

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the February 9, 2011**  
**Regular Session of the Board of Trustees**

The Board of Directors of Public Water District #13, Jefferson County Missouri met in regular session at 7:00 p.m. on February 9, 2011 at 5706 N. Lakeshore Dr., 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	Absent
Ken Jost	Present

Also in attendance was Janet Hirsch (JWH, LTPOA Board member) and Carol Kline (PWSD #13 Treasurer).

**Approval of Agenda**

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

**Approval of Minutes of Past Meetings**

The regular session Minutes of the January 12, 2011 meeting were emailed to the Directors prior to the meeting. Motion was made by Rick Lippitt to approve the regular session Minutes as written. Second was by Ken Jost. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

**Invoices to be approved**

Jennie Kimmel completed the year-end income statement and balance sheet. Treasurer Carol Kline reported the following account balances as of Dec. 31, 2010:

<b>Account</b>	<b>Balance</b>
Escrow (DNR)	\$1,217,215.32
Construction (RD+DNR)	\$105.45
O&M (RD)	\$4,630.00
<b>Total</b>	<b>\$1,222,209.22</b>

Six payments were submitted for payment approval at tonight's meeting. These submissions are listed below.

<b>PWSD#13 Invoices presented for approval Feb. 9, 2011</b>						
<b>date</b>	<b>Category</b>	<b>Payee</b>	<b>invoice amt</b>	<b>MO DNR 40% grant</b>	<b>MO DNR RS grant (50%)</b>	<b>USDA-RD loan</b>
2/07/2011	Eng testing	Taylor Eng	81.65	32.66	40.83	8.17
2/07/2011	Eng design/cons	Taylor Eng	1,191.25	476.50	595.63	119.13
2/07/2011	Eng inspection	Taylor Eng	7,494.05	2,997.62	3,747.03	749.41
2/07/2011	Construction	TGB Inc	19,228.73	7,691.49	9,614.37	1,922.87
2/08/2011	O&M	Faletti, CPA	112.50	0.00	0.00	0.00
2/08/2011	O&M	Kimmel, acct'g	340.00	0.00	0.00	0.00
		<b>Total</b>	<b>28,448.18</b>	<b>11,198.27</b>	<b>13,997.84</b>	<b>2,799.57</b>

## Notes

- a) "Faletti, CPA" entry: Ms. Faletti checks the bookkeeper's work
- b) TGB's bill this period is for 639 ft 1.5" main, 300 ft 2" main, 429 ft 3" main; recirc tank seam checked and approved.

Motion was made by Rick Lippitt to approve payment of the above invoices. Second was by Ken Jost. On voice vote, payment of the invoices was approved.

Janet presented results from a financial analysis she did. On Jan. 31 after 181 days into the project:

- 40.2% of the scheduled construction time has been consumed.
- 13.2% of the budgeted amount for construction has been spent
- 28.7% of the budgeted amount for engineering inspection has been spent

## Old Business

### Construction update

RH reported on what was discussed at the Feb. 8 eng./TGB meeting:

#### Collection system

- Sharon Tielke (TGB) explained that they have been greatly hampered by the snow and cold. Snow cover is a problem more than temperature as it prevents control of the boring head.
- Boring work continues on the north side. TGB is currently working on Lakeview.
- The STEP tank control panel has been approved.
- STEP tanks are ready to ship. Tanks will ship 18 per truckload. Not all 236 will be stored on-site.
- Expect one or two STEP tanks to be "roughed-in" before the end of Feb.
- BOD expressed concern that the spillway crossing pipe should be installed soon, as spring rains can fill up the lake quickly and make work in the spillway channel impossible.

#### Treatment Plant (TP)

- "Dry Creek Materials" will provide the medium for the sand filters (RSF). The medium has been approved by the RSF manufacturer, but not the engineers, as yet.
- The treatment plant's 75,000-gallon recirculation tank will be leak tested soon. The test consists of measuring the water level drop over a 24-hr period. The drop must be 0.25 inch or less. The outside walls of the tank will be scanned for moist spots to detect pinholes. If moisture is detected, a sealant will be applied to the inside tank wall.
- The recirculation tank will be back-filled if tank testing is successful.
- Tim Robbs indicated that a survey team will stake locations for RSFs and new utility pole soon.
- RSF excavation should begin next week when back-filling is finished. Then, RSF footings will be poured.
- Tim indicated a flow measurement device (like a weir) would be added to measure the flow rate of the discharge from the UV disinfectant unit.
- We need to start worrying about getting a qualified operator for the TP. The TP will generally need to be checked 7 days a week, but not necessarily by the operator.
- We will need a source of water at the TP to clean filters, etc., perhaps a well if funds are available.

