

STATE OF MISSOURI  
DEPARTMENT OF NATURAL RESOURCES

Bob Holden, Governor • Stephen M. Mahfood, Director

www.dnr.state.mo.us  
P.O. Box 176, Jefferson City, MO 65102  
573/751-5331

CI  
Franklin Co./Village Greens Subdivision  
Review No. 61861-03  
PWS ID # MO6031382

May 15, 2003

Mr. Jay Rice, Owner/Developer  
Village Greens Subdivision  
960 A Plaza Drive  
St. Clair MO 63077

Dear Mr. Rice:

TO: Jerry Scheible

CO.: PSC

DEPT.: \_\_\_\_\_

FAX #: 751-1847

FROM: Larry Dusenbury

Missouri Department of Natural Resources  
P.O. Box 176  
Jefferson City, MO 65102

Enclosed is a Report on Plans and Specifications for the water system for the Village Greens Subdivision, Franklin County, near St. Clair, Missouri which I believe is self-explanatory.

I trust that consideration will be given to the recommendations contained in the report. While they are not a condition of the approval, they are based on experience to give a more trouble free operation of the water system.

Please be aware of the regulations that affect new public water systems commencing operation after October 1, 1999. All new community and non-transient non-community public water systems **commencing operation after October 1, 1999** must show, as part of their application for a "Construction Authorization and Permit to Dispense Water to the Public" that the proposed water system has the technical, managerial, and financial (TMF) capability to operate in compliance with drinking water regulations, and that a permanent organization exists which will serve as the continuing operating authority of the management, operation, replacement, maintenance and modernization of the facility. If your proposed facility is within the legal boundaries of an existing higher preference continuing operating authority, you must provide documentation that water service is not available from the existing higher preference continuing operating authority, or a statement from each existing higher preference continuing operating authority waiving its preferential status. Enclosed is a copy of the final rules 10 CSR 60-3.020 and 10 CSR 60-3.030 for your reference.



*Integrity and excellence in everything we do*

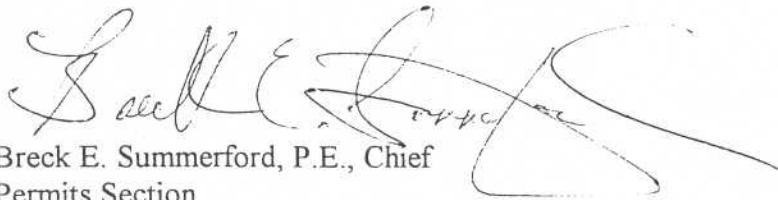


When construction of your public water system is complete and you are ready to place it into operation, you must notify this office. At that time, you will need to provide a copy of your engineer's certification that all of your public water system facilities have been constructed in accordance with approved plans and specifications. You will also need to provide the necessary documentation to demonstrate that all TMF Capacity requirements have been met.

Note that all of the requirements for TMF Capacity, as listed on the enclosed Checklist, will be assessed prior to our issuance of a Permit to Dispense Water to the Public for this facility. If you have any questions regarding the TMF Capacity, please feel free to contact Ms. Deana Cash of this Program at (573) 751-4988.

Sincerely,

PUBLIC DRINKING WATER PROGRAM



Breck E. Summerford, P.E., Chief  
Permits Section

BES:rab

Enclosures

c: PSC  
DGLS  
Deana Cash, PDWP  
Larry Dusenbergh, PDWP  
Don Scott, PDWP  
St. Louis Regional Office  
Wunderlich Surveying & Engineering  
Public Service Commission

MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF ENVIRONMENTAL QUALITY  
PUBLIC DRINKING WATER PROGRAM

System Name: VILLAGE GREENS  
WATER CO.  
REV. NO. 61861-03

CHECKLIST FOR CONSTRUCTION AUTHORIZATION AND  
PERMIT TO DISPENSE WATER TO THE PUBLIC – applicable to new water systems  
commencing operation after October 1, 1999

provided

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Engineering Report – 2 copies with Professional Engineer's seal, certified in the state of Missouri;  
Detailed Plans and Specifications – 2 copies with Professional Engineer's seal on all copies;  
Application for Construction Authorization – one application completed and signed by  
Owner/President/Official Custodian.

