310	1,717,500	1,729,555	2,096,000
COMMERCIAL	745,707	874,500	834,282	1,109,000
INDUSTRIAL	1,112,786	948,000	972,014	1,093,500
CITY SERVICES	2,061	1,000	4,618	1,000
TOTAL BILLINGS	3,425,864	3,541,000	3,540,469	4,299,500
DEPARTMENT UTILITIES	48,591	54,400	54,362	65,300
ALL OTHER	32,570	6,000	63,839	6,000
TOTAL OPERATING REVENUE	3,507,024	3,601,400	3,658,669	4,370,800
OPERATING EXPENSE:				
(pg 13) PRODUCTION	842,170	854,632	915,067	1,168,591
(pg 14) DISTRIBUTION	497,867	696,600	791,254	1,092,900
(pg 27) CUSTOMER SERVICE EXPENSE	130,096	198,030	168,077	251,540
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	303,671	448,170	424,255	415,350
DEPRECIATION & AMORTIZATION	1,150,075	1,415,500	1,281,268	1,302,799
TOTAL OPERATING EXPENSE	2,923,879	3,612,932	3,579,922	4,231,180
NET OPERATING REVENUE	583,145	(11,532)	78,747	139,620
OTHER REVENUE / (EXPENSE):				
(pg 11) OTHER INCOME	30,259	(805,300)	(595,122)	122,600
(pg 11) OTHER EXPENSE	(5,233)	(3,878)	(6,125)	(990)
(pg 15) MUNICIPAL SERVICES	(25,124)	(62,400)	(50,503)	(109,000)
TOTAL OTHER REVENUE / (EXPENSE)	(98)	(871,578)	(651,750)	12,610
NET INCOME BEFORE TRANSFER	583,048	(883,110)	(573,002)	152,230
TRANSFER TO CITY	(134,360)	(138,430)	(138,432)	(123,690)
NET INCOME WATER DEPARTMENT	448,688	(1,021,540)	(711,435)	28,540

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$0 OR CAPITAL EXPENDITURES OF \$1,437,500. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**WATER DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
20-440.00	WATER RESIDENTIAL REVENUE	1,565,310	1,717,500	1,729,555	2,096,000
20-441.00	WATER-COMMERCIAL REVENUE	745,707	874,500	834,282	1,109,000
20-442.00	WATER-INDUSTRIAL REVENUE	1,112,786	948,000	972,014	1,093,500
20-446.00	WATER CITY SERVICES	2,061	1,000	4,618	1,000
	TOTAL BILLED REVENUE	3,425,864	3,541,000	3,540,469	4,299,500
20-448.00	WATER DEPT UTILITIES	48,591	54,400	54,362	65,300
20-449.00	WATER MISC SERVICES	32,570	6,000	63,839	6,000
	TOTAL OPERATING REVENUE	3,507,024	3,601,400	3,658,669	4,370,800
	OTHER REVENUE:				
20-450.00	GRANT REVENUE	-	-	-	-
20-453.00	WATER INTEREST EARNED	18,784	24,700	38,619	59,100
20-453.02	DIVIDEND INCOME	3,872	-	35,894	-
20-454.00	NON-OPERATING REVENUE - WATER	49,267	34,000	38,609	36,500
20-445.00	PENALTIES-WA	27,071	20,000	27,362	27,000
20-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	(68,736)	(884,000)	(735,606)	-
	TOTAL OTHER REVENUE	30,259	(805,300)	(595,122)	122,600
	OTHER EXPENSE:				
20-458.00	TRUSTEE FEES ON DEBT SERVICE	362	370	362	-
20-457.10	INTEREST ON WATER DEBT	3,863	2,508	1,393	-
20-457.11	INTEREST EXPENSE (GASB 87)	486	-	486	490
20-460.00	OBSOLETE INVENTORY WRITE-OFFS	-	-	1,857	-
20-461.00	OTHER NON-OPERATING EXPENSE	522	1,000	2,026	500
	TOTAL OTHER EXPENSE	5,233	3,878	6,125	990

**WATER DEPARTMENT
PRODUCTION EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
21-600.00	SUPERVIS/ENGINEER-WA PROD	50,944	49,700	45,301	70,000
21-611.00	STRUCTURE/IMPR MAINTENANC	13,885	13,000	10,753	15,300
21-614.00	WELL MAINTENANCE	11,963	32,000	15,340	27,900
21-616.00	SUPPLY MAINS MAINTENANCE	-	2,600	2,081	2,600
21-623.00	PUMPING POWER UTILITIES	248,631	222,000	268,091	272,000
21-624.10	COMMUNICATION	18,822	22,300	20,016	22,400
21-624.20	TRANSPORTATION COSTS ALLOCATED	(4,379)	(3,000)	(3,000)	(3,500)
21-624.30	INSURANCE	25,093	27,315	26,900	29,629
21-625.00	RIGHT-OF-WAY AGREEMENTS	27	-	-	-
21-639.99	INVENTORY ADJUSTMENTS	(144)	-	-	-
21-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL OPER & MAINT EXP		364,841	365,915	385,482	436,329

**WATER DEPARTMENT
TREATMENT EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
21-640.00	SUPERVIS/ENGINEER-WA TRMT	40,834	44,100	56,080	75,800
21-641.10	LIME USED IN OPERATION	24,582	30,000	21,716	30,000
21-641.20	DISINFECTION CHEMICALS	48,764	47,000	56,980	61,600
21-641.30	FLUORIDE USED/OPERATION	10,732	2,000	664	2,000
21-641.40	AMMONIA USED/OPERATION	8,848	8,000	7,563	9,200
21-641.50	SALT USED/OPERATION	2,502	2,200	2,465	2,800
21-642.00	LABOR & EXPENSE	162,631	160,500	186,876	232,500
21-642.50	EDUCATION & TRAINING	5,790	5,900	10,233	10,300
21-643.00	OPERATION MISCELLANEOUS	1,787	600	316	5,400
21-643.10	COMMUNICATION/SCADA	45,468	39,300	46,368	97,600
21-643.20	TRANSPORTATION COSTS ALLOCATED	(4,379)	(3,000)	(3,000)	(3,500)
21-643.30	INSURANCE	28,677	31,217	30,743	33,862
21-643.40	UTILITIES	38,214	42,000	44,708	44,000
21-643.50	LAB CHEMICALS	5,892	5,000	5,427	6,000
21-643.90	IT SUPPORT AND EQUIPMENT	5,110	6,800	2,747	14,900
21-651.00	STRUCTURE/IMPR MAINTENANCE	13,181	17,900	12,633	32,000
21-652.00	EQUIPMENT MAINTENANCE	32,104	21,900	15,394	47,500
21-652.50	CLEARWELL #1 MAINT	6,320	13,400	18,384	14,700
21-652.60	CLEARWELL #2 MAINT	272	13,400	13,123	15,100
21-653.00	SMALL TOOLS AND EQUIPMENT	0	500	164	500
TOTAL WATER TREATMENT EXP		477,329	488,717	529,585	732,262
TOTAL PROD/WA TRMT EXP		842,170	854,632	915,067	1,168,591

**WATER DEPARTMENT
DISTRIBUTION EXPENSE**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
22-660.00	SUPERVIS/ENGINEER-WA DIST	65,465	67,000	74,013	138,000
22-661.00	WASTE DISPOSAL REMOVAL	1,691	3,000	2,461	3,000
22-665.00	ALL OTHER OPERATION	-	300	159	300
22-665.10	COMMUNICATION	21,925	22,100	27,027	26,800
22-665.20	TRANSPORTATION COSTS ALLOCATED	(78,820)	(54,000)	(54,000)	(63,000)
22-665.40	SAFETY SUPPLIES AND EXPENSE	3,459	3,000	4,256	10,500
22-665.60	SMALL TOOLS AND EQUIPMENT	5,765	7,200	5,119	5,700
22-665.70	BACKFLOW TESTING	7,536	8,000	7,281	9,300
22-665.80	RESOLD	(1,271)	300	1,518	300
22-665.90	IT SUPPORT AND EQUIPMENT	2,356	8,100	2,700	7,800
22-666.00	EDUCATION & TRAINING	7,382	10,800	16,059	11,000
22-672.10	500,000GAL RESERVOIR MTCE	1,512	25,200	24,780	26,100
22-672.20	1,000,000G RESERVOIR MTCE	1,881	35,100	34,157	39,300
22-672.50	S. TOWN WA TOWER MAINT	6,057	48,700	52,172	68,700
22-672.60	N. TOWN WA TOWER MAINT	1,818	56,100	58,888	97,900
22-673.00	TRANS & DISTRI MAINS MTCE	149,459	155,500	161,342	231,000
22-675.00	SERVICES MAINTENANCE	101,229	95,500	113,503	182,000
22-676.00	CUST SERVICE METER MTCE	42,570	36,200	72,425	41,600
22-676.10	METER SERVICES EXPENSE	54,810	63,400	71,241	131,000
22-678.00	UTILITY LOCATES	24,023	23,000	23,011	25,800
22-678.50	UTILITIES	74,751	72,000	86,123	88,800
22-679.00	S. PUMP HOUSE MAINT	922	8,900	5,183	8,900
22-680.00	RIGHT-OF-WAY AGREEMENTS	1,730	1,200	1,839	2,100
22-681.99	INVENTORY ADJUSTMENTS	1,617	-	-	-
22-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL DISTRIBUTION EXP		497,867	696,600	791,254	1,092,900

**WATER DEPARTMENT
DISTRIBUTION EXPENSE - MUNICIPAL**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
23-677.20	FIRE HYDRANT MAINTENANCE	9,390	27,000	30,126	29,000
23-677.30	INVESTIGATIONS & INSPECT	13,673	32,400	15,339	77,000
23-677.50	WATER USED	2,061	3,000	5,038	3,000
	TOTAL MUNICIPAL EXP	25,124	62,400	50,503	109,000

**WATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
20-310.00	LAND & LAND RIGHTS	-	-	-	-
20-311.10	STRUCTRS/IMPRVMTS-GEN PLT	-	-	5,766	-
20-311.20	STRUCTRS/IMPRVMTS-PLANT	-	-	-	-
20-312.00	COLL/IMPOUNDING RESERVOIR	39,178	-	-	-
20-314.00	WELLS & SPRINGS	-	30,000	45,000	30,000 (1)
20-316.00	SUPPLY MAINS	-	500,000	634,668	-
20-325.10	ELEC PUMPING EQUIP-PUMPS	42,623	50,000	33,074	50,000 (2)
20-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	13,265	-	-	-
20-331.00	STRUCTRS/IMPRVMTS-WA TRMT	109,285	-	-	12,000 (3)
20-332.00	WATER TREATMENT EQUIPMENT	35,925	15,000	15,000	-
20-340.00	LAND & LAND RIGHTS	-	-	-	-
20-341.10	STRUCTURES & IMPROVEMENTS	-	-	-	-
20-341.20	ELECTRIC PUMP & EQUIPMENT	-	-	-	-
20-342.00	DIST RESERVOIRS/STNDPIPES	249,019	-	-	-
20-343.00	TRANS & DIST MAINS	638,552	300,000	175,000	800,000 (4)
20-345.00	SERVICES	85,386	40,000	80,000	50,700 (5)
20-346.00	METERS	52,737	105,000	2,004,985	61,800 (6)
20-348.00	HYDRANTS	39,888	25,000	16,000	25,000 (7)
20-349.00	VALVES	-	-	-	20,000 (8)
20-383.00	WATER COMPUTER SOFTWARE	-	-	33,014	388,000 (9)
20-392.00	WATER TRANSPORTATION EQUIPMENT	485,856	65,000	-	-
20-394.00	TOOLS SHOP & GARAGE EQUIP	-	3,500	-	-
TOTAL WATER CAPITAL EXPENDITURES		1,791,713	1,133,500	3,042,507	1,437,500
20-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		1,791,713	1,133,500	3,042,507	1,437,500

(1) WELL REPAIRS.

(2) WELL REPAIRS.

(3) REPAIRS TO FRONT STEPS.

(4) RELOCATE WATER MAIN UNDER CENTRAL FROM BLANCHE - BAKER.

(5) RENEWED SERVICES.

(6) NEW METERS/SERVICES.

(7) REPLACE HYDRANTS.

(8) VALVE REPLACEMENTS.

(9) REPLACE WATER SCADA WITH MICROCOMM @ \$375,000; TOUGH BOOKS @ \$13,000.

**WASTEWATER DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
WASTEWATER REVENUE:				
RESIDENTIAL REVENUE	1,736,346	1,848,500	1,859,738	2,079,000
COMMERCIAL REVENUE	508,857	622,500	664,283	774,500
INDUSTRIAL REVENUE	869,783	776,500	742,713	840,000
PRETREATMENT REVENUES	44,250	0	8,250	-
DEPARTMENT UTILITIES	2,793	2,500	3,697	4,300
MISC OPERATING REVENUE	-	-	11,137	-
TOTAL OPERATING REVENUE	3,162,028	3,250,000	3,289,817	3,697,800
OPERATING EXPENSE:				
(pg 20) WASTEWATER EXPENSE	1,154,019	1,147,650	1,246,899	1,669,400
(pg 21) PRETREATMENT EXPENSE	78,511	72,400	102,835	168,050
(pg 27) CUSTOMER SERVICE EXPENSE	125,823	191,690	162,699	243,160
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	267,812	349,490	330,841	375,000
DEPRECIATION & AMORTIZATION	824,661	1,198,800	1,147,461	1,200,141
TOTAL OPERATING EXPENSE	2,450,826	2,960,030	2,990,734	3,655,751
NET OPERATING REVENUE	711,202	289,970	299,084	42,049
OTHER REVENUE / (EXPENSE):				
(pg 18) OTHER INCOME	(29,286)	32,400	75,373	2,065,500
(pg 18) OTHER EXPENSE	(113,938)	(119,900)	(119,158)	(106,500)
TOTAL OTHER REVENUE / (EXPENSE)	(143,224)	(87,500)	(43,784)	1,959,000
NET INCOME BEFORE TRANSFER	567,978	202,470	255,300	2,001,049
TRANSFER TO CITY	(110,520)	(114,430)	(114,431)	(111,330)
WASTEWATER DEPT NET INCOME	457,458	88,040	140,868	1,889,719

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$445,000 OR CAPITAL EXPENDITURES OF \$2,607,400. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

**WASTEWATER DEPARTMENT
REVENUES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
30-440.00	WW SERVICE BILLINGS-RESID	1,736,346	1,848,500	1,859,738	2,079,000
30-441.00	WW SERVICE BILLINGS-COMM	508,857	622,500	664,283	774,500
30-442.00	WW SERVICE BILLINGS-INDUS	869,783	776,500	742,713	840,000
	TOTAL BILLINGS	3,114,986	3,247,500	3,266,733	3,693,500
30-443.00	PRETREATMENT REVENUE	44,250	-	8,250	-
30-448.00	WW DEPARTMENT UTILITIES	2,793	2,500	3,697	4,300
30-449.00	WW MISC SERVICES	-	-	11,137	-
	TOTAL OPERATING REVENUE	3,162,028	3,250,000	3,289,817	3,697,800
	OTHER REVENUE:				
30-450.00	GRANT REVENUE	-	-	-	2,000,000
30-451.00	RENT FROM WW PROPERTY	2,788	1,000	-	1,000
30-453.00	WW INTEREST EARNED	7,898	17,400	28,695	46,500
30-453.02	DIVIDEND INCOME	1,944	-	27,524	-
30-454.00	NON-OPERATING REVENUE - WW	-	-	-	-
30-445.00	PENALTIES-WW	18,950	14,000	19,155	18,000
30-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	(60,866)	-	-	-
	TOTAL OTHER REVENUE	(29,286)	32,400	75,373	2,065,500
	OTHER EXPENSE:				
30-457.00	INTEREST ON WW SERIES 2019 SRF	41,276	42,800	41,497	39,100
30-457.10	INTEREST ON WASTEWATER COPS	2,456	1,600	886	-
30-457.30	INTEREST ON WASTEWATER COPS-2015	48,929	44,000	44,265	37,600
30-458.00	FEES ON SEWER CONNECTIONS AND DEBT SERVICE	20,202	30,800	31,396	29,400
30-460.00	OBSOLETE INVENTORY WRITE-OFFS	-	-	-	-
30-461.00	OTHER NON-OPERATING EXPENSE	1,074	700	1,113	400
30-462.00	AMORTIZATION OF ARO FOR GASB 83	-	-	-	-
	TOTAL OTHER EXPENSE	113,938	119,900	119,158	106,500

**WASTEWATER DEPARTMENT
COLLECTION EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
31-700.00	COLLECTION SUPERVISION & ENGINEERING	31,586	41,600	37,477	59,200
31-705.00	SEWER LINE MAINTENANCE	156,961	153,500	163,180	222,500
31-706.00	UTILITY LOCATES	17,716	18,000	21,462	20,000
31-710.00	POWER - OLD LEVEE STATION	578	750	246	-
31-724.00	POWER - NEW LEVEE STATION	33,316	35,000	30,528	35,000
31-724.50	LIFT STATION & PUMP MNTCE	88,023	56,300	60,026	130,500
31-732.00	RIGHT-OF-WAY AGREEMENTS	7,537	5,900	7,584	8,000
31-743.40	ALL OTHER	269	-	323	3,600
31-743.50	COMMUNICATION/SCADA	43,513	52,300	41,122	35,900
31-744.00	EDUCATION & TRAINING	3,345	4,800	4,125	4,800
31-745.00	SMALL TOOLS AND EQUIPMENT	5,261	4,000	1,609	4,500
31-745.30	IT SUPPORT AND EQUIPMENT	8,052	6,200	14,064	11,900
31-746.00	TRANSPORTATION COSTS ALLOCATED	(36,478)	(37,800)	(37,800)	(14,000)
31-760.99	INVENTORY ADJUSTMENTS	83	-	-	-
31-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL COLLECTION EXPENSE		359,761	340,550	343,944	521,900

**WASTEWATER DEPARTMENT
TREATMENT EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
32-741.00	TREATMENT PLT/SUPERVISION	71,363	71,700	71,856	130,500
32-742.00	TREATMENT PLANT LABOR	134,698	146,000	130,119	256,000
32-743.00	SAFETY SUPPLIES AND EXPENSE	1,320	900	514	7,700
32-743.10	SLUDGE MANAGEMENT	93,985	88,000	139,088	113,500
32-743.20	PLANT CHEMICALS	27	600	698	800
32-743.25	LAB CHEMICALS	11,148	13,600	6,433	10,200
32-743.30	UTILITIES-WATER/ELECTRIC	300,048	300,000	341,268	345,000
32-743.40	ALL OTHER	156	600	200	800
32-743.50	COMMUNICATION/SCADA	25,002	20,800	41,388	84,100
32-743.60	TRANSPORTATION COSTS ALLOCATED	(7,817)	(8,100)	(8,100)	(3,000)
32-743.70	INSURANCE	64,524	70,300	69,195	76,200
32-743.80	LAB TESTS	28,049	20,500	35,602	20,500
32-744.00	EDUCATION & TRAINING	3,959	4,200	5,705	4,700
32-745.00	SMALL TOOLS AND EQUIPMENT	1,035	3,800	1,264	3,800
32-745.10	TREATMENT STRUCTURES	5,002	5,200	4,056	9,000
32-745.20	LAGOON	1,894	2,100	1,740	3,400
32-745.30	IT SUPPORT AND EQUIPMENT	1,310	3,400	1,355	12,100
32-746.00	EQUIPMENT & SUPPLIES	58,554	63,500	60,574	72,200
32-760.99	INVENTORY ADJUSTMENTS	-	-	-	-
32-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL WASTEWATER TREATMENT EXP		794,258	807,100	902,954	1,147,500
TOTAL WASTEWATER COLL./TREAT.		1,154,019	1,147,650	1,246,899	1,669,400

**WASTEWATER DEPARTMENT
PRETREATMENT EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
33-800.10	ENFORCEMENT	16,538	25,800	23,931	25,800
33-800.20	PERMITTING	-	-	15,000	15,000
33-800.30	INSPECTION	-	700	236	950
33-800.40	LAB TESTING	67,531	44,000	66,196	116,500
33-800.50	RECORDS	2,258	10,000	5,571	12,800
33-800.70	COMMUNICATION	-	-	-	-
33-800.80	TRANSPORTATION COSTS ALLOCATED	(7,817)	(8,100)	(8,100)	(3,000)
	TOTAL PRETREATMENT EXP	78,511	72,400	102,835	168,050

**WASTEWATER DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
30-310.00	LAND & IMPRVMENTS TO LAND	-	-	-	-
30-313.00	LIFT STATION	-	56,500	16,031	68,100 (1)
30-313.10	TRMNT PLT STRUCTRS/IMPROV	525,906	257,950	509,762	249,500 (2)
30-313.20	LAGOON	-	-	-	-
30-313.30	MAINS	1,394,815	450,000	-	2,020,000 (3)
30-313.40	CITY INTERCEPTOR SEWER	-	-	-	-
30-315.00	MANHOLES	-	-	-	20,000 (4)
30-323.10	TOOLS & EQUIPMENT	-	-	-	-
30-323.20	TREATMENT PLANT EQUIPMENT	165,749	52,000	10,000	46,800 (5)
30-323.30	LABORATORY EQUIPMENT	-	-	-	-
30-324.00	PRETREATMENT EQUIPMENT	-	10,000	10,000	-
30-325.20	ELEC PUMPING EQUIP & SOFTWARE - STA	-	-	112,784	203,000 (6)
30-392.00	WASTEWATER TRANSPORTATION EQUIPMENT	46,533	65,000	108,527	-
TOTAL WW CAPITAL EXPENDITURES		2,133,003	891,450	767,103	2,607,400
30-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		2,133,003	891,450	767,103	2,607,400

(1) PUMPS AND MOTOR REPLACEMENT @ \$50,000; LIFT STATION FENCES @ \$18,100.

(2) PAINT FOR #3 CLARIFIER @ \$77,000; REPLACE BOTH GRIT AUGERS AND PANELS @ \$154,500; HVAC FOR OFFICE @ \$18,000.

(3) COLLECTIONS REHABILITATION @ \$2,000,000 (PAID WITH \$2,000,000 ARPA GRANT FUNDS);
WATERSPOUT FLOW MONITORING EQUIP @ \$20,000.

(4) NEW MANHOLES.

(5) PUMP REPLACEMENT.

(6) IKAS SOFTWARE @ \$15,000; TOUGH BOOKS @ \$13,000; CONVERT LIFT STATION SCADA TO MICROCOMM @ \$175,000.

**COMMUNICATION DEPARTMENT
INCOME STATEMENT**

	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
COMMUNICATION REVENUE:				
FIBER REVENUE	1,170,549	1,398,400	1,468,776	1,941,400
WIRELESS REVENUE	335,381	274,900	283,657	222,700
DEPARTMENT UTILITIES	113,028	111,300	116,764	116,800
MISC REVENUE	135	120	239	120
TOTAL OPERATING REVENUE	1,619,093	1,784,720	1,869,436	2,281,020
OPERATING EXPENSE:				
(pg 25) OPERATING EXPENSE	407,644	499,100	403,895	899,400
(pg 27) CUSTOMER SERVICE EXPENSE	27,837	50,520	42,877	81,120
(pg 28) GENERAL & ADMINISTRATIVE EXPENSE	95,884	131,000	124,011	124,030
DEPRECIATION & AMORTIZATION	497,628	583,400	678,759	812,821
TOTAL OPERATING EXPENSES	1,028,993	1,264,020	1,249,541	1,917,371
NET OPERATING REVENUE	590,100	520,700	619,895	363,649
OTHER REVENUE / (EXPENSE):				
(pg 24) OTHER INCOME	2,708	2,800	528	-
(pg 24) OTHER EXPENSE	(120,946)	(165,810)	(166,743)	(155,150)
TOTAL OTHER REVENUE / (EXPENSE)	(118,238)	(163,010)	(166,215)	(155,150)
NET INCOME BEFORE TRANSFER	471,862	357,690	453,680	208,499
TRANSFER TO CITY	(44,304)	(49,745)	(49,741)	(56,675)
COMMUNICATION DEPT NET INCOME	427,558	307,945	403,938	151,824

NOTE: NET INCOME AMOUNT DOES NOT INCLUDE PRINCIPAL PAYMENT ON DEBT OF \$405,916 OR CAPITAL EXPENDITURES OF \$1,978,900. PRINCIPAL PAYMENTS AND CAPITAL EXPENDITURES DO NOT FLOW THROUGH THE OPERATING STATEMENT.

COMMUNICATION DEPARTMENT
REVENUES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
40-440.50	FIBER RESIDENTIAL	563,833	765,000	827,345	1,274,000
40-441.50	FIBER COMMERCIAL	360,261	387,500	400,393	423,500
40-442.50	FIBER INDUSTRIAL	142,746	153,500	140,488	140,500
40-443.00	FIBER DARK	44,997	38,400	49,380	49,400
40-449.50	FIBER INSTALL & MISC CHARGES	58,713	54,000	51,169	54,000
	TOTAL FIBER BILLINGS	1,170,549	1,398,400	1,468,776	1,941,400
40-440.00	WIRELESS RESIDENTIAL	282,315	236,500	246,668	200,500
40-441.00	WIRELESS COMMERCIAL	49,006	34,200	42,374	28,200
40-442.00	WIRELESS INDUSTRIAL	-	-	-	-
40-446.00	INACTIVE ACCOUNT - HIGH-SPEED SERVICE	-	-	-	-
40-449.00	WIRELESS INSTALL & MISC CHARGES	4,060	4,200	(5,386)	(6,000)
	TOTAL WIRELESS BILLINGS	335,381	274,900	283,657	222,700
40-448.00	CWEP WIRELESS	5,228	5,300	5,229	5,300
40-448.50	CWEP FIBER	107,800	106,000	111,535	111,500
	TOTAL DEPARTMENTAL BILLINGS	113,028	111,300	116,764	116,800
40-449.60	OTHER BILLED REVENUE	135	120	239	120
	TOTAL OPERATING REVENUE	1,619,093	1,784,720	1,869,436	2,281,020
	OTHER REVENUE:				
40-453.00	INTEREST EARNED	1,975	2,800	307	-
40-453.02	DIVIDEND INCOME	363	-	222	-
40-454.00	NON-OPERATING REVENUE - COMMUNICATION	-	-	-	-
40-459.00	GAIN/(LOSS) ON DISPOSITION OF ASSETS	369	-	-	-
	TOTAL OTHER REVENUE	2,708	2,800	528	0
	OTHER EXPENSE:				
40-457.00	INTEREST EXPENSE	109,604	151,000	151,116	141,000
40-458.00	FEES ON DEBT SERVICE	7,524	10,700	11,589	10,100
40-460.00	OBSOLETE INVENTORY WRITE-OFFS	3,804	4,000	4,000	4,000
40-461.00	OTHER NON-OPERATING EXPENSE	14	110	38	50
	TOTAL OTHER EXPENSE	120,946	165,810	166,743	155,150

**COMMUNICATION DEPARTMENT
OPERATING EXPENSES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
41-850.00	FIBER - SUPERVISION & ENGINEERING	93,953	30,000	30,063	48,000
41-851.00	FIBER - LABOR	85,669	140,000	100,735	357,000
41-852.00	FIBER - MATERIALS & EXPENSE	59,748	69,500	59,415	105,000
41-852.10	INTERCONNECT AGREEMENTS	27,000	28,500	27,500	28,500
41-852.20	IP ACCESS AGREEMENTS-FIBER	48,168	99,800	61,234	112,000
41-853.00	FIBER - EQUIPMENT MAINTENANCE	10,035	32,200	14,694	33,300
41-860.00	SMALL TOOLS AND EQUIPMENT	5,254	5,600	5,361	5,800
41-861.00	SAFETY SUPPLIES AND EXPENSE	8,344	3,300	2,599	16,600
41-899.99	INVENTORY ADJUSTMENTS	(5,952)	-	-	-
41-925.00	INJURIES AND DAMAGES	-	-	-	-
43-870.50	WIRELESS - SUPERVISION & ENGINEERING	15,948	23,000	17,006	8,500
43-871.50	WIRELESS - LABOR	57,012	35,000	53,500	104,500
43-872.50	WIRELESS - MATERIALS & EXPENSE	12,125	11,100	14,776	11,500
43-872.60	IP ACCESS AGREEMENTS - WIRELESS	44,200	44,200	46,260	47,800
43-872.70	SITE SURVEYS - WIRELESS	-	-	-	-
43-890.00	UTILITIES	12,695	13,600	14,503	15,400
43-890.10	EDUCATION & TRAINING	32,979	35,900	33,447	38,700
43-890.20	COMMUNICATION	5,486	8,100	7,956	8,400
43-890.30	TRANSPORTATION COSTS ALLOCATED	(116,704)	(101,000)	(101,000)	(100,000)
43-890.50	ADVERTISING	3,582	10,300	5,081	18,000
43-890.60	RESOLD	-	-	-	-
43-890.70	POLE ATTACHMENT FEES	8,103	10,000	10,765	40,400
43-899.99	INVENTORY ADJUSTMENTS	-	-	-	-
43-925.00	INJURIES AND DAMAGES	-	-	-	-
TOTAL COMMUNICATION EXP		407,644	499,100	403,895	899,400

**COMMUNICATION DEPARTMENT
CAPITAL EXPENDITURES**

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
40-310.00	FIBER EQUIPMENT	498,529	351,000	376,203	416,000 (1)
40-315.00	FIBER LINE	3,020,942	2,386,000	2,571,590	1,371,000 (2)
40-365.00	WIRELESS INTERNET EQUIP	29,596	65,500	19,723	29,900 (3)
40-370.00	TOOLS	-	-	36,600	50,000 (4)
40-392.00	COMMUNICATION TRANSPORTATION EQUIPMENT	-	-	100,641	112,000 (5)
TOTAL COMM CAPITAL EXPENDITURES		3,549,067	2,802,500	3,104,758	1,978,900
40-107.00	WORK IN PROGRESS	-	-	-	-
CASH OUTLAY FOR FY		3,549,067	2,802,500	3,104,758	1,978,900

(1) FIBER OPTIC ELECTRONICS UPGRADES AND CUSTOMER GROWTH.

(2) FIBER SERVICE EXPANSION.

(3) WIRELESS EQUIPMENT UPGRADES AND NEW SERVICES.

(4) OPTICAL FIBER MULTIMETER @ \$6,500; OTDR @ \$15,000; END INSPECTION TOOL KITS @ \$28,500.

(5) 1 TON DIESEL CREW CAB WITH UTILITY BED @ \$112,000.

OFFICE & JOINT
CUSTOMER SERVICE EXPENSES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
91-901.00	SUPERVISION-CUST ACCTING	21,454	57,900	49,647	87,800
91-902.00	METER READING	-	-	-	-
91-903.00	CUSTOMER RECORDS & COLL	274,077	397,500	322,966	472,000
91-904.00	UNCOLLECTIBLE ACCOUNTS	3,915	50,000	24,439	50,000
91-908.00	RESIDENTIAL ENERGY AUDITS	3,388	3,400	3,400	3,400
91-909.00	CUSTOMER SERVICE & INFO	15,512	21,400	20,809	36,600
91-910.00	MISC CUSTOMER SERVICE & INFORMATION	128,697	181,500	168,058	256,000
91-955.00	AMORTIZATION EXPENSE (GASB 87)	13,284	-	13,284	13,300
91-960.00	INTEREST EXPENSE (GASB 87)	1,450	-	1,450	1,500
TOTAL		461,776	711,700	604,053	920,600

CUSTOMER SERVICE EXPENSE SHEET PROVIDED FOR
REFERENCE ONLY -- ALL COSTS ALLOCATED
TO DEPARTMENTS AS FOLLOWS:

10-999.91	ELECTRIC DEPARTMENT	178,020	271,460	230,401	344,780
20-999.91	WATER DEPARTMENT	130,096	198,030	168,077	251,540
30-999.91	WASTEWATER DEPARTMENT	125,823	191,690	162,699	243,160
40-999.91	COMMUNICATION DEPARTMENT	27,837	50,520	42,877	81,120

OFFICE & JOINT
GENERAL & ADMINISTRATIVE EXPENSES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
92-920.10	GENERAL OFFICERS SALARIES	391,234	388,500	392,719	683,000
92-920.20	GENERAL CLERKS SALARIES	309,916	390,000	375,711	582,000
92-921.00	OFFICE SUPPLIES & EXPENSE	21,424	23,500	18,831	27,000
92-921.50	NETWORK SERVICES	188,333	225,000	199,704	350,000
92-921.70	COMPUTER EQUIPMENT, SOFTWARE & ACCESSORIES	38,961	54,200	47,038	69,700
92-922.00	GENERAL ADM EXP CAPTLZD	(718,140)	(533,000)	(658,294)	(2,559,000) *
92-923.00	OUTSIDE SERVICES EMPLOYED	35,689	91,500	78,983	112,500
92-924.00	PROPERTY INSURANCE	7,169	7,900	7,720	8,500
92-925.00	INJURIES AND DAMAGES	195,156	216,000	216,023	276,500
	EMPLOYEE BENEFITS:				
92-926.10	EMPL BENEFITS-FLOAT HOLIDAY	20,663	23,600	19,160	-
92-926.11	EMPL BENEFITS-VACATIONS	331,456	374,000	354,764	-
92-926.12	EMPL BENEFITS-HOLIDAYS	192,332	212,500	216,942	-
92-926.13	EMPL BENEFITS-SICK LEAVE	136,554	116,500	119,427	-
92-926.14	EMPL BENEFITS-OTHER	20,992	12,500	9,869	-
92-926.15	EMPL BENEFITS-FAMILY SICK LEAVE	19,104	18,500	16,415	-
92-926.16	COVID EMERGENCY PAID SICK LEAVE	-	-	-	-
92-926.20	SOCIAL SECURITY	312,473	312,500	312,327	367,500 *
92-926.25	DISABILITY & LIFE INSURANCE	20,064	21,300	21,583	23,400
92-926.30	CW&EP RETIREMENT	811,917	850,000	827,577	924,500 *
92-926.31	GASB 68 ADJUSTMENT (LAGERS)	(553,482)	200,000	200,000	50,000
92-926.35	MEDICARE	73,866	74,300	74,569	86,000 *
92-926.40	HEALTH INSURANCE	636,720	688,500	657,734	680,000 *
92-926.50	PHYSICAL EXAMINATIONS	7,944	10,000	5,580	7,000
92-926.60	UNIFORMS/SAFETY SHOES ETC.	34,467	37,000	45,055	14,000
92-926.70	WELLNESS, OTHER BENEFITS	28,638	33,900	34,558	41,500
92-926.80	CAFETERIA BENEFITS	5,218	7,000	6,894	7,000
92-926.90	ICMA MATCHING	51,880	54,700	52,870	59,300 *
92-930.10	GENERAL ADVERTISING	3,764	7,800	3,410	7,500
92-930.20	MISC GENERAL EXPENSE	4,008	3,800	3,959	3,900
92-930.30	ECON DEVELOP/PUB RELATION	309,900	309,000	306,065	2,089,000
92-930.40	COMMUNICATION	30,861	31,000	32,763	34,900
92-930.50	TRANSPORTATION COSTS ALLOCATED	(14,685)	(14,000)	(14,000)	(16,000)
92-930.60	EDUCATION & TRAINING	35,432	86,200	85,962	91,200
92-930.70	MEMBERSHIP DUES	55,072	56,500	56,588	45,400
92-932.10	OFFICE BLDG MAINTENANCE AND SUPPLIES	264,943	279,500	285,638	433,500
92-932.20	SOFTWARE MAINTENANCE AGREEMENTS	154,737	172,500	167,973	234,000
92-949.00	MISC GENERAL INCOME	(21,770)	(16,800)	(18,801)	(16,700)
92-950.00	GAIN/LOSS ON DISPOSAL OF FIXED ASSETS	(378)	-	6,064	-
	TOTAL	3,442,429	4,825,900	4,569,381	4,717,100

* OVERHEAD ITEMS FOR PRESENTATION ONLY; THESE SHOULD BE NETTED IN ACCOUNT 92-922.00

GENERAL & ADMINISTRATIVE EXPENSE SHEET PROVIDED FOR REFERENCE ONLY -- ALL COSTS ALLOCATED TO DEPARTMENTS AS FOLLOWS:

10-999.92	ELECTRIC DEPARTMENT	2,775,062	3,897,240	3,689,275	3,802,720
20-999.92	WATER DEPARTMENT	303,671	448,170	424,255	415,350
30-999.92	WASTEWATER DEPARTMENT	267,812	349,490	330,841	375,000
40-999.92	COMMUNICATION DEPARTMENT	95,884	131,000	124,011	124,030

OFFICE & JOINT
CAPITAL EXPENDITURES

ACCT	DESCRIPTION	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24
90-390.00	LAND & LAND RIGHTS AND IMPROVEMENTS	-	-	-	-
90-390.10	STRUCTURES & IMPROVEMENTS-WHSE	-	9,000	6,610	30,000 (1)
90-390.20	OFFICE BUILDING & YARD	6,800	181,000	320,000	87,800 (2)
90-391.00	OFFICE FURN, EQUIP & COMPUTERS	134,243	145,500	225,258	30,000 (3)
60-392.00	TRANSPORTATION EQUIPMENT	15,894	50,000	0	50,000 (4)
90-392.00	TRANSPORTATION EQUIPMENT	29,749	34,000	64,147	138,000 (5)
90-394.00	TOOLS	2,135	-	-	30,000 (6)
90-397.00	COMMUNICATION EQUIPMENT	20,643	-	-	15,000 (7)
	TOTAL	209,463	419,500	616,014	380,800
90-107.00	WORK IN PROGRESS	-	-	-	-
	CASH OUTLAY FOR FY	209,463	419,500	616,014	380,800
	ELECTRIC	88,505	174,935	256,884	154,556
	WATER	59,158	118,079	173,393	105,217
	WASTEWATER	52,087	102,256	150,158	90,577
	COMMUNICATION	9,713	24,229	35,579	30,451

(1) TRANSFORMER STORAGE.

