

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the April 11, 2012
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 April 11, 2012 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	Present
Ken Jost	Present

Also in attendance was Janet Hirsch (JWH, LTPOA Board member, Bank Administrator), and Frances Hovis (FH, Treasurer).

Approval of Agenda

Motion was made by John Hindrichs and seconded by Rick Lippitt 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 Mar 14, 2012 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.

Treasurer's Report

Billing issues

JWH reported that homeowners were sent three disconnection notices and three lien notices. Actually, there is really only one homeowner getting a disconnection notice, as the two other homes have been vacant for years and are not connected to the sewer (Kreilick and Lowery). The disconnection hearing date was set for 9am on Apr 24. New liens will be filed every three months on the Kreilick and the Lowery properties.

The Sewer Office normally receives two or three calls per week related to billing, either to correct errors or they don't understand the statement.

A future goal is to send out a postcard for billing (like what AUE does), rather than a letter like now.

Financial Reports

March 2012 Cash Flow Report

Net cash inflow for March 2012 was \$13,945.25. This amount does not include loan repayment principal or interest which is estimated at \$10,370 per month.

JWH explained the financial reports prepared by our bookkeeper Jennie K.

JWH handed out the cash flow report for Mar 2012 required by USDA-RD. Cash inflow was \$18,643.20; total outflow was \$4,697.95; net cash flow was \$13,945.25.

The March 2012 cash report is attached.

Loan closing

Loan closing will be Apr 24 at 10am. Donna Martin (USDA-RD) and Bob Sweeney (Dist. attorney) will be present.

The final loan amount is estimated to be for \$2.09 million, which means that instead of \$48/month for debt service, it will be \$44.44/month.

D. Martin approved CO #4 for building a protective wall around UV unit, for buying spare parts, and Addendum #3 to the engineering contract (for \$1.5k for generator).

Traci (MDNR) approved the generator purchase and will pay 40% for equipment and installation.

Donna and Traci both approved Addendum #4 to the Engineering Contract for \$15k for inspection.

Balances

Fran reported the balances for March 31: Escrow (grant money left): \$107,597.90, Construction acct.: \$5,582.31, O&M acct.: \$63,149.

Invoices to be approved

Seven payments were submitted for payment approval. These submissions are listed below.

Date	Category	Payee	Invoice amt	Notes
03/15/2012	O&M	AT&T (preapproved)	41.47	
03/30/2012	O&M	Ameren (directpay)	213.09	
04/01/2012	O&M	Faletti, CPA	75.00	
04/01/2012	O&M	Kimmel, accounting	520.04	a
04/05/2012	O&M	WRM, WWPT Operator	1,145.00	b
04/08/2012	O&M	JWH WWTP supplies, stamps, rock for trailer	311.80	
04/04/2012	O&M	Excaliber MFD housing, trailer	65.94	
04/03/2012	O&M	Excaliber MFD housing, trailer	500.00	
		Total	2,872.34	

Notes

- a) Includes substantial work on A133 audit.
- b) WRM: Dave's normal rate is \$775 per month. The extra charge is for: TP emerg call on 3/3, Hummel emerg call, Clark emerg call, Ide emerg call, replacing recirc splitter valve on 3/22.

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

Old Business

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

We have not received the \$75 billed to Kinninger (Fiorino house) for Dave's inspection. The board decided it should be added to his monthly sewer bill.

Construction update

Schedule update

The board's consensus is that TGB is not doing 5-6 yards a day, as they said they would. The landscaping crew may or may not be here at this time. One board member complained that the "seeded & strawed" a log in the path of the equipment.

TGB meeting summary

Steve (TGB) said that landscapers would be here the week of Apr 9 and that they plan to do 5-6 yards per day. There would be an advance TGB crew that would be followed by a landscaping crew that would do final grading and then seed and straw.

There were various opinions from the board as to why the contractor took so long to start yard restoration in 2012, in spite of the fact that weather in March was very good for yard work: a) the contractor expected a wet March and simply planned to start in April and that's what he did, or b) the contractor has other

jobs that they were working on instead, or c) the contractor couldn't come to terms with the landscaping crew until now. *[This discussion did not take place at the meeting with the contractor. -- rh]*

Treatment plant operation update

Generator purchase

We received four bids for a 48KW propane fired generator:

- | | |
|---------------------------------|----------|
| 1) Southeast Services Inc (SSI) | \$15,882 |
| 2) Bates Electric | \$17,339 |
| 3) Brda Electric | \$19,620 |
| 4) Seelbach Bros | \$20,600 |

Consensus was that the bid given us by SSI should be accepted.

JH talked with SSI and was satisfied with their competence and qualifications. John also liked the details and description of the installation. Various options were discussed:

- a) A block heater (for easier starting in winter) -- a \$395 option.
- b) An extended warrantee of 5 yrs vs. the standard 2 yr warrantee -- a \$695 option.