provided NA

✓

✓

**REQUIRED ITEMS FOR TECHNICAL CAPACITY DEMONSTRATION**

Discussion of, and designation of, properly certified operator(s) if known, including acknowledgment of the adequate number of operators having all equipment needed including safety equipment to perform job duties (note: designation of the properly certified operator(s) is required prior to issuance of Permit to Dispense);

Acknowledgement of the requirement for the system to maintain an updated distribution map;

Acknowledgement there was planning and consideration for the technical capacity impacts of future regulations. The upcoming regulations known as of October 1999 are:

Interim Enhanced Surface Water Treatment Rule (IESWTR),

LT-1 Enhanced Surface Water Treatment Rule,

Ground Water Rule,

Disinfectants/Disinfection By-Products Rule,

Radon Rule, and

Filter Backwash Rule;

**Design Guide Standards**

A description of the proposed new system's service area, a description of service area(s) of nearby system(s);

Acknowledgement that a higher preference public water system (defined 10CSR60-3.020(6)(A)) does not exist, is not available as defined in 10 CSR 60-3.030(6)(B), or has provided a statement from the existing system waiving it's preferential status.

Extent of the water works system including nature and extent of area to be served, maps of legal boundaries, provisions for extending the water works system to additional areas, and appraisal of future service requirements;

An assessment of alternatives including feasibility and practicability, financial considerations including estimated cost of integral parts of the system and comparisons of operator requirements for operation of each alternative;

A description of the proposed source(s) quality, capacity, protection, and production.

A description of the treatment process proposal, waste disposal, and automation;

A description of the project site, including various considerations, potential pollution sources, location with respect to other establishments, houses, etc.;

Water Use Data, including population trends and projections, present water consumption, water losses, projected demands, fire flow demand, present and future source yields, etc.

Consideration of future extensions for needs;

Flow requirements, including hydraulic analyses based on flow demands and pressures and fire flows;

A statement that the Engineer will provide certification to the department that construction was completed in accordance with the approved Plans & Specifications.

System Name: VILLAGE GREENS WATER CO.<sup>2</sup>

**REQUIRED ITEMS FOR MANAGERIAL CAPACITY DEMONSTRATION**

Confirmation that a permanent organization exists as the continuing operating authority for the management, operation, maintenance, replacement, and modernization of the facility. Designation of the Continuing Operating Authority is required. (If a developer has a plan for a home owner's association, there should be acknowledgement of the following:

- the incorporated association owns the facility and has authority to lay all necessary water lines,
- an adopted covenant covering the land of each owner, which assures connection to the system if available,
- the bylaws of the association provide for the proper operation, maintenance, and modernization of the facility to include at minimum: the power to regulate the use of the facility, the power to levy assessments on members and enforce them on each owner, and the power to convey the facility to a higher COA, as listed in 10 CSR 60-3.020(6)(A).);

Acknowledgment the Written Rate Structure and Service Fees will be publicly displayed when in operation;

Acknowledgement that a public meeting will be held for changes in rate structure or service fees with advanced notice to customers;

Acknowledgement there was planning and consideration for the managerial capacity impacts of future regulations. The upcoming regulations are the same as listed under the Technical Capacity Section;

Organizational chart with the name, position, business address and phone number of all positions that provide drinking water functions, including elected officials\*;

Customer complaint designated person, acknowledging that the name, title, business address\*, business telephone number, and office hours will be publicly displayed\*;

Written Customer Complaint Procedures for receiving, investigating, resolving, and recording customer complaints with the acknowledgement that the Procedure will be publicly displayed\*;

Designated compliance person to be contact for regulatory issues and compliance actions\*;

An Operational Management Plan which describes operating procedures for reliable water system operation, consistent with type of treatment and degree of automatic control, including the process to be used to identify and implement changes to current procedures and ensure that changes in responsible personnel are reported and implemented\*;

Complete an Emergency Operation Plan in accordance with 10 CSR 60-12.010\*;

Present evidence of the ability to produce water meeting applicable MCLs\*.