(2) MAINTENANCE SHOP @ \$67,500; ELECTRIC HEATER FOR FIBER INVENTORY WAREHOUSE @ \$9,500;
CARPET FOR PURCHASING BUILDING @ \$10,800.

(3) SERVER AND WORKSTATION ONSITE BACKUP STORAGE @ \$30,000.

(4) REPLACE UNIT 603.

(5) FORD EXPLORER TO REPLACE UNIT 111 @ \$34,000; MINI SKID STEER WITH ATTACHMENTS @ \$76,000; SIDE DUMP TRAILER @ \$28,000.

(6) TRAFFIC CONTROL SYSTEM.

(7) TRIMBLE GPS.

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
RESIDENTIAL SERVICE**

AVAILABILITY:

This rate is available by contract for single-phase 120/240 volt service to a single family dwelling through one meter for domestic use, and to separate structures on the same parcel of land, so long as these additional structures are not used for commercial purposes.

ENERGY CHARGE:

For all kWh used per month, per kWh	\$0.10256

MONTHLY AVAILABILITY CHARGE:

Residential Service (single family dwelling)	\$23.60
Residential Service (additional structures)	\$30.60

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fee (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. The use of motors not exceeding five horsepower will be permitted hereunder; provided, however, that motors of one horsepower and over must be connected for 240 volts, and provided further that simultaneous starting of motors totaling over five horsepower will not be permitted except that operation of air conditioners with a nominal manufacturer's rating of up to and including five ton capacity will be permitted under the further provision that not more than five tons (manufacturer's nominal rating) may be started from a single control. Equipment characterized by severe or fluctuating demands will not be permitted under this rate schedule. Service is for the exclusive use of the customer and shall not be resold or shared with others. Carthage Water & Electric Plant maintains sole discretion to determine which services will be billed under this rate.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
GENERAL SERVICE**

ENERGY CHARGE:

For Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.08458
For all additional kWh used per month, per kWh	\$0.08271

For Non-Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.10244
For all additional kWh used per month, per kWh	\$0.09937

MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$33.00
Three-Phase Service	\$100.00

MONTHLY DEMAND CHARGE:

Per kW of billing demand	\$8.70

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Billing demand shall be based on the current monthly peak. The above undiscounted rates apply to secondary service. Primary service discounts shall apply to those customers who own their own transformation facilities (see Primary Service schedule and associated Conditions of Service). The General Service rate was developed assuming those customers who do not own their own facilities will be metered on the low side of the transformer and receive no discount. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PRIMARY SERVICE**

AVAILABILITY:

The primary rate shall apply to those customers who own their own transformation facilities.

ENERGY CHARGE:

For the first 200,000 of kWh used per month, per kWh	\$0.06856
For all additional kWh used per month, per kWh	\$0.06163

MONTHLY DEMAND CHARGE:

Per kW of billing demand	\$10.00

MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$33.00
Three-Phase Service	\$109.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth in this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Billing demand shall be based on the current monthly peak. Primary Service rates shall apply to those customers who own their own transformation facilities. Those who do own transformation facilities will be metered on the high side of the transformer and will accordingly be eligible for the Primary Service rates in this tariff. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL GENERAL SERVICE**

ENERGY CHARGE:

For Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.05921
For all additional kWh used per month, per kWh	\$0.05790

For Non-Demand Meters:

For the first 5000 kWh used per month, per kWh	\$0.07171
For all additional kWh used per month, per kWh	\$0.06956

MONTHLY CUSTOMER CHARGE:

Single-Phase Service	\$23.10
Three-Phase Service	\$70.00

MONTHLY DEMAND CHARGE:

Per kW of billing demand	\$6.09

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Municipal General Service rates are based on General Service rates, discounted 30%. Billing demand shall be based on the current monthly peak. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL STREET LIGHTING & TRAFFIC SIGNALS SERVICE**

ENERGY CHARGE:

All kWh used per month, per kWh	\$0.04362

MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$16.50
Three-Phase service	\$50.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
AREA LIGHTING**

AVAILABILITY:

This rate is available to consumers using Carthage Water & Electric Plant's electric service.

UNIT CHARGE:

54 Watt, 60 Watt, 66 Watt, 70 Watt, & 175 MVL Watt fixture, metered, monthly charge	\$4.35
54 Watt, 60 Watt, 66 Watt, 70 Watt, 100 HPS, & 175 MVL Watt fixture, unmetered, monthly charge	\$11.09
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, metered, monthly charge	\$8.86
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, unmetered, monthly charge	\$22.09
105 Watt Flood, metered, monthly charge	\$11.48
105 Watt Flood, unmetered, monthly charge	\$15.81
176 Watt & 185 Watt Flood, unmetered, monthly charge	\$18.60
390 Watt Flood, metered, monthly charge	\$14.26
390 Watt Flood, unmetered, monthly charge	\$23.87

POLE INSTALLATION CHARGE:

Installation of new pole when lighting unit requires a new pole.	\$200.00

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service under this schedule provides area lighting using CWEP's standard street lighting or floodlighting fixtures bracket mounted on CWEP-owned or leased poles, tower or fixtures. Said lighting fixtures shall be controlled by CWEP street lighting practices. Ornamental poles or non standard mountings will be provided at customer expense. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL AREA LIGHTING**

AVAILABILITY:

This rate is available to City of Carthage departments for area lighting.

UNIT CHARGE:

54 Watt, 60 Watt, 66 Watt, 70 Watt, & 175 MVL Watt fixture, metered, monthly charge @ \$4.35, discounted 30%	\$3.05
54 Watt, 60 Watt, 66 Watt, 70 Watt, 161 Watt, 100 HPS, 150 HPS & 175 MVL Watt, unmetered, monthly charge @ \$11.09, discounted 30%	\$7.76
100 Watt, 120 Watt, metered, monthly charge @ \$8.86, discounted 30%	\$6.20
100 Watt, 120 Watt, 250 HPS & 400 MVL Watt fixture, unmetered, monthly charge @ \$22.09, discounted 30%	\$15.46
105 Watt Flood, metered, monthly charge @ \$11.48 discounted 30%	\$8.04
105 Watt Flood & 109 Watt Flood, unmetered, monthly charge @ \$15.81, discounted 30%	\$11.07
390 Watt Flood, metered, monthly charge @ 14.26, discounted 30%	\$9.98
390 Watt Flood, unmetered, monthly charge @ \$23.87, discounted 30%	\$16.71

POLE INSTALLATION CHARGE:

Installation of new pole when lighting unit requires new pole @ \$200, discounted 30%	\$140.00

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service under this schedule provides area lighting using CWEP's standard street lighting or floodlighting fixtures bracket mounted on CWEP-owned or leased poles, tower or fixtures. Said lighting fixtures shall be controlled by CWEP street lighting practices. Ornamental poles or non standard mountings will be provided at customer expense. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
SPORTS FIELD LIGHTING AND CORPS OF ENGINEERS
APPROVED FLOOD CONTROL AREAS**

AVAILABILITY:

This rate is available by contract to non-commercial institutions within the city limits of Carthage for Sports Field lighting and Corps of Engineers approved Flood Control areas.

ENERGY CHARGE:

For the first 5000 kWh used per month, per kWh	\$0.08458
For all additional kWh used per month, per kWh	\$0.08271

MONTHLY DEMAND CHARGE:

For all KW of billing demand, per KW	No Charge

MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$33.00
Three-Phase service	\$100.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
MUNICIPAL SPORTS FIELD LIGHTING**

AVAILABILITY:

This rate is available by contract to City Departments within the city limits of Carthage for Sports Field lighting.

ENERGY CHARGE:

For the first 5000 kWh used per month, per kWh	\$0.05921
For all additional kWh used per month, per kWh	\$0.05790

MONTHLY DEMAND CHARGE:

For all KW of billing demand, per KW	No charge

MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$23.10
Three-Phase Service	\$70.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within of this rate book.

CONDITIONS OF SERVICE:

Municipal Sports Field Lighting rates are based on Sports Field Lighting and Corps of Engineers Approved Flood Area rates, discounted 30%. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
TEMPORARY ELECTRIC SERVICE, SINGLE PHASE**

AVAILABILITY:

This rate is available for single phase 120/240 volt temporary service for construction or other temporary purposes.

ENERGY CHARGE:

All kWh used per month, per kWh	\$0.22744

MONTHLY CUSTOMER CHARGE:

Single-Phase service	\$33.00

SETUP CHARGE:

Temporary electric service setup charge	\$150.00

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
TEMPORARY ELECTRIC SERVICE, THREE PHASE SERVICE**

AVAILABILITY:

This rate is available for three phase temporary service for construction or other temporary purposes.

ENERGY CHARGE:

All kWh used per month, per kWh	\$0.08458

MONTHLY CUSTOMER CHARGE:

Three-Phase service	\$100.00

DEMAND CHARGE:

Per kW of billing demand	\$10.00

SETUP CHARGE:

Temporary electric service setup charge is based on actual labor, overhead and material needed to set up service

PURCHASE POWER ADJUSTMENT:

In addition to the above charges, a Purchase Power Adjustment charge may be added to each customer's bill, as shown on the Purchase Power Adjustment provision contained within this rate book.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PARALLEL GENERATION SERVICE**

AVAILABILITY:

This schedule is available for service to customers who generate part, all or more than their requirements, only by special contract stipulating conditions of service and customer interconnection equipment.

NEW RATE:

Power and energy sold to customer shall be billed at the applicable General or Primary Service rates except that the Billing Demand shall be the maximum 15 minute measured demand in the past thirty-six months, adjusted for power factor. Energy delivered to the Department by the customer shall be purchased at a rate per kWh equal to that month's per kWh charge to CWEP for Sikeston Power Plant energy; if there should be no Sikeston energy billing because of plant outage or other reasons, then this rate will be based on the weighted-average energy cost for the month.

MINIMUM MONTHLY BILL:

The minimum bill shall be the Billing Demand.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 1994

**CARTHAGE WATER & ELECTRIC PLANT
ELECTRIC RATES
PURCHASE POWER ADJUSTMENT**

The purpose of this rate is to accurately recover from customers the cost of wholesale electric energy purchased and generated more than the cost forecasted by Carthage Water & Electric Plant in conjunction with electric service rates. The actual cost of wholesale electric energy purchased and generated above the forecasted amount shall be billed as a Purchase Power Adjustment (PPA) determined by multiplying the billed kWh for the current month times a Purchase Power Adjustment Factor (PPAF). The calculation of the PPAF is as follows:

$$PPAF = A \times 1/(1-B)$$

Where:

PPAF = Purchase Power Adjustment Factor to be made per kWh billed.

A = The amount in cents or fraction thereof by which the average cost of power per kWh paid by the utility to purchase or generate energy during the previous twelve months* for which kWh is billed exceeds or is less than \$0.05346 per kWh.

B = The average percentage of power losses expressed decimally for the previous twelve months** as shown in the production and disposition analysis.

* Beginning Fiscal Year 2024, the calculation for the average cost of power per kWh will be reduced by one month, each month, until the formula represents an average cost of power for the previous six months.

** Beginning Fiscal Year 2024, the calculation for the average percentage of power losses will be reduced by one month, each month, until the formula represents an average loss percentage for the previous six months.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATES
RESIDENTIAL WATER SERVICE**

AVAILABILITY:

This rate is available by contract to residential consumers living in single family dwellings.

NET RATE:

Per Gallon	\$0.00404

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size, as follows:

Residential - up to 2" meter	\$15.60
Residential - 3" to 6" meter	\$50.00
Residential - 10" meter	\$75.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS:

A 5% surcharge will apply to residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WATER RATES
NON-RESIDENTIAL WATER SERVICE**

AVAILABILITY:

This rate is available by contract to consumers not living in single family dwellings.

NET RATE:

Per Gallon	\$0.00454

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size, as follows:

Non-residential- up to 2" meter	\$31.00
Non-residential - 3" to 6" meter	\$50.00
Non-residential - 10" meter	\$75.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others without prior written approval from CWEP.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATES
RESIDENTIAL SERVICE**

APPLICABILITY:

This rate applies to all accounts served by the sanitary wastewater system of the City of Carthage, MO. The rate is based upon consumption of water from the municipal water system with provisions for modifications in those accounts for which the use of municipal water is not a reasonable measure of the use of the wastewater system. For residential users, these rates are based upon the average water consumed during the months of December, January, February, and March. New residential accounts which have not established usage over these four months will be billed their month-to-month water usage until a complete, consecutive four-month billing base is established during the months of December, January, February and March. The definition of residential users, for Wastewater charges only, includes single-family dwellings, multiple-family dwellings, trailer courts, apartment houses and any other residential-type complex.

NET RATE:

Per Gallon, Residential Customers	\$0.00382

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size as follows:

5/8" meter	\$20.50	2" meter	\$27.10
3/4" - 1" meter	\$22.30	3" to 6" meter	\$50.00
1 1/2" meter	\$24.70	10" meter	\$75.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

For customers not using CWEP water, but using the wastewater service, monthly fees are as follows:

Up to 1,500 sq ft dwelling	\$29.17
1,500 to 2,500 sq ft dwelling	\$37.23
Over 2,500 sq ft dwelling	\$43.27

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
WASTEWATER RATES
NON-RESIDENTIAL CUSTOMERS**

APPLICABILITY:

This rate applies to non-residential accounts served by the sanitary wastewater system of the City of Carthage, MO. For all non-residential usage, these rates are based upon actual month-to-month water consumption.

NET RATE:

Per Gallon, Non-Residential Customer	\$0.00425

MONTHLY CUSTOMER CHARGE:

The customer charge shall be based on water meter size as follows:

Up to 2" meter	\$27.10
3" to 6" meter	\$50.00
10" meter	\$75.00

CUSTOMERS OUTSIDE OF CARTHAGE CITY LIMITS

A 5% surcharge will apply to non-residential customers located outside Carthage city limits.

SPECIAL FACILITIES CHARGE:

Special facilities charges will apply to all such service as determined by the special facility requirements necessary to serve the customer.

EXTRA STRENGTH CHARGES (IF APPLICABLE):

Extra strength sewage charges may also be applicable as determined by the sampled strength of the discharge.

PAYMENT:

The above rates are net. Bills are due and payable at net upon receipt. Late fees may be applied in accordance with provisions set forth within this rate book.

CONDITIONS OF SERVICE:

Rates do not include any franchise fees (Payments In Lieu Of Tax) or sales tax. Service under this schedule shall be in accordance with the provisions of the rules and regulations of the Carthage Water & Electric Plant Board. Service is for the exclusive use of the customer and shall not be resold or shared with others.

PERMITS REQUIRED:

Service under this tariff may be subject to issuance of a wastewater permit pursuant to City Ordinance #6002.

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
PAYMENT IN LIEU OF TAX**

APPLICATION:

This rider shall apply to all Electric, Water and Wastewater billings to customers located within the City of Carthage except for City or City department accounts.

RATE:

Charge amount shall be 3.5% of the applicable service charges. Such payment in lieu of tax shall not exceed \$100 per month, per metered account.

Effective January 1, 1994

CARTHAGE WATER & ELECTRIC PLANT SERVICE CHARGES

SERVICE PERFORMED:

Service - Connect Fee	\$30.00
Electric Service - Disconnect - at the pole	\$130.00
Electric Service - Reinstate - at the pole	\$130.00
Electric Service - Disconnect - at the pole - after hours	\$210.00
Electric Service - Reinstate - at the pole - after hours	\$210.00
Service - Non-Payment Reinstate - during office hours	\$40.00
Service call due to Meter Tampering	\$100.00
Service charge for return check	\$25.00
Set portable watthour meter	\$30.00

WATER AND WASTEWATER SERVICES

1" Service:	Tap only by CWEP personnel. CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors.	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
2" Service:	Tap only by CWEP personnel. CWEP provides contractor with meter, meter pit, meter lid, top shutoff, check valve and meter adaptors.	Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
All other services (including hybrid and non-standard services)		Charge based on actual labor, overhead and material at time of installation, on a per-connection basis.
Temporary Meters:	Deposit: \$1,000.00 Fee for CWEP to set meter: \$50.00 Deposit will be refunded if meter is returned in proper working order. Any damage will result in the cost of any replacement parts deducted from the deposit up to the entire amount of the deposit.	
Frontage Fee:	Water: \$50 per foot of water service available. Wastewater: \$50 per foot of wastewater service available.	

Effective July 1, 2023

**CARTHAGE WATER & ELECTRIC PLANT
LATE PAYMENT PENALTY**

Customer account balances not paid by the past due date specified on the bill will be assessed a 10% late payment penalty charge. Penalty charges will not be assessed on balances previously penalized.

If a due date falls on a weekend or holiday, payments will be accepted without a late fee on the following business day.

CWEP will accept, without penalty, payments received in the mail and drop box prior to the start of business on the first business day following the past due date specified on the bill.

Effective July 1, 1994

Updated August 21, 2003

**CARTHAGE WATER & ELECTRIC PLANT
MISSOURI WATER PRIMACY FEE**

Rule 10 CSR 60-16.010 Levy and Collection of the Missouri Primacy Fee requires collection of a fee from all customers of public water systems based on the size of the water system and the customer's meter size. These fees are collected monthly and remitted to the Department of Natural Resources of the State of Missouri.

	<u>AMOUNT</u>
Water System service monthly connection fees are as follows:	
Unmetered customers and customers with a meter less than or equal to one inch	\$0.44
More than one inch and less than two inches	\$1.75
More than two inches and less than four inches	\$8.50
More than four inches	\$16.50

Enacted September 1, 1992

Updated by the Missouri Department of Natural Resources January 1, 2022

CARTHAGE WATER & ELECTRIC PLANT ECONOMIC DEVELOPMENT RIDER

Purpose:

The purpose of this economic development rider is to encourage industrial development in the Carthage Water & Electric Plant (CWEP) service territory.

Definitions:**1. Annual Load Factor:**

The annual load factor applicable to the customer shall be determined by the following relationship:

$$\text{Load Factor:} \quad \frac{\text{Annual Energy (kWh) / Hours in Year}}{\text{Average Billing Demand (kW)}}$$

2. Average Billing Demand:

The sum of monthly electric billing demands divided by the number of months. For calculation of annual load factor, the twelve most recent billing demands are applied, unless fewer than twelve months are available or practical, in which case the most recent available billing demands shall be applied.

3. Month:

The term "month" or "monthly" refers to the billing month as determined by CWEP.

4. New Industrial Customer:

A customer in CWEP's service territory utilizing new facilities which result in new load.

5. New Load:

The term "new load" refers to the amount of load that is added to CWEP's system after a date defined by contract.

Availability:

Electric service under this rider is only available to new industrial customers otherwise qualified for service under the Primary Service Rate and the General Service Rate and who make application for service.

For purposes of this rider, an industrial customer is defined as any business primarily engaged in the manufacturing or processing of a product for sale or resale or any other similar industrial-related activities as may be determined by CWEP.

CARTHAGE WATER & ELECTRIC PLANT ECONOMIC DEVELOPMENT RIDER (CONTINUED)

Applicability:

Upon the written request of the customer and acceptance by CWEP, the provisions of this rider will be applicable to customers who meet the following qualifications:

- 1) The monthly billing demand of the new customer is reasonably projected to be at least 200 kW within two years of the new customer first receiving service.
- 2) The annual load factor of the new customer is reasonably projected to equal or exceed an annual load factor of 50% within two years of the new customer first receiving service from CWEP.
- 3) If, as determined by CWEP, the new customer load fails to meet the applicability criteria at the end of the two-year projection period starting with the first month's application of the incentive discount provisions, CWEP may terminate the application of the provisions for the remaining years of the discount period.
- 4) Once a customer achieves 200 kW of monthly billing demand, the customer must maintain an average billing demand of 200 kW and an average load factor of 50%, as determined by CWEP, to continue to be eligible for this rider.

Written requests for service under this rider shall be accompanied by sufficiently detailed information to enable CWEP to determine whether the new customer is reasonably expected to meet the above criteria. All written requests for service under this rider will be considered by CWEP; however, requests which do not conform to the purpose and availability of this rider will not be approved.

Monthly Incentive Credit:

Under this rider, the customer will receive a bill credit which is determined as a percentage of all otherwise applicable demand charges for all kW of demand billing:

First Contract Year:	25%
Second Contract Year:	20%
Third Contract Year:	15%
Fourth Contract Year:	10%
Fifth Contract Year:	5%
Sixth Contract Year:	0%

Termination:

Failure of the customer to meet or maintain any of the applicable criteria of this rider or the terms of any applicable service contract may lead to termination of the contract and the application of this rider. If CWEP determines that the customer is non-compliant, the customer will be notified within thirty days of the determination and credits available in this rider will no longer apply to future bills.

Effective July 1, 2019

Average Customer Rate Comparison

KWH 1100

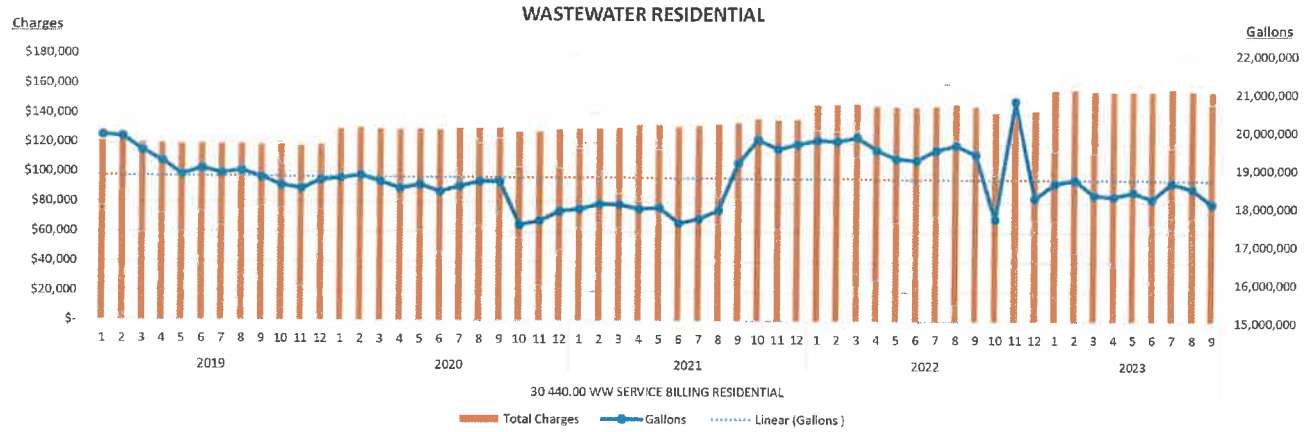
Gallons 5236

PPA

0.015808

Service	CWEP		Joplin				Monett	
	FY 2023	FY 2024						
Electric	127.20	136.42	167.34	132.60	167.34	140.40		
PPA/Fuel Cost	17.39	17.39	19.78		19.78			
Energy Eff. Program Cost			0.31		0.31			
Energy Eff. Invest Cost			0.96		0.96			
Water	31.91	36.75	50.41	59.08	31.10	25.26		
Primacy Fee	0.44	0.44	0.44	0.44	0.44	0.44		
Sewer	36.10	40.50	51.51	70.89	35.33	28.58		
Pilot Tax	7.44	8.09						
Garbage Fee	13.87	13.87	12.90	13.00	10.00	17.50		
Tax	1.76	1.91	2.39	1.92	2.19	1.66		
Total	236.11	255.36	306.03	277.93	267.45	213.83		

WASTEWATER BILLING ANALYSIS

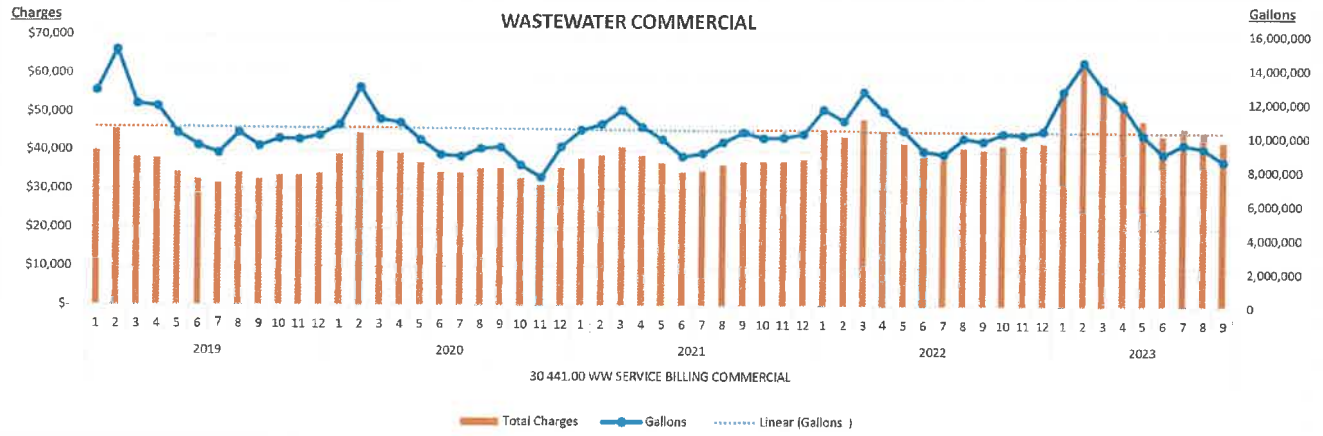


	Gallons	Total Charges
30 440.00 WW SERVICE BILLING RESIDENTIAL	1,069,319,100	\$ 7,712,192.12
2019	228,590,296	\$ 1,431,919.76
1	19,878,848	\$ 120,585.31
2	19,845,936	\$ 121,460.50
3	19,474,928	\$ 120,077.93
4	19,195,924	\$ 119,611.38
5	18,842,868	\$ 118,934.95
6	19,008,924	\$ 119,416.07
7	18,884,008	\$ 118,958.10
8	18,946,092	\$ 119,123.25
9	18,765,824	\$ 118,657.41
10	18,568,352	\$ 118,254.61
11	18,477,844	\$ 117,996.88
12	18,700,748	\$ 118,843.37
2020	220,680,196	\$ 1,550,800.69
1	18,753,108	\$ 129,685.46
2	18,830,900	\$ 130,195.21
3	18,664,096	\$ 129,689.24
4	18,485,324	\$ 129,138.38
5	18,584,060	\$ 129,602.72
6	18,397,060	\$ 129,093.25
7	18,548,156	\$ 129,629.49
8	18,666,340	\$ 129,926.25
9	18,670,828	\$ 129,950.30
10	17,531,624	\$ 127,146.57
11	17,646,816	\$ 127,889.32
12	17,901,884	\$ 128,854.50
2021	221,384,064	\$ 1,592,408.21
1	17,946,016	\$ 129,240.39
2	18,079,908	\$ 129,602.21
3	18,065,696	\$ 129,996.28
4	17,955,740	\$ 131,981.91
5	17,993,140	\$ 132,091.04
6	17,584,732	\$ 131,338.89
7	17,693,192	\$ 131,944.66
8	17,921,332	\$ 132,636.61
9	19,166,004	\$ 134,204.38
10	19,783,104	\$ 136,833.64
11	19,532,524	\$ 135,975.55
12	19,662,676	\$ 136,562.65
2022	232,734,099	\$ 1,736,345.50
1	19,768,916	\$ 145,810.85
2	19,751,276	\$ 145,951.32
3	19,842,638	\$ 146,367.95
4	19,512,637	\$ 145,734.36
5	19,287,747	\$ 145,012.65
6	19,246,416	\$ 145,145.86
7	19,513,521	\$ 145,641.37
8	19,641,112	\$ 146,160.18
9	19,398,719	\$ 145,246.93
10	17,703,676	\$ 140,718.18
11	20,807,060	\$ 142,503.84
12	18,260,381	\$ 142,052.01
2023	165,930,445	\$ 1,400,717.96
1	18,632,026	\$ 155,735.26
2	18,734,707	\$ 156,701.90
3	18,342,965	\$ 155,356.35
4	18,295,509	\$ 155,176.72
5	18,415,996	\$ 155,543.09
6	18,231,263	\$ 155,034.34
7	18,653,639	\$ 156,424.17
8	18,512,658	\$ 155,990.13
9	18,111,682	\$ 154,756.00
Grand Total	1,069,319,100	\$ 7,712,192.12

Based on
usage

-0.6503% 2019-2023 proj

WASTEWATER BILLING ANALYSIS

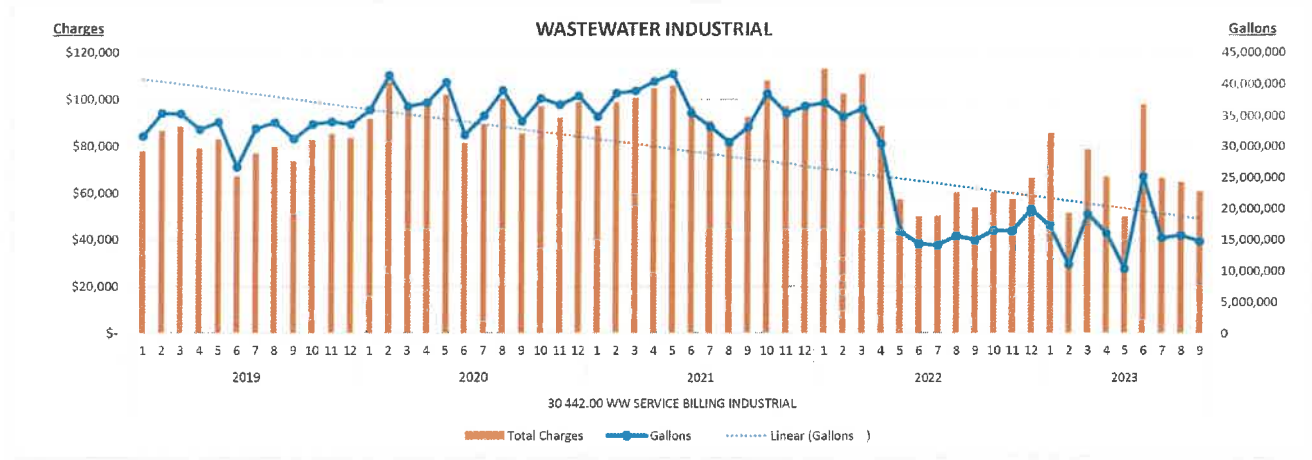


	Gallons	Total Charges
30 441.00 WW SERVICE BILLING COMMERCIAL	593994075.2	\$ 2,280,262.57
2019	129913388	\$ 427,342.16
1	12721236	\$ 39,921.14
2	15144008	\$ 45,438.73
3	11950796	\$ 38,145.19
4	11809424	\$ 37,867.26
5	10207956	\$ 34,239.15
6	9487632	\$ 32,563.10
7	9050052	\$ 31,557.04
8	10241616	\$ 34,187.60
9	9459956	\$ 32,463.73
10	9899032	\$ 33,445.49
11	9856396	\$ 33,525.59
12	10085284	\$ 33,988.14
2020	117316320	\$ 437,544.15
1	10733052	\$ 38,911.92
2	12927684	\$ 44,397.65
3	11050952	\$ 39,725.54
4	10850488	\$ 39,146.92
5	9824232	\$ 36,682.97
6	8948324	\$ 34,343.60
7	8855572	\$ 34,139.07
8	9320828	\$ 35,263.97
9	9391140	\$ 35,421.30
10	8346184	\$ 32,824.99
11	7623616	\$ 31,129.57
12	9444248	\$ 35,556.65
2021	121414612	\$ 449,082.59
1	10427120	\$ 37,933.43
2	10774192	\$ 38,799.08
3	11594000	\$ 40,829.77
4	10589436	\$ 38,736.72
5	9881080	\$ 36,951.84
6	8863052	\$ 34,475.58
7	9070996	\$ 34,991.91
8	9717268	\$ 36,584.01
9	10307440	\$ 37,244.37
10	9973832	\$ 37,263.03
11	10002256	\$ 37,381.11
12	10213940	\$ 37,891.74
2022	126387338.5	\$ 508,856.95
1	11670303	\$ 45,577.16
2	10997753	\$ 43,704.29
3	12730320.04	\$ 48,514.76
4	11578028	\$ 45,339.84
5	10446385	\$ 42,134.48
6	9233811.88	\$ 38,777.66
7	9044342.12	\$ 38,268.25
8	9989989.2	\$ 40,841.41
9	9814868.44	\$ 40,360.53
10	10264191.12	\$ 41,714.83
11	10188840.48	\$ 41,530.67
12	10428506.2	\$ 42,093.07
2023	98962416.76	\$ 457,436.72
1	12772638.68	\$ 56,842.74
2	14488149	\$ 62,723.83
3	12924072.2	\$ 57,456.09
4	11901730.32	\$ 53,726.21
5	10176758.56	\$ 48,183.91
6	9054642	\$ 44,299.80
7	9633130	\$ 46,165.48
8	9390985	\$ 45,312.95
9	8620311	\$ 42,725.71
Grand Total	593994075.2	\$ 2,280,262.57