## Homeowner's questions/problems, progress in resolving

Solving many homeowner problems will require lengthening the 4-inch gravity line. *[This is the line that connects the house to the STEP tank.]* The cost of installing a gravity line was not given in the design specification book, because the cost was considered small. Also, it was included in the cost of STEP tank installation. *[The gravity line length will generally be less than 10 feet.]*

Mike Larensen (Taylor Eng.) has rerouted the main and lateral lines to save the District money that can be used to pay for additional gravity lines, once the gravity line cost is known. At the eng./TGB meeting, TGB was asked to determine the per foot cost of installing gravity lines greater than 10 feet. In many cases the homeowner will bear this cost as moving the STEP tank was at their request.

A new house permit was issued at the LTPOA meeting on Feb. 8. The house plans indicated that the owners plan to install a septic system with septic field. RH will contact Mike Larensen with homeowner information and ask Mike to contact the owner to discuss sewer connection options.

The BOD would like the new home included in "phase one" of the project or at least allow the home to connect at a discount, since the lines and tank can be installed in sequence.

### **Election April 2011 issues**

Lisa French in attorney Sweeney's office notified Marilyn that she checked with the County Clerk's office and no one had registered as candidate for subdistrict 3 or 4. Therefore, we need not participate in the April 5 election. Lisa provided the attached Resolution to suspend the election. The Resolution also specifies that JH and RH take office at the first meeting after Apr. 5, 2011. Both JH and RH are qualified and voiced a willingness to serve as Directors. Motion to adoption the Resolution was made by Rich Hirsch and seconded by Rick Lippitt. Motion passed.

In terms of next year's election, in talking to the County Clerk, Wes Wagner, RH learned that the District can accept candidates for directors at our Lake Tish office (the Sales Office). We just advertise that the office will be open on the first day of registration from 8am to 9am and on the last day from 4pm to 5pm. That meets the requirements of the state statute. The statute says we must be open to accept candidates on the first day and the last day. We apparently don't have to be open on the "between" days! We'll also need forms. We will have to get Bob involved next year to help set things up.

### **Sales Office Modification Update**

JWH has talked to Sharon Tielke (TGB) about a cost estimate for boring from the Community House to the Sales Office to provide water service for the building. Sharon has not yet provided a cost. JWH will contact Rick Kardell and discuss the bathroom installation.

### **Attorney's Report**

There was no attorney's report.

### **Engineer's Report**

There was no engineer's report.

### **Adjournment**

There being no other formal business to come before the Board, a motion to adjourn was made by Rick Lippitt and seconded by Ken Jost. Motion passed with all Directors in approval. Meeting ended at 7:50.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 9<sup>th</sup> day of March, 2011.

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Secretary  
February 12, 2011

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Chairman

**PUBLIC WATER SUPPLY DISTRICT 13**  
**JEFFERSON COUNTY, MISSOURI**  
**RESOLUTION ELECTING DIRECTORS**  
**TO THE BOARD OF DIRECTORS**

**WHEREAS**, this Water District has called an election for April 5, 2011, for the purposes of electing two Directors to two full three year terms, and

**WHEREAS**, this Water District did publish a Notice of the Filing for Candidacy in at least one newspaper of general circulation in the District, and

**WHEREAS**, this Water District received no filings by candidates for the two vacancies, and

**WHEREAS**, under Section 115.124 of the Revised Statutes of Missouri, if only one candidate files for each vacant position, in such event, no election will be held for such positions and the candidates shall assume the responsibilities of the office of Director in the same manner as if they had been elected.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. Public Water Supply District 13 of Jefferson County, Missouri hereby suspends the election previously scheduled for April 5, 2011, and hereby declares that Richard Hirsch (subdistrict 3) and John Hindrichs (subdistrict 4) have each been duly elected to a three year term as Directors for the District, to take office after being sworn in at the first regular meeting following April 5, 2011.

2. The County Clerk of Jefferson County shall be duly advised of this election result and the names of the new office holders, by delivery of a certified copy of this Resolution to the office of the County Clerk of Jefferson County, Missouri.

This Resolution, dated and effective this 9th day of February, 2011, was approved by a majority of the Board of Directors of the Water District.

  
Chairman of the Board

  
Secretary to the Board