This information is required to be provided prior to issuance of the Permit to Dispense, but is encouraged to be provided during the construction authorization process.

**REQUIRED ITEMS FOR FINANCIAL CAPACITY DEMONSTRATION**

A statement that Standard Accounting Principles and Practices were used in accordance with either the Generally Accepted Accounting Principals & Practices or the NARUC Uniform Systems of Accounts;  
A system for water fee collection including measures to obtain payment for non-payment (i.e., disconnect service, late fee charge, etc.);

Acknowledgement of an annual budget of revenues and expenditures with an annual comparison of planned budget to actual budget\*\*;

Written rate structure and service fees;

Annual revenues cover public water system costs;

A five year budget and capital improvement plan to be updated annually, including at a minimum, annual revenue income, annual estimated cost of operation including salary of operator, Operating Reserve, Emergency Equipment Replacement Reserve, Debt Service Reserve, and proposed methods to finance both capital charges and operating expenses\*\*. The following is a list of typical revenues and expenses for possible consideration in the budget and capital improvement plan:

**Revenues:** Water Rates; Fees and Service Charges; Hookup Charges; Other Revenues as Drinking Water Revenues; etc.,

**Other Funds/Resources Available:** Depreciation Reserves; Capital Contribution from Owner/Stockholder (own source); Contribution/Advance from Customer/Others; Grants; DWSRF Loan; Business loans; Withdrawal from Capital or Other Reserves

**Operating & Maintenance Expenses** includes Operating Expenses and General & Administrative Expenses:

**Operating Expenses:** Salaries and Benefits; Power and Other Utility; Chemicals and Treatment; Monitoring; Materials, Supplies, and Parts; Transportation; etc.

**General & Administrative Expenses:** Salaries and Benefits; Office Supplies and Postage; Insurance-vehicles, liability, workers compensation; Legal and Accounting; Contractor/Professional Services; Fees; Other Deductions, Income Taxes, Other Taxes, etc.,

**Reserve Expenses:** Operating Reserve; Emergency Equipment Replacement Reserve; and Debt Service Reserve,

**Capital Improvement Plan Expenses:** New Capital Facilities; Renewal and Replacement Facilities; Safe Drinking Water Act Facilities; Non-facility Costs; Other Use of Funds; etc.,

**Debt Obligation Expenses** [principal and interest expenses]: Repayment to Customers/others; Repayment of Business Loans; Repayment of SRF Loan; Other Use of Funds; etc., and

**Funded Depreciation Expenses** in excess of all other P&I payments;

Discussion of establishing an Operating Reserve (must = 1/10 of annual operations and maintenance expenses and established over a ten year period in at least equal payments).

EX: O&M expenses \$8,000, Operating Reserve = \$800 by year 10, not including inflation, therefore \$80 + inflation per year is minimum reserve;

Acknowledgement of an Emergency Equipment Replacement Reserve equal to or greater than the most expensive mechanical equipment item and established in at least equal annual payments over ten (10) years (i.e., if most expensive equipment is \$10,000, the minimum yearly reserve must be \$1,000/year + inflation);

Specify and acknowledge the Debt Service Reserve will equal or exceed the required in bonding agreement;

Acknowledgement there was planning and consideration for the financial capacity impacts of future regulations. The upcoming regulations are the same as listed under the Technical Capacity Section.

The PDWP has a financial assessment tool which may be utilized upon request to analyze system financial needs based on a five (5) year budget and capital plan. It is optional and may be used simply as a tool or information in preparing a budget and capital improvements plan.



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The following comments are in response to the checklist for construction authorization and permit to dispense water to the public.