Based on
usage

-0.0134% 2019-2023 proj

WASTEWATER BILLING ANALYSIS

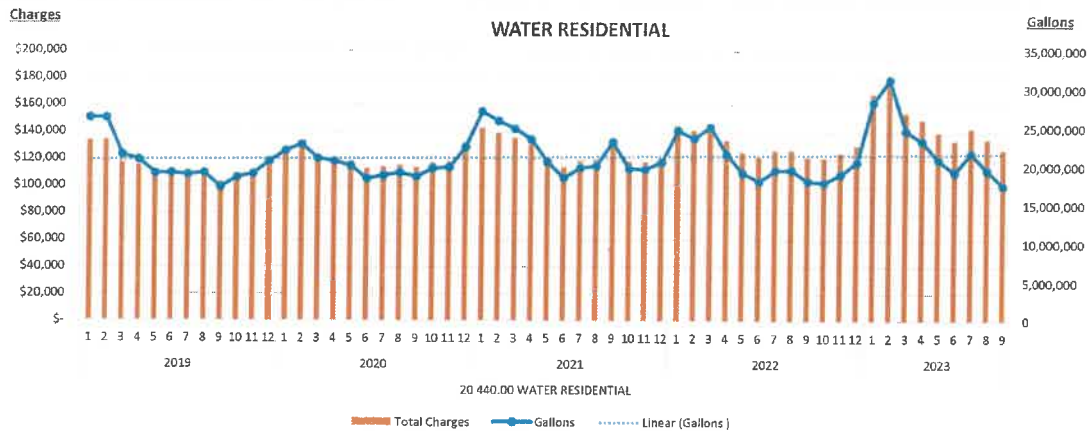


	Gallons	Total Charges
30 442.00 WW SERVICE BILLING INDUSTRIAL	1,687,313,212	\$ 4,758,397.87
2019	394,643,304	\$ 963,380.42
1	31,700,240	\$ 77,726.04
2	35,340,756	\$ 86,659.69
3	35,254,736	\$ 88,319.33
4	32,734,724	\$ 79,010.63
5	33,867,944	\$ 83,003.73
6	26,639,272	\$ 67,071.62
7	32,881,332	\$ 76,895.14
8	33,848,496	\$ 79,579.44
9	31,217,032	\$ 73,517.78
10	33,596,420	\$ 82,614.89
11	33,975,656	\$ 85,369.98
12	33,586,696	\$ 83,612.15
2020	443,633,863	\$ 1,139,373.54
1	35,874,080	\$ 91,849.90
2	41,407,036	\$ 107,446.90
3	36,452,284	\$ 96,045.42
4	37,016,276	\$ 97,177.47
5	40,288,028	\$ 102,100.23
6	31,876,020	\$ 81,295.74
7	34,947,308	\$ 89,213.04
8	39,046,348	\$ 100,293.50
9	34,111,044	\$ 85,648.85
10	37,763,528	\$ 97,153.45
11	36,700,171	\$ 92,112.39
12	38,151,740	\$ 99,036.65
2021	437,203,756	\$ 1,163,212.68
1	34,806,684	\$ 88,636.28
2	38,582,588	\$ 98,901.10
3	38,935,644	\$ 100,469.77
4	40,434,636	\$ 105,030.16
5	41,642,656	\$ 106,003.44
6	35,363,196	\$ 96,934.23
7	33,223,168	\$ 90,932.75
8	30,702,408	\$ 82,779.19
9	33,157,344	\$ 92,549.03
10	38,518,260	\$ 107,999.21
11	35,337,764	\$ 97,198.89
12	36,499,408	\$ 95,778.63
2022	266,622,465	\$ 869,783.08
1	37,034,224	\$ 113,150.21
2	34,808,111	\$ 102,380.16
3	36,017,030	\$ 110,815.68
4	30,444,903	\$ 88,761.29
5	16,375,106	\$ 57,349.00
6	14,372,836	\$ 49,779.21
7	14,146,471	\$ 50,262.18
8	15,633,928	\$ 59,927.73
9	14,998,143	\$ 53,698.48
10	16,485,832	\$ 60,077.02
11	16,417,728	\$ 57,213.25
12	19,888,153	\$ 66,368.87
2023	145,209,824	\$ 622,648.15
1	17,217,387	\$ 85,645.95
2	11,029,726	\$ 51,466.94
3	19,201,427	\$ 78,659.23
4	16,095,736	\$ 67,115.82
5	10,402,257	\$ 49,879.13
6	25,244,512	\$ 97,959.66
7	15,368,473	\$ 66,373.24
8	15,824,103	\$ 64,790.09
9	14,826,203	\$ 60,758.09
Grand Total	1,687,313,212	\$ 4,758,397.87

Based on
usage

-15.8380% 2019-2023 proj

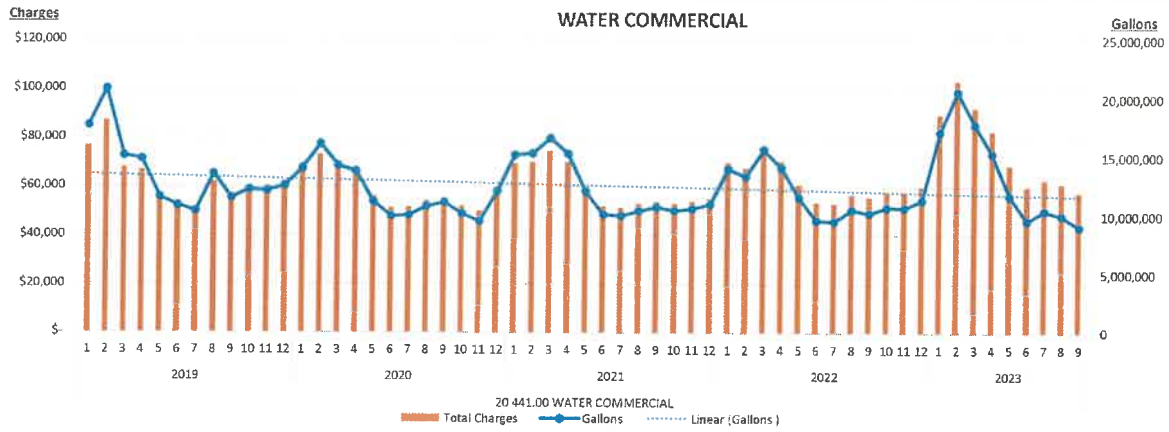
WATER BILLING ANALYSIS



	Gallons	Total Charges	Based on
20 440.00 WATER RESIDENTIAL	1,212,375,084	\$ 7,210,038.98	usage
2019	247,525,916	\$ 1,370,765.79	
1	26,342,316	\$ 133,442.93	
2	26,340,072	\$ 134,005.80	
3	21,589,524	\$ 117,494.53	
4	20,901,364	\$ 115,257.25	
5	19,134,588	\$ 109,148.41	
6	19,210,136	\$ 109,521.86	
7	19,008,924	\$ 108,639.56	
8	19,222,852	\$ 109,145.86	
9	17,349,112	\$ 103,053.96	
10	18,637,916	\$ 107,450.02	
11	19,095,692	\$ 108,996.43	
12	20,693,420	\$ 114,609.18	
2020	244,803,944	\$ 1,432,025.25	
1	22,091,432	\$ 124,966.54	
2	22,930,688	\$ 127,905.82	
3	21,089,112	\$ 121,631.22	
4	20,714,364	\$ 120,244.93	
5	20,156,356	\$ 118,442.53	
6	18,482,332	\$ 112,692.69	
7	18,913,928	\$ 114,322.61	
8	19,269,976	\$ 115,457.28	
9	18,745,628	\$ 113,672.45	
10	19,843,692	\$ 117,370.84	
11	19,953,648	\$ 118,023.60	
12	22,612,788	\$ 127,294.74	
2021	264,535,436	\$ 1,510,616.72	
1	27,210,744	\$ 143,162.33	
2	25,979,536	\$ 139,179.71	
3	24,964,500	\$ 135,807.86	
4	23,610,620	\$ 131,075.76	
5	20,656,768	\$ 121,139.82	
6	18,597,524	\$ 114,101.53	
7	19,905,776	\$ 118,767.49	
8	20,150,372	\$ 119,683.16	
9	23,271,028	\$ 130,164.54	
10	19,810,780	\$ 118,368.94	
11	19,734,484	\$ 117,947.52	
12	20,643,304	\$ 121,218.06	
2022	248,083,716	\$ 1,565,309.00	
1	24,774,553	\$ 145,165.70	
2	23,774,442	\$ 141,608.69	
3	25,206,732	\$ 146,944.76	
4	21,673,035	\$ 134,199.31	
5	19,271,772	\$ 125,341.14	
6	18,182,539	\$ 121,497.35	
7	19,634,493	\$ 126,671.32	
8	19,649,326	\$ 126,816.24	
9	18,195,666	\$ 121,373.47	
10	18,015,145	\$ 120,818.27	
11	19,075,859	\$ 124,783.29	
12	20,630,153	\$ 130,089.46	
2023	207,426,072	\$ 1,331,322.22	
1	28,481,535	\$ 168,587.58	
2	31,392,809	\$ 180,178.94	
3	24,747,939	\$ 154,550.19	
4	23,404,734	\$ 149,345.83	
5	20,980,038	\$ 139,975.14	
6	19,370,781	\$ 133,811.92	
7	21,843,728	\$ 143,072.89	
8	19,598,395	\$ 134,713.57	
9	17,606,113	\$ 127,086.16	
Grand Total	1,212,375,084	\$ 7,210,038.98	

1.73% 2019-2023 proj

WATER BILLING ANALYSIS

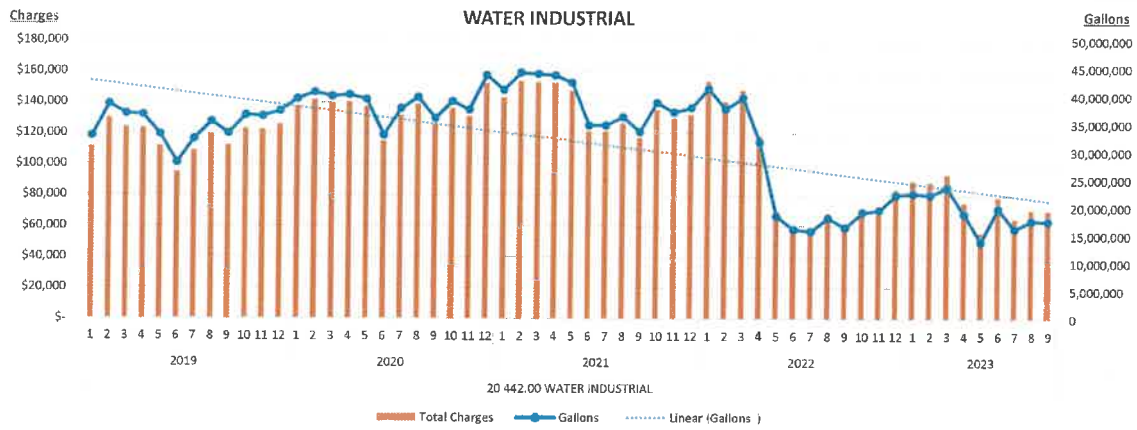


	Gallons	Total Charges
20 441.00 WATER COMMERCIAL	719,114,801	\$ 3,586,104.19
2019	163,622,008	\$ 749,926.01
1	17,708,900	\$ 76,302.45
2	20,837,784	\$ 86,899.18
3	15,141,764	\$ 67,701.71
4	14,871,736	\$ 66,868.44
5	11,604,472	\$ 55,772.08
6	10,905,092	\$ 53,248.76
7	10,421,136	\$ 51,527.92
8	13,594,152	\$ 62,078.15
9	11,536,404	\$ 55,232.73
10	12,261,964	\$ 57,651.94
11	12,151,260	\$ 57,609.51
12	12,587,344	\$ 59,033.14
2020	143,554,664	\$ 701,042.22
1	14,102,044	\$ 66,031.65
2	16,153,060	\$ 73,267.45
3	14,303,256	\$ 66,782.38
4	13,830,520	\$ 65,039.96
5	11,238,700	\$ 56,147.55
6	9,982,808	\$ 51,344.67
7	10,051,624	\$ 51,626.93
8	10,844,504	\$ 54,344.40
9	11,162,404	\$ 55,425.94
10	10,189,256	\$ 52,161.50
11	9,556,448	\$ 49,992.23
12	12,140,040	\$ 58,877.56
2021	148,154,864	\$ 715,498.48
1	15,219,556	\$ 69,495.46
2	15,360,928	\$ 70,069.74
3	16,634,772	\$ 74,470.59
4	15,328,764	\$ 70,063.56
5	12,119,844	\$ 58,831.52
6	10,135,400	\$ 51,913.54
7	10,035,916	\$ 51,490.83
8	10,451,056	\$ 52,957.38
9	10,763,720	\$ 54,000.39
10	10,474,992	\$ 53,112.39
11	10,619,356	\$ 53,949.85
12	11,010,560	\$ 55,143.23
2022	141,757,328	\$ 740,373.37
1	14,039,187	\$ 69,955.89
2	13,406,134	\$ 67,702.47
3	15,704,318	\$ 76,212.78
4	14,151,225	\$ 70,525.36
5	11,590,399	\$ 60,930.07
6	9,650,038	\$ 53,557.84
7	9,533,603	\$ 53,162.40
8	10,551,830	\$ 56,847.03
9	10,255,777	\$ 55,760.39
10	10,767,784	\$ 57,796.53
11	10,733,892	\$ 57,797.33
12	11,373,140	\$ 60,125.28
2023	122,025,937	\$ 679,264.11
1	17,185,668	\$ 89,613.14
2	20,654,590	\$ 103,382.37
3	17,832,153	\$ 92,500.41
4	15,365,242	\$ 82,937.20
5	11,760,388	\$ 68,858.37
6	9,615,481	\$ 59,979.37
7	10,477,203	\$ 62,994.75
8	10,034,092	\$ 61,341.27
9	9,101,120	\$ 57,657.23
Grand Total	719,114,801	\$ 3,586,104.19

Based on
usage

-1.36% 2019-2023 proj

WATER BILLING ANALYSIS

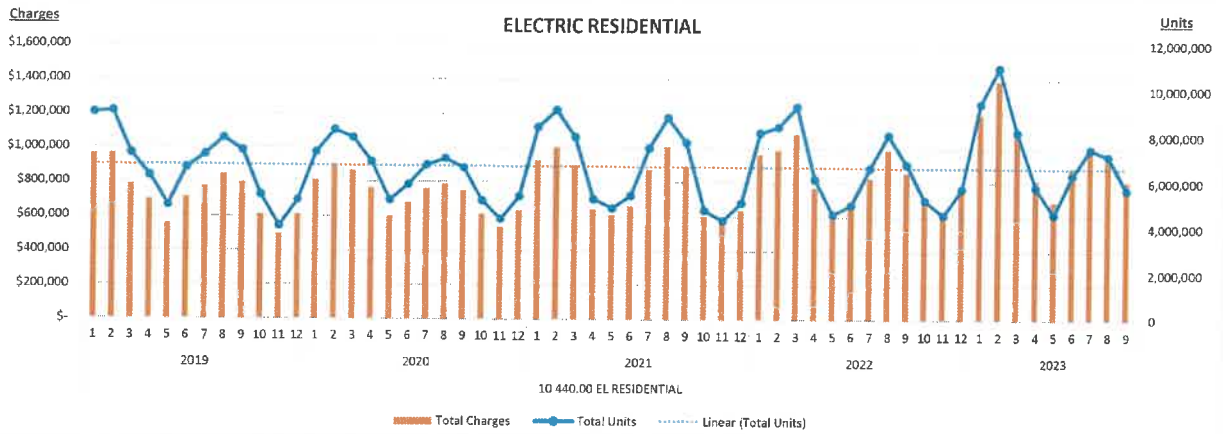


	Gallons	Total Charges
20 442.00 WATER INDUSTRIAL	1,827,270,743	\$ 6,468,542.51
2019	418,298,056	\$ 1,405,854.88
1	32,932,944	\$ 110,745.19
2	38,651,404	\$ 129,788.36
3	36,917,540	\$ 124,012.75
4	36,739,516	\$ 123,421.18
5	33,201,476	\$ 111,642.80
6	28,111,336	\$ 94,691.33
7	32,370,448	\$ 108,867.37
8	35,519,528	\$ 119,358.54
9	33,376,508	\$ 112,220.00
10	36,624,324	\$ 123,031.84
11	36,457,520	\$ 122,476.98
12	37,395,512	\$ 125,598.54
2020	468,090,172	\$ 1,628,058.28
1	39,639,512	\$ 137,817.80
2	40,795,920	\$ 141,800.18
3	40,074,100	\$ 139,357.74
4	40,356,844	\$ 140,332.98
5	39,507,864	\$ 137,404.68
6	33,060,852	\$ 115,167.66
7	37,839,824	\$ 131,651.28
8	39,909,540	\$ 138,790.14
9	36,126,156	\$ 125,740.50
10	39,181,736	\$ 136,279.80
11	37,669,280	\$ 131,063.04
12	43,928,544	\$ 152,652.48
2021	470,126,228	\$ 1,635,168.47
1	41,256,688	\$ 143,436.72
2	44,343,684	\$ 154,084.38
3	44,102,080	\$ 153,251.04
4	43,861,972	\$ 152,422.86
5	42,554,468	\$ 147,912.23
6	34,858,296	\$ 121,367.40
7	34,847,076	\$ 121,328.70
8	36,375,240	\$ 126,599.64
9	33,680,944	\$ 117,306.48
10	38,961,076	\$ 135,518.70
11	37,242,920	\$ 129,592.44
12	38,041,784	\$ 132,347.88
2022	297,705,520	\$ 1,112,785.64
1	41,473,608	\$ 154,237.58
2	37,828,701	\$ 140,787.86
3	39,898,124	\$ 148,424.05
4	31,862,867	\$ 118,773.92
5	18,587,725	\$ 69,763.70
6	16,173,443	\$ 60,875.00
7	15,837,306	\$ 59,647.15
8	18,255,639	\$ 68,538.28
9	16,515,917	\$ 62,118.75
10	19,261,208	\$ 72,248.83
11	19,641,467	\$ 73,652.00
12	22,369,515	\$ 83,718.52
2023	173,050,767	\$ 686,675.24
1	22,606,928	\$ 89,397.98
2	22,376,850	\$ 88,502.93
3	23,675,401	\$ 93,566.67
4	18,957,656	\$ 75,274.62
5	13,932,175	\$ 55,715.17
6	19,907,218	\$ 78,896.08
7	16,249,481	\$ 64,791.50
8	17,722,012	\$ 70,457.61
9	17,623,046	\$ 70,072.68
Grand Total	1,827,270,743	\$ 6,468,542.51

Based on
usage

-13.49% 2019-2023 proj

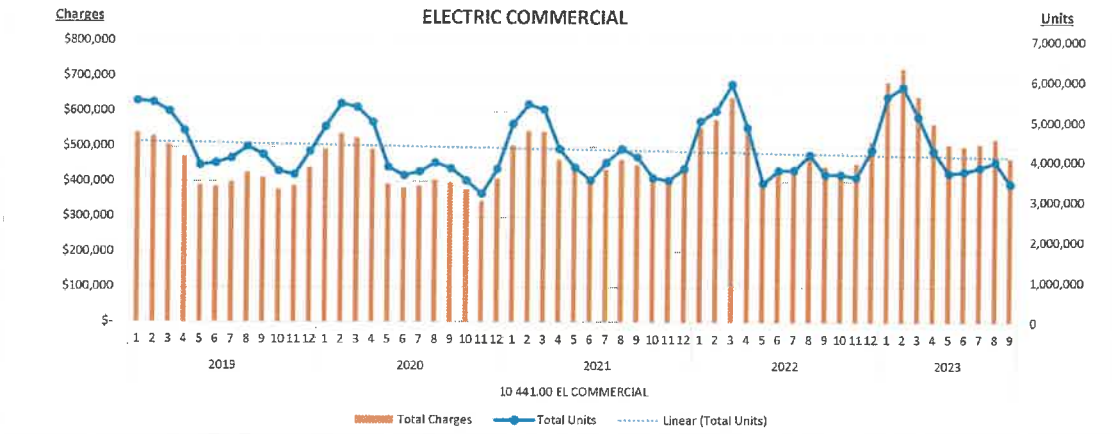
ELECTRIC BILLING ANALYSIS



	Total Units	Total Charges
10 440.00 EL RESIDENTIAL	382,356,805	\$ 45,526,796.86
2019	80,598,783	\$ 8,808,072.85
1	9,036,965	\$ 961,629.52
2	9,106,087	\$ 964,034.92
3	7,265,621	\$ 786,367.70
4	6,284,933	\$ 695,482.16
5	4,981,759	\$ 558,599.22
6	6,632,142	\$ 709,932.62
7	7,216,501	\$ 772,385.36
8	7,937,285	\$ 846,289.81
9	7,395,773	\$ 795,318.37
10	5,449,082	\$ 610,920.75
11	4,080,538	\$ 497,460.56
12	5,212,097	\$ 609,651.86
2020	77,082,924	\$ 8,721,158.63
1	7,311,000	\$ 812,377.85
2	8,300,334	\$ 903,882.49
3	7,960,698	\$ 866,440.76
4	6,908,084	\$ 764,598.94
5	5,237,411	\$ 602,136.56
6	5,918,989	\$ 680,000.72
7	6,766,416	\$ 762,793.28
8	7,048,583	\$ 788,221.08
9	6,643,373	\$ 750,891.38
10	5,195,319	\$ 613,912.40
11	4,398,661	\$ 538,267.26
12	5,394,056	\$ 637,635.91
2021	79,588,001	\$ 9,329,963.58
1	8,435,734	\$ 927,609.30
2	9,173,180	\$ 1,002,551.90
3	7,988,438	\$ 899,041.95
4	5,277,109	\$ 642,174.83
5	4,879,632	\$ 611,111.95
6	5,434,025	\$ 663,738.95
7	7,516,352	\$ 875,567.95
8	8,852,563	\$ 1,009,325.51
9	7,758,084	\$ 896,654.36
10	4,785,138	\$ 602,825.37
11	4,355,391	\$ 560,939.92
12	5,132,355	\$ 638,421.59
2022	79,065,201	\$ 9,815,696.91
1	8,202,006	\$ 965,089.96
2	8,456,747	\$ 990,456.20
3	9,346,164	\$ 1,083,767.07
4	6,172,178	\$ 771,092.48
5	4,626,948	\$ 602,802.86
6	5,049,759	\$ 655,190.99
7	6,659,945	\$ 827,810.18
8	8,109,545	\$ 989,038.17
9	6,817,463	\$ 858,727.05
10	5,259,542	\$ 678,488.14
11	4,608,737	\$ 640,055.14
12	5,756,167	\$ 753,178.67
2023	66,021,896	\$ 8,851,904.89
1	9,481,864	\$ 1,197,248.19
2	11,068,806	\$ 1,394,848.01
3	8,232,385	\$ 1,076,580.39
4	5,821,017	\$ 818,559.40
5	4,656,503	\$ 692,414.07
6	6,358,065	\$ 885,869.86
7	7,500,707	\$ 1,005,969.84
8	7,187,472	\$ 974,400.42
9	5,715,077	\$ 806,014.71
Grand Total	382,356,805	\$ 45,526,796.86

Based on
usage
0.32% 2019-2023 proj

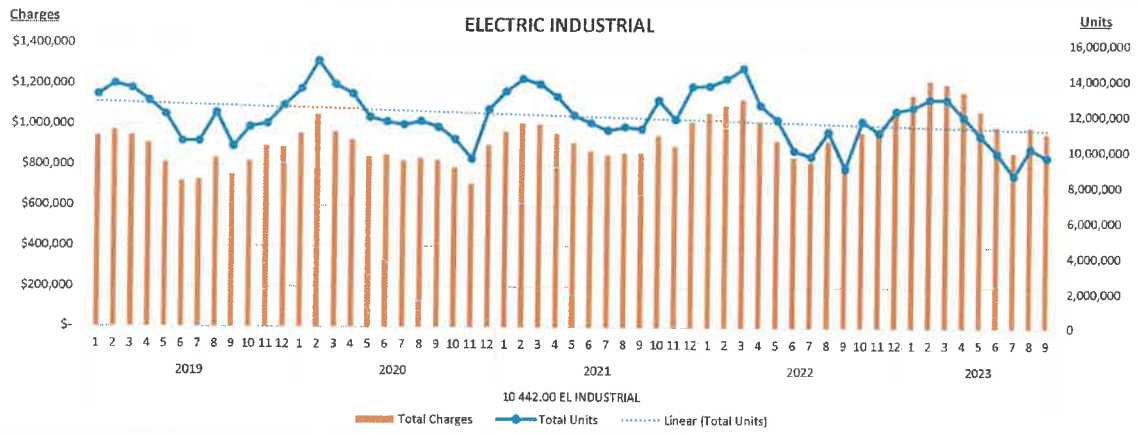
ELECTRIC BILLING ANALYSIS



	Total Units	Total Charges
10 441.00 EL COMMERCIAL	246,336,732	\$ 26,964,242.78
2019	53,382,154	\$ 5,269,405.71
1	5,530,220	\$ 540,488.12
2	5,491,441	\$ 530,681.52
3	5,268,228	\$ 506,155.31
4	4,782,370	\$ 470,067.79
5	3,924,627	\$ 390,195.54
6	3,977,803	\$ 386,147.67
7	4,099,800	\$ 400,075.11
8	4,388,516	\$ 426,855.37
9	4,186,977	\$ 411,965.16
10	3,777,090	\$ 378,094.73
11	3,685,719	\$ 388,958.35
12	4,269,362	\$ 439,721.04
2020	50,428,704	\$ 5,145,731.91
1	4,891,170	\$ 492,929.83
2	5,459,800	\$ 537,417.64
3	5,373,634	\$ 525,337.62
4	4,997,212	\$ 492,591.77
5	3,872,485	\$ 393,737.63
6	3,667,633	\$ 383,018.91
7	3,762,379	\$ 388,495.23
8	3,987,231	\$ 405,993.11
9	3,842,533	\$ 395,895.90
10	3,537,364	\$ 375,531.42
11	3,208,033	\$ 345,737.42
12	3,829,230	\$ 409,045.43
2021	50,912,527	\$ 5,464,085.85
1	4,960,336	\$ 504,845.19
2	5,442,466	\$ 546,724.31
3	5,315,874	\$ 543,752.77
4	4,325,361	\$ 464,501.94
5	3,871,068	\$ 430,722.86
6	3,549,616	\$ 396,897.52
7	3,986,495	\$ 435,539.87
8	4,330,395	\$ 462,663.40
9	4,123,115	\$ 448,338.55
10	3,609,542	\$ 402,698.17
11	3,555,168	\$ 399,985.24
12	3,843,090	\$ 427,416.03
2022	51,770,779	\$ 5,947,287.02
1	5,026,901	\$ 555,726.00
2	5,288,984	\$ 578,839.42
3	5,955,176	\$ 641,562.79
4	4,866,783	\$ 545,327.19
5	3,482,143	\$ 405,565.38
6	3,801,873	\$ 441,235.25
7	3,810,897	\$ 444,042.96
8	4,191,544	\$ 486,357.84
9	3,699,196	\$ 444,639.38
10	3,702,258	\$ 433,324.83
11	3,632,844	\$ 453,812.02
12	4,312,179	\$ 516,853.96
2023	39,842,568	\$ 5,137,732.29
1	5,643,451	\$ 687,062.07
2	5,891,334	\$ 725,127.62
3	5,146,396	\$ 644,770.29
4	4,289,670	\$ 568,182.49
5	3,738,226	\$ 508,467.66
6	3,776,991	\$ 502,541.04
7	3,878,423	\$ 510,032.78
8	4,013,561	\$ 523,270.75
9	3,464,515	\$ 468,277.59
Grand Total	246,336,732	\$ 26,964,242.78

Based on
usage
-0.90% 2019-2023 proj

ELECTRIC BILLING ANALYSIS



	Total Units	Total Charges
10 442.00 EL INDUSTRIAL	681,864,178	\$ 53,185,095.00
2019	144,119,398	\$ 10,231,902.58
1	13,166,580	\$ 945,929.92
2	13,758,728	\$ 973,831.56
3	13,513,317	\$ 948,265.91
4	12,815,364	\$ 909,283.33
5	12,040,214	\$ 814,177.36
6	10,524,516	\$ 722,354.57
7	10,515,154	\$ 727,916.61
8	12,125,304	\$ 837,720.00
9	10,228,795	\$ 751,636.62
10	11,335,827	\$ 821,794.07
11	11,523,653	\$ 892,571.25
12	12,571,947	\$ 886,421.38
2020	145,940,889	\$ 10,482,289.82
1	13,485,648	\$ 958,311.11
2	15,058,880	\$ 1,047,108.34
3	13,722,317	\$ 966,938.32
4	13,208,206	\$ 927,153.49
5	11,864,246	\$ 840,292.86
6	11,623,656	\$ 850,859.89
7	11,459,656	\$ 824,420.67
8	11,666,032	\$ 836,890.09
9	11,329,344	\$ 827,941.62
10	10,639,935	\$ 789,387.94
11	9,535,579	\$ 710,887.00
12	12,347,390	\$ 902,098.49
2021	150,038,898	\$ 11,175,687.43
1	13,354,902	\$ 970,413.09
2	14,067,786	\$ 1,006,416.54
3	13,772,502	\$ 1,003,746.27
4	13,075,900	\$ 955,668.99
5	12,024,067	\$ 914,572.25
6	11,591,828	\$ 874,387.51
7	11,180,802	\$ 853,361.12
8	11,372,737	\$ 864,586.86
9	11,256,358	\$ 861,804.23
10	12,889,758	\$ 952,389.84
11	11,794,532	\$ 898,367.84
12	13,657,727	\$ 1,019,972.89
2022	141,962,373	\$ 11,631,174.07
1	13,699,220	\$ 1,065,398.45
2	14,102,673	\$ 1,097,739.74
3	14,693,953	\$ 1,131,292.76
4	12,623,055	\$ 1,020,175.72
5	11,782,642	\$ 927,372.24
6	10,057,144	\$ 844,807.47
7	9,716,630	\$ 820,786.16
8	11,104,902	\$ 924,872.33
9	9,064,151	\$ 806,269.24
10	11,729,034	\$ 968,699.30
11	11,080,849	\$ 964,415.74
12	12,308,121	\$ 1,059,344.92
2023	99,802,620	\$ 9,664,041.10
1	12,522,156	\$ 1,154,622.37
2	12,987,175	\$ 1,226,893.74
3	12,963,092	\$ 1,210,062.07
4	11,964,604	\$ 1,170,499.19
5	10,906,677	\$ 1,074,948.82
6	9,927,919	\$ 995,899.51
7	8,662,410	\$ 870,394.08
8	10,189,195	\$ 996,176.78
9	9,679,392	\$ 964,544.54
Grand Total	681,864,178	\$ 53,185,095.00

Based on
usage
-1.64% 2019-2023 proj

CWEP ANALYSIS OF SUBSTANTIAL INVENTORY INCREASES

INVENTORY #	ITEM DESCRIPTION	2019	2020	2021	2022	2023	PERCENTAGE INCREASE
22424	2" PVC 90 DEG ELBOW	2.09	6.79		22.84		992.82%
20031	LIGHT ARM 1 1/4" X 4'	21.00			137.41		554.33%
140506	50 KVA PAD 120/240 N/T NEW, WITH IFD	1,410.00	1,868.00		6,815.00	9,224.00	554.18%
22360T	1" PVC CONDUIT SCHEDULE 40		0.27		1.59		488.89%
140153	15KVA PAD 120/240 NO TAPS NEW W/IFD		1,100.00	2,685.00	6,370.00		479.08%
8005	1/0 SPLIT BOLT CONN	2.00	2.00	2.36	11.56		478.00%
22369	4" PVC CONDUIT	1.45	1.53	8.36			476.55%
140752	75KVA CONV 120/240, NO TAPS, NEW, REAR MOUNT	1,422.00	825.00		7,800.00		448.52%
8004	#2 BRONZE VICE CONNECTOR	1.17			6.34		441.88%
22360	1" PVC CONDUIT	0.26	0.25	1.10	1.29		396.15%
22362	2" PVC CONDUIT		0.52	2.83	2.57		394.23%
20035	LIGHT ARM, 1-1/4" X 2'	16.95	35.70		81.87		383.01%
370153	4" MJ GLAND PACK		6.03			28.65	375.12%
141006	100KVA CONV 277/480 TAPS NEW NO TAPS		805.00		3,575.00		344.10%
140256	25KVA PAD 120/240 N/T NEW, WITH IFD	1,510.00	1,200.00	3,100.00	6,510.00		331.13%
22366	3" PVC CONDUIT	1.05		4.52			330.48%
8036	TRANSFORMER CONNECTOR , 5/8"STUD		11.39	24.00	48.45		325.37%
22534	4" CONDUIT STRAPS	3.02	3.02	8.17		12.33	308.28%
802048	48F RPX FLEXNAP CABLE SM	0.66			2.68		306.06%
22404	2" PVC COUPLING SCH 40	0.85	0.88		3.45		305.88%
140507	50 KVA, PAD 1PH, 120/240 TAPS NEW		1,680.00		6,815.00		305.65%
8295	COVER FOR DIE CONNECTOR	0.34	0.47	0.47	0.72	1.36	300.00%
19225	SINGLE PHASE , COOPER POWER SERIES CABINET		446.18	770.83	1779.75		298.89%
8003	#4 BRONZE CONNECTORS	1.81	4.13	3.13	5.83	7.06	290.06%
22528T	2" CONDUIT STRAP 2-9/16"		2.75	8.76	10.31		274.91%
22528	2" CONDUIT STRAP 2-9/16" HOLE	2.75	4.50	7.37	9.13	9.31	238.55%
770083	VAULT, HDPE, BELOW GRADE, 24" X 36" X 24"		353.09		1171.47		231.78%
765000	WIRELESS KEYBOARD/MOUSE COMBO	19.99	22.99	34.99	64.48		222.56%
22423	2" PVC ELBOWS, 36" RADIUS	7.43	6.90	19.49	18.49	22.94	208.75%
6122	4/0 TRIPLEX URG SECONDARY	1.26	1.20	1.61	3.89		208.73%
20030	LIGHT ARM 1.25"X6' , POLE TOP BRACKET	49.89	51.10	53.60	149.04		198.74%
770078	VAULT, SMALL PENCELL FLOWERPO		33.68	42.35	100.00		196.91%
18017	CUTOUT/ARRESTOR COMBO	105.88	87.00	130.05	310.50		193.26%
22432	2" PVC 45 DEG ELBOW		1.58	2.63	4.58		189.87%
21250	INSTANT RESTRIKE, 250W HPS, DUAL ELEMENT BULB	15.56	19.75	27.19	33.36	45.00	189.20%
1580835	PIPE, SDR35, 8" X 14'		4.35	6.00	12.57		188.97%
801731	50ft MDU DROP CABLE ASSEMBLY		18.31	18.52	33.20	52.51	183.53%
610114	6" VALVE, RESILIENT WEDGE GATE VALVE	559.77	711.70	711.70		1586.15	183.36%
8190	NSI- INSULATION PIERCING CONNECTOR	15.70	15.70	43.64	43.84		179.24%
770081	VAULT, HDPE, BELOW GRADE, 17" X 30" X 24"		205.16	235.68	567.62		176.67%
700660	400FT DIELECTRIC OPTITAP ROC900			41.54	111.49		168.39%
140250	25 KVA CSP TRANSFORMER		560.00		1488.04		165.72%
8232	CONNECTOR BLOCK INSULATED ONE SIDE ENTRY	9.95		13.57	26.07		162.01%
18201	FUSE- 1.5A ,TIME DELAY 600V BUSSMAN TYPE CC		15.30		19.18	39.11	155.62%
740114	1" SOFT COPPER PIPE TYPE K 60' COIL	3.30		4.16		8.35	153.03%
370136	8" MECHANICAL JT. 1/8 BEND B-B	66.69				168.31	152.38%
801728	10FT AFL MDU DROP CABLE			9.24	23.29		152.06%
140905	75KVA PAD 120/240 N/T NEW, WITH IFD	2010.00			5019.57		149.73%
830124	ADAPTER, 4" SCHDL 40 TO 4" SDR 35	7.88	7.88	9.88	19.67		149.62%
370126	6" MECHANICAL JT. 1/8 BEND B-B (45 DEG)	46.44	45.75			115.51	148.73%
483200	BREAK REPAIR CLAMP 6" X 20" FORD	139.73	190.55			343.91	146.12%
22475	PVC CEMENT, QUART;	9.21	8.48		20.20	21.21	130.29%
6259	500MCM COPPER WIRE , THHN	6.33	8.17		14.36		126.86%
12216	MACHINE BOLTS 5/8" X 16"		1.55	3.50			125.81%
143001	300 KVA NEW PADMOUNT TRANSFORMER	7,133.00		9,195.65	15,956.38		123.70%
10052	COPPER STAPLES (PER POUND)	9.77	10.55	11.00	21.67		121.80%
22410	4"LONG PVC COUPLING-LONG	4.99	4.99	9.75	11.03		121.04%
6214	#2 PRIMARY URG CABLE	1.70	1.77		3.67		115.88%
12212	MACHINE BOLTS 5/8" X 12"	1.25	1.34	2.35	2.60	2.69	115.20%
10594	STANDARD VAULT PAD 42X47	65.00	109.79		139.35		114.38%
20044	PHOTO CONTROL CELL		4.25	6.30	9.04		112.71%
22422	2"X 36" RADIUS STEEL LONG 90 ELBOW		41.71	82.30	88.52		112.23%
10076	3/8" SHORT STRANDVISE , GUY DEAD END		16.72		35.48		112.20%
6230	SOLID COPPER 12-2 W/ GROUND UF		0.30	0.44	0.89	0.63	110.00%
730057	EDGE SWITCH , 8-PORT, UBIQUITI # ES-8-150W	191.98	188.36	199.00	389.99		103.14%
2404	40' SYP, CLASS 4, PENTA REA M-20 WQC POLE	239.00	255.00	270.00	485.00		102.93%
8319	WR-419 WIDE RANGE COMP CONN		0.78	1.09		1.57	101.28%
6041	#4 OVERHEAD BARE ALUMINUM CABLE		0.13		0.26		100.00%
6502	2" INNERDUCT, SCH 40, HDPE		0.89		1.78		100.00%



May 31, 2023

Councilmember Armstrong
Carthage City Council
326 Grant Street
Carthage, MO 64836

Re: CWEP Salary Information Request

Councilmember Armstrong,

Pursuant to Mayor Rife's letter dated May 18, 2023, enclosed herein you will find salary and wage information for CWEP positions. As you can expect, this information is highly sensitive and I would appreciate if those with access to it have the professional courtesy to treat it as such. Please refrain from copying or sharing this information with those whom it is not intended.

