

**City of Willard**  
**WATER ADVISORY BOARD**

March 25, 2026

**MINUTES**

**Members Present:** Bryan Chapman, Kelly Davis, Kem Reed, Angie Wilson. (Absent: Scott Long)

**Also Present**

**City of Willard:** Trevor Hoffman, Justin Robinson, Wes Young

**OWN Engineering:** Jeff Ceperley, Robin Ceperley, Pat O'Bryant

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

Upon motion by Davis, seconded by Wilson, the committee voted unanimously to approve minutes from the February 18, 2026, meeting.

**Citizen Input:** None.

**Financial Statements:** City Administrator Wes Young explained he will forward the City of Willard financial statements to committee members.

**Director's Report:**

JR of Public Works reported on progress in reducing I&I (infiltration & inflow); smoke testing; repairs at B Lift Station; and other maintenance projects.

**Grant Funding Options: OWN Engineering:**

Pat O'Bryant, Robin Ceperley, and Jeff Ceperley of OWN Engineering explained options for City of Willard to pursue grant funding for capital water and sewer projects. They explained options are limited due to Willard's reported average family income. They suggested exploring help with SMOG, USDA, and Missouri Municipal League. They stated a growth study to provide data will help support grant applications, and stressed the importance of having an engineering report to support grant requests.

**Water Loss Report & Possible Solutions:**

Hoffman explained Willard loses 300 million gallons in a year, which in theory represents \$471,000/year in lost revenue. He stated the loss could be due to billing practices and timing. He plans to replace two well meters that are over 15 years old, as well as the high school meter. He also plans to conduct annual leak surveys, possibly with the help of an outside company.

**Utility Deposit Discussion:**

Upon motion by Wilson, seconded by Davis, **the committee voted unanimously to make a recommendation to the Board of Alders that utility deposits be credited to customers' accounts after 12 months of consecutive on-time payments.**

The committee also recommended the city look into the possibility of accepting a letter of credit from new customers' previous utility company in order to waive the utility deposit for new service.

**Future Utility Infrastructure Discussion:** Upon motion by Davis, seconded by Wilson, the committee unanimously voted to table this discussion.

**Odor at 94 Lift Station:** JR explained Public Works conducts weekly maintenance on the grease mat. City staff stated they have not directly heard residents' complaints about odor and are confident they are doing all they can to reduce odor.

**Unfinished Business:** None

Upon motion to adjourn by Davis, seconded by Wilson, the board voted unanimously to adjourn at 7:30 pm.

**Minutes Submitted by Angie Wilson, Secretary  
Water Advisory Board**