- Item 1 Two copies of the engineering report have been submitted for review.
- Item 2 Two copies of the detailed plans and specifications have been submitted for review.
- Item 3 An Application for Construction Authorization has been submitted

#### **Required Items for Technical Capacity Demonstration**

- Item 1 Mr. Robert Wideman of Wideman Well drilling will be the certified operator for this system.
- Item 2 The continuing authority will maintain as built plans for distribution system plans. The plans will be required to be updated after any new construction has occurred prior to final acceptance of the line by the continuing authority.
  - A.) Interim enhanced Surface Water Treatment Rule is not applicable
  - B.) LT-1 enhanced surface Water Treatment Rule is not applicable
  - C.) Ground Water Rule impacts were considered
  - D.) Disinfectants/disinfection By-Products Rule.
    - A separate room has been provided incase of possible chlorination requirements.
  - E.) Radon Rule can be meet with minor modifications.
  - F.) Filter Backwash Rule is not applicable

#### **Design Guide Standards**

- Item 1 This system is intended to serve Village Greens which is a tract of land located in the southeast corner of section 36 township 42 north range 1 west of the 5<sup>th</sup> P.M. in Franklin county Missouri. Village Greens is a 73 lot residential subdivision. This subdivision is located in The Village of Parkway, and the village has no central water system. The City of St. Clair has a water line approximately 2,000 feet west of the proposed subdivision. However, St. Clair does not feel they have the capacity to serve this subdivision.
- Item 2 The area in which the subdivision is located is in The Village of Parkway and is not part of a water district. A letter of preferential status cannot be obtained.
- Item 3 Village Greens Water Company will serve Village Greens subdivision. It is possible for the system to serve the church across the street and it could be connected to The City of St. Clair lines in the future. See the water distribution plans for the proposed limits of the water distribution system.
- Item 4 One alternative would be individual wells or multiple residents connected to shared wells serving several homes. The chosen central water system will provided the best system.

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- Item 5 The source of water will be a deep well capable of delivering approximately 100 gallons per minute of flow. The quality of water is expected to meet the required MCL.
- Item 6 No treatment of the ground water is expected.
- Item 7 The well location is at the highest point of the subdivision. There are no current known sources of pollution for the well.
- Item 8 The estimated water use was assumed at 370 gallons per home. Because of the proposed pressure tank This system will not provided fire protection.
- Item 9 Future extension of the system is anticipated. When the system has reached its design limits additional storage will need to be added. When the pressure tank is removed the new storage will be able to provide fire flow in addition to more service connections. The system could be connected to The City of St. Clair's water distribution network and help provide better water service for the area to include the limits of The Village of Parkway.
- Item 10 Flow requirements were supplied with the engineering report. No fire flow will occur on this system at this time.
- Item 11 Wunderlich Surveying & Engineering will provide inspection of the water system and will supply a certification to the department.

**Required Items for Managerial Capacity Demonstration**

- Item 1 The owners intend to develop a company that will be responsible for the operation and maintenance of the water and sewer systems. They are currently in the process of forming this company. A copy of the recorded paper work will be forwarded to your office as soon as it is received
- Item 2 The Written Rate Structure and Service Fees will be publicly displayed. See attached copy.
- Item 3 Public meeting will be held prior to rate changes. Customers will be notified as to the meeting time and date. The rate structure will be reviewed in January of every year.
- Item 4 Managerial Capacity for future regulation impacts have been considered
- Item 5 See attached
- Item 6 See attached
- Item 7 See attached
- Item 8 See attached
- Item 9 An Operation Management Plan has been included
- Item 10 An Emergency Operation Plan has been included.
- Item 11 The water will be tested for MCL and brought into compliance prior to distributing water.

May 1, 2003

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**Required Items for Financial Capacity Demonstration**

- Item 1 Standard Accounting Principles and Practices will be used.
- Item 2 Legal action, disconnection, and late fees will be used in the event of non payment to the governing authority. The actions by the governing authority for non-payment will be publicly published with the rate structure. See attached.
- Item 3 The governing authority will perform an annual budget of revenue and expenditures with an annual comparison to the planned budget.
- Item 4 Written rate structure and service fee will be published publicly
- Item 5 See Attachment