Motion made by John Hindrichs to purchase and install the generator from SSI with a block heater and extended warrantee. Motion was seconded by Rick Lippitt. Motion passed.

A resolution was proposed by John Hindrichs authorizing Marilyn Meyer to execute an agreement to purchase and install a backup generator for the wastewater treatment plant. (Resolution No. 2012-1). The resolution was seconded by Rick Lippitt. Resolution passed.

SSI recommended a 500 or 1000 gallon tank. Propane is cheap now (ca. \$2/gal), so the decision was made to go with a 1000 gal tank.

Storage container

JH reported that a storage container was purchased, delivered, installed, and is now usable.

UV unit problems

RH reported that on Apr 3, lamps were loaded into the UV disinfection unit and the unit turned on by Dave and a tech rep of Aqua Azul, the manufacturer. At that time the unit lit three out of four lamps. Diagnosis was that there was one bad ballast. Recently, the unit is operating on only two lamps. FloSystems, the installer was contacted and will make repairs.

RH reported that we can have a wall installed around the UV unit for the same price as the culvert pipe that was part of CO #4. This is to keep water and debris from damaging the unit.

Motion made by John Hindrichs to accept the substitution. Rick Lippitt seconded. Motion passed.

Rock apron around RSFs (CO #5)

Change Order #5 was proposed to place a 20 ft wide 3"-4" thick rock apron around the sand filters to lessen the likelihood of getting vegetation into the sand filters, decreasing the amount of grass to cut, and allowing getting to the sand filters without crossing a strip of mud. Cost estimate by TGB is \$7130. JWH noted that we will receive no additional money from USDA-RD, so we will pay for CO #5 using money we already have.

RH: One problem is that this CO will probably require extending the length of the contract with TGB past the May 25 deadline. Having said that, I think the project is worthwhile and if we can get grant money for this from Traci (MDNR), I think we should approve CO #5.

There followed a discussion of the markup the contractor used -- 15% on labor, material, and equipment, which some board members objected to.

The decision to accept CO #5 would be delayed until we determine if grant money will help pay for this.

DNR review

Mark Bockstruck (MDNR) visited the site on Apr. 2 to conduct a quarterly review. He had two complaints about the treatment plant: no signage and the UV unit was not in operation. Regarding the collection system, Mark was not satisfied with the rate of the yard restoration.

Mark said that this was his last visit before the final inspection.

100% discharge valve installation

Dave and RH modified the two existing recirculating splitter valves to accommodate heavy rainfall entering the sand filters. The modification involved removing the restricting plate and plugging the four side ports. This changed the valves from 80% recirc./20% discharge to 0% recirc./100% discharge, when the liquid level in the recirc. tank rose to greater than about 6.5 ft.

Punch list progress

Mike L (Taylor Eng) is coming on Apr 12 to check on the contractor's progress in completing the punch list.

Operator Report

RH reported that the analysis of the discharge continues to be well within specs. Flows were really low in Feb. Average flow in Feb was only 7,000 gal/day, about 10% of design capacity (75,000 gal/day). Flow should pick up from here as owners return to their houses.

Dave Axton made "emergency" calls on three homeowners: Hummel (jammed lower float prevented pumping), Clark (landscaping and tracer-wire issues), and Ide (backup due to pulled disconnect). The "jammed lower float" is a reoccurring issue.

New connection specs

Equipment list

RL contacted Dan at FloSystems and Dan will supply us with an equipment/price list. One problem is that the STEP tanks are usually bought 18 tanks at a time. RL talked to the two new homeowners. They plan to move in in Oct 2012. The district has one tank available that we can give to the new homeowners, so they only need purchase one tank and can share the cost of that tank.

RH said we will talk to attorney Bob at the loan closing about amending the ordinances to compel new customers to purchase equipment thru the district to make sure it is compatible with what we already have.

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. Meeting ended at 8:45 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 9th day of May, 2012.

Secretary
May 3, 2012

Chairman

March 2012 Cash Report

Sewer Fees Invoiced	\$ 17,345.88
Sewer Fees Received	\$ 18,625.51
Overdue Amounts:	
30 days overdue	\$ 3,367.24
60 days overdue	\$ 1,186.70
90 days overdue	\$ 246.88

Cash Inflow

Sewer User Fees	\$ 18,625.51
Interest	17.69
	<u>18,643.20</u>

Cash Outflow

Audit	
Accounting	735.00
Treatment Plant Operator	1,005.00
Utilities - electric	217.87
Phone	41.47
Omni Site	242.73
Trailer purchase	2,000.00
Trailer deposit	100.00
Insurance	
Maintenance/replacement	
MO DNR Annual Permit	
Legal	
Recording fees - easements & liens	
Postage & printing	213.04
Office	98.84
Miscellaneous	
Bank Fee - overdraft	30.00
Bank Fee (ACH debit)	14.00
	<u>4,697.95</u>

Net Cash Flow	<u>\$ 13,945.25</u>
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