

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the July 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 7:02 p.m. on July 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	Present
Rick Lippitt	Present
John Hindrichs	Arrived at 7:04 p.m.
Ken Jost	Present

Also in attendance was Janet Hirsch (JWH, LTPOA Board member) and C. Lents (LT homeowner).

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 June 8, 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 John Hindrichs. On voice vote, the regular session Minutes were approved.

The executive session Minutes of the June 8, 2011 meeting were emailed to the Directors prior to the meeting.

Motion was made by John Hindrichs to approve the executive session Minutes as written. Second was by Rick Lippitt. On voice vote, the executive session Minutes were approved.

Treasurer's Report

Invoices to be approved

Marilyn reported the bank balances as of June 30, 2011: Construction acct: \$105.47; Escrow acct: \$826,606.49; and O&M acct: \$2,858.75.

Janet reported that four payments were submitted for payment approval. These submissions are listed below.

Date	Category	Payee	Invoice amt	MO DNR 40% grant	USDA-RD loan
6/30/2011	Eng testing	Taylor Eng	3,779.25	1,511.70	2,267.55
6/30/2011	Eng admin.	Taylor Eng	6,962.43	2,784.97	4,177.46
6/30/2011	Eng inspection	Taylor Eng	11,604.98	4,641.99	6,962.99
6/30/2011	Construction	TGB Inc	66,380.44	26,552.18	39,828.26
		Total	88,727.10	35,490.84	53,236.26

Notes

- a) The \$66,380.44 payment is for 1.5" force main (765 ft.), 3" force main (3,415 ft.), lateral line (718 ft.), and an additional 3.731% of the wwtp was completed.

- b) JWH calculated that as of June 30, 73.6% (331 of 450 days) of the scheduled construction time has been consumed and 36.9% of the budgeted amount for construction has been spent (includes credit for stored materials).

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.

An additional invoice was presented to the Board from *Leader Publications* for \$66.50 to pay for a classified ad for a WWTP operator, funds to come from the O&M account. Motion was made by John Hindrichs to approve payment of the invoice. Second was by Rick Lippitt. On voice vote, payment of the invoice was approved.

Old Business

Construction update

Once again the Board expressed a real concern that TGB Would not finish construction in time and be forced to go to "liquidated damages." TGB has 8 excavators on site, but not all are being used.

JH: TGB said they expect to have 40+ tanks installed between now and next month. As of July 12, 118 tanks have been installed: 106 on the north side and 12 on the south side. Average installed is 3 tanks per day. They expect to start boring lateral lines of the south side. Treatment plant start up has been pushed back from July 15 to August 15.

JH: Three construction problems surfaced since last month:

- 1) The wrong "splitter" valves were received. The valves received were 100% recycle/bypass, rather than the required 100% recycle/80% recycle.
- 2) The flow meters received cannot be read easily. They are designed to be read in a pit.
- 3) Although the UV disinfection unit meets specs, to use an automotive analogy, it is more of a "Chevy" than a "Cadillac."

Homeowners will not be reimbursed for repairs to their property they do themselves

At the construction meeting on Tuesday the Board was asked to make clear to homeowners that TGB is required to restore every property to its original condition after the construction is complete. If there are areas of a homeowner's (HO) property that is damaged during construction, the HO should document the damage and submit the documentation to Mike Larenson (the resident inspector). TGB is only required to restore to original condition. TGB will **not** reimburse property owners for repairs. If a homeowner cannot wait and repairs the damage himself, the homeowner will NOT be reimbursed for his costs.

Treatment Plant Operator

Marilyn will contact the four most promising qualified candidates that answered the classified ad in the Leader and invite them to come to Lake Tishomingo for an interview.

JWH: Make sure they understand it is part time work and they will be independent contractors..

New Business

An ordinance amending Sewer Use Ordinance No. 01-2010

A review of the sewer use ordinance indicated that the ordinance needed revisions in Article V, Sections 6, 9, and 10.

JWH read the ordinance amending the sewer use ordinance twice.

After a brief discussion Article V, Section 9 of the Sewer Use Ordinance was changed from "as resources allow" to "if resources allow."

Motion made by John Hindrichs to pass the ordinance amending Sewer Use Ordinance No. 01-2010. Motion seconded by Rick Lippitt. The Board was polled on the motion:

Marilyn Meyer: Yes; Rich Hirsch: Yes; Rick Lippitt: Yes; John Hindrichs: Yes; and Ken Jost: Yes;
The ordinance to amend is attached to these Minutes.

Billing and Accounting Supplies

We received an email from Jennie, who will do billing for the District, asking if she should purchase billing supplies including stamps and submit a bill to the District. Also, she asked if she could store paper backup copies of her files in the sewer office. The Board agreed that Jennie should get the supplies she needs for billing and that paper backup copies of her files can be stored in the Sewer Office.

There was some discussion as to when billing of users would occur. [*According to the User Charge Ordinance, Article V, Section 1, "All users shall be billed monthly. Billings for each month shall be made within thirty days after the end of that month. Payments are due when billings are made. Any payment not received within thirty days after the billing is made shall be delinquent."* -- RH]

Closed session

John Hindrichs made a motion to enter executive Session, under the Missouri Sunshine Law authorized by Chapter 610.021, Sub-Section 1 of the Revised Statutes of Missouri. The motion was seconded by Rick Lippitt. The Board was polled on going into closed session:

Marilyn Meyer: Yes; Rich Hirsch: Yes; Rick Lippitt: Yes; John Hindrichs: Yes; and Ken Jost: Yes;
Closed session began at 8:22pm

Closed session ended at 8:38pm

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 Rick Lippitt. Motion passed with all Directors in approval. Meeting ended at 8:40.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 10th day of August, 2011.

Secretary
August 4, 2011

Chairman

ORDINANCE No. 01-2011
AN ORDINANCE AMENDING ORDINANCE 1-2010 OF THE CODE OF ORDINANCES
OF PUBLIC WATER SUPPLY DISTRICT #13 OF JEFFERSON COUNTY, MISSOURI

WHEREAS, the Board of Directors has now had an opportunity to review the practicality of certain portions of the original ordinance; and

WHEREAS, clarifications are necessary after said review;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE PUBLIC WATER SUPPLY DISTRICT #13 OF JEFFERSON COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Article V, Section 6 of Ordinance 1-2010 is hereby repealed. A new Article V, Section 6, is hereby adopted with the following words:

“SECTION 6: During the construction of the original sewer collection system, if the owner has provided an approved electrical circuit, PWSD #13 will:

- a) Connect the electrical circuit to the pump control box.
- b) Connect the sewer service line to the STEP tank.
- c) Block off the old septic tank and mark it for retirement, as required.
- d) Install the sewer lateral line, if it has not already done so.”

Section 2. Article V, Section 9 of Ordinance 1-2010 is hereby repealed. A new Article V, Section 9, is hereby adopted with the following words:

“SECTION 9: During the construction of the original sewer collection system, if the old, unused septic tank is accessible, PWSD #13 will properly retire the old septic tank by pumping sewage matter and filling with suitable material at no cost to the owner, if resources allow.”

Section 3. Article V, Section 10 of Ordinance 1-2010 is hereby repealed. A new Article V, Section 10, is hereby adopted with the following words:

“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.”

Section 4. This ordinance shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Public Water Supply District No. 13 of Jefferson County Missouri, this
13th day of July, 2011.