For each position, you will find a job description, the applicable CWEP wage/salary range for that position, and the actual CWEP pay rate for that position. You will also find salary data corresponding to each position gathered from the American Public Power Association's annual salary survey (from the most recent survey released in 2022, using 2021 data) and/or the American Water Works Association's annual salary survey information (also released in 2022, using 2021 compensation data). These surveys contain the most comparable salary information available because they are focused solely on electric and water industry jobs. While not all the utilities responding to these surveys operate their own power plants, water/wastewater treatment plants, or a fiber-to-the-home network, all of which CWEP does operate, we believe they are the most helpful, industry-specific compensation benchmarks available. CWEP uses these annual salary surveys, broken down by revenue and geographic region, to compare our compensation and ensure we pay fair, yet competitive wages to all our employees. You will see we are well within the ranges of salaries and wages reported for each survey.

In addition to the salary information for individual positions, you will also find the following data comparisons: total operation and maintenance expense (excluding power supply expense) per retail customer; customer accounting, customer service and sales expenses per retail customer; administrative and general expenses per retail customer; and labor expense per worker-hour (all data provided by the APPA salary study). As you can see, CWEP is well below or within industry norms for each of these calculations, even with the additional cost of the economic development activities CWEP currently supports to help grow the Carthage community.

You will also find included a copy of CWEP's policy entitled "Salary/Wage Administration & Performance Appraisal Programs," passed by the CWEP Board back in 2003. This policy outlines the way CWEP approaches the setting of salaries and wages, pay increases, and performance evaluations.



CARTHAGE WATER & ELECTRIC PLANT

Finally, Mayor Rife's letter requested information on planned wage adjustments for the 2023-2024 budget year. CWEP budgeted for a 3% cost-of-living adjustment for all positions, with most employees also eligible for up to an additional 3% merit-based increase (based on individual performance within established evaluation metrics). CWEP has not given wage adjustments since last July 1, and our planned wage adjustments appear to be in line with what the City plans for City personnel.

As always, I am happy to discuss this information or any other utility information with each of you. I also invite you to visit our main office or any of our plants for a tour; we are more than happy to show you around and give you a close-up look at what goes into providing essential utility services to our customers each day. Most importantly, as CWEP celebrates its 125th anniversary this year, we remain focused on serving our community and we appreciate the leadership you provide to help ensure Carthage continues to thrive well into the future.

Sincerely,

A handwritten signature in black ink, which appears to read "Chuck Bryant", is written over a horizontal line. The signature is fluid and cursive.

Chuck Bryant
General Manager

ARTICLE XXXVII

SALARY/WAGE ADMINISTRATION & PERFORMANCE APPRAISAL PROGRAMS

CW&EP's Classification and Hourly Wage Scales are reviewed as deemed necessary and adjusted annually as approved by the CW&EP Board.

The salary of the General Manager is set by the CW&EP Board on the basis of job performance. Wages and salary for all other personnel will be set by the General Manager in accordance with position classification and hourly wage scales. Adjustments will be made on an annual basis on the basis of job performance, responsibilities, comparable positions and length of service. Wage and salary adjustments are conditioned upon recommendation by the Department Head and approved by the General Manager within guidelines and budgetary restraints set by the CW&EP Board.

Progression through the classifications in any CW&EP departments is conditioned upon recommendation by the Department Head and approval by the General Manager.

This brief summary describes the highlights of CW&EP's Wage/Salary Administration and Performance Appraisal Program. Its intent is to make employees aware of the program's objectives, the manner in which they operate, and how the program affects present and future compensation and career opportunities with CW&EP.

The basic philosophy of the Wage/Salary Administration Program is to develop and maintain a wage/salary structure that will attract, retain and reward qualified employees. A high caliber of performance by each employee is needed by CW&EP to accomplish its goals. In addition, our program is designed to provide compensation opportunities without regard to race, creed, color, age, sex or national origin.

Our philosophy includes the following objectives:

- wages/pay/salaries that are externally competitive with the marketplace for similar jobs
- maintain equitable wage/salary administration practices within CW&EP's organization
- recognize individual performance by rewarding and advancing employees within their wage/salary ranges
- communicate CW&EP's Wage/Salary Administration Program to all employees
- continually review and, as necessary, update CW&EP's Wage/Salary Administration Program
- where possible, establish a defined career path through promotion sequences

THE DEVELOPMENT OF THE WAGE/SALARY ADMINISTRATION PROGRAM

Through the use of extensive local area, regional and utility industry surveys, we gather salary data on as many CW&EP positions as possible. From these surveys we establish "going rates" for most of the positions within the wage/salary structure.

The "going rate" in the labor marketplace represents the competitive salary paid to qualified employees in similar external positions. The rates being paid externally must be applied in a

meaningful manner. CW&EP uses wage/salary survey material in the following way:

- For nonexempt employees in secretarial, clerical, data processing and accounting positions, CW&EP uses local area and general industry survey data. For management, professional, administrative and technical positions, CW&EP uses local area and regional survey data, as well as general and utility industry data.

After establishing the marketplace value, CW&EP uses internal ranking to complete the assignment of positions to the wage/salary grades.

Each position has been assigned to a salary grade and range based on the result of the following comparisons:

- The degree of responsibility, job knowledge, skill and effort required of the position as compared with other positions within CW&EP
- Salaries paid for positions similar in function and responsibilities in the labor marketplace

Reminder: In the evaluation of the internal and external value of a classification, CW&EP analyzes jobs - not people in them - in determining the appropriate wage/salary grade and salary range.

Each salaried position has a written description that documents the degree of job knowledge, responsibility and skill needed by an employee to perform the assigned job. Each wage/salary grade has an assigned range that allows for the recognition and reward of different levels of performance.

The hiring wage/salary may fluctuate depending on a new employee's previous experience and qualifications. Normally, the minimum of the position's wage/salary range will be paid. However, careful consideration must be given to the relationship of the new employee's wage/salary to the wages/salaries paid to current employees with similar qualifications and in similar positions.

New employees may not be hired at wages/salaries above those of current employees unless it can be demonstrated that a candidate possesses a higher level of qualification and experience. Prior approval of the General Manager is required for establishing the hiring wage/salary.

SALARY INCREASES

Under the Wage/Salary Administration Program, two types of salary increases may be available.

They are:

- ♦ **Merit:** A performance review is conducted annually. If the performance is satisfactory and the current wage/salary is within the wage/salary range for the position, an employee will be eligible for a merit increase. The amount of the increase is dependent on performance rating and position in the wage/salary range.

- ♦ **Promotion:** This increase may be given when an employee progresses to a job of

greater responsibility and a higher wage/salary grade. Promotional increases will be determined by management, based upon the employee's related qualifications, previous experience and current wage/salary grade assignment.

The wage/salary ranges will be reviewed annually and revised as necessary. CW&EP's goal is to maintain a competitive wage/salary structure. Adjustments to the wage/salary range will be based on

the consideration given to the effect of changes made to wage/salary levels in the marketplace. Adjustments made to the wage/salary ranges are made to all wage/salary grades at the same time so that all midpoints of the new wage/salary grades will be in appropriate relationship to one another.

- ◆ **Licenses:** Positions that REQUIRE licenses or credentials have been evaluated and graded to reflect the additional value of the license or credential.

Performance Appraisals

CW&EP places a great deal of emphasis on the measurement of employee job performance. The Performance Appraisal Program was initiated to allow employees the opportunity to know how they measure up to expected job performance.

Annually each employee's performance will be reviewed by his/her Supervisor. It is each Supervisor's responsibility not only to rate performance, but also to assist and offer guidance regarding improving performance.

Review sessions are intended to be candid, helpful and mutually beneficial to the employee and CW&EP. CW&EP wants employees to actively participate so that individual and CW&EP goals are

mutually established. CW&EP's program identifies several categories of performance for employees. The Supervisor determines the most appropriate rating based on overall performance during the rating period.

The Wage/Salary Administration and Performance Appraisal Programs are the result of ongoing efforts by CW&EP's Board and Management. These programs will be reviewed and updated to remain competitive and productive.

CW&EP will strive to meet its objective to be both externally and internally competitive and equitable. CW&EP also will make every effort to be flexible in order to recognize individual performance and changing job responsibilities.

10. Total Operation and Maintenance Expense (Excluding Power Supply Expense) per Retail Customer

The ratio of total electric utility operation and maintenance expenses, excluding all costs of power supply, to the total number of ultimate customers.

Operation and maintenance expenses include the costs of transmission, distribution, customer accounting, customer services, sales and administrative and general expenses. The costs of power supply

(generation and purchased power) are excluded from the ratio. This ratio might be affected by population density and the mix of customers between various classes (residential, commercial, industrial, or other). The extent to which a utility services resale customers will also influence the ratio.

TABLE 10. TOTAL O&M EXPENSE (EXCLUDING POWER SUPPLY EXPENSE) PER RETAIL CUSTOMER

	Utilities	Mean (weighted)	First Quartile	Median	Third Quartile
Total	125	672	396	575	824
1. Customer Count					
2,000 to 5,000 Customers	2	b	a	b	a
5,000 to 10,000 Customers	24	686	394	602	862
10,000 to 20,000 Customers	31	615	349	467	719
20,000 to 50,000 Customers	28	672	416	567	787
50,000 to 100,000 Customers	24	758	525	625	795
More than 100,000 Customers	16	649	450	559	646
2. Region					
Northeast	10	738	706	858	1061
Southeast	31	449	369	527	602
North Central/Plains	37	842	396	555	850
Southwest	19	841	386	600	804
West	28	654	530	597	878

a Quartiles are not calculated for fewer than 9 responses

b Means and medians are not calculated for fewer than 5 responses

Total Operation and Maintenance Expense (Excluding Power Supply Expense) per Retail Customer

CWEP Projected FY23	\$ 4,939,702
CWEP Electric Customers	<u>8,075</u>
CWEP O&M Exp Per Retail Customer	\$ 611.73

16. Customer Accounting, Customer Service and Sales Expenses per Retail Customer

The ratio of total customer accounting, service, and sales expenses to the total number of retail customers. This ratio measures the average expenses incurred by the utility in handling each customer's account. This includes the cost of obtaining and servicing all retail customers. Uncollectible accounts and meter reading expenses are included in this ratio.

The ratio includes the cost of labor, materials, and other expenses associated with advertising, billing, collections, records, and handling inquiries and complaints. It also includes the cost of promoting and providing customer service programs such as energy services

or conservation programs. The ratio will be influenced by the degree to which the utility provides various energy services and other types of customer programs and by the mix of customer classes it serves.

Utilities that do not allocate expenses to all three categories of (1) distribution expense; (2) customer accounting, customer service, and sales expense; and (3) administrative and general expense are excluded from ratios 14 through 17.

TABLE 16. CUSTOMER ACCOUNTING, CUSTOMER SERVICE AND SALES EXPENSE PER RETAIL CUSTOMER

	Utilities	Mean (weighted)	First Quartile	Median	Third Quartile
Total	143	\$119	\$47	\$70	\$99
1. Customer Count					
2,000 to 5,000 Customers	3	b	a	b	a
5,000 to 10,000 Customers	26	63	43	58	91
10,000 to 20,000 Customers	38	72	44	56	85
20,000 to 50,000 Customers	33	94	43	71	90
50,000 to 100,000 Customers	25	90	51	78	114
More than 100,000 Customers	18	137	74	107	160
2. Region					
Northeast	12	170	84	131	168
Southeast	44	77	44	64	89
North Central/Plains	35	95	45	58	78
Southwest	19	104	44	58	89
West	33	155	71	89	146

a Quartiles are not calculated for fewer than 9 responses

b Means and medians are not calculated for fewer than 5 responses

Customer Accounting, Customer Service and Sales Expenses per Retail Customer

CWEP Customer Service Expenses	\$ 321,670
CWEP Electric Customers	<u>8,075</u>
CWEP Cust Service Exp Per Retail Customer	\$ 39.84

17. Administrative and General Expenses per Retail Customer

The ratio of total electric utility administrative and general expenses to the total number of retail customers. This ratio measures the average administrative and general expenses incurred by the utility on behalf of each retail customer.

Administrative and general expenses are those electric operation and maintenance expenses not allocable to the costs of power production (e.g., generation and power purchases), transmission, distribution, or customer accounting, service and sales. Items which may be included are compensation of officers and executives, office

supplies, professional fees, property insurance and claims, pensions and benefits, and other expenses not provided for elsewhere.

Utilities that do not allocate expenses to all three categories of (1) distribution expense; (2) customer accounting, customer service, and sales expense; and (3) administrative and general expense are excluded from ratios 14 through 17.

The amount and type of the utility's generation might affect the ratio.

TABLE 17. ADMINISTRATIVE AND GENERAL EXPENSES PER RETAIL CUSTOMER

	Utilities	Mean (weighted)	First Quartile	Median	Third Quartile
Total	143	\$234	\$122	\$193	\$296
1. Customer Count					
2,000 to 5,000 Customers	3	b	a	b	a
5,000 to 10,000 Customers	26	287	164	191	420
10,000 to 20,000 Customers	38	214	94	178	285
20,000 to 50,000 Customers	33	195	109	168	261
50,000 to 100,000 Customers	25	310	157	251	351
More than 100,000 Customers	18	219	105	172	223
2. Region					
Northeast	12	277	191	293	349
Southeast	44	154	114	185	260
North Central/Plains	35	393	139	207	267
Southwest	19	323	156	183	303
West	33	181	109	200	303
3. Generation					
No generation	78	170	118	185	287
More than 0 but less than 10%	25	193	96	187	260
10%-50%	26	212	133	215	278
50%-100%	13	358	155	249	520

a Quartiles are not calculated for fewer than 9 responses

b Means and medians are not calculated for fewer than 5 responses

Administrative and General Expenses per Retail Customer

CWEP General and Administrative Expenses	\$ 2,353,072
CWEP Electric Customers	<u>8,075</u>
CWEP G&A Exp Per Retail Customer	\$ 291.40

18. Labor Expense per Worker-hour

The ratio of total annual earnings of full-time, part-time, and contract labor employees to the total number of hours worked during the year by these employees. This ratio measures the actual cost of labor to the utility.

Total annual earnings include all payroll compensation received by full-time, part-time, or contract employees, including straight-time pay, overtime pay, and payment for time not worked such as sick pay, vacation pay, holiday pay, or other payments. Fringe benefits,

such as health care premiums paid by the employer, are excluded. Hours worked includes total productive hours spent at work, including both straight time and overtime hours worked. Hours paid but not worked, such as on holidays or other paid leave, are not included. This is not the same as a wage rate, which is simply the earnings per hour. A wage rate generally includes hours not worked (such as vacation or sick pay).

TABLE 18. LABOR EXPENSE PER WORKER HOUR

	Utilities	Mean (weighted)	First Quartile	Median	Third Quartile
Total	158	\$52.52	\$38.11	\$45.19	\$55.72
1. Customer Count					
2,000 to 5,000 Customers	4	b	a	b	a
5,000 to 10,000 Customers	29	42.63	35.62	43.04	44.83
10,000 to 20,000 Customers	43	43.80	38.27	45.16	51.67
20,000 to 50,000 Customers	38	46.22	37.40	43.91	53.39
50,000 to 100,000 Customers	26	54.25	40.79	55.98	59.20
More than 100,000 Customers	18	53.59	45.30	54.55	67.30
2. Region					
Northeast	12	69.10	53.93	59.80	64.63
Southeast	50	40.21	34.38	38.55	44.63
North Central/Plains	39	57.41	41.90	45.18	52.38
Southwest	20	45.38	33.75	40.05	50.46
West	37	63.50	48.53	56.58	64.97
3. Generation					
No generation	88	40.01	36.40	43.39	50.50
More than 0 but less than 10%	27	46.65	35.14	44.56	58.45
10%-50%	28	63.24	45.21	55.57	65.19
50%-100%	14	54.59	46.01	53.73	58.61

a Quartiles are not calculated for fewer than 9 responses

b Means and medians are not calculated for fewer than 5 responses

Labor Expense per Worker-hour

12 Month Time Frame	06/01/2022 - 05/31/2023
CWEP Annual Earnings	\$ 3,147,185
CWEP Hours Worked	<u>83,196</u>
Labor Expense per Worker Hour	\$ 37.83

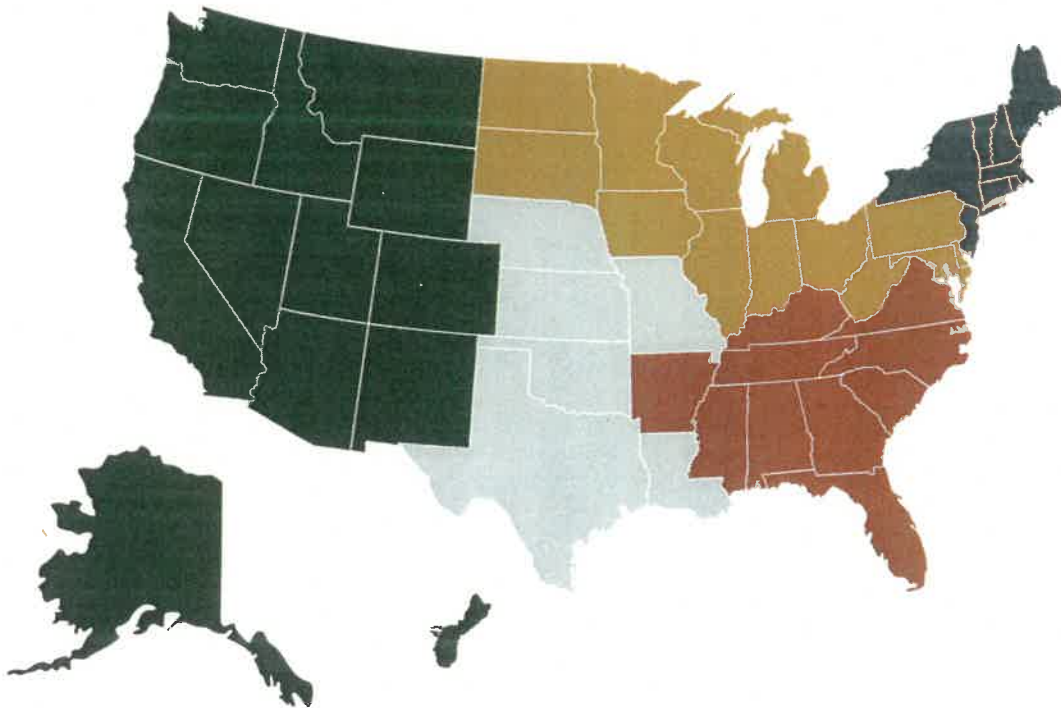
5. ANNUAL SALARIES BY REGION AND REVENUE

Tables 5A - 5J detail annual salaries for all occupations surveyed. Utilities are divided into five regions, each with two subcategories based on revenue: utilities with less than \$15 million in total revenue and utilities with \$15 million or more in revenue.

All positions with fewer than five responses in a category were excluded as it is not possible to compute summary data for such few responses.

The states and territories in each region are:

-  **Northeast**
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont
-  **North Central**
Delaware, Illinois, Indiana, Iowa, Maryland, Michigan, Minnesota, North Dakota, Ohio, Pennsylvania, South Dakota, West Virginia, Wisconsin
-  **Southeast**
Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia
-  **South Central**
Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas
-  **West**
Alaska, Arizona, California, Colorado, Guam, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming



Accountant

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Accountant

Department

Finance Department

Description

Under the supervision of the Chief Financial Officer, the Accountant in this skilled position will assist in the budget and accounting process, statistical analysis and financial reporting.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Finance or another related field is required. Experience with utility or governmental accounting a plus.

Job Responsibilities:

- € Month-end close of the company books including preparation of monthly financial statements;
- € Preparation of bi-weekly payroll;
- € Preparation of payroll and sales tax returns;
- € Assist other members of the Business Department with accounting related matters as needed;
- € Assist all other departments with accounting related matters;
- € Work with the CFO in the annual budget preparation and with the external audit;
- € Assist CFO with special projects and reports as needed.

Knowledge, Skills and Abilities:

- € Strong knowledge and experience with basic accounting transactions;
- € Strong math skills;

- ⌘ Must be detail and deadline oriented while maintaining the quality of information being produced;
- ⌘ Ability to learn quickly;
- ⌘ Experience with accounting software and data entry, as well as strong Excel skills;
- ⌘ Proficient in typing and use of a 10-key;
- ⌘ Strong knowledge of accounting processes;
- ⌘ Ability to communicate clearly and concisely both orally and in writing;
- ⌘ Strong research skills and the ability to analyze data;
- ⌘ Maintain and protect confidential employee payroll information;
- ⌘ Ability to write routine reports and correspondence utilizing proper business English, grammar, and punctuation;
- ⌘ Must be able to work successfully with diverse groups of people.

Licensing/Certification:

CPA or CPA candidate or CMA is a plus.

Physical Requirements and Working Conditions:

Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency; occasional travel.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Perform all duties related to payroll and maintain all payroll records;
2. • Prepare monthly bank reconciliations and journal entries;
3. • Analyze and reconcile general ledger balances;
4. • Prepare monthly financial statements for review by the CFO;
5. • Track and report financial and statistical information on various projects and assignments;
6. • Assist in the preparation of the annual operating budget including supporting documentation and analysis;

7. • Assist in creating and maintaining pertinent financial information for annual audit;
8. • Perform other work-related tasks as required.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others;
2. • Prompt and prepared to begin work, including following breaks and lunch periods;

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Chief Accountant	111,202	74,726	108,738	137,497

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Chief Accountant	97,073	75,285	91,800	113,496

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Accountant	\$49,957	\$70,391	\$95,725
Accountant 1	\$63,000		
Accountant 2	\$88,402		

Accounts Payable Clerk

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Accounts Payable Clerk II

Department

Finance Department

Description

Under the direction of the Chief Financial Officer, the Accounts Payable position is a specialized work requiring proficiency in basic accounting skills, clerical work, computer skills, spreadsheets, and accounts payable processing. This position processes vendor invoices along with the issuance of payments. Records and maintains information for CWEP work order projects, vehicles, and fixed assets. Supports, develops and maintains contact with CWEP vendors. Prepares various accounting reports for the CFO. Works with other departments for accounting and balancing needs.

Requirements

QUALIFICATIONS:

Education & Experience:

High school or equivalent; accounts payable experience; understanding of basic accounting and accounts payable principles.

Knowledge, Skills, & Abilities:

- € Proficiency with spreadsheets and proprietary software;
- € Data entry & 10-key skills including accuracy with numbers;
- € Organizational skills and the ability to meet deadlines;
- € Willingness to learn new skills and adapt to change;
- € Ability to make independent decisions related to a broad range of issues;
- € Maintain the highest level of confidentiality regarding sensitive materials;
- € Effective written and oral communication skills;
- € Ability to work effectively with co-workers and the general public, applying customer service, interpersonal, and problem-solving skills.

Physical Requirements:

Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Train Accounts Payable Clerk I on Accounts Payable, Transportation, Fixed Assets and Work Orders;
2. • As custodian of petty cash, accurately and timely report and record all petty cash transactions;
3. • Keep updated and accurate records for new, transferred, or retired transportation equipment working cooperatively with the Executive Assistant and Fleet Manager in their roles with transportation;
4. • Maintain and balance company fixed assets and work orders timely at month end;
5. • Balance inventory clearing account throughout the month;
6. • Provide detailed subcontractor list for workers compensation audit;
7. • Research all old fixed asset records and tie them into PCS Fixed Asset module;
8. • Research and remove fixed assets no longer in our system;
9. • Keep accurate VIN listing for vehicles for insurance renewal;
10. • Balance and maintain fixed asset rollforward spreadsheet for all additions and deletions of fixed assets.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Accounts Receivable/Payable	25.06	22.14	24.26	26.45

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Accounts Receivable/Payable	28.72	23.69	27.27	32.71

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max

Accounts Payable Clerk	13.91	19.21	25.74

Accounts Payable Clerk 1	21.21		
Accounts Payable Clerk 2	24.57	- 51,000	

City Study 18.30

- not follow own 2003 Guide local standard

Apprentice Lineman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Apprentice Lineman

Department

Electric Distribution

Description

This is apprentice level work in the construction and maintenance of the utility's electric distribution system. The Apprentice Lineman works under the supervision of the Director of Power Services and the Electric Distribution Manager. An employee of this class assists in the construction and maintenance of overhead and underground transmission and distribution power lines and related equipment. An employee of this class will learn the Lineman craft through a four-year apprentice program consisting of academic work and on-the-job training.

Requirements

Education and Experience:

- € Must have a high school diploma or equivalent.
- € Previous work experience with electrical systems preferred.
- € Vocational school or some college training is highly desirable.
- € One year of outside construction experience is desirable.

Job Responsibilities:

- € Assists with the onstruction and maintenance of underground and overhead primary power lines and associated equipment.
- € Operates various pieces of equipment, such as bucket trucks and back hoes, that are needed for power line installation and maintenance.
- € Assists with the connection of new services.
- € Assists with the installation and maintenance of streetlighting.
- € Responds to trouble calls.

- € Learns to troubleshoot power system problems.
- € Assists with Mutual Aid calls in other communities after major events such as ice storms and hurricanes.

Knowledge, Skills and Abilities:

- € Months 1-6 of the first year – Learn the art of climbing up and down poles, towers, and fixtures; truck operations; materials; and construction standards.
- € Months 7-12 of the first year and all of year 2 – Work only voltages up to 600 volts under the direct supervision of a Journeyman Lineman.
- € Months 1-6 of year 3 – Work on 7620 volt, single-phase line on congested poles, using gloves and insulated sticks. Special attention should be placed on the use of protective equipment and cover-ups. Apprentice shall not work on any voltage over 7620 volts. He/she may fuse or refuse any transformer of 50 KVA or less under the supervision of a Journeyman Lineman. Special attention should be placed on the use of protective equipment and line jumpers in the transferring of energized dead ends
- € Months 7-12 of year 3 – Fuse or refuse all sizes and voltages of transformers and single-phase and three-phase laterals under the supervision of a Journeyman Lineman.
- € Year 4 - Learn to use hot stick equipment on all voltages, and rubber gloves and sleeves on all types of distribution work up to 15 kV. The apprentice may assist in all types of line construction and distribution under the supervision of the Electric Distribution Team Manager or a Journeyman Lineman. The Electric Distribution Team Manager and apprentice shall always take into consideration the progress and ability of the apprentice when assigning jobs. The apprentice shall develop safe working habits all through his/her apprenticeship. The apprentice shall become familiar with the functions and operation of the different line equipment and apparatus, such as voltage regulators, capacitors, transformer banks and their hook-up, etc.
- € Must be able to work at high elevations using climbing tools, platforms, ladders, or other aerial methods.
- € Must be dependable due to the nature of the duties of the position.
- € Must possess the ability to identify problems that require immediate attention.
- € Must have good oral and written skills.
- € Must possess good mechanical aptitude and be able to develop an understanding of electrical power systems.
- € Must meet the current residency requirements in CWEP's personnel policy manual.
- € Performs other related duties as required and works "on call" shift for electric trouble calls.

Licensing/Certification:

Must be able to obtain a Missouri Class A CDL within six months.

Physical Requirements/Working Conditions:

- ≠ Performs mostly outside work.
 - ≠ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
 - ≠ Frequent periods of heavy lifting.
 - ≠ Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Months 1-6 of the first year – Demonstrate an understanding of climbing up and down poles, towers, and fixtures; truck operations; materials; and construction standards.
2. • Months 7-12 of the first year and all of year 2 – Work only voltages up to 600 volts under the direct supervision of a Journeyman Lineman.
3. • Months 1-6 of year 3 – Work on 7620 volt, single-phase line on congested poles, using gloves and insulated sticks. Special attention should be placed on the use of protective equipment and cover-ups. Apprentice shall not work on any voltage over 7620 volts. He/she may fuse or refuse any transformer of 50 KVA or less under the supervision of a Journeyman Lineman. Special attention shall be placed on the use of protective equipment and line jumpers in the transferring of energized dead ends
4. • Months 7-12 of year 3 – Fuse or refuse all sizes and voltages of transformers and single-phase and three-phase laterals under the supervision of a Journeyman Lineman.
5. • Year 4 - Learn to use hot stick equipment on all voltages, and rubber gloves and sleeves on all types of distribution work up to 15 kV. The apprentice may assist in all types of line construction and distribution under the supervision of the Electric Distribution Manager or a Journeyman Lineman. The Electric Distribution Manager and apprentice shall always take into consideration the progress and ability of the apprentice when assigning jobs. The apprentice shall develop safe working habits all through his/her apprenticeship. The apprentice shall become familiar with the functions and operation of the different line equipment and apparatus, such as voltage regulators, capacitors, transformer banks and their hook-up, etc.
6. • Provide premium customer service to our clients.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Apprentice Lineworker	28.66	25.85	27.70	30.25

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Apprentice Lineworker	31.72	26.06	31.01	35.56

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Apprentice Lineman	16.91	23.83	32.41
Apprentice Lineman 1	21.49		
Apprentice Lineman 2	21.49		
Apprentice Lineman 3	27.46		

Billing Coordinator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Billing Coordinator

Department

Customer Relations

Description

Under the supervision of the Customer Service Manager, coordinate utility monthly billing schedule; work independently performing quality control on daily operations checking the accuracy of service orders, pre-billing processes, bill generation, validation, print and mailing of statements prior to required deadlines; responsible for a continuous flow of information between all departments to coordinate workloads and dispatch crews to job sites; prepare daily and month end reports; assist customers in resolving billing discrepancies, explain rates and bills.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Analyze and audit pre-billing exception and validation reports for accuracy to prepare utility billing;
2. Responsible for bill generation, print, and mailing of statements prior to required deadline;
3. Responsible for setting up the utility cycle schedule;
4. Responsible for setting up, updating, and validating the accuracy of rates for all services and tax rates;
5. Prepare annual billing processes including deposit interest refunds, winter average sewer, budget billing settlement, garbage rate changes.
6. Provide more complex customer service including researching and resolving billing discrepancies, explaining rates, charges, policy, and procedures;
7. Review and close out service orders, verify the accuracy of customer service and field service representatives, post readings to accounts, and determine the correct billing rates, tax rates, and miscellaneous charges;

8. Determine eligibility of adjustments to accounts due to leaks, misapplied payments, and meter reading or billing errors. Process adjustments on accounts and enter supporting documentation on the account.
9. Post payments, prepare bank deposit as needed, and balance accounts receivable daily;
10. Prepare month end closing and reconciliation reports and distribute to department supervisors, and other entities as needed;
11. Utilize software programs and complex database to extract data, analyze, and report billing information in order to solve a wide variety of billing and customer issues;
12. Provide customer service and training, coaching and guidance to internal customers;
13. Responsible for training a backup Billing Coordinator;
14. Evaluate , develop, and maintain timely procedures for utility billing;
15. Responsible for using complex metering software to monitor and identify problematic meters, potential water leaks, dead meter, and/or theft of service. closely interact with the Meter Service Department to ensure meters are reading and reporting back on a timely basis, and issues are investigated and resolved;
16. Responsible for using CIS and complex metering software to identify areas for improvement and loss prevention;
17. Responsible for a continuous flow of information between city offices and the garbage company to update garage rates as needed;
18. Assist with Customer Service as needed;
19. Perform other related duties as required or assigned by management.

QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; Minimum of one year utility customer service experience. A good understanding of utility CIS with experience with AMI and MDM is an asset.

Knowledge, Skills and Abilities:

- € Must be self-motivated and detail oriented;
- € Must be able to work in fast paced environment where priorities and responsibilities quickly change;
- € Must be able to get the job done, exercise sound judgement, inspire & mentor, and take ownership of your work;
- € Ability to work independently, organize work, set priorities, and meet critical deadlines;
- € Ability to manage, follow up, and track multiple tasks daily;

- ⌘ Ability to maintain the confidentiality of customer records and information;
- ⌘ Must possess strong research and problem-solving skills to interpret, apply and explain policies, procedures, and rates;
- ⌘ Ability to communicate effectively orally and in writing;
- ⌘ Proficient in computer applications including Microsoft Office;
- ⌘ Ability to work effectively with staff and the general public, applying customer service, interpersonal, and problem-solving skills.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment some travel may be required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Analyzes and audits pre-billing exception and validation reports for accuracy to prepare utility billing. Completes bill generation, print, and mailing of statements prior to required deadline.
2. • Accurately & independently sets up rates for all services.
3. • Provides more complex customer service including researching and resolving billing discrepancies, explaining rates, charges, policy and procedures.
4. • Works independently performing quality control on daily operations. Reviews completed service orders for accuracy and determines correct billing rates and miscellaneous charges.
5. • Posts credit card payments, balances accounts receivable daily, and prepares month end reports. Researches any discrepancies in a timely manner.
6. • Cross-trains Customer Service Representatives to be the back-up billing coordinator.
7. • Accurately & independently sets up utility cycle schedule.
8. • Communicates respectfully and effectively with customers while providing professional, prompt customer service.

9. • Demonstrates composure in difficult or stressful situations.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Accounts Receivable/Payable	25.06	22.14	24.26	26.45

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Accounts Receivable/Payable	28.72	23.69	27.27	32.71

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Billing Coordinator	16.91	23.83	32.41
Billing Coordinator	19.70		

Chief Financial Officer

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Chief Financial Officer

Department

Administration

Description

The Chief Financial Officer (CFO) reports to the General Manager and is responsible for overall financial management of Carthage Water and Electric Plant (CWEP). This position directs the utility's financial policies and plans, accounting practices and fiscal controls. This position serves as the primary budget officer, investment officer, financial record-keeper, financial reporter and rate analyst for the utility as well as assisting in long and short-term strategic and financial planning. In addition, the CFO maintains existing and establishes new relationships with banks and investment firms as needed and advises management regarding financial matters. The CFO supervises the Purchasing Agent, Accountant, Accounts Payable Clerk and Inventory Control Coordinator.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting or Finance is required.

Licensing/Certification:

CPA or CMA is preferred.

Knowledge, Skills and Abilities:

- ⌘ Strong computer and accounting software skills required as well as spreadsheets (Microsoft Excel).
- ⌘ Strong analytical and problem-solving skills as well as research skills.
- ⌘ Strong communication and management skills.
- ⌘ Ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- ⌘ Ability to manage staff but also to work with staff at all levels in all departments.
- ⌘ High level of integrity, dependability, and confidentiality as it pertains to the financial matters as well as customers and employees.

€ Must be a self-starter and be deadline oriented.

Physical Requirements and Working Conditions:

Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency; occasional travel.

Miscellaneous Requirements:

Must be able to see the overall picture and how each position in the company plays an important role and affects every other position. Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Oversees all accounting functions including billing, accounts payable, asset management, payroll, purchasing, inventory control and financial statement preparation.
2. • Oversees all reporting relative to financial matters.
3. • Responsible for overseeing the investments of the company as investment officer.
4. • Responsible for the compilation of the annual budget.
5. • Works with the independent audit firm as they perform the year-end audit.
6. • Works with banks, financial advisors and bond counsel as needed.
7. • Works with management on long-term financial planning.
8. • Directs the accounting processes and internal control functions.
9. • Oversees the Customer Service department, Purchasing department, Accounting department and Inventory Control Coordinator.
10. • Responsible for all other financial and accounting functions of the utility as required.
11. • Contributes to maintaining a safe and secure environment for her team in all situations.

