

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the April 13, 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 7:01 p.m. on April 13, 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	Absent
Rick Lippitt	Present
John Hindrichs	Present
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 John Hindrichs to 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 March 9, 2011 meeting were emailed to the Directors prior to the meeting. Motion was made by John Hindrichs to approve the regular session Minutes as written. Second was by Rick Lippitt. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

**Invoices to be approved**

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

<b>PWSD#13 Invoices presented for approval April 13, 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>
4/12/2011	Eng testing	Taylor Eng	544.50	217.80	0.00	326.70
4/12/2011	Eng design/cons	Taylor Eng	1,842.55	737.02	0.00	1,105.53
4/12/2011	Eng inspection	Taylor Eng	10,889.58	4,355.83	0.00	6,533.75
4/12/2011	Construction	TGB Inc	380,123.68	152,049.47	0.00	228,074.21
		<b>Total</b>	<b>393,400.31</b>	<b>157,360.12</b>	<b>0.00</b>	<b>236,040.19</b>

**Notes**

- a) The \$380k payment is for materials plus labor for force main installation and the spillway crossing. USDA-RD will not pay labor costs for STEP tank installation until tanks are connected and operational.
- b) JWH calculated that as of March 31, 53% of the scheduled construction time has been consumed and 26% of the budgeted amount for construction has been spent.

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

Carol needs stamps. Check will be written on O&M budget. Motion was made by John Hindrichs to allow Carol to buy stamps. Second was by Rick Lippitt. On voice vote, motion passed.

## **Old Business**

### **Construction update**

An updated schedule was provided by TGB at the eng./contractor's meeting. The board consensus was that the latest schedule was very optimistic. Based on that schedule, the treatment plant (TP) will start up on June 2 with houses starting to be connected shortly after that. TGB's plan is to finish the TP, install STEP tanks and connect homes on the north side to the TP before starting much work on the south side.

JH gave an updated report on construction progress that has been made.

MM reported that the majority of equipment associated with the STEP tanks (control panels, pumps, biotubes, etc.) is on site and stored in three large locked containers on the lakefront. Equipment had been stored in a secure warehouse in St Louis, but had to be moved here because USDA-RD would not pay for material stored off site.

Any existing septic lines that are damaged when a STEP tank is installed will have to be repaired so the septic tank is operating correctly. That should encourage the contractor to finish the TP as soon as possible so a STEP tank can be hooked up to the working TP as soon as it is installed, rather than plumbing a temporary connection to a damaged septic field.

JWH reported that RH calculated that to complete the project on time, 1.5 tanks per day must be installed. JH warned that right now the contractor says he is installing 2 to 3 tanks per day, but this is just burying the tanks, not hooking them up. That's a lot more involved. JH also said that good progress is being made on the TP's recirculating sand filters.

KJ: I think the next meeting will tell us more about the progress TGB is capable of making.

On the collection system, TGB was asked to provide a per foot price for the gravity line connecting the house to the STEP tank. TGB said it would depend on conditions and that it would be set on a case by case basis.

JH said that Flowmaster Systems is scheduled to show how to install their equipment in a tank on Apr 14 and he would be there to observe.

The question came up asking what happens if TGB does not complete the contract? The answer was that the bonding company will come in and hire someone to complete the job. We would still pay the same amount of money contracted for the project.

One additional problem was mentioned by JWH: The contract with TGB is for 238 systems, but they only ordered 236 and we will need 237 (one extra for the new house being built on the south side). This item will be brought up again in the future.

### **Letter to homeowners**

A letter needs to be written to any homeowner that has not yet returned his or her electrical certification form or electrical easement form. Now that tanks are being installed, time is growing short. If the certification form is

not returned and the dedicated circuit is not installed, the homeowner will incur substantial costs when they are connected to the sewer system at a future date.

There was a discussion as to what deadline date to put in the letter. JWH said she planned to rewrite the letter that was sent out last fall.

MM: Please highlight what will happen if the electrical circuit is not installed in time. Also, remind people who have not completed their electrical easements that the control panel will be mounted on a post in the yard, rather than on the side of their house.

Motion was made by John Hindrichs to send out the letter. Second was by Rick Lippitt. On voice vote, motion was approved to send a letter to homeowners that have not returned an electrical certification form or an electrical easement form.

### **Sewer Office Modification Update**

#### **Boring water line from Comm House to Sewer Office**

We have received a cost estimate from Steve T. (TGB) for boring from the Community House to the sewer office to provide water service for the sewer office: \$125/hr. Steve estimated that it may take 2 days. JWH reported that at the LTPOA meeting last night, the Board approved spending \$3000 to \$3500 to put a bath room in the sewer office.

We still need to determine if we will get water from the Community House or the pump house across the street. If water is coming from the pump house, we need to get someone to install the pump in the abandoned well. We are awaiting a cost estimate for this.

If we do rehab the pump house, in the future we can have water in the maintenance yard (for washing out the salt truck, etc.)

JH pointed out that there is a risk in using water from the pump house: the water quality from the Comm House is good. Water from the pump house may not be potable. John also suggested installing a lockable electrical box so the pump can only be turned on by those authorized.

### **New Business**

#### **Sewer Use Ordinance (Ord. #2010-01-13) revision**

Because the Sewer Use Ordinance adopted on January 13, 2010 conflicts with the contract documents that TGB is required to follow, the ordinance needed to be modified slightly. The conflicting sentence is in Article V. The **revised** sentence is:

*SECTION 10: During the construction of the original sewer collection system, if the property owner requests that the new STEP tank be located more than 10 feet from the location of the existing septic tank and the new location is approved by PWSD #13, the owner will be charged for any incremental cost increase to relocate the tank.*

The distance given in the Jan., 2010 ordinance was *50 feet*, which conflicted with the 10 foot distance given in the contract documents.

The revision was read three times.

John Hindrichs moved to adopt the revised ordinance (Ord. #2011-04-13). Rick Lippitt seconded the motion. The new Sewer Use Ordinance was adopted: Ayes were: Marilyn Meyer, Rick Lippitt, John Hindrichs, and Ken Jost. There were no nays.

### **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 Ken Jost and seconded by John Hindrichs. Motion passed with all Directors in approval. Meeting ended at 7:53.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 10<sup>th</sup> day of May, 2011.

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Secretary  
May 3, 2011

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Chairman