

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the May 11, 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 7:04 p.m. on May 11, 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). Also in attendance were homeowners J. & K. Marschuetz (J/K M) and Chris Townsend.

Approval of Agenda

Motion was made by Rick Lippitt and seconded by Ken Jost 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 April 13, 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

CK reported that for last month the \$236,040.19 requested from USDA-RD during the week of Apr 11 was not deposited in the bank until April 27, which was very late. CK received a call from TGB before this date. Waiting 16 days for money to appear in the account makes CK nervous.

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

date	Category	Payee	Invoice amt	MO DNR 40% grant	USDA-RD loan
5/11/2011	Eng testing	Taylor Eng	4,453.48	1,781.39	2,672.09
5/11/2011	Eng admin.	Taylor Eng	1,502.03	600.81	901.22
5/11/2011	Eng inspection	Taylor Eng	10,206.54	4,082.62	6,123.92
5/11/2011	Construction	TGB Inc	193,504.51	77,401.80	116,102.71
5/11/2011	O&M	Faletti, CPA	75.00	0.00	0.00
5/11/2011	O&M	Kimmel, accounting	120.00	0.00	0.00
		Total	209,861.56	83,866.62	125,799.94

Notes

- a) The \$380k payment is for mobilization & staging (\$11,250), WWTP (\$101,237), force main (\$2,526), and lateral line (\$27,876))

- b) JWH calculated that as of April 30, 60% (270 days) of the scheduled construction time has been consumed and 32.7% 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.

Old Business

Construction update

Treatment plant

JH gave an update on construction progress that has been made. The treatment plant is coming along. Rebar is in sand filters 1 and 2. Concrete should be poured very soon for floors. After that, the openings in the sand filter walls will be poured. Then the filter structures will be filled with water and checked for leaks. The filters will then be plumbed and media added.

AUE has not yet installed the electric. TGB has to set their own pole (400 amp service). The treatment plant is scheduled to go on-line early- to mid-July.

MM suggested that treatment plant operator interviews should start in June since we will start operation in mid-July.

JWH said that DNR told us that we need a class C operator, but if we complain, we can probably get the requirement lowered to a class D operator, which should be cheaper.

JH said that Orenco will walk anyone we hire through the operation of the plant.

Collection system

STEP tank installation progress

About 60 STEP tanks are in the ground. TGB had difficult rock problems on the point (N Lakeshore Dr). TGB is also boring lateral lines and wiring-in control boxes.

MM: There are 110 tanks to be installed on north side and TGB has now installed about 60 tanks. On south side there are 127 tanks and more road.

JH: The TGB electrician is installing electrical boxes. He got an easement list from Mike. If a house has no electrical easement, he's installing the control panel on two pieces of unistrut in the center of the yard next to the tank.

Main line installation progress

JH: The force main is bored on north side, but not hooked together yet.

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

Cert Letters to Homeowners

Approximately 60 letters were sent out on May 3. MM reported that she now has in her possession 209 electrical easements and 194 certifications.

J/K M: We have an existing septic tank with an aerator. When the aerator is off, there is an odor coming out of the tank. The tank is not accessible. It is under a blacktop driveway in the wall. Will we be responsible for maintaining the old tank?

JH: Yes, you will have to service your tank. Money is not available to remove the tank.

JH: If you continue to use the aerator on your old tank, you will have to run a new electrical circuit for the STEP tank pump, since the spec calls for a 20 amp dedicated circuit. A list of electricians capable of installing the dedicated electrical circuit is online at the Lake Tish website.

J/K M: The contractor cut our sprinkler system lines. Are we supposed to repair those?

JH: No, the contractor is responsible for repairing the sprinkler lines and the landscape.

J/K M: How will the roads be repaired when the sewer work is done?

JWH: The roads will be repaired by the contractor. There is only \$1k in the budget for asphalt repair. There is no separate line item for property restoration, retainage is \$290k. (10% of what contractor is owed.)

Homeowner question:

Question about safety and yard repair. MM replied by email to the homeowner:

We understand your concern. First, they have not finished with our yards. There are several steps involved in the installation. After the hole is dug, rock is tamped into the bottom, the tank is lowered in and more rock is put into the hole. Water is pumped into the tank. A pump is installed, risers are put in place and covers placed on the openings.

The next step is to bore the lateral from the road force main to the tank. Another connection has to be made from the old tank to the new step tanks, a gravity line. Finally, the electric has to be connected to the house.

It would not be wise to clean-up the yard until everything is in place and ready to go.