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Chief Financial Officer	178,162	122,865	145,685	200,079

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Chief Financial Officer	127,183	102,000	125,000	145,790

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Chief Financial Officer	96,340	138,516	190,968
Chief Financial Officer	125,503		

Communications Field Tech Foreman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Communications Field Tech Foreman

Department

Tech

Description

The Communications Field Technician Foreman (CFTF) is responsible for everything that happens within the construction, splicing, and post-construction phases of an overall project relating to installation of Fiber-Optic and Fixed-Wireless networks. The CFTF performs the duties of a CFT while also being responsible for coordination of the construction and compliance of the schedule, safety, cost, and quality decisions. The CFTF must be well organized and favor safety above everything else. The CFTF reports directly to the OSP Manager.

Requirements

QUALIFICATIONS:

Education and Experience:

5+ years' experience as a fiber-optic technician, 1-year Geographic Information Systems experience, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class B Commercial Driver's License, Fiber Optic Installer certification, FTTx OSP Design certification, OSHA 10 Safety and Health certification, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate objectives and expectations in a manner that facilitates team member buy-in and yields results while maintaining or building morale.
- ☒ Ability to clearly communicate and consult with vendors and clients.
- ☒ Ability to specify, install, test and maintain fiber optic and copper networks in outside plant and inside plant applications.
- ☒ Knowledge in Office 365 products, GIS software, GPON and active ethernet networks.
- ☒ Ability to comply with the Missouri Underground Facility Safety and Damage Prevention Act.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites in various weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. • Implement the construction plan, direct field staff in on-site construction activities for safety compliance, standard installation methods, and contract requirements; supervise the work of Communications Field Technicians.
2. • Supervise the use of machinery, tools, and equipment. Ensure preventative maintenance and repairs to equipment are completed. Maintain proper organization of inventory.
3. • Reports all completed work and documentation to the OSP Manager; provide post installation quality measurements and as-built documentation.
4. • Responds to network outages during business and after-hours. Monitors and controls overtime of the CFT's.
5. • Supports continuous improvement efforts and the change management effects associated with the implementation of improvements. Performs other related duties and tasks as required or assigned by management.

SAFETY 25%

1. • Maintain safe work habits, always uses mandated PPE, and minimizes potential hazards by following all company safety standards and procedures. Conduct pre-job safety briefings on all projects.
2. • Demonstrates composure in difficult or stressful situations.

CUSTOMER SERVICE 20%

1. • Communicates respectfully and effectively with customers and fellow employees. Provides professional, prompt customer service.

ATTENDANCE 15%

1. • Arrives at work on time and works until the end of the scheduled shift.

2. • Only misses work for reasons out of their control. Proper examples of missing work include a family emergency, death in the family, sick enough to go to the doctor, appointment that has no openings outside of work hours.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Tree Foreman	38.65	31.14	33.80	46.00

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Tree Foreman	36.28	31.63	33.80	40.58

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
CFT Foreman	19.01	26.79	36.43
CFT Foreman	31.58		

Communications Field Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Communications Field Technician

Department

Tech

Description

The Communications Field Technician (CFT) is responsible for the installation and maintenance of our indoor and outdoor communications networks. The CFT reports directly to the Communications Field Technician Foreman.

Requirements

QUALIFICATIONS:

Education and Experience:

High School diploma or equivalent, construction experience.

Licensing/Certification:

Class B Commercial Driver's License, Fiber Optic Installer certification, OSHA 10 Safety and Health certification, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate and consult with vendors and clients.
- ☒ Ability to install, test and maintain fiber optic and copper networks in outside plant and inside plant applications.
- ☒ Ability to operate heavy equipment.
- ☒ Knowledge of Missouri Underground Facility Safety and Damage Prevention Act compliance.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites in various weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 50%

1. • Install, test and maintain our physical communications plant in accordance with safety compliance and standard installation methods.
2. • Operate and maintain heavy equipment such as backhoes, bore machines, trenchers, plows, and skid steers.
3. • Report all completed work and documentation to the Foreman, providing post installation quality measurements and as-built documentation.
4. • Support continuous improvement efforts and the change management effects associated with the implementation of improvements. Performs other related duties and tasks as required or assigned by management.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

CUSTOMER SERVICE 20%

1. • Communicate respectfully and effectively with customers and fellow employees. Provide professional, prompt customer service.

ATTENDANCE 5%

1. • Prompt and prepared to begin work, including following breaks and lunch periods.
2. • Prompt and prepared for meetings with others.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Apprentice Lineworker	28.66	25.85	27.70	30.25

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Apprentice Lineworker	31.72	26.06	31.01	35.56

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Communication Field Tech	19.01	26.79	36.43
Communication Field Tech 1	21.57		
Communication Field Tech 2	22.59		
Communication Field Tech 3	23.25		
Communication Field Tech 4	25.51		

Communications Field Technician II

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Communications Field Technician II

Department

Tech

Description

The Communications Field Technician II (CFT II) is responsible for the installation and maintenance of our indoor and outdoor communications networks. The CFT II reports directly to the Communications Field Technician Foreman.

Requirements

QUALIFICATIONS:

Education and Experience:

High School diploma or equivalent, construction experience.

Licensing/Certification:

Class B Commercial Driver's License, Fiber Optic Installer certification, OSHA 10 Safety and Health certification, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate and consult with vendors and clients.
- ☒ Ability to install, test and maintain fiber optic and copper networks in outside plant and inside plant applications.
- ☒ Ability to operate heavy equipment.
- ☒ Knowledge of Missouri Underground Facility Safety and Damage Prevention Act compliance.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites in various weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 50%

5. • Install, test and maintain our physical communications plant in accordance with safety compliance and standard installation methods.
6. • Operate and maintain heavy equipment such as backhoes, bore machines, trenchers, plows, and skid steers.
7. • Report all completed work and documentation to the Foreman, providing post installation quality measurements and as-built documentation.
8. • Support continuous improvement efforts and the change management effects associated with the implementation of improvements. Performs other related duties and tasks as required or assigned by management.

SAFETY 20%

5. • Operates and maintains vehicles and equipment properly.
6. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
7. • Actively participates and contributes in safety trainings and conducts job briefings.
8. • Identifies and mitigates safety hazards.

CUSTOMER SERVICE 20%

2. • Communicate respectfully and effectively with customers and fellow employees. Provide professional, prompt customer service.

ATTENDANCE 5%

3. • Prompt and prepared to begin work, including following breaks and lunch periods.
4. • Prompt and prepared for meetings with others.

COMPANY SOFTWARE 5%

2. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Apprentice Lineworker	28.66	25.85	27.70	30.25

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Apprentice Lineworker	31.72	26.06	31.01	35.56

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Communication Field Tech	19.01	26.79	36.43
Communication Field Tech II 1	26.39		
Communication Field Tech II 2	27.22		
Communication Field Tech II 3	27.26		

Customer Relations Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Customer Relations Manager

Department

Customer Relations

Description

Under the direction of the General Manager, assists in planning, organizing, monitoring, managing, and evaluating public relations activities. Develops and maintains the Utility's news media, social media, marketing and advertising efforts. Works to better communications between departments and to keep all employees informed and up to date on company news. Supports, develops, and maintains contact with the public to help build meaningful connections with the customers we serve in the Carthage community.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Coordinates and implements all CWEP public relations activities and promotional events.
2. Creates content for press releases, social media, bill inserts, customer newsletters, and various other methods of customer communication.
3. Assess opportunities for partnerships, sponsorships, and advertising on an ongoing basis. Leverages existing media relationships and cultivates new contacts within business and industry media.
4. Works to build relationships within the Carthage community to grow awareness of the Public Utility Industry.
5. Develops effective marketing strategies and tactics to achieve goals and promoting CWEP in print and broadcast media outlets.
6. Maintains an understanding of industry communication trends affecting customers and makes appropriate plans regarding communication strategies
7. Generates and shares content across company social media channels on a regular basis, building meaningful connections with CWEP customers

8. Designs clean, effective artwork to aid in all CWEP communication efforts, including but not limited to newsletters, bill stuffers, brochures, postcards, door hangers, emails, graphics, banners etc.
9. Creates and maintains editorial calendars and schedules for all customer communications
10. Updates and maintains the CWEP website, working alongside the IT department and other employees as necessary
11. Effectively plans and manages workload, meets deadlines
12. Works during electric, water, and/or fiber outages, keeping the customer base updated on all progress via social media channels, often outside of normal working hours
13. Monitors, analyzes, and communicates social media analytics results monthly.
14. Organizes, maintains, and catalogs all CWEP digital assets for internal and external use.
15. Photographs, videos, and catalogs content at all CWEP events.
16. Manages all media inquiries and interview requests.
17. Plans, orders, inventories, and audits all CWEP promotional items.
18. Performs other tasks and duties as assigned.

QUALIFICATIONS:**Education and Experience:**

Bachelor's Degree in Graphic Design, Public Relations, Marketing, or a related field is required. A minimum of two years of progressively responsible management work experience in public relations, marketing development, advertising, social media management is preferred. Experience with electric, natural gas, and/or water utility industry is strongly preferred.

Licensing/Certification:

Certified use of Adobe Creative Suite and Microsoft Office Suite. Must be proficient in PC or Mac use. Must possess a valid Missouri driver's license by hire date.

Knowledge, Skills and Abilities:

Ability to create visual concepts to communicate ideas that inspire, inform, and captivate the customer base. Skilled in Adobe Creative Suite and Microsoft Office Suite and their functions to create effective works. Ability to work effectively with CW&EP's staff and the general public, applying customer service, interpersonal, and problem-solving skills. Ability to communicate and relate with customers on a wide range scale to meet their needs. Comfortable with both broadcast and print interviews. Skilled in event planning, social media management, project management, creative writing and editing. Exceptional customer service skills and mindset.

Physical Requirements:**Working Conditions:**

Normal office environment and field construction sites; with some travel required. Some overtime required, typically done remotely.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Coordinates all public relations activities.
2. • Creates content for press releases, social media, bill inserts, customer newsletters, and various other methods of customer communication.
3. • Assess opportunities for partnerships, sponsorships, and advertising on an ongoing basis. Leverages existing media relationships and cultivates new contacts within business and industry media.
4. • Develops effective marketing strategies and tactics to achieve goals and promoting CWEP in print and broadcast media outlets.
5. • Maintains an understanding of industry communication trends affecting customers and makes appropriate plans regarding communication strategies
6. • Generates and shares content across company social media channels on a regular basis, building meaningful connections with CWEP customers
7. • Designs clean, effective artwork to aid in all CWEP communication efforts, including but not limited to newsletters, bill stuffers, brochures, postcards, door hangers, emails, graphics, banners etc.
8. • Creates and maintains editorial calendars and schedules for all customer communications
9. • Updates and maintains the CWEP website, working alongside the IT department and other employees as necessary
10. • Effectively plans and manages workload, meets deadlines
11. • Works during electric, water, and/or fiber outages, keeping the customer base updated on all progress via social media channels
12. • Performs other tasks and duties as assigned.

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

- Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Communications Director	126,407	113,185	124,122	154,363

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Communications Director	100,520	77,847	101,150	108,161

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max

Customer Relations Manager	31,951	44,101	59,113

Customer Relations Manager	48,880

Customer Service Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Customer Service Manager

Department

Customer Relations

Description

Under the supervision of the General Counsel and Director of Customer Relations, supervise and review the work of the Billing Coordinator and Customer Service Representatives; ensure employees are fully trained and qualified to complete their responsibilities and follow company policies and procedures; recommends personnel for hiring, promotions, discipline and termination; organize and assign staff training, assign duties, and evaluate the staff by conducting performance reviews; ensure all customers are provided prompt and efficient service to meet their needs; interpret and explain policies and procedures and handle difficult customer inquiries.

Requirements

QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent required. Bachelor's degree preferred. Minimum of 5 years utility customer service and/or utility billing experience required. Experience with AMI, MDM, and Crystal Reports is an asset.

Knowledge, Skills and Abilities:

- € Ability to plan, lead, organize and review the work of assigned staff;
- € Ability to interpret, explain, and enforce company policies and procedures;
- € Ability to supervise diverse personalities and resolve conflict in a professional and diplomatic manner;
- € Ability to analyze complex issues, evaluate alternative solutions and make sound decisions;
- € Ability to communicate with customers while developing positive customer relations, anticipating, and responding to customer needs;
- € Ability to communicate effectively orally and in writing;

- ⌘ Ability to manage, follow up and track multiple tasks daily;
- ⌘ Ability to maintain the confidentiality of customer and employee records and information;
- ⌘ Proficient in computer applications including Microsoft Office;
- ⌘ Ability to work effectively with staff and the general public, applying customer service, interpersonal, and problem-solving skills.

ESSENTIAL JOB FUNCTIONS:

1. Supervise and evaluate the work of Customer Service Representatives and Billing Coordinator;
2. Participate in hiring of new personnel, assign duties, organize training, recommend and implement necessary disciplinary action;
3. Oversee daily customer service and billing operations; Use expertise to provide training, coaching, guidance, and mentor personnel while promoting a safe work environment. Monitor the progress of billing and customer service throughout the month to ensure processes on completed before the required deadlines.
4. Identify and implement ways to improve customer service quality by studying, evaluating, and re-designing processes to be more cost and quality efficient, and by anticipating and responding to customer needs;
5. Prepare the customer service budget forecasting, necessary funds for staffing, materials, service, and supplies;
6. Monitor the cost compared to the budget regularly;
7. Assist in updating the company's policy and procedures manual and job descriptions;
8. Prepare monthly departmental reports and complex charges and usage reports; Required to work closely with the Accounting Department to research and resolve balancing discrepancies;
9. Research, evaluate, recommend, and oversee implementation and/or training of new billing, customer, and meter reading technology, software, or service within the Customer Service Department;
10. Maintain and collect on Irrevocable Letters of Credit and Surety Bonds;
11. Assist with maintaining customer bankruptcy records;
12. Coordinate meter reading schedule with billing schedule;
13. Research and resolve the more difficult and complex billing issues, including resolution of customer complaints, interpreting policies and procedures, and payment issues;

14. Directly interact with customers in person, by phone, or email providing information to customers regarding account and billing inquiries, request for service connects/disconnects, information about company programs or services, and various customer inquiries while providing professional, prompt customer service;
15. Research, collect information, analyze findings in accurate and detailed specialized custom reports by utilizing software, utility CIS, and complex metering software programs to extract data, analyze, and report billing information in order to solve a wide variety of billing and customers issues, operational discrepancies, prevent revenue loss, and/or to help management make informed financial decisions based on billing data;
16. Prepare specialized custom reports for usage and meter data for the electric and water departments as needed;
17. Evaluate Customer Service processes to develop, coordinate, and implement work standards, methods, improvements;
18. Monitor utility standards and software changes within the CIS, AMI, MDM, and other software programs, to determine what new technology would be beneficial to utilize;
19. Responsible for coordinating customer outreach programs and campaigns with the Customer Relations Manager;
20. Responsible for using complex metering software to monitor and identify problematic meters, potential water leaks, dead meter, and/or theft of service. closely interact with the Meter Service Team to ensure meters are reading and reporting back on a timely basis, and issues are investigated and resolved;
21. Maintain accurate postage records and contracts; Research and recommend postage and mailing equipment; Process CASS certification of addresses;
22. Provide complex billing data and participate in Rate Study as needed;
23. Responsible to find, review, and schedule training CIS, customer service, AMI, and MDM, and safety training for staff;
24. Maintain and oversee the financial operation of the bulk water station, EMV charging station, and payment kiosk;
25. Perform duties of Customer Service Representative and Billing Coordinator as needed;
26. Perform other related duties as required or assigned by management.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment; some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Understand and oversee daily operations in Customer Service and Billing and improve processes and procedures where necessary;
2. • Improve customer service quality by studying, evaluating and re-designing processes to be more efficient by anticipating and responding to customer needs;
3. • Participate in hiring and training of new personnel, assign duties, organize training, recommend and implement advancement and necessary disciplinary action;
4. • Research, recommend, and oversee implementation and/or training of new technology in billing, meter reading and customer service;
5. • Research and resolve the more difficult and complex billing issues, including resolution of customer complaints, interpreting policies and procedures, and payment issues and improve procedures where necessary;
6. • Work cooperatively and efficiently with field crews and look for ways to improve efficiency through communication, process improvement, and other means;
7. • Effectively communicate orally (in meetings and with customers) and in writing (monthly report, correspondence to customers);
8. • Participate in development of office budget forecasting, necessary funds for staffing, materials, service and supplies; monitor budget to actual costs on a monthly basis;
9. • Work cooperatively and effectively with the accounting department in the month-end closing process, periodic cost-of-service studies, and other reporting requirements as needed;

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Office Administrator	34.48	24.07	30.00	36.94

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Office Administrator	31.57	24.95	29.06	36.62

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Customer Service Manager	19.01	26.79	36.43
Customer Service Manager	30.94		

Customer Service Representative

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Customer Service Representative

Department

Customer Relations

Description

Under the supervision of the Customer Service Manager, provide professional and prompt in-person and telephone service to our customers; assist customers with emergency calls, service connects/disconnects, new service installation, rates, billing and payment inquiries, collections, process payments, meter validation, and provide information on programs and services offered by the utility; responsible for a continuous flow of information between all departments to coordinate workloads and dispatch crews to job sites; must maintain a high degree of confidentiality.

Requirements

QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent. Minimum of one year customer service and/or cash handling experience preferred. Good understanding of utility CIS with experience AMI and MDM is an asset.

ESSENTIAL JOB FUNCTIONS:

1. Directly interact with internal and external customers in person and/or by phone providing information regarding account and billing inquiries, process request for service connects/disconnects received in person and online, information about company programs or services, and various customer inquiries while providing professional, prompt customer service;
2. Process customer payments received in the night drop, mail, over the counter, on the telephone, and in the drive thru; Must maintain, and balance a cash drawer daily;
3. Resolve customer concerns by identifying the issue and explaining policies and procedures;
4. Answer telephone and direct customers to the appropriate personnel;
5. Assist customers in reporting power outages and emergencies, prepare service orders, and dispatch the appropriate crew to the emergency;

6. Assist in credit and collections; Responsible for contacting customers by phone to collect account balance and/or returned checks, negotiate payment arrangements, process non-payment disconnect and reconnect orders, and work closely with financial assistance agencies; Responsible for the generation, print, and mailing of past due notices, and processing quarterly account write offs.
7. Audit utility meter reads and prepare general service orders to check for high/low meter reads and alert customers of potential water/electric service issues;
8. Issue wiring permits and electric licenses to electricians; Must coordinate with the city, county, and/or contractors to ensure the proper permits have been obtained when customers request new service and/or construction;
9. Respond to billing inquiries and handle high bill complaints; Required to learn and use AMI & DMD metering information systems to provide accurate and up-to-date information.
10. Investigate and process returned and mail; Responsible for processing daily outgoing mail
11. Balance and maintain payment kiosk; Responsible for preparing daily bank deposits for payment kiosk, refilling receipt paper, troubleshooting and resolving issues related to the kiosk;
12. Process automatic ACH and credit card payments;
13. Professionally respond to customer inquiries received via email in a timely manner;
14. Process internet billing: Responsible for credit checks on internet customers, connects/disconnects for internet service, and non-pay disconnects;
15. Assist Billing Coordinator as needed;
16. Perform other related duties as required or assigned by management.

Knowledge, Skills and Abilities:

- € Ability to communicate with customers in a fast-paced environment while developing positive customer relations, anticipating, and responding to customer needs;
- € Must be able to maintain composure in difficult and stressful situations;
- € Ability to interpret, apply and explain policies and procedures;
- € Must be able to get the job done, exercise sound judgement, inspire & mentor, and take ownership of your work;
- € Ability to manage, follow up and track multiple tasks daily;
- € Must be able to adapt to change in priorities throughout the day;

- € Ability to maintain the confidentiality of customer records and information;
- € Ability to organize work, set priorities, and meet critical deadlines;
- € Proficient in computer applications including Microsoft Office;
- € Ability to work effectively with staff and the public, applying customer service, interpersonal, and problem-solving skills.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment; some travel may be required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Detail oriented and follows cash handling procedures when entering payments and balancing cash drawer.
2. • Consistently & independently resolves customer concerns by identifying the issue and explaining policies and procedures, services offered, rates, and customer empowerment tools.
3. • Independently processes service orders and dispatches the orders to the appropriate crew. Demonstrates a sense of urgency when processing emergency calls.
4. • Follows payment arrangement, agency assistance, return check guidelines, and the Collections Schedule. Completes generation, print, and mailing of past due notices prior to required deadline.
5. • Independently process internet billing. Accurately setup rates and revenue codes, complete service orders before required billing deadline, and process holds for nonpay.
6. • Audits utility meter reads and prepares general service orders to check for high/low meter reads and alert customers of potential water/electric service issues.
7. • Communicates respectfully and effectively with customers while providing professional, prompt customer service.
8. • Demonstrates composure in difficult or stressful situations.

9. • Transitions and adapts well from different tasks to keep up with fast paced customer support. Able to manage, track, follow up on, and complete multiple tasks daily.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Customer Service Representative	20.51	17.73	20.01	22.58

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Customer Service Representative	24.56	19.77	24.49	29.00

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Customer Service Representative	13.91	19.21	25.74
Customer Service Representative 1	16.80		
Customer Service Representative 2	16.80		
Customer Service Representative 3	18.90		
Customer Service Representative 4	20.20		

Director of Business & Economic Development

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Director of Business & Economic Development

Department

Administration

Description

Under the direction of the General Manager, directs planning, organizing, monitoring, managing, and evaluating industrial and commercial utility programs and economic development activities. Develops and maintains Carthage Water & Electric Plant's Economic Development and Business Retention & Expansion plan. Supports, develops, and maintains contact with local, regional, and national development groups. Works with local industrial and commercial customers to develop job growth and further business development for existing customers. Works with partner organizations to recruit new business and industry into Carthage Water & Electric Plant's utility service area. Assists with contract and incentive negotiation with private developers. Assists with planning and coordination of public infrastructure development to support industrial development. Works closely with colleagues and other stakeholders, including the City of Carthage, Jasper County, Carthage Area Chamber of Commerce along with various other organizations to identify and maximize opportunities to encourage development within Carthage Water & Electric Plant's service area. Prepares and presents reports on economic development activities.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Plans, develops, organizes, implements, directs, and evaluates Carthage Water & Electric Plant's Business and Economic Development function and performance.
1. Participates in the development of Carthage Water & Electric Plant's corporate plans and programs as a strategic partner but particularly from the perspective of the impact on Business and Economic Development.

1. Directs and manages Carthage Water & Electric Plant's participation in local, regional, and national partnerships, including the administration of contracts for services, governmental relations, and incentive programs.
1. Advises, negotiates, manages and administers all incentive and development related contracts into which Carthage Water & Electric Plant may enter. Counsels with the CFO on financial matters associated with the financial viability of entering into such contracts.
1. Directs and manages the development and maintenance of industrial park properties with Carthage Water & Electric Plant's participation, including the administration of contracts for services.
1. Serves as Carthage Water & Electric Plant's representative to City of Carthage, Carthage Area Chamber of Commerce, Jasper County, and other area organizations for business and economic development matters. Develops and maintains key relationships to encourage business growth.
1. Monitors community development, including development and economic trends, areas for potential growth, and opportunities for new development and/or redevelopment.
1. Monitors land values and participates in property negotiations as requested.
1. Responsible for budgets and long-range plans for Business and Economic Development.
1. Assumes responsibilities and performs other related duties as required or assigned by the General Manager.

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business or Public Administration, Economic Development, Business, Industrial Development, Real Estate, or a related field is required. A minimum of six years of progressively responsible management work experience in economic or business development, real estate, infrastructure development, commercial development, or public and/or private finance is required. Experience with electric, natural gas, and/or water utility industry is strongly preferred.

Licensing/Certification:

Obtain Certified Economic Developer (CEcD) designation or similar professional designation preferred through Oklahoma Economic Development Institute, International Economic Development Council, or similar program to achieve certification or designation. Must possess a valid Missouri driver's license (minimum Class E) within 30 days of employment.

Knowledge, Skills and Abilities:

Ability to interpret and apply principles/methods in the overall processes to business and economic development. Knowledge of business site selection process. Knowledge of local, state, and federal business and economic development programs. Ability to apply diversified knowledge to serve a broad range of utility customers. Ability to make independent decisions related to a broad range of issues as a representative of Carthage Water & Electric Plant in dealing with various community stakeholders. Skilled in computer applications including spreadsheets, database, and word processing software. Ability to communicate effectively orally and in writing. Ability to work effectively with staff and the general public, applying customer service, interpersonal, and problem-solving skills.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Plans, develops, organizes, implements, directs, and evaluates Carthage Water & Electric Plant's Business and Economic Development function and performance.
2. • Participates in the development of Carthage Water & Electric Plant's corporate plans and programs as a strategic partner but particularly from the perspective of the impact on Business and Economic Development.
3. • Directs and manages Carthage Water & Electric Plant's participation in local, regional, and national partnerships, including the administration of contracts for services, governmental relations, and incentive programs.
4. • Advises, negotiates, manages and administers all incentive and development related contracts into which Carthage Water & Electric Plant may enter. Counsels with the CFO on financial matters associated with the financial viability of entering into such contracts.
5. • Directs and manages the development and maintenance of industrial park properties with Carthage Water & Electric Plant's participation, including the administration of contracts for services.
6. • Serves as Carthage Water & Electric Plant's representative to City of Carthage, Carthage Area Chamber of Commerce, Jasper County, and other area organizations for business and economic development matters. Develops and maintains key relationships to encourage business growth.
7. • Monitors community development, including development and economic trends, areas for potential growth, and opportunities for new development and/or redevelopment.

8. •Monitors land values and participates in property negotiations as requested.
9. •Responsible for budgets and long-range plans for Business and Economic Development.
10. •Assumes responsibilities and performs other related duties as required or assigned by the General Manager.
11. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
12. • Provides premium customer service to our clients.

ATTENDANCE 5%

1. • Prompt and prepared to begin work, including following breaks and lunch periods.
2. • Prompt and Prepared for meetings with others.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Key Accounts Manager	106,089	90,656	103,188	122,467

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Key Accounts Manager	92,428	77,761	90,400	102,231

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Director of Business and Economic Dev.	56,153	79,120	107,597
Director of Business and Economic Dev.	93,112		

Director of IT & Broadband Services

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Director of IT & Broadband Services

Department

Administration

Description

Under the direction of the General Manager, the Director of IT and Broadband Services oversees all aspects of Information Technology and its implementation within the various internal departments of the utility. Additionally, the Director oversees operation of the Internet Services Department as well as the Meter Services Department.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Computer Science or similar degree, ten years of IT management experience.

Licensing/Certification:

Must possess a valid Missouri driver's license (minimum Class E) by hire date.

Knowledge, Skills and Abilities:

- € Ability to clearly communicate objectives and expectations in a manner that facilitates team member buy-in and yields results while maintaining or building morale.
- € Ability to identify technicians strengths and weakness allowing for the most effective designation of roles and responsibilities and for the identification of cross-training opportunities.
- € Develop and support applications, scripts, and services with Ruby, Python, PHP, and Javascript programming languages.
- € Design and administrate various database architectures including MSSQL and MYSQL.
- € Analyze and present data using Crystal Reports, Excel Pivot Tables, and Jupyter Notebooks.
- € Design and troubleshoot advanced network configurations including BGP, OSPF, VRRP, VPLS, MRP, EVPN, Metro Ethernet, and (XGS)/GPON on Juniper and Adtran network carrier equipment.

- € In-depth knowledge of fiber OSP components and techniques allowing for the identification of cost effective fiber OSP design patterns.
- € In-depth knowledge of operation of AMI NaN, MDMS, and corresponding Multi-Speak interoperability with billing system.
- € Ability to design and maintain vSphere ESXi virtualization platform.
- € Ability to deploy and maintain Windows, Linux, and BSD servers.

Physical Requirements:

Working Conditions:

Normal office environment and field construction sites; with some travel.

Miscellaneous Requirements:

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Plan, budget, and monitor IT equipment and software purchases.
2. • Train and develop technical staff.
3. • Encourage and empower non-technical staff to utilize information technology effectively.
4. • Devise strategies to remain competitive in a changing Internet services market.
5. • Oversee implementation of significant IT-related projects such as upgrades and new installations.
6. • Plan and implement maintenance and upgrades of critical IT infrastructure.
7. • Mitigate risks to information security.
8. • Develop and refine policies and procedures relating to the operation of the internet service and internal IT support services.
9. • Leverage in-depth knowledge and experience to assist technicians in the resolution of particularly difficult technical challenges.
10. • Direct technical team on areas of focus that have the greatest impact for the utility and its customers.
11. • Facilitate a positive work environment for technicians wherein they choose to stay with the utility and continue to grow in value as their experience increases.

12. • Prepare and annual budget for the Communications Department and assist other departments with budgeting IT related items.

13. • Confirms Tech Teams maintain safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others

2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Information Systems Manager	118,072	97,625	124,145	142,213

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Information Systems Manager	109,003	90,605	107,536	120,000

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Director of IT and Broadband Services	63,284	90,987	125,445
Director of IT and Broadband Services	113,491		

Director of Power Services

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Director of Power Services

Department

Administration

Description

Responsible for the delivery of economic and reliable electricity to the customers of CWEP. Develops and manages the budgets for the electric production and electric distribution departments and is responsible for the direction of departmental activities. Evaluates power supply options to ensure that reliable, cost effective electricity is delivered to the CWEP system. Works with customers, contractors, and developers to plan and coordinate the installation of electric infrastructure. Assists with planning and coordination of public electric infrastructure development. Prepares and presents reports on the performance of the electric production and electric distribution departments.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Bachelor's Degree in Business, Engineering, Technology, or a related field is required.
- ⌘ A minimum of Seven (7) years of progressively responsible management work experience, in manufacturing, engineering, or a technology related field is required.
- ⌘ Experience within the electric, natural gas, and/or water utility industry is strongly preferred.

Job Responsibilities

- ⌘ Responsible for overall direction and management of the electric department, including budget, power supply, project management, and electric department performance.
- ⌘ Assists with the development of electric department policy.
- ⌘ Attends various planning meetings.

- € Reviews prospective customer electricity needs and suggests ways to meet those needs.
- € Coordinates with consulting engineers on system improvements and system analysis.
- € Oversees outage management and troubleshooting activities to minimize electric system downtime.
- € Reviews weekly workflow with electric department staff.
- € Involved in state and regional associations regarding electric utility issues.
- € Reviews regulations to determine impacts to CWEP.
- € Monitors advisories that are issued by outside entities that pertain to Bulk Electric System reliability.

Knowledge, Skills and Abilities:

- € Must have the ability to understand complex financial reports.
- € Must have the ability to understand complex electric system drawings and schematics.
- € Must have the ability to adapt in an ever-changing industry.
- € Must have the ability to apply critical thinking skills to a wide variety of issues, including planning, load forecasting, troubleshooting, and project management.
- € Must have the ability to understand complex local, state, and federal rules and regulations that apply to the electric industry.
- € Must have the ability to make informed decisions related to power supply management.
- € Must be skilled in computer applications including spreadsheets, database, and word processing software.
- € Must have the ability to communicate effectively, both orally and in writing.
- € Must have strong leadership skills.

Physical Requirements and Working Conditions:

- € Normal office environment with some field construction site visits.
- € Periodic travel required.

Licensing/Certification:

- € Must possess a valid Missouri driver's license (minimum Class F) by hire date. Must have the ability to obtain a Class E Missouri driver's license within the first six months.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Participates in short-term and long-range planning efforts. Includes needed infrastructure improvements due to load growth or age of equipment, load forecasting for determining power supply needs, etc.
2. • Develops and manages CWEP's power supply and power distribution budgets.
3. • Evaluates power supply agreements and participates in negotiations to ensure the delivery of reliable, cost effective electricity.
4. • Monitors regulatory activities as they relate to the electric utility industry and assists with the development of policy and procedures aimed at meeting regulatory requirements.
5. • Monitors adherence to company policies and procedures within the electric department and provides guidance on changes as necessary.
6. • Oversees electric production and electric distribution project management efforts.
7. • Oversees the activities of electric production and electric distribution staff during emergencies and monitors the effectiveness of outage management activities.
8. • Collaborates with CWEP staff and customer representatives on infrastructure needs related to new industrial and commercial customer services and modifications to existing industrial and commercial customer's services.
9. • Provides information pertaining to the electric distribution system to customers and/or their consultants when requested, such as available feeder capacity, or primary voltage fault current values.
10. • Ensures the electric department is following all company safety standards and procedures.

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Energy Services Director	157,119	137,600	162,926	177,491

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Energy Services Director	118,080	80,875	114,802	150,129

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Director of Power Services	63,284	90,987	125,445
Director of Power Services	118,785		

Director of Water Services

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Director of Water Services

Department

Administration

Description

Responsible for the delivery of economic and reliable water to the customers of CWEP. Develops and manages the budgets for the waste water, water treatment and water distribution departments and is responsible for the direction of departmental activities. Works with customers, contractors, and developers to plan and coordinate the installation of water infrastructure. Assists with planning and coordination of public water infrastructure development. Prepares and presents reports on the performance of the waste water, water treatment and water distribution departments.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business, Engineering, Technology, or a related field is required. A minimum of seven years of progressively responsible management work experience, in manufacturing, engineering, or a technology related field is required. Experience with electric, natural gas, and/or water utility industry is strongly preferred.

Licensing/Certification:

Must possess a valid Missouri driver's license (minimum Class F) by hire date. Must have the ability to obtain a Class E Missouri driver's license within the first six months.

Knowledge, Skills and Abilities:

Ability to effectively manage the water supply budget. Ability to adapt to different situations in an ever-changing industry. Ability to apply critical thinking skills to a wide variety of issues, including troubleshooting, and project management. Ability to understand complex local, state, and federal rules and regulations that apply to the water industry. Ability to make independent decisions related to water supply management. Skilled in computer applications including spreadsheets, database, and word processing software. Ability to communicate effectively orally and in writing. Ability to work effectively with CWEP's staff and the general public, applying customer service, interpersonal, and problem-solving skills.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people. Must have a strong work ethic and be self-motivated. Must have strong leadership skills.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Develops and manages CWEP's waste water, water distribution and water treatment budgets.
2. • Oversees the development of short and long-range water forecasts to determine CWEP's water supply needs to ensure that all mandated resource adequacy requirements are met.
3. • Assists with short-term and long-range planning efforts.
4. • Monitors regulatory activities as they relate to the water utility industry and assists with the development of policy and procedures aimed at meeting regulatory requirements.
5. • Oversees and monitors the implementation of and the adherence to company policies and procedures and provides guidance as necessary.
6. • Oversees water distribution, water treatment and waste water project management efforts.
7. • Oversees the activities of water distribution, water treatment and waste water staff during emergencies.
8. • Collaborates with various CWEP departments on joint projects.
9. • Assists with SCADA project development and implementation and SCADA maintenance activities.
10. • Represents CWEP at various local, regional, and national association meetings and conferences.
11. • Prepares various reports for management and the CWEP Board of Directors.
12. • Confirms Water Teams maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
13. • Facilitate a positive work environment for water crews wherein they choose to stay with the utility and continue to grow in value as their experience increases.

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Top Operations & Maintenance Executive	84,553	101,741	120,585

Total Employment 50 – 100

Top Operations & Maintenance Executive	98,723	120,940	144,680

CWEP Salary Range

	Min	Mid	Max

Director of Water Services	63,284	90,987	125,445
Director of Water Services	102,822		

Dispatch Apprentice

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Dispatch Apprentice

Department

Electric Production

Description

The Power Plant Apprentice Dispatcher is responsible for learning the duties and responsibilities of Carthage Water and Electric Plant's (CWEP) Power Plant Dispatcher. This position reports to the Power Plant Operations Manager and works closely with maintenance/operations personnel for effective operations of the plant.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- ⌘ Learns how to schedule and manage power supply to meet the load on the CWEP electric system.
- ⌘ Learns how to operate CWEP's electric generators.
- ⌘ Learns how to perform outage management activities, such as answering trouble calls, dispatching crews and communicating with management during outage situations.
- ⌘ Learns how to operate the water treatment plant.
- ⌘ Performs any other tasks that may be assigned.

Knowledge, Skills, and Abilities:

- ⌘ General knowledge of electricity including generation and distribution.

