

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the August 3, 2010**  
**Regular Session of the Board of Trustees**

The Board of Directors of Public Water District #13, Jefferson County Missouri met in regular session at 2 p.m. on August 3, 2010 at the Lake Tishomingo Community Center, Hillsboro, Missouri.

**Roll Call of Directors**

The following Directors being present or absent as indicated:

<u>Name</u>	<u>Present/Absent</u>
Marilyn Meyer	Present
Rich Hirsch	Present
Rick Lippitt	Present
John Hindrichs	Present
Ken Jost	Present

Also in attendance were:

At 2 pm: R. Sweeney (PWSD #13 attorney), F. Taylor (Taylor Engineering), T. Robbs (Taylor Eng.), Mike Larensen (Taylor Eng.), Janet Hirsch, (JWH, LTPOA Board member), C. Lents (homeowner), G. Lents (homeowner), and D. Martin (USDA-RD).

At 3 pm: Those listed above plus Sharon Tielke (TGB Contracting), Steve Tielke (TGB Contracting), Traci Newberry (MDNR), and Mark Bockstruck (MDNR)

**Approval of Agenda**

Motion was made by John Hindrichs and seconded by Ken Jost to accept the agenda. On voice vote, all Directors were in favor of accepting the agenda.

**New Business**

**Preliminary Closing**

Attorney Bob Sweeney offered to answer any questions about the bond resolution. Then, Bob read aloud the resolution to authorize revenue bonds:

**A resolution authorizing the issuance of \$2,243,000 principal amount of common sewer treatment facilities revenue bonds (Lake Tishomingo sewer project), series a, of Public Water Supply District no. 13 of Jefferson County, Missouri; prescribing the form and details of said bonds and the covenants and agreements to provide for the payment and security thereof; and authorizing certain actions and documents and prescribing other matters relating thereto.**

Motion made by John Hindrichs to approve the resolution. Motion seconded by Rick Lippitt. President Meyer took the roll call vote: Rich Hirsch, Yes; Rick Lippitt, Yes; John Hindrichs, Yes; Ken Jost, Yes; Marilyn Meyer, Yes;

President Meyer stated that the Bond Resolution passed.

Next the Sewer Rate Schedule Ordinance was voted on:

**An ordinance prescribing regulations and rates to be charged for the facilities and services made available by the sewerage system of the Public Water Supply District no. 13 of Jefferson County, Missouri, prescribing the manner of payment of accounts when due, providing for disconnection for non-payment of accounts and a reconnection charge, and repealing all ordinances in conflict herewith.**

The ordinance was read aloud by Rich Hirsch. President Meyer then asked for questions. The ordinance was read aloud a second time by Rich Hirsch.

Motion made by John Hindrichs to pass the ordinance. Motion seconded by Ken Jost. President Meyer took the roll call vote: Rich Hirsch, Yes; Rick Lippitt, Yes; John Hindrichs, Yes; Ken Jost, Yes; Marilyn Meyer, Yes; President Meyer stated that the Sewer Rate Schedule Ordinance passed.

Next the Rural Development Loan Resolution was voted on:

**A Resolution of the Board of Directors of the Public Water Supply District No. 13 of Jefferson County authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its sewer facility to serve an area lawfully within its jurisdiction to serve.**

Att. Bob Sweeney explained that the Loan Resolution spells out the obligations of the District. Bob then offered to answer any questions about the resolution. The resolution was read aloud by Bob.

Motion made by Rick Lippitt to pass the resolution. Motion seconded by John Hindrichs. President Meyer took the roll call vote: Rich Hirsch, Yes; Rick Lippitt, Yes; John Hindrichs, Yes; Ken Jost, Yes; Marilyn Meyer, Yes; President Meyer stated that the Loan Resolution passed.

Next document addressed was the Missouri Loan agreement. Donna Martin explained that the Agreement was a temporary instrument so the USDA-RD can advance money to the District. Bob explained the agreement as a "gap filler" that contained many of the same provisions as the Bond Resolution.

Motion made by John Hindrichs to authorize District President Marilyn to execute the Loan Agreement. Motion seconded by Rick Lippitt. President Meyer took the roll call vote: Rich Hirsch, Yes; Rick Lippitt, Yes; John Hindrichs, Yes; Ken Jost, Yes; Marilyn Meyer, Yes;

The President was given authority to execute the agreement.

Next Donna (USDA-RD) went over some items:

- 1) Donna reviewed the procedures for submitting requests for funds from USDA-RD each month.
- 2) The Board will be required to pass a budget annually. There is a simplified rate ordinance that is based on the budget that will calculate a new user fee. The District could switch over to that form of charge ordinance in the future if desired.
- 3) The Owner's final title policy will need to be increased when the treatment plant is completed.
- 4) The district engineer will have to do a change order at some future date to reflect 236 users, because the contract is based on 238 users.

At 2:35 signing of the resolution and ordinance documents began.

### **Pre-construction Conference**

The conference started at 3 p.m. with Donna Martin handing out Pre-construction Conference notes and the final project budget. Donna noted that the budget had very limited contingency funds, so change orders will need to be held to a very bare minimum.

Responsibilities of the engineer, resident inspector, contractor, and owner (i.e., PWSD #13) were discussed. Some highlights:

- Engineer is line of communication between owner and contractor.

- Engineer will issue notice to proceed today
- Inspector will be a full time resident
- Inspector will keep daily logs on project
- Inspector acts as the owner's representative
- Contractor has contract timeframe of 450 days to complete all that is listed in contract documents
- Pwsd will issue payment for completed work
- Pwsd will investigate complaints
- Pwsd will ask for patience of citizens during construction

The contractor, Steve Tielke (ST), said that major construction will begin after Labor Day (Sep 6). The treatment plant (TP) will be constructed first, then the main lines on the north and south sides will be installed. There will be at least two crews working once the TP is built and lateral line construction begins. The plan is to install the lateral line, STEP tank, service connection, etc. at once to minimize disruption to the homeowner.

ST will inform the resident inspector when a household is put online so the District can schedule billing. A homeowner can request to keep excess fill material left over from burying the new STEP tank. This may be quite a bit of material, so the homeowner should think twice about this.

ST said he does not expect to close both lanes of any road during construction.

ST said he expects to do spillway crossing in November 2010.

Homeowners should be contacted before digging on the homeowners property to learn what underground utilities they have. [They should expect to encounter propane lines, sprinkler lines, cable TV, phone and electric lines.]

ST expects to install main and lateral lines by boring 30 to 42 inches deep.

Traffic over the dam should be limited to light trucks only. All heavy construction trucks should get to the TP site using the Telle access road from Regina Rd. The agreement with Mr. Telle requires workers to arrive at the TP site using lake roads over the dam.

### **Missouri DNR grant conference**

The meeting was recorded, but since most Board members did not attend, no written minutes were produced.

### **Adjournment**

Meeting ended at approximately 5 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 8<sup>th</sup> day of September 2010.

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Secretary  
August 30, 2010

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Chairman