Our properties were all photographed before construction began. They are to put the yards back into shape, how much will be done to restore the yards will be a question to be discussed next week at the board meeting along with your legal questions.

They have made an attempt to clean the roads at the end of the day with a commercial sweeper.

Granted it is not a pretty scene but an installation of this size is hard to accomplish without some inconveniences. -- Marilyn

JWH read a section from the *Contract Docs & Tech Specs, Mar 24, 2010 document:*

1.2 PROTECTION OF PUBLIC AND PRIVATE PROPERTY

A. Contractor shall protect, shore, brace, support, and maintain all underground pipes, conduits, drains, and other underground construction uncovered or otherwise affected by his construction operations. All pavement, surfacing, driveways, curbs, walks, building, utility poles, guy wires, fences, and other surface structures affected by construction operations, together with all sod and shrubs in yards, parkways, and medians, shall be restored to their original condition, whether within or outside the easement or property of the Owner. All replacements shall be made with new materials.

B. No trees shall be removed by Contractor, except as specifically authorized by Owner. Whenever practicable, Contractor shall tunnel beneath trees in yards and parks when or near the line of trench. Hand excavation shall be employed as necessary to prevent injury to trees. Trees left standing shall be adequately protected against damage by construction operations.

C. Contractor shall be responsible for all damage to streets, roads, highways, shoulders, ditches, embankments, culverts, bridges, and other public or private property, regardless of location or character, which may be caused by transporting equipment, materials, or men to or from the work or any part or site thereof, whether by him or his Subcontractors. Contractor shall make satisfactory and acceptable arrangements with the owner of, or the agency or authority having jurisdiction over, the damaged property concerning its repair or replacement and payment of costs incurred in connection with the damage at no additional cost to the Owner.

D. All fire hydrants and water control valves shall be kept free by Contractor from obstruction and available for use at all times,

1.3 DAMAGE TO EXISTING PROPERTY

A. Contractor shall be responsible for any damage to existing structures, work, material, or equipment because of Contractor's operations; and shall repair or replace any damaged structures, work, materials, or equipment to the satisfaction of; and at no additional cost to, Owner.

B. Contractor shall protect all existing structures and property from damage and shall provide bracing, shoring, or other work necessary for such protection, at no additional cost to Owner.

From SECT 011020, PROTECTION OF PROPERTY & ENVIRONMENT, PART 1- GENERAL

CK: The contractor has a woman with a video camera documenting the condition of the yard before the work is begun.

MM: The contractor said he would put up fencing around the STEP tank excavation.

Homeowner question:

Homeowner wants not to connect to the community sewer because he has a "state-of-the-art" septic system.

The consensus of the Board was that a "state of the art" system does not excuse a homeowner from connecting. The only excuse to not hook up is being greater than 300 feet from the sewer main line.

The Board is trying to work with this homeowner and convince him to connect. Otherwise, the District's attorney will have to be brought in.

Sales office modification update

MM: The sewer board will rent the Sales Office (SO) from the LTPOA. This will be PWSD #13's office. The LTPOA will keep records there. PWSD #13 will install a toilet in the SO. The office will also be used for meetings when small attendance is assured.

MM: My well-guy said it would cost \$3300 to \$3600 to put water into maintenance yard from the Pump House. Cost to bore from the pump house to the SO would be about the same.

JH: One problem with getting water from the pump house is that we don't know what the water quality is.

JWH: Otherwise, we'll bore from the Comm House (CH) to SO. We should be able to tap into the CH water supply line outside of the CH and yet use the expansion tank in the CH. We have to check all this with Rick Kardell.

Consensus was to get water from the CH, rather than from the Pump House. Guaranteed potable water and we don't need an electrical line for power.

JH: I will get a price estimate from Utilibore for boring in addition to the estimate from TGB.

New Business

DNR Quarterly Review

JWH reported that MO DNR (Traci & Mark) was at Lake Tish for a quarterly review on May 10. During the review DNR met with Tim R. and Mike L. (Taylor Eng.) and MM, RH, and JWH (PWSD #13).

At the meeting Traci was asked if DNR was satisfied with the way invoices were being approved by the District. She said they were.

DNR also said they were concerned about the pace of the project. Traci said that on other projects, the contractor will often ask for an extension to avoid penalty payments. It is up to the District, DNR, and USDA-RD to grant a time extension. TGB is bonded, so the job will be finished.

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 John Hindrichs and seconded by Ken Jost. Motion passed with all Directors in approval. Meeting ended at 8:14.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 8th day of June, 2011.

Secretary
June 3, 2011

Chairman