- ⌘ General knowledge of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- ⌘ Experience using basic office equipment.
- ⌘ Knowledge of basic safety principles including electrical safety.
- ⌘ Must be able to communicate effectively.
- ⌘ Must be able to work a variable, 12-hour days and nights on a rotating, 7 on/7 off schedule. Initial schedule will vary for training purposes.
- ⌘ Must be able to work weekends, holidays and overtime.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be self-motivated and have the ability to work with limited supervision.
- ⌘ Must demonstrate basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Must practice proper radio and phone etiquette and be able to interact with others in a courteous manner.
- ⌘ Must be able and willing to attend training deemed necessary by management.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.
- ⌘ Must take pride in serving your community.

Licensing/Certification

- ⌘ Must have or acquire a valid class E driver's license.
- ⌘ Must obtain required Missouri water operator certifications.

Physical Requirements and Working Conditions:

- ⌘ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
- ⌘ Occasional outside work.
- ⌘ Occasional heavy lifting.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 25%

1. • Submits load schedules, checks tags, and monitors system information to fulfill CWEP's electric needs.
2. • Dispatches water, electric, and IT crews to handle trouble calls.
3. • Monitors the water treatment plant after hours as well as periodic rounds through the Power Plant and yard.
4. • Assits maintenance personnel with the maintenance and upkeep of the engines, plant systems, and plant building.

INITIATIVE 25%

1. • Displays eagerness and willingness to learn all aspects of the job.

JOB KNOWLEDGE AND EFFECTIVENESS 20%

1. • Demonstrates working knowledge of SCADA.
2. • Demonstrates working knowledge of Milsoft (DisSPatch, Calls Manager), Microsoft, and other computer programs used.
3. • Demonstrates knowledge of electric and water systems.
4. • Troubleshoots problems and works through processes.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Dispatcher	35.05	22.75	34.00	47.44

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Dispatcher	31.94	23.61	30.45	37.37

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Apprentice Dispatcher	16.91	23.83	32.41
Apprentice Dispatcher	24.68		

Dispatcher

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Dispatcher

Department

Electric Production

Description

The Power Plant Dispatcher is primarily responsible for scheduling and monitoring Carthage Water and Electric Plant's (CWEP) electric load. The Dispatcher leads outage management efforts during system disruptions. This position reports to the Power Plant Operations Manager and works closely with maintenance/operations personnel for effective operations of the plant.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- ⌘ Schedules and manages power supply to meet the load on the CWEP electric system.
- ⌘ Communicates with power suppliers and schedulers on a regular basis.
- ⌘ Monitors the CWEP electric system.
- ⌘ Monitors advisories that are issues by outside entities that pertain to Bulk Electric System reliability.
- ⌘ Dispatches and operates CWEP's electric generators.
- ⌘ Performs outage management activities, such as answering trouble calls, dispatching crews and communicating with management during outage situations.
- ⌘ Operates the water treatment plant afterhours.
- ⌘ Performs any other tasks that may be assigned.

Preferred Skills, and Abilities:

- ⌘ General knowledge of electricity including generation and distribution.
- ⌘ General knowledge of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- ⌘ Experience using basic office equipment.
- ⌘ Knowledge of basic safety principles including electrical safety.
- ⌘ Must be able and willing to learn all aspects pertaining to the job: Scheduling, SCADA, DisSPatch, water treatment, power plant operations, distribution system, etc.
- ⌘ Must be able to work a variable, 12-hour days and nights on a rotating, 7 on/7 off schedule. Initial schedule will vary for training purposes.
- ⌘ Must be able to work weekends, holidays and overtime.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be self-motivated and have the ability to work with limited supervision.
- ⌘ Must be able to prioritize tasks in order to meet strict deadlines.
- ⌘ Must demonstrate basis computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Must practice proper radio and phone etiquette and be able to interact with others in a courteous manner.
- ⌘ Must be able and willing to attend training deemed necessary by management.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.
- ⌘ Must take pride in serving your community.

Licensing/Certification

- ⌘ Must have or acquire a valid class E driver's license.
- ⌘ Obtain required Missouri water operator certifications.

Physical Requirements and Working Conditions:

- ⌘ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
- ⌘ Occasional outside work.
- ⌘ Occasional heavy lifting.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. •Submits load schedules, checks tags, and monitors system information to fulfill CWEP's electric needs.
2. •Dispatches water, electric, and IT crews to handle trouble calls.
3. •Performs required water treatment plant tests after hours according to the schedule established by the water treatment system manager.
4. •Perform rounds throughout the power plant and yard and record oil filter temperature and pressure readings once per day on the weekends.
5. •Performs engine operations.

JOB KNOWLEDGE AND EFFECTIVENESS 30%

1. •Demonstrates working knowledge of SCADA.
2. •Demonstrates working knowledge of Milsoft (DisSPatch, Calls Manager).
3. •Demonstrates knowledge of CWEP's electric and water systems.
4. •Demonstrates problem solving skills.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Dispatcher	35.05	22.75	34.00	47.44

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Dispatcher	31.94	23.61	30.45	37.37

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Dispatcher	19.01	26.79	36.43
Power Plant Dispatcher 1	29.63		
Power Plant Dispatcher 2	32.39		
Power Plant Dispatcher 3	32.55		
Power Plant Dispatcher 4	32.55		

Electric Distribution Foreman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Electric Distribution Foreman

Department

Electric Distribution

Description

This Electrical Distribution Foreman is responsible for supervising and participating in the construction and maintenance of the utility's electric distribution system. An employee of this class works under the supervision of the Director of Power Services and the Electric Distribution Manager and the Electrical Distribution Lead Foreman but is responsible for exercising independent judgment as to the details of assigned work within prescribed operating procedures. The major portions of work are conducted in potentially hazardous conditions due to the presence of energized electrical conductors and accessories. Work is reviewed through inspection and operating results by the Director of Power Services and the Electric Distribution Manager and the Electrical Distribution Lead Foreman.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- ⌘ Supervises a crew of linemen and apprentice linemen in the construction and maintenance of underground and overhead primary power lines and associated equipment.
- ⌘ Operates various pieces of equipment, such as bucket trucks and back hoes, that are needed for power line installation and maintenance.
- ⌘ Works with contractors to connect new services.
- ⌘ Installs and maintains streetlighting.
- ⌘ Responds to trouble calls.

- ⌘ Responds to Mutual Aid calls to other communities after major events such as ice storms and hurricanes.

Knowledge, Skills, and Abilities:

- ⌘ Must have thorough knowledge of the methods and equipment used in the construction, maintenance and repair of electric distribution systems.
- ⌘ Must be able to follow codes and regulations pertaining to installation and maintenance of electrical utility systems.
- ⌘ Must possess knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- ⌘ Must have strong leadership skills.
- ⌘ Must have the ability to follow complex oral and written instructions.
- ⌘ Must demonstrate basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Must be able to assist in the training of other employees.
- ⌘ Must be self motivated and be able to prioritize tasks in order to meet strict deadlines.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be able to act quickly and accurately in emergency situations.
- ⌘ Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- ⌘ Must be able to exercise sound judgment inherent in safe effective work.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.
- ⌘ Must be able to work overtime when required.

Licensing/Certification:

- ⌘ Must be certified as a Journeyman Lineman.
- ⌘ Must have a Missouri Class A CDL.
- ⌘ Must complete MPUA Supervisory Leadership Development Certification.

Physical Requirements and Working Conditions:

- ⌘ Performs mostly outside work.

- € Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
 - € Frequent periods of heavy lifting.
 - € Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Assists Electric Distribution Lead Foreman with planning and scheduling work.
2. •Submits and reviews time tickets, truck time reports, stock requisitions, weekly inventory reviews, etc.
3. •Supervises Electric Distribution Crews in construction and maintenance activities.
4. •Demonstrates a working knowledge of tools, equipment and proper techniques involved with installing and maintaining overhead and underground electric distribution and transmission lines and equipment.
5. •Submits line work completed forms to GIS Coordinator detailing system changes.
6. •Inspects electric lines and troubleshoots as required.
7. •Demonstrates proper operation of electrical equipment. (Includes manually operating switches, reclosers, distribution transformers, and substation circuit breakers)
8. •Demonstrates effective use of mobile outage and mobile service order software.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.

2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Journeyman Lineman	40.79	38.32	41.13	43.90

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Journeyman Lineman	43.04	38.45	43.90	48.19

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Electrical Distribution Foreman	21.37	30.11	40.95
Electrical Distribution Foreman	38.29		
Electrical Distribution Foreman	38.56		

Electric Distribution Lead Foreman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Electric Distribution Lead Foreman

Department

Electric Distribution

Description

The Electric Distribution Lead Foreman is responsible for assisting the Electric Distribution Manager with administrative tasks and supervising Electric Distribution Crews. Reports to the Electric Distribution Manager. Ensures all safety expectations are met within department. Monitors all employee's performance and production on all projects. Enforces company policies and procedures. Maintains a good working relationship with contractors, customers, and the public.

Requirements

QUALIFICATIONS:

Education and Experience:

- € Must have a high school diploma or equivalent.
- € Must have a minimum of five (5) years of experience working with construction of sub-transmission and distribution lines and a minimum of two (2) years of progressively responsible management work experience.
- € Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- € Manages the workflow of all electric distribution crews.
- € Coordinates with contractors.
- € Reviews upcoming job schedules and assigns tasks to meet those schedules.
- € Monitors and maintains inventory levels.
- € Works with other departments to coordinate heavy equipment needs.
- € Develops training materials and schedules assignments.

- € Assists the Electric Distribution Manager with budget activities.
- € Responds to trouble calls.
- € Responds to Mutual Aid calls to other communities after major events such as ice storms and hurricanes.

Knowledge, Skills, and Abilities:

- € Must have thorough knowledge of the methods and equipment used in the construction, maintenance and repair of electric distribution systems.
- € Must be able to follow codes and regulations pertaining to installation and maintenance of electrical utility systems.
- € Must possess knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- € Must have strong leadership skills.
- € Must have the ability to follow complex oral and written instructions.
- € Must be proficient with basic computer programs, such as Microsoft Office programs (Outlook, Excel, etc.).
- € Must be self motivated and be able to prioritize tasks in order to meet strict deadlines.
- € Must be able to maintain composure in high stress situations.
- € Must be able to act quickly and accurately in emergency situations.
- € Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- € Must be able to exercise sound judgment inherent in safe effective work.
- € Must meet the current residency requirements in CWEP's personnel policy manual.
- € Must be able to work overtime when required.

Licensing/Certification:

- € Must be certified as a Journeyman Lineman.
- € Must have a Missouri Class A CDL.
- € Must complete MPUA Supervisory Leadership Development Certification.
- € Must complete Disaster Management for Electric Power Systems Certification.

Physical Requirements and Working Conditions:

- ☒ Performs a combination of office and outside work.
 - ☒ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
 - ☒ Frequent periods of heavy lifting.
 - ☒ Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Supervises all Electric Distribution construction and maintenance activities. (Includes planning and scheduling, writing switching orders, review of progress and completed assignments, etc.)
2. •Reviews inventory levels and submits purchase requests to replenish stock.
3. •Perform administrative departmental functions. (Includes managing truck rotations, providing weekly status reports, reviewing time tickets and truck time reports, etc.)
4. •Assists with review of employee performance and develops training materials and activities.
5. •Manages power outages with line crews utilizing outage management software.
6. •Demonstrates strong critical thinking and problem solving skills.
7. •Oversees electric department vehicle and equipment maintenance.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.

2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Line/Const. Foreman	99,738	90,030	97,215	110,409

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Line/Const. Foreman	104,410	94,394	101,015	114,048

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Electrical Distribution Lead Foreman	49,957	70,391	95,725
Electrical Distribution Lead Foreman	86,819.20		

Electric Distribution Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Electric Distribution Manager

Department

Electric Distribution

Description

Reports to the Director of Power Services. Supervises the Electric Distribution Lead Foreman and all employees in the Electric Distribution Department. Ensures all safety expectations are met within department. Monitors all employee's performance and production on all projects. Enforces company policies and procedures. Maintains a good working relationship with contractors, customers, and the public.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Must have a minimum of Ten (10) years of experience working with construction of sub-transmission and distribution lines and a minimum of Five (5) years of progressively responsible management work experience.
- ⌘ Secondary education and/or previous experience in related field is highly preferred.

Job Responsibilities:

- ⌘ Manages the electric distribution department.
- ⌘ Coordinates with contractors and their consultants.
- ⌘ Reviews engineering plans and makes changes as necessary.
- ⌘ Coordinates with the metering department on upcoming projects.
- ⌘ Reviews workflow with the Electric Distribution Lead Foreman.
- ⌘ Monitors and maintains inventory levels as needed.

- ⌘ Works with other departments to coordinate heavy equipment needs.
- ⌘ Assists the Director of Power Services with the electric distribution department budget.
- ⌘ Conducts performance reviews with electric distribution department employees.
- ⌘ Responds to trouble calls.
- ⌘ Responds to Mutual Aid calls to other communities after major events such as ice storms and hurricanes.

Knowledge, Skills, and Abilities:

- ⌘ Must have thorough knowledge of the methods and equipment used in the construction, maintenance and repair of electric distribution systems.
- ⌘ Must be able to follow codes and regulations pertaining to installation and maintenance of electrical utility systems.
- ⌘ Must possess knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- ⌘ Must have strong leadership skills.
- ⌘ Must have the ability to follow complex oral and written instructions.
- ⌘ Must be proficient with basis computer programs, such as Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Must be self motivated and be able to prioritize tasks in order to meet strict deadlines.
- ⌘ Must be able to maintain composure in high stress situations.
- ⌘ Must be able to act quickly and accurately in emergency situations.
- ⌘ Must be able to exercise sound judgment inherent in safe effective work.
- ⌘ Must be able to work successfully with diverse groups of people.
- ⌘ Must live within 15 minutes of the CWEP office at 627 W. Centennial.
- ⌘ Must be able to work overtime when required.

Licensing/Certification:

- ⌘ Must be certified as a Journeyman Lineman.
- ⌘ Must have a Missouri Class A CDL.
- ⌘ Must complete MPUA Supervisory Leadership Development Certification.

- € Must complete Disaster Management for Electric Power Systems Certification.

Physical Requirements and Working Conditions:

- € Performs a combination of office and outside work.
 - € Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
 - € Frequent periods of heavy lifting.
 - € Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Oversees all aspects of construction and maintenance activities for all electric distribution infrastructure. Includes scheduling, switching activities, works with GIS Coordinator on updates for the system model.
2. •Provides detailed reports of the status of projects.
3. •Manages power restoration efforts with line crews utilizing outage management software.
4. •Demonstrates strong critical thinking and problem solving skills.
5. •Assists with the development and management of the electric distribution annual budget.
6. •Evaluates and verifies employee performance through review of completed work assignments and coordinates training activities to improve deficiencies.
7. •Oversees apprentice lineman training through Missouri Public Utility Alliance.

SAFETY 20%

1. •Operates and maintains vehicles and equipment properly
2. •Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. •Actively participates and contributes in safety trainings and conducts job briefings.

4. •Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others
2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Line/Const. Foreman	99,738	90,030	97,215	110,409

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Line/Const. Foreman	104,410	94,394	101,015	114,048

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Electrical Distribution Manager	56,153	79,120	107,597
Electrical Distribution Manager	97,344		

Electrical Technician A

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Electrical Technician A

Department

Tech

Description

The Electrical Technician A is responsible for safely performing installation, troubleshooting, and maintenance of electrical/electronic components of utility equipment. The duties are similar to an industrial electrician/motor control specialist. Electrical Technician A will perform specialized electric utility operations such as electric inspections, substation equipment inspections/maintenance, distribution switching, project planning, etc.

Requirements

QUALIFICATIONS:

Education and Experience:

- € Four-year technical degree or any combination of training and experience which provides the desired knowledge, skills, and abilities needed.
- € Experience working on electric and/or water utility systems if preferred.

Licensing/Certification:

- € Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- € Ability to understand and follow oral and written instructions, and to read and interpret sketches, diagrams, and blueprints.
- € Knowledge of the practices, methods, tools, equipment, and materials of the electrical trade.
- € Deep understanding of local and national electrical codes.
- € Able to work with fellow employees and general public.
- € Skilled in use of electronic instruments.

- ⌘ Strong background with computer hardware and software applications.
- ⌘ Experienced in the layout and construction of industrial control panels and cabinets.
- ⌘ Knowledge of analog signaling systems and transducer operation.

Physical Requirements:

- ⌘ Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

- ⌘ Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

- ⌘ Must be able to work successfully with diverse groups of people.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Troubleshoot and maintain the utility's SCADA hardware.
2. • Maintenance of electrical substation equipment and controls, power generation and distribution equipment and controls, water and wastewater equipment and controls.
3. • Troubleshoot fire alarms, traffic signal controllers, water pumping controls and signal equipment.
4. • Maintenance of utility owned appliances, air conditioning circuits, and panels.
5. • Installation of new electric panels, circuits, lights, etc.
6. • Performs other related duties and tasks as required or assigned by management.
7. • Identify and perform necessary proactive maintenance on utility systems to ensure reliable operations.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)

3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Substation Tech	39.50	34.26	43.89	46.19

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Substation Tech	41.29	34.76	41.31	47.18

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Electrical Technician A	21.37	30.11	40.95
Electrical Technician A	37.77		

Engineering and GIS Coordinator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Engineering and GIS Coordinator

Department

Tech

Description

This is specialized work in the engineering and operations section of the utility. An employee of this class performs a variety of work consisting of a technical and clerical nature. Many of the responsibilities require considerable contact with the general public, including contractors, property owners, etc. Knowledge of multi-utility construction practices is required. This employee works under supervision of the Director of IT & Broadband Services, however, most work is done alone.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Graduation from a two-year college curriculum in a technical area such as Engineering Technology, physics or mathematics and experience in utility construction work, or any equivalent combination of training and experience which provide the required knowledge, ability and skill;
- ⌘ Experience with Auto-Cad, GIS software & GPS equipment, outage management and engineering analysis software;

Licensing/Certification:

- ⌘ Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ⌘ Knowledge of utility construction practices and limitations of basic construction materials.
- ⌘ Knowledge of multi-discipline line design practices, overhead and underground, and ability to prepare plans and specifications for construction.
- ⌘ Ability to read other construction drawings and specifications to determine areas of conflicts with utility plans and specifications;

- € Knowledge of basic surveying and surveying mathematics;
- € Knowledge of office and mobile computing systems;
- € Knowledge of networking systems and database environments;
- € Understanding and general knowledge of electrical outage troubleshooting and engineering analysis;
- € Ability to perform surveying and other essential functions of the job on uneven ground, occasional slippery surfaces, exposure to extreme weather conditions and other potential hazards;
- € Ability to work with general public and fellow employees in a professional manner;
- € Ability to project good public image and appearance;
- € Ability to formulate multiple solutions to utility problems and exercise sound judgement in evaluating the required solution;
- € Ability to read and write legal descriptions.

Physical Requirements:

- € The physical demands required for this job include:
- € Sitting 4 to 7 hours per day;
- € Standing up to one hour frequently;
- € Walking up to 1 hour occasionally;
- € Manual dexterity including use of both hands 70 to 100% of time;
- € See with near acuity, far acuity, depth perception, accommodation, color vision and field vision;
- € Hearing proficiency;
- € Exert 50 to 100# of force occasionally or 25 to 50# of force frequently or 10 to 20# of force constantly to move objects.

Working Conditions:

Normal office environment and field construction sites in all types of weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Maintain telephone and CATV Joint Use Pole Contracts and records;
2. • Prepare construction drawings for electric and water service additions and changes; prepare as-builts; prepare drawings for service.
3. • Assist various departments in planning facility extensions.
4. • Review future development plans and submit comments/recommendations to CWEP management, developers, and city/county agencies.
5. • Review plans submitted to the city by other utility providers (such as telephone and gas) to mitigate clearance issues and conflicts.
6. • Assist electric distribution department in engineering analysis.
7. • Administer and support the ArcGIS online account, ESRI account & server, and Milsoft & related servers.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Engineering Associate	35.85	29.02	33.81	40.88

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Engineering Associate	35.19	28.36	32.36	40.72

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Engineering Tech & GIS Coordinator	21.37	30.11	40.95
Engineering Tech & GIS Coordinator	37.76		

Executive Assistant

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Executive Assistant

Department

Administration

Description

The **Administrative Assistant** position is responsible for supporting the Company's team in efficiently completing their objectives.

Requirements

Educational and experience requirements include:

- ⌘ Associate's Degree in business administration, a relevant field or an equivalent amount of training and experience
- ⌘ Relevant experience in a receptionist or office administration role, preferably in a related industry
- ⌘ Above average communication skills to interact with customers, prospects and our internal team
- ⌘ Proven ability to manage busy calendars for multiple staff members
- ⌘ Proven ability to schedule and coordinate complex meetings and travel arrangements
- ⌘ Proven track record of managing projects and creating presentations and documents
- ⌘ Proven ability to stay highly organized and up-to-date with contact management and expense reports
- ⌘ Proven track record of maintaining the confidentiality of sensitive Company and customer information

This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission and values.

Key Responsibilities

Results

COMMUNICATIONS 20%

1. • Manages packages, correspondence and electronic communications for Company staff
2. • Answers and directs all incoming calls to the appropriate party promptly and efficiently
3. • Interacts professionally and proactively with customers, visitors and Company staff
4. • Provides premium customer service to our customers.

STAFF SCHEDULING 15%

1. • Assists with managing and maintaining staff schedules, calendars, appointments and travel arrangements
2. • Arranges complex meetings/events with both internal and external parties, including trade shows and customer visits
3. • Schedules interviews for candidates, processes candidate information and assists with the Company's hiring process

RECORDS / OFFICE MANAGEMENT 15%

1. • Maintains organized records, including filing and scanning all Company, customer and project documents
2. • Manages interactions with property management staff, including cleaning, employee access, maintenance requests, etc.
3. • Maintains the office supply inventory, proactively orders supplies and schedules preventative maintenance of office equipment

STAFF SUPPORT 15%

1. • Assists sales and customer support staff with processing expense reports and entering customer contacts in to CRM database
2. • Provides HR administrative support, including employee documentation, benefits enrollments, etc.
3. • Supports accounting functions, including invoicing, check runs and bank deposits

PROJECT SUPPORT 15%

1. • Actively looks for ways to support the office staff with various administrative or project related tasks

2. • Prepares reports, documents or presentations for Company staff as requested

CONFIDENTIALITY 10%

1. • Protects the security of customers' and Company's sensitive information and files
2. • Manages confidential matters related to the company, customers, staff and business strategy

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Executive Assistant	28.98	24.63	28.82	32.32

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Executive Assistant	29.72	23.08	30.92	33.31

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Executive Assistant	12.60	17.40	23.32
Executive Assistant	23.06		

Facility & Fleet Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Facility & Fleet Manager

Department

Administration

Description

The **Facility and Fleet Manager** position is responsible for the maintenance of the company's vehicle fleet, facilities, systems and equipment.

Requirements

Educational and experience requirements include:

- € Broad knowledge of electrical systems, HVAC, plumbing, vehicle maintenance and various equipment
- € Relevant experience in a maintenance role
- € Ability to trouble-shoot and solve problems
- € Track record of quality work
- € Strong communication skills to interact with team
- € Proven ability to recommend process or efficiency improvements
- € Demonstrated ability provide good internal customer service
- € Self-starter, capable of working alone

Areas of Responsibility:

- € Monitors the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor spaces
- € Performs routine maintenance on CWEP buildings and fleet
- € Ensures day-to-day operations of CWEP facilities

- € Fosters a functional and safe working environment
- € Accurately diagnoses and solves problems with cost effective, long-term solutions
- € Coordinates and monitors the quality of maintenance work being performed by outside contractors
- € Assists with grounds work and assists staff with other tasks, when required
- € Displays a strong, consistent effort in completing their work
- € Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
- € Keeps accurate, detailed and timely maintenance records for all activities
- € Assists with the implementation of process improvement initiatives
- € Performs trouble-shooting on a regular basis to diagnose problems and find solutions
- € Supervises other staff as directed by the General Manager

This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission and values.

Key Responsibilities

Results

PERFORMANCE 90%

1. • Accurately diagnoses and solves problems with cost effective, long-term solutions
2. • Displays a strong, consistent effort in completing their work
3. • Coordinates and monitors the quality of maintenance work being performed by outside contractors
4. • Completes maintenance service requests in a timely manner
5. • Quickly and correctly identifies the issue or problem behind the service request
6. • Recommends and implements the most efficient solution to address the maintenance issue
7. • Performs maintenance work on the facility, including performing electrical, HVAC, plumbing, and other related tasks

8. • Assists with grounds work and assists staff with other tasks, when required
9. • Establishes and maintains a preventative maintenance program for facilities and equipment
10. • Implements changes in maintenance procedures to proactively address recurring issues
11. • Keeps accurate, detailed and timely maintenance records for all activities
12. • Assists in keeping the Company's facilities safe, clean and organized
13. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
14. • Identifies opportunities for process improvement and cost reduction in the maintenance of CWEP's equipment and facilities
15. • Assists with the implementation of process improvement initiatives

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

**Water and Wastewater Utilities serving populations between
10,000 and 99,999**

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Fleet/Building Manager	66,902	79,098	93,814

Total Employment 50 - 100

Fleet/Building Manager	73,379	90,152	107,039

CWEP Salary Range

	Min	Mid	Max

Facility & Fleet Manager	39,543	55,717	75,769

Facility & Fleet Manager	63,731.20

Field Service Rep

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Field Service Rep

Department

Tech

Description

Under the supervision of the Meter Services Manager, accurately and efficiently read and record electric and water meters for billing purposes in all weather conditions under required deadlines. Change, test and maintain water meter inventory. Provide professional and prompt on-site customer service connecting/disconnecting, both electric and water meters. Assist customers with emergency calls inspecting down lines or water leaks. Responsible for a continuous flow of information between the office staff to coordinate workload. This is an on-call position, after hours work will be under the supervision of the Electric and Water Departments.

Requirements

QUALIFICATIONS:

Education and Experience:

High School Diploma or GED required.

Licensing/Certification:

Possession of a valid Missouri driver's license by hire date and obtain a Missouri CDL Class A with air brakes within three months of hire date. Must obtain a Missouri DNR D or Water Distribution 1 License within 9 months of hire date.

Knowledge, Skills and Abilities:

Ability to work independently, organize work, set priorities, and meet critical deadlines. Knowledge of the geography of the city and locations of electric and water meters. Ability to work under adverse climatic conditions. Ability to adapt to change, manage, and track, multiple tasks daily. Ability to communicate effectively orally and in writing while developing and maintain positive customer relations. Ability to be on-call rotation including weekends and follow residency requirements. Ability to interpret and apply safety policies and procedures. Must be willing to get the job done, exercise sound judgement, inspire & mentor, and take ownership of your work. Skilled in Microsoft office applications including spreadsheets, database, and word processing software, hand-held computer, and iPad. Experienced with basic hand tools. Ability to work effectively with Utility's staff and the general public, applying customer service, interpersonal, and problem-solving skills.

Physical Requirements:

Frequent bending and kneeling on knees to lift water lids and/or heavy vault lids to read and change meters. Walking throughout the day in various weather conditions. Ability to work in confined spaces. Occasional lifting and/or moving up to 100 pounds.

Working Conditions:

Outdoors working in various weather conditions including inclement weather, rain, extreme heat and humidity, ice and snow. Normal office environment; some travel may be required.

Miscellaneous Requirements:

Must comply with all residence requirements according to CWEP policy. Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 75%

1. • Work in all weather conditions driving and/or walking to electronically and manually read electric and water meters in a timely, accurate, and efficient manner within required deadlines.
2. • Download and upload meter reads to be audited by customer service staff. Inspect all high/low meter reads, broken meters, other general service orders under required deadlines.
3. • Perform meter maintenance: change, install, program, and test electric and water meters and erts, replace meter lids/seals, keep meters clear of vegetation, and meter tiles cleared off.
4. • Assist the Water Distribution Department as needed.
5. • Maintain assigned truck and equipment. Keep record of truck time, inspect and track routine maintenance for truck.
6. • Perform daily service orders independently and accurately, including reading, connecting, and disconnecting both electric and water meters.
7. • Directly interact with customers in person providing information regarding meter reads, possible water leaks, electric service problems, and/or referring the customer to contact the office with bill related issues while providing professional customer service.
8. • Perform in-the-field delinquent account processing including distribution of urgent door tags, and disconnects/reconnects for non-payment.
9. • Inspect emergency calls of down power lines. Disconnect water for emergency repairs.
10. • Complete special tasks as assigned by Meter Services Manager and communicate progress and completion in a timely manner.

11. • Maintains required water certifications and CDL requirements.
12. • Demonstrates a firm understanding of the required sections of the NEC for specified time frame.
13. • Ability to complete accurate stock requisitions and purchase request forms using proper procedures.
14. • Demonstrate the ability to consistently take notes as needed to ensure all details relating to an assigned project or task are understood, retained, and accounted for in the execution ;of said project or task.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Meter Reader	24.00	18.85	23.99	28.72

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Meter Reader	26.08	21.02	25.73	30.73

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Field Service Rep	15.36	21.20	28.42
Field Service Rep	20.58		
Field Service Rep	20.82		

General Counsel & Director of Customer Relations

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

General Counsel & Director of Customer Relations

Department

Administration

Description

The **General Counsel & Director of Customer Relations** position is responsible for setting legal strategy for the organization and ensuring sound legal and compliance standards, as well as oversight of the Customer Relations and Human Resources Departments.

Requirements

Educational and experience requirements include:

- € Juris Doctor from a U.S. accredited law school is required
- € Licensed to practice law in Missouri and in good standing with the Missouri State Bar Association
- € Minimum 5-7 years' experience as a practicing attorney and/or related experience in the utility industry preferred

Knowledge, skills, experience:

- € Excellent communication, reading, writing, and proofreading skills
- € Strategic thinking and leadership skills
- € Self-starter with the ability to prioritize, multitask, and continually seek additional work
- € Prior experience with MDNR, EPA, OSHA, NERC and FERC standards and regulations strongly preferred
- € Proficient with Microsoft Office Suite

- € Strong analytical and problem solving skills
- € Excellent organizational skills with an attention to detail

Areas of Responsibility:

1. Counsels management and CWEP Board on legal and environmental matters related to CWEP business.
2. Develops, initiates, maintains, and revises policies and procedures to minimize risk and ensure compliance with EPA, NERC, FERC, and MDNR rules and regulations
3. Researches legislation and anticipates changes to the legal and regulatory environment, providing updates to management and CWEP board on potential impact
4. Acts as an independent review and evaluation body to ensure compliance issues and concerns are being appropriately evaluated, investigated and resolved
5. Structures legal policies to support the organization's business and operational strategies
6. Reviews and interprets legal matters related to the organization's operations, employees and customers
7. Drafts, negotiates and reviews contracts and documentation
8. Assists the purchasing department with preparation, review, analysis, and editing of bid documents and other relevant contracts
9. Implements mitigation strategies to address any potential legal exposure faced by the organization
10. Assists with the preparation of the annual budget, including rate analysis
11. Assists with hiring, discipline, and termination of employees within the Customer Relations department
12. Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest legal and regulatory developments
13. Performs annual evaluations of direct reports
14. Oversees daily workflow of the Customer Relations Department
15. Drafts, implements, and executes policies and procedures to facilitate a quality customer service experience.
16. Develops and implements methods to record, assess, and analyze customer feedback.
17. Plan, leads, directs, develops, and coordinates the policies, activities, and staff of the Human Resources department, ensuring legal compliance and implementation of CWEP's mission and policies.

18. Oversees the CWEP safety program

19. Represents CWEP on the Missouri Electric Commission and on other regional, state, and/or national boards, associations, or groups as requested by the General Manager

This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission and values.

Key Responsibilities

Results

LEGAL STRATEGY 90%

1. • Counsels management and CWEP Board on legal and environmental matters related to CWEP business
2. • Develops, initiates, maintains and revises policies and procedures to minimize risk and ensure compliance with EPA, NERC, FERC, and MDNR rules and regulations
3. • Researches legislation and anticipates changes to the legal and regulatory environment, providing updates to management and CWEP Board on potential impact
4. • Acts as an independent review and evaluation body to ensure compliance issues and concerns are being appropriately evaluated, investigated and resolved
5. • Structures policies to support the organization's operations, employees, and customers
6. • Drafts, negotiates, and reviews contracts and other various documents
7. • Reviews and interprets legal matters related to the organization's business and operational strategies
8. • Oversees Human Resources and CWEP's safety program
9. • Oversees the Customer Relations Department
10. • Develop, direct, motivate and drive performance from team

ATTENDANCE 5%

1. • Prompt and prepared to begin work, including following breaks and lunch periods.
2. • Prompt and Prepared for meetings with others.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
General Counsel	215,352	167,244	193,170	236,170

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

General Counsel	150,467	N/A	161,186	N/A

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
General Counsel/Director of Cust Rel	63,284	90,987	125,445
General Counsel/Director of Cust Rel 1	120,758		

General Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

General Manager

Department

Administration

Description

The position of General Manager of Carthage Water & Electric Plant (CWEP) reports to the Carthage Water & Electric Plant Board. The General Manager has complete oversight and responsibility for the effective leadership and management of all utility functions provided by CWEP.

Requirements

JOB TITLE

General Manager

ORGANIZATION:

Carthage Water & Electric Plant is a municipal utility located in Carthage, Missouri, serving the Carthage community with essential electric, water, wastewater, and telecommunication services. CWEP operates with approximately \$35 million in annual revenue and employs approximately 90 employees.

POSITION:

The position of General Manager of Carthage Water & Electric Plant (CWEP) reports to the Carthage Water & Electric Plant Board. Key department directors report directly to the General Manager. General Manager has complete oversight and responsibility for the effective leadership and management of all municipal utility functions provided by CWEP. The General Manager makes decisions with recommendation from staff in matters relating to power and water supply, communication offerings, financial policies, procurement, staffing and administrative policies.

PROFESSIONAL REQUIREMENTS:

A four-year degree required, preferably in engineering or business with a broad range of utility-related experience. This experience should include experience in an electric, water, or wastewater utility, with a keen awareness of public sector concerns. A history of team building, demonstration of forward-thinking management skills, and a demonstrable record of managing complex issues is also required. Strong customer service and leadership skills required. Solid knowledge of and familiarity with regional transmission organizations and energy markets is preferred. Strong communication and interpersonal skills required. Must be comfortable with public speaking.

AREAS OF RESPONSIBILITY:

1. Plans, organizes, and directs all utility operations to ensure that electric, water, and wastewater services are provided at a low cost consistent with sound reliability practices.
2. Responsible for making decisions regarding CWEP personnel, including hiring, termination, and discipline of employees. Ensures equitable administration of wages and salaries, employee benefit plans and performance reviews. Reports regularly to the Board regarding personnel matters.
3. Oversees the daily operation of all generation, transmission, distributions, and treatment plant resources owned by the system.
4. Leads the development of long-term power and water supply plans
5. Oversees the development of the annual capital and operating budgets for all utility operations.
6. Prepares plans and implementation strategies to ensure CWEP is providing quality and reliable utility services to its customers
7. Provides leadership to develop and foster a positive work environment. Encourages staff participation and suggestions. Utilizes appropriate delegation methods. Provides necessary training for staff growth & development, succession planning and safety practices.
8. Works with CWEP's RTO market participant to ensure RTO requirements are met and CWEP is operating efficiently within the SPP energy market.
9. Recommends for board action the necessary long-term bond and lease financing to support major utility projects.
10. Works with community leaders to promote regional economic development and structures the necessary business strategy to support such economic development.
11. Administers policies and programs to achieve utility objectives and coordinates utility activities between departments to maintain operating efficiency.
12. Maintains an effective relationship with customers and the public
13. Represents the utility on a local, state, and national level. Sits on the Missouri Electric Commission Board and other boards/groups as needed.
14. Interacts with news media regarding CWEP business.
15. Prepares materials and agendas for Board meetings.
16. Reviews the work of department heads and staff to ensure work product adheres to established quality standards and instructions.
17. Routinely handles sensitive information and maintains confidentiality as appropriate.
18. Supervises every other facet of management not outlined above, where such factors are considered essential to proper management.

Key Responsibilities

Results

LEADERSHIP AND DECISION-MAKING 50%

1. Plans, organizes, and directs all utility operations to ensure that electric, water, and wastewater services are provided at the lowest possible cost consistent with sound reliability practices.
2. Responsible for making decisions regarding CWEP personnel, including hiring, termination, and discipline of employees. Ensures equitable administration of wages and salaries, employee benefit plans and performance reviews. Reports regularly to the Board regarding personnel matters.
3. Works with community leaders to promote regional economic development and structures the necessary business strategy to support such economic development.
4. Administers policies and programs to achieve utility objectives and coordinates utility activities between departments to maintain operating efficiency.
5. Maintains an effective relationship with customers and the public and represents the utility in matters of city affairs and state and national organizations.
6. Prepares materials and agendas for Board meetings.
7. Reviews the work of department heads and staff to ensure work product adheres to established quality standards and instructions.
8. Supervises every other facet management not outlined above, where such factors are considered essential to proper management.
9. Prepares plans and implementation strategies to ensure CWEP is providing quality and reliable utility services to its customers
10. Provides leadership to develop and foster a positive work environment. Encourages staff participation and suggestions. Utilizes appropriate delegation methods. Provides necessary training for staff growth & development, succession planning and safety practices.

PLANNING FOR FINANCIAL STABILITY AND SYSTEM IMPROVEMENT/EFFICIENCY 50%

1. Oversees the daily operation of all generation, transmission, distributions, and treatment plant resources owned by the system.
2. Negotiates necessary modifications to all inter-utility operating agreements to ensure appropriate transmission and bulk power purchase arrangements are in place to provide for the most economic system operation.

3. Oversees the development of the annual capital and operating budgets for all utility operations.
4. Recommends for board action the necessary long-term bond and lease financing to support major utility plant expansion.
5. Leads the development of long-term power and water supply plans

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
GM	258,265	168,613	217,973	292,250

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

GM	204,651	159,103	180,095	215,000

2022 Public Power Salary Survey

General Manager 1	235,000

GIS Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

GIS Technician Year 3

Department

Tech

Description

This is specialized work in the Technical Department of the utility. An employee of this class performs a variety of work consisting of a technical and clerical nature. Many of the responsibilities require considerable contact with the general public, including contractors, property owners, etc. Knowledge of multi-utility construction practices is preferred. This employee works under supervision of the Director of IT & Broadband Services with direction from the Engineering and GIS Coordinator, but often works alone.

Requirements

QUALIFICATIONS:

Education and Experience:

- € Graduation from a standard high or vocational school with an emphasis on technical areas such as Engineering, Drafting, and GIS Systems, or any equivalent combination of training and experience which provide the required knowledge, ability and skill;
- € Experience with Auto-Cad, GIS software & GPS equipment;
- € College experience.

Licensing/Certification:

- € Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- € Some knowledge of utility construction practices and limitations of basic construction materials is desirable;
- € some knowledge of multi-discipline line design practices, overhead and underground, and ability to prepare plans and specifications for construction is desirable

- ⌘ Ability to read construction drawings and specifications to determine areas of conflicts with utility plans and specifications;
- ⌘ Some knowledge of basic surveying and surveying mathematics;
- ⌘ Knowledge of office and mobile computing systems is required;
- ⌘ Ability to perform essential functions of the job on uneven ground, occasional slippery surfaces, exposure to extreme weather conditions and other potential hazards;
- ⌘ Ability to communicate and work with general public and fellow employees in a professional manner;
- ⌘ Ability to project good public image and appearance;
- ⌘ Ability to formulate multiple solutions to utility problems and exercise sound judgement in evaluating the required solution;

Physical Requirements:

- ⌘ Sitting, standing and walking for long periods each day;
- ⌘ Manual dexterity including use of both hands 70 to 100% of time;
- ⌘ See with near acuity, far acuity, depth perception, accommodation, color vision and field vision;
- ⌘ Hearing proficiency;
- ⌘ May occasionally be required to lift 25 – 100 pounds with assistance.

Working Conditions:

Normal office environment and field construction sites in all types of weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 100%

1. • Assist in maintaining maps and electronic files of underground facilities for the Missouri One Call system and USIC locating service.
2. • Assist in maintenance of Joint Use records;

3. • Prepare construction drawings for electric and water service additions and changes; prepare as-builts; prepare drawings for service as directed by Engineering and GIS Coordinator.
4. • Read and mark plans based on field observations and measurements to ensure accuracy of plans and acquire data for the design of projects.
5. • Assist in maintenance of internal GIS mapping system for all departments using ESRI and other GIS software.
6. • Perform data collection for all services utilizing GPS equipment in the field and established GIS and CAD mapping systems.
7. • Assist in maintenance of online archive of as-builts and other project related documents for all of the utility's services.
8. • Draft diagrams, detail drawings, and construction plans for the utility's improvement projects under the direction of the Engineering and GIS Coordinator.
9. • Assist in coordinating projects with Telephone, CATV and other utility representatives and assist in determining utility relocation needs.
10. • Provide information to property owners, utility companies, contractors, and other citizens with project-related questions and issues.
11. • Assist in developing asset management tools and records management processes for all departmental projects on an as-needed basis.
12. • Assist in researching documentation, deeds, plats, and easements as well as old plans, reports, ordinances, and council documentation for information pertaining to the design and construction of new projects.
13. • Perform other work as required.
14. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
15. • Provides premium customer service to our customers.
16. Continues to educate on CWER Electric Distribution System, and how protective devices interact with each other.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Draftsman	31.05	27.16	29.86	32.65

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Draftsman	33.36	29.03	33.48	37.07

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
GIS Technician	15.36	21.20	28.42
GIS Technician	22.90		

HR and Safety Coordinator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

HR and Safety Coordinator

Department

Customer Relations

Description

The **Human Resources and Safety Coordinator** is responsible for maintaining company culture through effective environment and relationship management.

Requirements

Educational and experience requirements include:

- Bachelor's degree in related field preferred.
- Proven HR experience with a variety of HR responsibilities, experience in our industry preferred
- Proven HR administrative skills
- Proven HR leadership skills
- Proven HR culture building skills
- Establishes and implements policies and procedures to identify and address safety, risk and training needs at CWEP.
 - Implements and documents standardized division work methods and procedures.
 - Updates and maintains the CWEP policy and requirements handbook.
 - Reviews and analyzes accident/injury reports in a timely and cost-effective manner; makes recommendations on improvements to limit accidents/injuries.
 - Makes recommendations on personnel matters as they directly relate to Human Resources, training, safety and risk management.
 - Develops and manages other divisional policies, procedures or issues as directed.

This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission and values.

Key Responsibilities

Results

HUMAN RESOURCES 35%

1. • Maintains institution org charts, job descriptions, and payroll and benefit packages information
2. • Continuously stays current with changes in industry regulatory compliance standards
3. • Effectively assists recruitment, interviewing, selection, hiring and onboarding processes
4. • Effectively assists with roll-out, administration and coordination of employee benefit programs
5. • Maintains confidentiality at all times relating to personal employee information and personnel matters
6. • Anticipates issues before they arise and makes suggestions proactively to other team members
7. • Organizes company policies and information in effective ways so employees can always access needed information; stays on top of changes in company policy and makes changes when necessary

SAFETY 35%

1. • Continuously shows improvement in areas of knowledge concerning safety
2. • Assists supervisors in safety-related training and answering questions/helping to seek answers to safety issues
3. • Performs minimum of 2 jobsite inspections per week in varying departments, making sure to include all departments in jobsite inspections
4. • Actively promotes a positive safety culture at CWEP
5. • Chairs the safety committee, making sure each meeting is well-organized and planned and ensures members actively participate. Follows up with issues raised in safety committee

REVIEWS & EMPLOYEE RELATIONS 10%

1. • Provides sufficient feedback on Threads to assist others with performance reviews

2. • Effectively resolves all employee conflicts and ensures effective conflict is removed from the organization
3. • Acts as an advisor to employees on HR issues and company policies

TRAINING & DEVELOPMENT 10%

1. • Seeks training and development opportunities for personal growth, including trainings, conferences, webinars, courses, etc.
2. • SHRM certified and/or taking courses to become certified

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Human Resources Director	126,081	98,397	119,357	153,010

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Human Resources Director	104,494	90,214	102,668	120,762

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
HR and Safety Coordinator	39,543	55,717	75,769
HR and Safety Coordinator	71,489		

Information & Security Analyst

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Information & Security Analyst

Department

Tech

Description

The Information & Security Analyst is responsible for understanding and taking steps to mitigate the risks associated with collecting, storing, and transmitting data in a business setting. Expected to set up security measures that help prevent security breaches, as well as analyzing any breaches that do occur. Monitors, supports, configures, and handles day-to-day activities required to run the existing IT systems within the company.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Analyze existing security systems and make recommendations for changes or improvements.
2. Prepare reports and action plans in the event a security breach does occur.
3. Organize and conduct tests and "ethical hacks" of the existing security architecture.
4. Monitor the network and provide early warning of abnormalities or problems.
5. Upgrade systems regularly to remain competitive in the field of security.
6. Communicate the system status and keep users informed of downtime or changes to the system.
7. Assist in installation, configuration, development, implementation, and maintenance of computer/network systems.
8. Support continuous improvement efforts and the change management effects associated with the implementation of improvements.
9. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

10. Provide the highest level of assistance for CWEP team members and ISP customers.
11. Use network and field technician skills to assist with the rest of the Communications department workload when they are out of the office or require extra assistance, assist Field Technicians and Network Technicians with client relations.
12. Performs other related duties and tasks as required or assigned by management.

QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Computer Science; 5+ years' experience as a network technician, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class E Missouri Driver's license, First Aid/CPR/AED first responder certification.

Veeam Certified Engineer

GIAC Certified Forensic Examiner

Mikrotik MTCNA

Knowledge, Skills and Abilities:

- € In-depth knowledge of corporate network management, routing and switching, Windows and Linux administration, virtual infrastructure management, and modern security risks and protocols.
- € Ability to clearly communicate and consult with vendors and clients.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 60%

1. • Analyze existing security systems and make recommendations for changes or improvements. Investigate and document security breaches and other cyber security events. Organize and conduct tests and "ethical hacks" of the existing security architecture.
2. • Monitor computer networks and provide early warning of abnormalities or problems. Upgrade systems regularly to remain competitive in the field of security.
3. • Assist in installation, configuration, development, implementation, and maintenance of computer/network systems.

4. • Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Stay current on IT security trends, news, and standards.
5. • Support continuous improvement efforts and the associated change management effects. Perform other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 30%

1. • Notify end-users of changes in configuration or changes in system status that impact their operations.
2. • Communicate respectfully and effectively with customers and fellow employees. Provide professional, prompt customer service.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Cybersecurity Officer	117,334	93,996	104,761	139,284

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Cybersecurity Officer	101,323	87,131	95,659	102,364

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Information Security Analyst	44,445	62,625	85,167
Information Security Analyst	83,304		

Inventory Control Coordinator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Inventory Control Coordinator

Department

Finance Department

Description

Under the direction of the Chief Financial Officer the Inventory Control Coordinator performs warehouse duties including, but not limited to, receiving, storing and distributing material, tools, equipment and products, as needed.

Requirements

QUALIFICATIONS:

Education and Experience:

Requires possession of a high school diploma or equivalent; experienced in heavy and light equipment operation; college degree in related field a plus.

Licensing/Certification:

Missouri CDL license required with upgrade to Class A level required within 1 month.

Knowledge, skills, abilities:

- ⌘ Ability to maintain effective working relationships with fellow employees and the public;
- ⌘ Ability to communicate effectively in both oral and written formats;
- ⌘ Computer skills necessary to navigate inventory system;
- ⌘ Ability to solve practical problems;
- ⌘ Ability to interpret a variety of instructions furnished in written, oral or diagram formats.

Physical Requirements:

The physical demands required for this job include the ability to lift, carry, push, or pull up to 75lbs., see with near acuity, far acuity, depth perception, color vision and field vision; hearing proficiency.

Working Conditions:

Normal office environment as well as cold and hot weather working in the warehouse as well as the plant yard.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB DUTIES 70%

1. • Set up and maintain inventory items in software in the numbering sequence established; record all stock requisitions throughout the month in a timely manner (usually within a day of receiving them);
2. • Assist in maintaining accurate records of transformers in the data base including labeling and numbering of transformers;
3. • Maintain appropriate levels of stock in the FREE PICK bins and specific wire spools;
4. • Check all deliveries received against shipping documents for accuracy; oversee process of inbound and outbound freight including returns;
5. • Operate various types of powered or manual equipment used in warehouse functions;
6. • Oversee annual physical count process and work with accounting department to ensure accuracy throughout all departments;
7. • Assist departments in setting and maintaining reorder points;
8. • Perform housekeeping duties maintaining good appearance and safety of facilities and yard;
9. • On call for emergency situations, such as power outages and ice/snowstorms;

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly;
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.);
3. • Actively participates and contributes in safety trainings and conducts job briefings;
4. • Identifies and mitigates safety hazards;

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others;
2. • Prompt and prepared to begin work, including following breaks and lunch periods;

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Storekeeper	29.29	24.70	29.12	34.95

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Storekeeper	30.73	24.45	32.04	36.71

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Inventory Control Coordinator	16.91	23.83	32.41
Inventory Control Coordinator	27.63		

IT Help Desk Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

IT Help Desk Technician

Department

Tech

Description

The IT Help Desk Technician is responsible for providing the highest level of technical support and troubleshooting services to team members and customers. The IT Help Desk Technician reports directly to the IT Operations Manager.

Requirements

QUALIFICATIONS:

Education and Experience:

1-year experience in an IT Help Desk position or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ⌘ Knowledge of Windows and Linux/Unix OS's, Microsoft Active Directory, Web browsers, Microsoft Office 365, Wi-Fi, Ethernet/IP, DHCP, NAT, HTML, SMTP, networking, and cable termination.
- ⌘ Ability to clearly communicate and consult with vendors and clients.

Physical Requirements:

Ability to lift, carry, push, or pull up to 50lbs.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. • Provide technical assistance and support related to computer systems, hardware, and software. Trains end-users on current and new technologies.
2. • Assist with the maintenance of our corporate communications networks made up of cabling, computers, printers, switches, routers, radios, and other electronic devices.
3. • Support our ISP customers by providing reliable internet service, troubleshooting internet outages, and scheduling installs and repairs. Maintains documentation related to services, customer installation, inventory maintenance, and service orders.
4. • Continues education by participating in educational opportunities; reading professional publications; participating in professional organizations.
5. • Support continuous improvement efforts and the change management effects associated with the implementation of improvements. Perform other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 30%

1. • Communicate respectfully and effectively with customers and fellow employees. Provide professional, prompt customer service.

ATTENDANCE 20%

1. • Arrive at work on time and work until the end of the scheduled shift.
2. • Only misses work for reasons out of their control. Proper examples of missing work include a family emergency, death in the family, sick enough to go to the doctor, appointment that has no openings outside of work hours.

SAFETY 10%

1. • Maintain safe work habits, always use mandated PPE, and minimize potential hazards by following all company safety standards and procedures. Demonstrate composure in difficult or stressful situations.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
IT Support Specialist	55,509	68,386	82,013

Total Employment 50 - 100

IT Support Specialist	52,943	66,975	80,769

CWEP Salary Range

	Min	Mid	Max
IT Help Desk	39,543	55,717	75,769
IT Help Desk	40,331		
IT Help Desk	56,700		

IT Operations Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

IT Operations Manager

Department

Tech

Description

Under the direction of the Director of IT and Broadband Services, the IT Operations Manager supervises IT and ISP staff, assists with planning ISP growth and IT projects, provides level-2 technical support, and performs several specialized roles for the IT department.

Requirements

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Computer Science or similar degree, five years of IT management experience.

Licensing/Certification:

Class E Missouri Driver's license

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate objectives and expectations in a manner that facilitates team member buy-in and yields results while maintaining or building morale.
- ☒ Knowledge in network administration, network security, computer and server maintenance, VOIP phone systems, access control, two-way radio systems, inventory management, and Office 365 products.
- ☒ Fiber-optic and fixed-wireless network management skills as an ISP.
- ☒ Ability to clearly communicate and consult with vendors and clients.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. • Manage IT support, providing the highest level of IT support for CW&EP team members and ISP subscribers.
2. • Recommend information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
3. • Facilitate a positive work environment for technicians wherein they choose to stay with the utility and continue to grow in value as their experience increases.
4. • Train and develop technical staff, encourage and empower non-technical staff to utilize information technology effectively.
5. • Manage inventory; review purchase requests, submit stock requisitions, and complete quarterly inventory audits.
6. • Manage support contracts and maintenance agreements.
7. • Supervise the Network Administrator, Fiber System Manager, Network Technicians, Communications Field Technicians, and the SCADA Technician.
8. • Provide after-hours IT support.
9. • Performs other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 30%

1. • Communicates respectfully and effectively with customers and fellow employees.
2. • Provides professional, prompt customer service.

SAFETY 20%

1. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all company safety standards and procedures.
2. • Demonstrates composure in difficult or stressful situations.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Broadband Manager	119,727	n/a	113,859	n/a

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Broadband Manager	113,616	90,927	102,649	119,139

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
IT Operations Manager	49,957	70,391	95,725
IT Operations Manager	91,128		

IT OSP Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

IT OSP Manager

Department

Tech

Description

PURPOSE OF POSITION:

The IT OSP Manager is responsible for everything that happens within the construction, splicing, and post-construction phases of an overall project relating to installation of Fiber-Optic and Fixed-Wireless networks. The IT OSP Manager is responsible for coordination and compliance of schedule, safety, cost, and quality decisions of OSP construction. The IT OSP Manager must be well organized and favor safety above everything else. The IT OSP Manager reports directly to the IT Operations Manager.

Requirements

Requirements:

QUALIFICATIONS:

Education and Experience:

5+ years' experience as a fiber-optic technician, 1-year Geographic Information Systems experience, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class B Commercial Driver's License, Fiber Optic Installer certification, FTTx OSP Design certification, OSHA 10 Safety and Health certification, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- ☒ Ability to clearly communicate objectives and expectations in a manner that facilitates team member buy-in and yields results while maintaining or building morale.
- ☒ Ability to clearly communicate and consult with vendors and clients.
- ☒ Ability to specify, install, test and maintain fiber optic and copper networks in outside plant and inside plant applications.
- ☒ Knowledge in Office 365 products, GIS software, GPON and active ethernet networks.

- € Ability to comply with the Missouri Underground Facility Safety and Damage Prevention Act.

Physical Requirements:

Ability to lift, carry, push, or pull up to 75lbs.

Working Conditions:

Normal office environment and field construction sites in various weather conditions; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 40%

1. • Assists with the design of OSP construction, directs field staff in on-site construction activities for safety compliance, standard installation methods, and contract requirements; completes documentation on all completed work and post-installation quality measurements.
2. • Supervises the use of machinery, tools, and equipment. Ensures preventative maintenance and repairs to equipment are completed.
3. • Supports continuous improvement efforts and the change management effects associated with the implementation of improvements.
4. • Performs other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 25%

1. • Communicates respectfully and effectively with customers and fellow employees. Provides professional and prompt customer service.

SAFETY 20%

1. • Conducts pre-job safety briefings on all projects and ensures all CFT Foremen and CFT's complete monthly safety trainings.
2. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all company safety standards and procedures. Demonstrates composure in difficult or stressful situations.

ATTENDANCE 15%

1. • Arrives at work on time and works until the end of the scheduled shift.

2. • Only misses work for reasons out of their control. Proper examples of missing work include a family emergency, death in the family, sick enough to go to the doctor, appointment that has no openings outside of work hours.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Line/Const. Foreman	99,738	90,030	97,215	110,409

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Line/Const. Foreman	104,410	94,394	101,015	114,048

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
IT OSP Manager	44,445	62,625	85,167
IT OSP Manager	79,914		

Journeyman Lineman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Journeyman Lineman

Department

Electric Distribution

Description

This is skilled work at the Journeyman Lineman level in the construction and maintenance of the utility's electric distribution system. An employee of this class works under the supervision of the Director of Power Services and the Electric Distribution Team Manager. The major portions of work are conducted in potentially hazardous conditions due to the presence of energized electrical conductors and accessories. Work is reviewed through inspection and operating results by the Director of Power Services and the Electric Distribution Manager.

Requirements

QUALIFICATIONS:

Education and Experience:

- ⌘ Must have a high school diploma or equivalent.
- ⌘ Successful completion of an apprenticeship program which provides the required knowledge and experience to be certified as a Journeyman Lineman.

Job Responsibilities:

- ⌘ Constructs and maintains underground and overhead primary power lines and associated equipment.
- ⌘ Operates various pieces of equipment, such as bucket trucks and back hoes, that are needed for power line installation and maintenance.
- ⌘ Connects new services.
- ⌘ Installs and maintains streetlighting.
- ⌘ Responds to trouble calls.
- ⌘ Troubleshoots power system problems.

- ☒ Responds to Mutual Aid calls to other communities after major events such as ice storms and hurricanes.

Knowledge, Skills and Abilities:

- ☒ Must have thorough knowledge of the methods and equipment used in the construction, maintenance and repair of electric distribution systems.
- ☒ Must be able to follow codes and regulations pertaining to installation and maintenance of electrical utility systems.
- ☒ Must possess knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- ☒ Must have strong leadership skills.
- ☒ Must have the ability to follow complex oral and written instructions.
- ☒ Must be able to assist in the training of other employees.
- ☒ Must be self motivated and be able to prioritize tasks in order to meet strict deadlines.
- ☒ Must be able to maintain composure in high stress situations.
- ☒ Must be able to act quickly and accurately in emergency situations.
- ☒ Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- ☒ Must be able to exercise sound judgment inherent in safe effective work.
- ☒ Must meet the current residency requirements in CWEP's personnel policy manual.
- ☒ Must be able to work overtime when required.

Licensing/Certification:

- ☒ Must be certified as a Journeyman Lineman.
- ☒ Must obtain a Missouri Class A CDL within 6 months.

Physical Requirements:

- ☒ Performs mostly outside work.
- ☒ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
- ☒ Frequent periods of heavy lifting.

- Requires the ability to perform duties in all kinds of weather, including rain, snow, and icy conditions. Requires aerial and trench work.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Demonstrates a working knowledge of tools, equipment and proper techniques involved with installing and maintaining overhead and underground electric distribution and transmission lines and equipment.
2. • Demonstrates proper operation of electrical equipment. (Includes manually operating switches, reclosers, distribution transformers, and substation circuit breakers)
3. • Trims or fells dead or dangerous trees and cuts tree limbs interfering with electric lines.
4. • Inspects electric lines and trouble-shoots as required.
5. • Demonstrates effective use of mobile outage and mobile service order software.
6. • Responds to afterhours trouble calls.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$150 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Journeyman Lineworker	40.79	38.32	41.13	43.90

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Journeyman Lineworker	43.04	38.45	43.90	48.19

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Journeyman Lineman	21.37	30.11	40.95
Journeyman Lineman 1	30.85		
Journeyman Lineman 2	34.92		
Journeyman Lineman 3	35.35		
Journeyman Lineman 4	36.47		

Maintenance Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Maintenance Technician

Department

Administration

Description

The **Maintenance Technician** position is responsible for the maintenance of the company's vehicle fleet, facilities, systems and equipment.

Requirements

Educational and experience requirements include:

- ⌘ Broad knowledge of electrical systems, HVAC, plumbing, vehicle maintenance and various equipment
 - ⌘ Relevant experience in a maintenance role
 - ⌘ Track record of quality work
 - ⌘ Strong communication skills to interact with team
 - ⌘ Proven ability to recommend process or efficiency improvements
 - ⌘ Demonstrated ability provide good internal customer service
-

Key Responsibilities

Results

PERFORMANCE 90%

1. • Accurately diagnoses and solves problems with cost effective, long-term solutions

2. • Displays a strong, consistent effort in completing their work
3. • Coordinates and monitors the quality of maintenance work being performed by outside contractors
4. • Completes maintenance service requests in a timely manner
5. • Quickly and correctly identifies the issue or problem behind the service request
6. • Recommends and implements the most efficient solution to address the maintenance issue
7. • Performs maintenance work on the facility, including performing electrical, HVAC, plumbing, and other related tasks
8. • Assists with grounds work and assists staff with other tasks, when required
9. • Establishes and maintains a preventative maintenance program for facilities and equipment
10. • Implements changes in maintenance procedures to proactively address recurring issues
11. • Keeps accurate, detailed and timely maintenance records for all activities
12. • Assists in keeping the Company's facilities safe, clean and organized
13. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
14. • Identifies opportunities for process improvement and cost reduction in the maintenance of the Company's equipment and facilities
15. • Assists with the implementation of process improvement initiatives

ATTENDANCE 5%

1. • Prompt and Prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Meter Reader	24.00	18.85	23.99	28.72

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Meter Reader	26.08	21.02	25.73	30.73

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Maintenance Technician	19.01	26.79	36.43
Maintenance Technician	21.75		

Meter Services Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Meter Services Manager

Department

Tech

Description

This is a technical and skilled work at the journeyman level in the Electric Department installing and maintaining the utility's electric meters. An employee of this class works under the supervision of the Director of Marketing & Technical Services or General Manager, but most work is done with little or no supervision.

Requirements

QUALIFICATIONS:

PROFESSIONAL REQUIREMENTS:

- ⌘ Graduation from a standard high or vocational school and some formal training by a recognized electric meter school or any equivalent combination of experience and training that produces the required knowledge, ability and skill
- ⌘ Possession of a Missouri CDL required within 2 months
- ⌘ Some knowledge of electrical codes
- ⌘ Knowledge of methods and procedures related to changing out single and polyphase meters
- ⌘ Knowledge of supplies, methods and procedures of testing and repairing simple and complex meters
- ⌘ Ability to read and understand complex wiring diagrams for instrument meter installation
- ⌘ Ability to use electronic testing instruments
- ⌘ Ability to work with fellow employees and deal with the public in a tactful manner

SUMMARY OF PHYSICAL DEMANDS

- ⌘ Go over service orders and assign them to service truck each day.

- € Coordinate electricians and service trucks for daily tasks.
- € Meet contractors, electricians and home owners for sizing of service and location.
- € Test Meters.
- € Understand the NEC code and UL white book
- € Meet with electricians and let them know what is allowed by code and CWEP policy.
- € Work closely with Shawnte and office staff.
- € Measure underground services and then create contracts for the new service.
- € Use the Bird Dog to analyze CT and PT/CT services.
- € Use recorders at residential customers to analyze potential problems with service.
- € Certification in Infrared Technology (Thermal Imaging)
- € Work closely with Richard and Billy for primary extensions, transformer locations and service locations.
- € Meet with solar companies and customers for renewable energy services.
- € Understand and approve net metering policies/applications
- € Has to be able to trouble shoot not just services but the electrical infrastructure as well.
- € Be able to take trouble truck and assist those on call when needed.
- € Perform electrical inspections for the City of Carthage after 5 pm, weekends and holiday's.
- € Be able to use and understand the Fluke recorder for three phase services.
- € Order and maintain supplies needed for job.
- € Fill out stock requisitions.
- € Have a good working relationship with Derek/Kevin in the Electric Department.
- € Be able to locate all CWEP utilities using a locator
- € Work closely with Carthage Public Works on most jobs inside the city limits.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. • Perform industrial meter reading when required
2. • Assist in making electrical inspections
3. • Changes out meters at customer location
4. • Disassembles meters, cleans or replaces defective components and reassembles
5. • Operates meter testing equipment
6. • Installs and wires polyphase meter installations requiring instrument transformers
7. • Maintains meter shop records
8. • Maintains all meter parts and supplies
9. • Maintains all meter stock
10. • Responsible for the day to day operation of meter shop
11. • Assists in resolving high bill complaints and investigates customer service complaints as required
12. • Performs related work as required
13. • Provides premium customer service to our customers.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Instrument Technician	41.27	33.57	41.10	50.09

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Instrument Technician	41.26	37.23	40.18	46.23

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Meter Services Manager	24.02	33.84	46.02
Meter Services Manager	38.99		

Meter Service Tech

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Meter Service Tech

Department

Tech

Description

This is a technical and skilled work at the journeyman level in the Electric Department installing and maintaining the utility's electric meters. An employee of this class works under the supervision of the Director of Marketing & Technical Services or General Manager, but most work is done with little or no supervision.

Requirements

QUALIFICATIONS:

PROFESSIONAL REQUIREMENTS:

- ≠ Graduation from a standard high or vocational school and some formal training by a recognized electric meter school or any equivalent combination of experience and training that produces the required knowledge, ability and skill
- ≠ Possession of a Missouri CDL required within 2 months
- ≠ Some knowledge of electrical codes
- ≠ Knowledge of methods and procedures related to changing out single and polyphase meters
- ≠ Knowledge of supplies, methods and procedures of testing and repairing simple and complex meters
- ≠ Ability to read and understand complex wiring diagrams for instrument meter installation
- ≠ Ability to use electronic testing instruments
- ≠ Ability to work with fellow employees and deal with the public in a tactful manner

SUMMARY OF PHYSICAL DEMANDS

- € Exert 50 to 100# of force occasionally or 25 to 50# of force frequently or 10 to 20# of force constantly to move objects
 - € Stand up to one hour frequently
 - € Walk 10 to 50 feet frequently
 - € Remain in a sitting position up to 3 hour duration with 7 hours total on some days
 - € Lift 50 to 100# at waist level, up to 60# knee to head level, and up to 50# overhead
 - € Push up to heavy effort for short distance or moderate to heavy effort for 30 to 35 feet
 - € Pull up to heavy effort for short to moderate distance
 - € Control hand-arm bilaterally and foot-leg control
 - € Climb up to 75 feet occasionally
 - € Balance, stoop, kneel, reach, talk, and hear
 - € See with near acuity, far acuity, depth perception, accommodation, color vision and field vision
 - € Hearing proficiency
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 100%

1. • Perform industrial meter reading when required
2. • Assist in making electrical inspections
3. • Changes out meters at customer location
4. • Disassembles meters, cleans or replaces defective components and reassembles
5. • Operates meter testing equipment
6. • Installs and wires polyphase meter installations requiring instrument transformers
7. • Maintains meter shop records
8. • Maintains all meter parts and supplies
9. • Maintains all meter stock

10. • Responsible for the day to day operation of meter shop
11. • Assists in resolving high bill complaints and investigates customer service complaints as required
12. • Performs related work as required
13. • Maintains safe work habits, always uses mandated PPE, and minimizes potential hazards by following all Company safety standards and procedures
14. • Provides premium customer service to our customers.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Apprentice Lineworker	28.66	25.85	27.70	30.25

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Apprentice Lineworker	31.72	26.06	31.01	35.56

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Meter Service Technician	16.91	23.83	32.41
Meter Service Technician	26.37		

Network Administrator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Network Administrator

Department

Tech

Description

PURPOSE OF POSITION:

The Network Administrator's role is to ensure the stable operation of our computer networks. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links. The Network Administrator will also analyze and resolve end user hardware and software computer problems in a timely and accurate fashion and provide end user training where required. The Network Administrator reports directly to the IT Operations Manager.

Requirements

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the performance, reliability, and compliance of CWEP computer networks. Establishes networking environment by designing system configuration; directing system installation; defining, documenting, and enforcing system standards.
2. Design, develop, deploy, and maintain residential, business, and internal computer networks and firewalls.
3. Maximizes network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with network architects on network optimization.
4. Utilize protocols such as BGP to multi-home, VRRP for edge router redundancy, MPLS for high performance multi-protocol data transport, VPLS for layer two hand offs and GPON for high density, low cost FTTx deployments.
5. Configure and maintain firewalls and Intrusion Protection Systems.
6. Configure and maintain CWEP's internal enterprise voice solution including maintaining updated holiday schedule for automated call handling.

7. Oversee day to day IT Help Desk operations to ensure we provide the highest level of customer service to our coworkers and customers.
8. Design and implement innovative 802.x solutions to increase range and throughput of wireless infrastructure.
9. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
10. Supports continuous improvement efforts and the change management effects associated with the implementation of improvements.
11. Performs other related duties and tasks as required or assigned by management.

QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Computer Science; 5+ years' experience as a network technician, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Mikrotik Certified Routing Engineer, Cisco Certified Network Administrator, Class E Missouri Driver's license, First Aid/CPR/AED first responder certification

Knowledge, Skills and Abilities:

- € In-depth knowledge of corporate network management, routing and switching, Windows and Linux administration, virtual infrastructure management, VOIP systems, and broadband administration.
- € Ability to clearly communicate and consult with vendors and clients.

Physical Requirements:

Ability to lift, carry, push, or pull up to 50lbs.

Working Conditions:

Normal office environment and field construction sites; with some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 60%

1. • Design, develop, deploy, and maintain residential, business, and internal computer networks and firewalls. Provide proper network documentation and enforce system standards.

2. • Maximizes network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with network architects on network optimization.
3. • Updates job knowledge by participating in educational opportunities; reading professional publications and participating in professional organizations.
4. • Provide IT support for CW&EP team members and ISP subscribers. Trains end-users on current and new technologies.
5. • Supports continuous improvement efforts and the change management effects associated with the implementation of improvements. Performs other related duties and tasks as required or assigned by management.

CUSTOMER SERVICE 30%

1. • Communicates respectfully and effectively with customers and fellow employees. Provides professional, prompt customer service.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Threads, etc.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
IT Support Specialist	55,509	68,386	82,013

Total Employment 50 - 100

IT Support Specialist	52,943	66,975	80,769

CWEP Salary Range	Min	Mid	Max

Network Administrator	31,951	44,101	59,113
Network Administrator	52,104		

Power Plant Maintenance A

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Power Plant Maintenance A

Department

Electric Production

Description

The Power Plant Maintenance "A" position is responsible for the maintenance and operation of Carthage Water and Electric Plant's (CWEP) power plant. This position reports to the Power Plant Maintenance Foreman and works closely with Power Plant Dispatcher for effective operations of the plant. An individual in this position should demonstrate a thorough understanding of the processes and equipment found in the plant.

Requirements

Education and Experience:

- € Must have a high school diploma or equivalent.
- € Secondary education and/or previous experience in related field is preferred.

Job Responsibilities:

- € Operates the engines.
- € Gathers and reports operating data.
- € Performs engine maintenance (overhauls, head replacement, liner replacement, injector rebuilds, etc.).
- € Monitors and maintains cooling and plant water systems.
- € Monitors and maintains fuel systems.
- € Monitors and maintains pumps and compressors.
- € Assists Dispatcher with engine operation and capacitors.
- € Makes recommendations for preventative maintenances of plant equipment.

- ⌘ Operates shop equipment.
- ⌘ Removes and replaces pipes and valves.
- ⌘ General maintenance of the plant and plant building.
- ⌘ Cleaning and housekeeping.
- ⌘ Performs daily, weekly, and monthly checks.
- ⌘ Assists in training new employees.
- ⌘ Any other assigned tasks.

Knowledge, Skills, and Abilities:

- ⌘ Must be able to learn all aspects pertaining to the job.
- ⌘ Demonstrate a thorough understanding of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- ⌘ Demonstrate the ability to use general and special tools in the operation of various plant machinery.
- ⌘ General knowledge of electricity including generation and distribution.
- ⌘ Possess personal responsibility and the ability to work with limited supervision.
- ⌘ Demonstrate the ability to monitor and detect problems with power plant equipment.
- ⌘ Demonstrate the ability and knowledge to perform a variety of maintenance tasks.
- ⌘ Possess a thorough knowledge of safety principles including electrical safety.
- ⌘ Possess basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- ⌘ Experience using basic office equipment.
- ⌘ Must be able to work 8 hour days, Monday through Friday.
- ⌘ Must be able to work overtime if required.
- ⌘ Maintain composure in high stress situations.
- ⌘ Must meet the current residency requirements in CWEP's personnel policy manual.

Licensing/Certification:

- ⌘ Valid class E driver's license.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Demonstrates a thorough understanding of engine operations. (Includes operating the units, monitoring and adjusting cooling systems and fuel systems, and reporting operating data).
2. •Performs engine maintenance (Includes repairs and maintenance of engines and all auxiliary equipment).
3. •Demonstrates ability to troubleshoot and identify issues and develop solutions to correct issues.
4. •Performs daily, weekly, and monthly checks and records readings.
5. •Demonstrates proper shop equipment knowledge and operation.
6. •Performs general maintenance of the plant and plant building. Cleaning and housekeeping.

SAFETY 20%

1. •Operates and maintains vehicles and equipment properly.
2. •Follows all company safety standards and procedures.
(demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)
3. •Actively participates and contributes in safety trainings and conducts job briefings.
4. •Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others
2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Power Plant Mechanic	37.53	30.78	40.78	44.13

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Power Plant Mechanic	37.10	33.53	38.35	40.56

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Maintenance A	19.01	26.79	36.43
Power Plant Maintenance A 1	25.19		

Power Plant Maintenance B

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Power Plant Maintenance B

Department

Electric Production

Description

The Power Plant Maintenance "B" position is responsible for the maintenance and operation of Carthage Water and Electric's (CWEP) power plant. This position reports to the Power Plant Maintenance Foreman and works closely with Power Plant Dispatcher for effective operations of the plant. An individual interested in this position should demonstrate a willingness to learn the processes and equipment found in the plant.

Requirements

QUALIFICATIONS:

Education and Experience:

- ☒ Must have a high school diploma or equivalent.
- ☒ Secondary education and/or previous experience in related field is preferred.

Job Responsibilities:

- ☒ Operates the engines.
- ☒ Gathers and reports operating data.
- ☒ Performs engine maintenance (overhauls, head replacement, liner replacement, injector rebuilds, etc.).
- ☒ Monitors and maintains cooling and plant water systems.
- ☒ Monitors and maintains fuel systems.
- ☒ Monitors and maintains pumps and compressors.
- ☒ Assists Dispatcher with engine operation and capacitors.
- ☒ Operates shop equipment.

- € Removes and replaces pipes and valves.
- € General maintenance of the plant and plant building.
- € Cleaning and housekeeping.
- € Performs daily, weekly, and monthly checks.
- € Any other assigned tasks.

Knowledge, Skills, and Abilities:

- € Must be able to learn all aspects pertaining to the job.
- € Must possess personal responsibility and the ability to work with limited supervision.
- € Must have a general understanding of engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- € Must possess a general knowledge and understanding of various tools and shop equipment.
- € Must possess a general knowledge of safety principles including electrical safety.
- € Must learn general knowledge of electricity including generation and distribution.
- € Possess basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- € Experience using basic office equipment.
- € Must be able to work 8-hour days, Monday through Friday.
- € Must be able to work overtime if required.
- € Must be able to maintain composure in high stress situations.
- € Must have a valid class E driver's license.
- € Must meet the current residency requirements in CWEP's personnel policy manual.

Licensing/Certification:

- € Valid class E driver's license.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Demonstrates proper engine operation. (Includes starting the engines then monitoring and reporting operating data).
2. •Assists with engine maintenance. (Includes repairs and maintenance of engines and all auxiliary equipment).
3. •Assists with troubleshooting problems.
4. •Performs daily, weekly, and monthly checks and records readings.
5. •Demonstrates proper shop equipment operation.
6. •General maintenance of the plant and plant building. Cleaning and housekeeping.

SAFETY 20%

1. •Operates and maintains vehicles and equipment properly
2. •Follows all company safety standards and procedures.
(demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. •Actively participates and contributes in safety trainings and conducts job briefings.
4. •Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others
2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, Go To Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Power Plant Mechanic	37.53	30.78	40.78	44.13

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Power Plant Mechanic	37.10	33.53	38.35	40.56

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Maintenance B	19.01	26.79	36.43
Power Plant Maintenance B 1	20.44		

Power Plant Maintenance Foreman

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Power Plant Maintenance Foreman

Department

Electric Production

Description

The Power Plant Maintenance Foreman position is responsible for supervising and participating in the maintenance and operation of Carthage Water and Electric Plant's (CWEP) power plant. This position reports to the Director of Power Services and works closely with Power Plant Operations Manager for effective operations of the plant. An individual in this position shall demonstrate a thorough knowledge of the processes and equipment found in the plant.

Requirements

Education and Experience:

- ☒ Must have a high school diploma or equivalent.
- ☒ Must have a minimum of three (3) years of diesel engine maintenance experience or experience in a related field.
- ☒ Secondary education is highly preferred.

Duties/Responsibilities:

- ☒ Helps develop and manages the power plant maintenance budget.
- ☒ Requisitions supplies needed in maintenance of power plant equipment.
- ☒ Schedules preventative maintenance of power plant equipment.
- ☒ Organizes, assigns, supervises, and inspects the work of maintenance personnel.
- ☒ Gathers and reports operating data.
- ☒ Performs engine maintenance (overhauls, head replacement, liner replacement, injector rebuilds, etc.).
- ☒ Monitors and maintains cooling and plant water systems.

- € Monitors and maintains fuel systems.
- € Monitors and maintains pumps and compressors.
- € Keeps detailed records of maintenance performed.
- € Assists Dispatcher with engine operation and capacitors.
- € Makes recommendations for preventative maintenance of plant equipment.
- € Operates shop equipment.
- € Removes and replaces pipes and valves.
- € General maintenance of the plant and plant building.
- € Cleaning and housekeeping.
- € Performs daily, weekly, and monthly checks.
- € Trains new employees.
- € Evaluates employee performance.
- € Any other assigned tasks.

Requirements:

- € Must be able to supervise others.
- € Demonstrate a thorough understanding of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- € Demonstrate the ability to use general and special tools in the operation of various plant machinery.
- € Possess personal responsibility and the ability to work with limited supervision.
- € Demonstrate the ability to monitor and detect problems with power plant equipment.
- € Demonstrate the ability and knowledge to perform a variety of maintenance tasks.
- € Possess a thorough knowledge of safety principles including electrical safety.
- € Possess general knowledge of electricity including generation and distribution.
- € Possess basic computer skills, specifically with Microsoft Office programs (Outlook, Excel, etc.).
- € Experience using basic office equipment.

- € Must be able to work 8 hour days, Monday through Friday.
- € Must be able to work overtime if required.
- € Must be able to maintain composure in high stress situations.
- € Must meet the current residency requirement in CWEP's personnel policy manual.

Licensing/Certification:

- € Valid class E driver's license.
 - € Must complete MPUA Supervisory Leadership Development Certification.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 70%

1. •Assists with the development and management of the power plant maintenance budget.
2. •Coordinates and oversees all plant maintenance activities. (Includes equipment maintenance and general building maintenance).
3. •Maintains adequate inventory levels.
4. •Maintains detailed records of maintenance activities.
5. •Evaluates and verifies employee performance through review of completed work assignments.
6. •Oversees maintenance staff training activities to improve deficiencies.

SAFETY 20%

1. •Operates and maintains vehicles and equipment properly
2. •Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. •Actively participates and contributes in safety trainings and conducts job briefings.
4. •Identifies and mitigates safety hazards.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others

2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Power Plant Mechanic	37.53	30.78	40.78	44.13

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Power Plant Mechanic	37.10	33.53	38.35	40.56

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Power Plant Maintenance Foreman	21.37	30.11	40.95
Power Plant Maintenance Foreman 1	32.17		

Power Plant Operations Mgr

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Power Plant Operations Mgr

Department

Electric Production

Description

The Power Plant Operations Manager assists the Director of Power Services in the day to day operations at Carthage Water and Electric Plant's (CWEP) Power Plant. The Operations Manager will be responsible for planning, budgeting, organization, training, and the overall management of daily operations. This position reports to the Director of Power Services and supervises Dispatch personnel for effective operations of the plant.

Requirements

Education and Experience:

- ⌘ Associates Degree in Business or Technology is required.
- ⌘ Bachelor's Degree in Business, Engineering, Technology, or a related field is highly preferred.
- ⌘ Experience with electric, natural gas, and/or water utility industry is highly preferred.

Job Requirements:

- ⌘ Develops and manages the electric production budget.
- ⌘ Coordinates with Power Plant Dispatchers on daily schedules.
- ⌘ Coordinates with CWEP's market participant in SPP on electric market activities, such as transmission schedules and congestion hedging.
- ⌘ Coordinates with power suppliers to meet CWEP's needs.
- ⌘ Monitors advisories that are issues by outside entities that pertain to Bulk Electric System reliability.
- ⌘ Reviews regulations to determine impacts to CWEP.

- € Attends various planning meetings.
- € Coordinates with the Power Plant Maintenance Foreman on maintenance related activities, such as operating engines for maintenance.
- € Helps configure and maintain the electric department SCADA system.
- € Works with CWEP's outage management system.
- € Reports on power plant operations.
- € Evaluates employee performance.

Knowledge Skills, and Abilities:

- € Must have strong leadership skills.
- € Must be able to effectively communicate both orally and in writing.
- € General knowledge of electricity including generation and distribution.
- € General knowledge of diesel engines as well as other mechanical equipment (air compressors, pumps, water systems, electrical systems, meters, etc.).
- € Must be proficient with basis computer programs, such as Microsoft Office programs (Outlook, Excel, etc.).
- € Must have the ability to follow complex oral and written instructions.
- € Must be able to maintain composure in high stress situations.
- € Must be self-motivated and have the ability to work with limited supervision.
- € Must be able to prioritize tasks in order to meet strict deadlines.
- € Must be able to act quickly and accurately in emergency situations.
- € Must be able to work successfully with diverse groups of people.
- € Must be able and willing to attend training deemed necessary by management.
- € Must meet the current residency requirements in CWEP's personnel policy manual.

Licensing/Certification:

- € Must have a valid class E driver's license within six (6) months.
- € Must complete MPUA Supervisory Leadership Development Certification.
- € Must complete Disaster Management for Electric Power Systems Certification.

Physical Requirements and Working Conditions:

- ⌘ Mostly include work in an office environment.
 - ⌘ Frequent periods of sitting and standing; agility and dexterity with hands; see with near and far acuity; hearing proficiency.
-

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. •Assists with the development and management of the power plant operations budget.
2. •Evaluates and verifies employee performance through review of completed work assignments and provides training where necessary
3. •Manages Regional Transmission Organization and SPP market activities.
4. •Evaluates resource adequacy based on short-term and long-term load forecasts.
5. •Demonstrates problem solving skills.
6. •Operates and assists with the maintenance of the electrical SCADA system.
7. •Prepares detailed power cost and operations reports.

ATTENDANCE 5%

1. •Prompt and prepared for meetings with others
2. •Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. •Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Power Plant Operator	37.48	29.37	35.44	46.10

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Power Plant Operator	40.41	34.94	38.02	47.47

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Power Plant Operations Mgr.	21.37	30.11	40.95
Power Plant Operations Mgr. 1	33.44		

Purchasing Agent

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Purchasing Agent

Department

Finance Department

Description

Under the supervision of the Chief Financial Officer, this position is responsible for the procurement of commodities, equipment, professional services, and construction projects that are to be conducted in accordance with applicable state and local laws, ordinances, rules and regulations. Effectively communicate and interact with departments in order to procure competitive pricing and ensure best value purchasing of required goods and services. Develop and review bid specifications, and solicit requests for quotes, proposals, and bids. Maintain a professional and ethical relationship with vendors. Oversee the Purchasing Department throughout the procurement processes. Perform professional work of the procurement activities within the government agency, including purchasing and contract administration.

Requirements

QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent; Certified Professional Public Buyer (CPPB) or similar professional designation preferred or in progress to achieve certification or designation, or minimum three (3) years' experience in public or governmental purchasing or related procurement of commodities, goods, and services;

Knowledge, Skills, and Abilities:

- ☒ Ability to deal with sensitive materials regarding personnel, bids, and job-related information while maintaining the highest level of confidentiality;
- ☒ Knowledge of solicitation methods, contract administration related to procurement, business practices, laws, and policies and procedures related to public purchasing;
- ☒ Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies;
- ☒ Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature;
- ☒ Ability to make difficult decisions and award contracts impartially and objectively;

- ≠ Interpret and apply principles in the overall process of public or government procurement;
- ≠ Make independent and ethical decisions related to the purchasing process;
- ≠ Develop and expand knowledge in procurement through continued public purchasing education, conferences, and web-based presentations;
- ≠ Good organizational skills;
- ≠ Excellent communications skills, both orally and in writing;
- ≠ Anticipate and adapt to frequent changes in priorities.
- ≠ Establish schedules and complete projects on a timely basis;
- ≠ Knowledge of computer applications and Microsoft Office;
- ≠ Possess complete integrity with all persons in a fair and equitable manner and with a high sense of professional ethics.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment and occasional project construction sites; and some travel required.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 90%

1. • Prepare specifications and solicitations for informal and formal bids and proposals, and evaluate criteria and cost analysis to determine awards to responsive and responsible bidders at the best value and in a timely manner;
2. • Research market sources and suppliers to obtain information on required products and services following the threshold requirements contained in the company purchasing policy while weighing the immediate needs of the departments;
3. • Effectively communicate and interact with departments in order to obtain competitive pricing and ensure goods and services are procured at the best value for the departments;
4. • Effectively communicate purchasing policies and procedures to all company personnel and ensure appropriate implementation is followed through;

5. • Maintain accurate records and related correspondence that support the quotes, bids, proposals, etc.;
6. • Maintain the integrity of the public procurement process including maintaining a professional and ethical relationship with vendors;
7. • Maintain a high level of confidentiality while dealing with sensitive information regarding personnel, bids and other job-related information;
8. • Consult with department directors and managers in procurement planning specifications, requirements, and delivery expectations;
9. • Possess and apply good organizational skills while prioritizing workload for self and staff including effective delegation where possible;
10. • Analyze current procurement processes and recommend improvements through various methods;

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Purchasing Director	99,849	73,596	96,935	122,579

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Purchasing Director	83,494	65,788	78,966	98,498

2022 Public Power Salary Survey

CWEP Salary Range

	Min	Mid	Max
Purchasing Agent	44,445	62,625	85,167
Purchasing Agent	68,370		

Purchasing Assistant

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Purchasing Assistant

Department

Finance Department

Description

Under the supervision of the Purchasing Agent, this position assists in reviewing requisitions, researching information, and seeking sources of supply to obtain specifications on products, materials, and services, in order to solicit quotes and award to vendors within the established guidelines of the procurement process and purchasing policy. This position requires the ability to establish and maintain effective working relationships with CWEP departments and vendors.

Requirements

QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent; knowledge in public purchasing, methods, and procedures, or related purchasing experience is desirable; experience in general office work involving direct public contact.

Knowledge, Skills, and Abilities:

- ⌘ Good organizational skills;
- ⌘ Exceptional written and oral communication skills;
- ⌘ Professionally work with fellow employees and the general public;
- ⌘ Anticipate and adapt to frequent changes in priorities;
- ⌘ Ability to interpret and apply principles and methods in the overall procedures of the public purchasing process;
- ⌘ Create and carry out a task priority list based on the importance of projects;
- ⌘ Accumulate knowledge of purchasing policies and laws;
- ⌘ Ability to make independent and ethical decisions within established guidelines and procedures;

- € Proficient in computer applications including Microsoft Office;
- € Ability to effectively communicate both orally and in writing with departments, vendors, and the public, while applying social and problem-solving skills in a pleasant and efficient manner;
- € Applicant must be detail-oriented and able to deal with complex materials regarding quotes, proposals, bids, and job-related information while maintaining the appropriate level of confidentiality.

Physical Requirements:

Frequent periods of sitting, standing and walking; occasional lifting or moving of freight; agility and dexterity with hands; see with near and far acuity; hearing proficiency.

Working Conditions:

Normal office environment and occasional project construction sites.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

Key Responsibilities

Results

ESSENTIAL PROCUREMENT JOB FUNCTIONS 90%

1. • Assist in procuring quotes from vendors, review and evaluate quotes, create purchase orders and process for approval, place orders, and work closely with vendors through completion of order or project;
2. • Assist Purchasing Agent and inquire about other areas which may need assistance and by looking at process improvement for efficiency within the department;
3. • Correspond professionally with vendors while maintaining detailed documentation;
4. • Develop professional business relationships and knowledge with vendors a minimum of one time per month;
5. • Thinking strategically and analyzing critical factors while finding solutions in problematic areas such as supply limitations, material reconciliation, or constricting distributors;
6. • Confidently and independently taking the initiative to resolve and conclude difficult circumstances;
7. • Prepare and process month-end purchasing and inventory reconciliation reports within two days of month end;
8. • Attend pre-bid project site tours and demonstrations, attend formal bid openings and other similar meetings at least one time per quarter;

9. • Confirm goods and services have been received in correlation with purchase orders, review accounting details on invoices prior to processing to the appropriate department for approval and Accounts Payable for payment;
10. • Utilizing opportunities for growth and knowledge development through procurement training, webinars, and other education at least one time per quarter;

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
CSR	20.51	17.73	20.01	22.58

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

CSR	24.56	19.77	24.49	29.00

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
Purchasing Assistant	12.60	17.40	23.32
Purchasing Assistant 1	18.63		
Purchasing Assistant 2	21.94		

Scada Technician

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Scada Technician

Department

Tech

Description

Under the direction of the IT Operations Manager, the SCADA Technician oversees all aspects of the utility's SCADA system.

Requirements

QUALIFICATIONS:

Education and Experience:

Two-year technical degree; experience as a journeyman electrician, electronics technician, or any equivalent combination of training and experience which provides the required knowledge, ability, and skillset.

Licensing/Certification:

Class E Missouri Driver's license

Knowledge, Skills and Abilities:

- ☒ Knowledge of Human-Machine Interface (HMI) design and programming, preferably with Allen-Bradley.
- ☒ Knowledge of Programmable Logic Controllers and their communications protocols, preferably with Allen-Bradley, including but not limited to: DF1, DeviceNet, DNP3, and Ethernet/IP.
- ☒ Knowledge of Process Control with flow-meters, pressure transducers, and temperature meters.
- ☒ Knowledge of the programming and configuration of Variable Frequency Drives.
- ☒ Experienced in the layout and construction of industrial control panels and cabinets.
- ☒ Knowledge of the practices, methods, tools, equipment, and materials of the electrical trade.
- ☒ Knowledge of local and national electrical codes, NFPA and OSHA.

- € Strong background with computer hardware and software applications.
- € Ability to understand and follow oral and written instructions, and to read and interpret electrical schematics, diagrams, and blueprints.
- € Able to work with fellow employees and the general public.

Physical Requirements:

- € See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
- € Ability to lift 50 pounds

Working Conditions:

Normal office environment and field construction sites; with some travel.

Key Responsibilities

Results

ESSENTIAL JOB FUNCTIONS 50%

1. • Design, build, operate, and maintain the utility's SCADA system, electrical control panels and cabinets. Diagnose SCADA system problems and perform corrective action. Troubleshoot fire alarms, substations RTUs, traffic signal controllers, and water pumping controls.
2. • Interpret electrical blueprints, schematics, and diagrams. Create electrical schematics in AutoCAD for 480 VAC power system, 120 VAC, 24 DC control circuits, 4-20 mA analog.
3. • Compile and write documentation of program development, inserting comments in the coded instruction so others can understand the program.
4. • Continue education by participating in educational opportunities; reading professional publications; participating in professional organizations.
5. • Support continuous improvement efforts and the associated change management effects. Perform other related duties and tasks as required or assigned by management.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).

3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

CUSTOMER SERVICE 20%

1. • Communicates respectfully and effectively with customers and fellow employees.
Provides professional, prompt customer service.

ATTENDANCE 5%

1. • Prompt and prepared for meetings with others.
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

COMPANY SOFTWARE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Threads, etc.

2022 American Public Power Association

Public Power Salary Survey Based on 2021 Compensation Data

SOUTH CENTRAL

Table 5H: Annual Salaries for South Central Utilities with More Than \$15 Million Revenue

Occupation	Mean	First Quartile	Median	Third Quartile
Instrument Technician	41.27	33.57	41.10	50.09

Table 3F: Annual Salaries for Utilities with \$25-\$50 Million Revenue

Instrument Technician	41.26	37.23	40.18	46.23

2022 Public Power Salary Survey

CWEP Salary Range	Min	Mid	Max
SCADA Technician	19.01	26.79	36.43
SCADA Technician 1	33.66		
SCADA Technician 2	34.11		

Wastewater Collections Team Leader

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Wastewater Collections Team Leader

Department

Water Distribution

Description

This is supervisory and skilled work position in the operation and maintenance of the wastewater collections system. The work involves responsibility for the safe and efficient operation of the wastewater collection system and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the collection system, and the design and planning of projects to meet the budgetary requirements of maintaining the collection system. An employee of this class works under the Director of Water Services and the Water Distribution/Collections Manager. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

QUALIFICATIONS:

Qualifications:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the wastewater collection system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Possession of a valid Missouri DNR Wastewater "D" Certification based on MDNR experience and operating permit requirements.
3. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations, procedures pertaining to the collections system.

2. Working knowledge of CCTV inspections of sewer lines along with the jet cleaning of sewer lines.
3. Ability to analyze, understand, and make determinations based on CCTV data for best methods of repair within the collections system.
4. Ability to write clear and comprehensive reports
5. Ability to train other employees in proper work procedures
6. Ability to maintain effective working relationships with fellow employees and the public
7. Ability to understand and follow oral and written instructions
8. Ability to issue clear written or oral instructions
9. Familiar with SCADA programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Wastewater Collections Team Leader.
 2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages collection system through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the Collection system to ensure they function properly. Frequently Identifies issues or opportunity for improvement.
3. • Assigns work for operations crew and contractors in maintenance and rehabilitation activities.
4. • Communicates effectively with employees and superiors.
5. • Coaches and mentors employees.

SAFETY 20%

1. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.)

2. • Identifies and mitigates safety hazards.
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Operates and maintains vehicles and equipment properly.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared to begin work, including following breaks and lunch periods.
2. • Prompt and prepared for meetings with others.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, GIS, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
Water Distribution Operator Senior	48,902	59,612	71,142

Total Employment 50 - 100

Water Distribution Operator Senior	50,337	62,052	75,332

CWEP Salary Range

	Min	Mid	Max

Water Collections Team Leader	39,543	55,717	75,769

Water Collections Team Leader	61,818

Waste Water Operator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Waste Water Operator

Department

Waste Water

Description

This is a skilled position maintaining and improving the utility's wastewater system. Operators are required to learn these systems, operate all associated equipment, install and maintain appurtenances and assist in collection system operations. This position does require occasional standby work, emergency call in work, shift rotation and is expected to follow the residence requirement in CW&EP's policy manual.

Requirements

QUALIFICATIONS:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Possession of a valid Missouri DNR Wastewater "A" certification based on MDNR experience and operating permit requirements.
3. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations, procedures pertaining to the wastewater system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the wastewater system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures

5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with SCADA programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Wastewater Systems Operator.
 2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Monitors GIS, SCADA and operation of the wastewater plant to ensure they function properly.
2. • Knowledge of maintenance functions within department.
3. • Continuously improving knowledge of treatment techniques and lab requirements.
4. • Communicates clearly with co-workers and supervisor.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly.
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
Water Treatment Operator Senior	49,427	60,287	72,076

Total Employment 50 - 100

Water Treatment Operator Senior	50,614	62,141	74,671

CWEP Salary Range	Min	Mid	Max
Waste Water Operator	35,180	49,570	67,413
Waste Water Operator 1	49,379		
Waste Water Operator 2	51,251		
Waste Water Operator 3	59,738		
Waste Water Operator 4	60,757		

Water Distribution Collections Operator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Distribution Collections Operator

Department

Water Distribution

Description

This is a skilled position maintaining and improving the utility's water distribution and wastewater collections system. Operators are required to learn these systems operate all associated equipment, install and maintain water and sewer mains and appurtenances and assist in operations at the water and wastewater treatment plants. This position does require occasional standby work, emergency call in work and is expected to follow the residence requirement in CW&EP's policy manual.

Requirements

Essential Job Functions:

1. Periodic inspections and evaluation of the distribution/collection system to ensure proper operation
2. Daily inspections of SCADA and system flows
3. Routine maintenance and repairs to distribution/collections system
4. Inspection of contractors working in the distribution/collection system on maintenance projects
5. Identify and suggest improvements to distribution/collection system
6. Installation of water and wastewater mains and appurtenances
7. Keep Supervisors informed of unusual conditions within the distribution/collection system
8. Able to operate all equipment used in maintenance

QUALIFICATIONS:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Possession of a valid Missouri DNR Water "D", Wastewater "D" and Distribution "DSIII" certification based on MDNR experience and operating permit requirements.
3. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations, procedures pertaining to the distribution system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the distribution system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with SCADA programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Distributions/Collections Operator.
2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Understands distribution and collections maintenance, inspection and repair requirements.
2. • Analyzes data from GIS, SCADA system to understand distribution and collections flow.t

- 
3. • Continuously improving knowledge of distribution/collections processes and requirements.
 4. • Communicates well with co-workers and supervisors.
 5. • Capable in training operators in all operations.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.



TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Dist. Operator Assoc.	37,685	45,338	53,898

Total Employment 50 - 100

Water Dist. Operator Assoc.	37,281	44,943	53,553

CWEP Salary Range	Min	Mid	Max
Water Dist. Collections Operator	31,951	44,101	59,113
Water Dist. Collections Operator 1	40,601		
Water Dist. Collections Operator 2	42,182		
Water Dist. Collections Operator 3	42,411		
Water Dist. Collections Operator 4	42,661		
Water Dist. Collections Operator 4	46,571		

Water Distribution Team Leader

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Distribution Team Leader

Department

Water Distribution

Description

This is supervisory and skilled work position in the operation and maintenance of the distribution/collection system. The work involves responsibility for the safe and efficient operation of these systems and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the distribution system, and the design and planning of projects to meet the budgetary requirements of maintaining these systems. An employee of this class works under the Director of Water Services and the Distribution/Collection Systems Manager. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

Essential Job Functions:

1. Promotes and encourages safe practices in all work performed
2. Periodic inspections of the distribution/collection system to ensure proper operation
3. Daily inspections of SCADA and system flows
4. The Supervision of operations crew in maintenance activities
5. Inspection of contractors working in the distribution system on maintenance projects
6. Perform administrative tasks. This will include filling out of time tickets, work orders, truck time reports, and monthly reports.
7. Planning and scheduling work for crews
8. Organize and present for approval projects pertaining to the maintenance of the distribution/collection system
9. Performs any other duties assigned by supervisor or any other member of management

Qualifications:**Education and Experience:**

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Minimum two-year degree and/or certification in related field preferred.
3. Possession of a valid Missouri DNR Water "D", Wastewater "D" and Distribution "DSIII" certification based on MDNR experience and operating permit requirements.
4. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations and procedures pertaining to the distribution/collection system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the distribution/collection system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with all software programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Distribution/Collection Systems Manager.
2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages collection system through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the Distribution system to ensure they function properly. Frequently Identifies issues or opportunity for improvement.
3. • Assigns work for operations crew and contractors in maintenance and rehabilitation activities.
4. • Communicates effectively with employees and superiors.
5. • Coaches and mentors employees.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Dist. Operator Senior	48,902	59,612	71,142

Total Employment 50 - 100

Water Dist. Operator Senior	50,337	62,052	75,332

CWEP Salary Range

	Min	Mid	Max
Water Distribution Team Leader	35,180	49,570	67,413
Water Distribution Team Leader 1	63,814		

Water Distribution Waste Water Collections Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Distribution Waste Water Collections Manager

Department

Water Distribution

Description

This is supervisory and skilled work position in the operation and maintenance of the distribution/collection system. The work involves responsibility for the safe and efficient operation of these systems and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the distribution system, and the design and planning of projects to meet the budgetary requirements of maintaining these systems. This leadership position is responsible for coaching, mentoring and developing personnel. An employee of this class works under the Director of Water Services. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

QUALIFICATIONS:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Minimum two-year degree and/or certification in related field preferred.
3. Possession of a valid Missouri DNR Water "D", Wastewater "D" and Distribution "DSIII" certification based on MDNR experience and operating permit requirements.
4. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations and procedures pertaining to the distribution/collection system.

2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the distribution/collection system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with all software programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Distribution/Collection Systems Manager.
 2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages distribution and collection systems through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the distribution and collections systems to ensure they function properly.
3. • Assigns work for operations crew and contractors in maintenance and rehabilitation activities.
4. • Performs administrative tasks that include, but not limited too, filling out time tickets, SSO reports, truck time reports, and monthly reports.
5. • Coaches and mentors employees.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).

3. • Actively participates and contributes in safety trainings and conducts job briefings
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
Water Operations Manager	68,900	82,200	98,817

Total Employment 50 - 100

Water Operations Manager	68,606	85,673	102,975

CWEP Salary Range

	Min	Mid	Max

Water Dist/WW Collections Mgr	39,543	55,717	75,769

Water Dist/WW Collections Mgr 1	72,904

Waste Water Treatment Systems Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Waste Water Treatment Systems Manager

Department

Waste Water

Description

This is supervisory and skilled work position to assist in the operation and maintenance of the wastewater treatment system. The work involves responsibility for the safe and efficient operation of these systems and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the wastewater treatment system, and the design and planning of projects to meet the budgetary requirements of maintaining this system. This leadership position is responsible for coaching, mentoring and developing personnel. An employee of this class works under the Director of Water Services. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

Essential Job Functions:

1. Promotes and encourages safe practices in all work performed
2. Periodic inspections of the wastewater treatment system to ensure proper operation
3. Daily inspections of SCADA and system flows
4. The Supervision of operators and maintenance activities
5. Coaching and mentoring the professional development of employees
6. Inspection of contractors working in the water treatment system on maintenance projects
7. Perform administrative tasks. This will include filling out of time tickets, work orders, truck time reports, and monthly reports.
8. Developing annual budgets and monitoring financial performance monthly
9. Planning and scheduling work for crews

10. Organize and present for approval projects pertaining to the maintenance of the water treatment system
11. Working with vendors to schedule work and various purchases
12. Performs any other duties assigned by supervisor or any other member of management

Qualifications:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Minimum two-year degree and/or certification in related field preferred.
3. Possession of a valid Missouri DNR Wastewater "A" certification based on MDNR experience and operating permit requirements.
4. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations and procedures pertaining to the wastewater treatment system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repairs
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with all software programs
9. Complete understanding of requirements in NPDES operating permit

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Wastewater Treatment Systems Manager.

2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages wastewater treatment plant through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the plant to ensure NPDES permit requirements are satisfied.
3. • Assigns work for operations crew and contractors in maintenance and rehabilitation activities.
4. • Performs administrative tasks that include, but not limited too, filling out time tickets, SSO reports, truck time reports, and monthly reports.
5. • Coaches and mentors employees.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

**Water and Wastewater Utilities serving populations between
10,000 and 99,999**

Medium

Participants Population 10 - 25,000

Occupation	Min	Mid	Max
WW Treatment Plant Manager	63,334	77,567	94,483

Total Employment 50 - 100

WW Treatment Plant Manager	67,682	83,534	100,824

CWEP Salary Range	Min	Mid	Max
WW Treatment Systems Manager	49,957	70,391	95,725
WW Treatment Systems Manager	65,790		

Water Treatment Plant Operator

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Treatment Plant Operator

Department

Water Treatment

Description

This is a skilled position maintaining and improving the utility's water treatment system. Operators are required to learn this system, operate all associated equipment, install and maintain appurtenances and assist in distribution system operations. This position does require occasional standby work, emergency call in work, shift rotation and is expected to follow the residence requirement in CW&EP's policy manual.

Requirements

Qualifications:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Possession of a valid Missouri DNR Water "A" certification based on MDNR experience and operating permit requirements.
3. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations, procedures pertaining to the water treatment system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repair within the water treatment system.
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures

5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with SCADA programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Water Treatment Operator.
 2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.
-

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Monitors GIS, SCADA and operation of the water plant to ensure they function properly.
2. • Knowledge of maintenance functions within department.
3. • Continuously improving knowledge of treatment techniques and lab requirements.
4. • Communicates effectively with co-workers and supervisor.
5. • Capable of training operators in all plant operations.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others

2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

Water and Wastewater Utilities serving populations between
10,000 and 99,999

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Treatment Plant Op Intermediate	45,097	54,515	65,723

Total Employment 50 – 100

Water Treatment Plant Op Intermediate	46,484	55,864	66,513

CWEP Salary Range

	Min	Mid	Max
Water Treatment Operator	35,180	49,570	67,413
Water Treatment Operator 1	45,094		
Water Treatment Operator 2	50,586		
Water Treatment Operator 3	52,374		

Water Treatment System Manager

Generated on 05-30-2023 for Carthage Water & Electric Plant

Summary

Job Title

Water Treatment System Manager

Department

Water Treatment

Description

This is supervisory and skilled work position in the operation and maintenance of the water treatment system. The work involves responsibility for the safe and efficient operation of these systems and requires periodic inspections to determine maintenance and repair needs, the ability to perform such maintenance and repairs, the planning and implementation of various rehabilitation methods to ensure the stability and operation of the water treatment system, and the design and planning of projects to meet the budgetary requirements of maintaining this system. This leadership position is responsible for coaching, mentoring and developing personnel. An employee of this class works under the Director of Water Services. He/she must comply with all residence requirements pertaining to the CW&EP policy.

Requirements

Essential Job Functions:

1. Promotes and encourages safe practices in all work performed
2. Periodic inspections of the water treatment system to ensure proper operation
3. Daily inspections of SCADA and system flows
4. The Supervision of operators and maintenance activities
5. Coaching and mentoring the professional development of employees
6. Inspection of contractors working in the water treatment system on maintenance projects
7. Perform administrative tasks. This will include filling out of time tickets, work orders, truck time reports, and monthly reports.
8. Developing annual budgets and monitoring financial performance monthly
9. Planning and scheduling work for crews

10. Organize and present for approval projects pertaining to the maintenance of the water treatment system
11. Working with vendors to schedule work and various purchases
12. Performs any other duties assigned by supervisor or any other member of management

Qualifications:

Education and Experience:

1. Completion of standard high or vocational school, supplemented by some experience in the operation of various job-related skills relating to the operation of the distribution system; or any equivalent combination of training and experience which provides the required knowledge, ability, and skill.
2. Minimum two-year degree and/or certification in related field preferred.
3. Possession of a valid Missouri DNR Water "A" certification based on MDNR experience and operating permit requirements.
4. Missouri CDL Class A with airbrake and tanker endorsement required within 2 months.

Knowledge, Skills and Abilities:

1. Working knowledge of codes, regulations and procedures pertaining to the water treatment system.
2. Ability to analyze, understand, and make determinations based on available data for best methods of repairs
3. Ability to write clear and comprehensive reports
4. Ability to train other employees in proper work procedures
5. Ability to maintain effective working relationships with fellow employees and the public
6. Ability to understand and follow oral and written instructions
7. Ability to issue clear written or oral instructions
8. Familiar with all software programs

Physical Requirements:

1. Successfully perform the activities detailed in the attached entitled-Job Evaluation-Water Treatment Systems Manager.
2. See with near acuity, far acuity, depth perception, accommodation, color vision and field vision.

Key Responsibilities

Results

JOB PERFORMANCE 70%

1. • Effectively manages Water Treatment Plant through preventative maintenance and identifies improvement opportunities.
2. • Monitors GIS, SCADA and operation of the Water Treatment Plant to ensure water quality requirements are satisfied.
3. • Assigns work for operators and contractors in maintenance and rehabilitation activities.
4. • Performs administrative tasks that include, but not limited too, filling out time tickets, SSO reports, truck time reports, and monthly reports:
5. • Coaches and mentors employees.

SAFETY 20%

1. • Operates and maintains vehicles and equipment properly
2. • Follows all company safety standards and procedures. (demonstrates proper use of required PPE, insulated tools, hotline tags, lockout/tagout, protective barriers, fall protection equipment, etc.).
3. • Actively participates and contributes in safety trainings and conducts job briefings.
4. • Identifies and mitigates safety hazards.

ATTENDANCE/PUNCTUALITY 5%

1. • Prompt and prepared for meetings with others
2. • Prompt and prepared to begin work, including following breaks and lunch periods.

TECHNOLOGY/SOFTWARE KNOWLEDGE 5%

1. • Employee is fluent in all applicable company and job required software including but not limited to Office 365 applications, PCS, GoTo Meeting, CWEP Payroll Portal, Bernie Portal, KnowBe4, Monday.com, Threads, etc.

2022 American Water Works Association

AWWA Compensation Survey Based on 2021 Compensation Data

**Water and Wastewater Utilities serving populations between
10,000 and 99,999**

Medium

Participants Population 10 – 25,000

Occupation	Min	Mid	Max
Water Treatment Plant Manager	62,377	77,294	93,607

Total Employment 50 - 100

Water Treatment Plant Manager	67,203	83,914	102,542

CWEP Salary Range

	Min	Mid	Max
Water Treatment System Manager	49,957	70,391	92,725
Water Treatment System Manager 1	65,800		