

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the September 12, 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 September 12, 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, PWSD #13 bank administrator), and Frances Hovis (FH, Treasurer).

**Approval of Agenda**

Motion was made by John Hindrichs 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 August 8, 2012 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 Ken Jost. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

**Billing issues**

Janet reported that two lien notices were sent to homeowners on Sep 1. Both owed \$230.40. There were no legal action notices sent to homeowners in Sep.

A homeowner that owes \$388.80 was previously sent a lien notice, but no further action was taken, because there was a landscape restoration issue. In Aug that homeowner was sent a check for \$167 for damage to trees on his property. He cashed that check Aug 28. A lien will be filed against that homeowner if his sewer bill is not paid by Sep 21.

PWSD policy is to update liens every three months, so new liens should be filed for the Kreilick and Lowery properties.

**Balances**

Fran reported the balances for August 31:

O&M reg.: \$32,333.57, O&M money mkt: \$250,210.32, Debt Service Reserve acct.: \$3,850.28 (accumulates over 10 yrs; provides backup if we cannot pay our loan payment), Escrow (grant money left): \$7.07 (interest on previous balance), and Construction acct.: \$0.00

JWH handed out the cash flow report for August 2012 prepared by our bookkeeper Jennie K and required by our lender USDA-RD.

Sewer fees invoiced were \$17,311.42; sewer fees received were \$16,413.57; cash inflow was \$16,553; Cash outflow was \$10,359.09; net cash flow was \$6,193.91. The August 2012 cash report is attached.

RH asked if the amounts owed by Kreilick and Lowery are included in the "Overdue Amounts" total? The 90 days overdue is only \$310 and Kreilick owes over \$500. Janet will get details from Jenny.

MM said she would like to see something in the next Lake Tishg newsletter on automatic payment to help prevent late payment.

## Invoice approval

Fourteen invoices were submitted for payment approval for September 2012.

Payee	invoice amt
Daniel Jones Assoc, A133 audit	7800.00
WRM, WWPT Operator	955.00
Kimmel, accounting	590.00
Kimmel, accounting, postage	11.25
Taylor Eng, inspection <sup>A</sup>	398.86
Ameren Missouri (paid, DirectPay)	228.63
Flo-Systems, riser-to-lid adapter rings	201.1
AT&T (paid, preapproved)	41.44
JWH, TP valve wrench; smoke candles	154.59
JWH, table for sewer office	36.74
JWH, keys for TP	8.90
JWH, sewer billing expense for Sep	72.00
JWH, postage for postcard re: landscaping	74.88
P.O. box for sewer (1 yr)	44.00
<b>TOTAL</b>	<b>10,617.49</b>

Notes: A: This was the remaining amount to be paid based on engineering addendum 4.

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.

## A133 audit update

JWH reported that the audit was completed on time and submitted to D. Martin (USDA-RD). There were no material problems with the audit, but the auditor recommended that the district establish internal controls over financial reporting and over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs.

JWH recommended that the Board instruct Jenny K to develop internal control procedures to be accepted by the Board at the October meeting.

MM asked who gets copies of the report: One copy for the file and one copy for the treasurer. JWH has an electronic copy of the report.

RH asked if we need to do another, expensive A133 audit next year because we paid TGB more than \$500,000 in calendar year 2012. MM said that we will need to do an audit, but not an expensive A133 audit.

FH said that Jenny wants copies of the check register from August on to know what checks are written. The Board agreed to this.

## Old Business

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

#### Final Cleanup

TGB agreed to come back and do final seeding/restoration between Aug 15 and Sep 30. To alert the property owners and make the work as efficient as possible, the district sent out a postcard urging property owners to send any restoration issues to Mike L. (Taylor Eng.). Mike compiled the individual emails/letters into updates and sent these to TGB and PWSD#13.

Mike L. was onsite on Sep 11 to gauge TGB's progress. RH took Mike's updates and put them into a spreadsheet that showed properties that were considered completed. That list is attached as Appendix 1.

Since Mike had only visited sites on the south side, no properties on the north side of the lake were listed as done. Eighteen properties were listed as done in the update. RH said he did not believe that the homeowner was asked if the property was done to the satisfaction of the homeowner.

A number of homeowners complained about a lack of seed. When the landscaper was asked about this, he became angry and said "Why would I go to this much trouble and then not use enough seed."

The landscaper said he would brushhog the Treatment Plant and then spray it with weed killer and then come back in two weeks and "seed & straw."

Grass cutting the TP was discussed. Dale Wallen, Ed Mitchell, and Red Oak will be asked to submit bids when we have grass at the plant rather than weeds.

RH: There is quite a bit of erosion on the rock road leading down to the TP. We either need to grade it or asphalt it. KJ will contact asphalt companies about the cost of asphaltting the road to the TP from the top of dam. The road on the surface of the dam is holding up well and would not be asphalted.

There is a problem with a sewer cleanout at the community house. It is located close to the driveway and susceptible to vehicle damage. KJ will look into ways to protect the cleanout.

### **Weak audible alarm problems**

Orenco told us that ground water might be leaking into the splice box if the conduit was cracked during installation or, if the conduit seal was not installed. They said that to remedy this problem, conduit sealing material can be added now, applied thru the splice box and thru the control panel. Both locations should be sealed.

E. Richards and R. Hummel still have weak audible alarm problems.

RH: TGB said that at the Hirth house they sealed the conduit from inside of the splice box, but when I was in there, I got tar all over my fingers. I don't know what material they're using, but it's probably too light-weight to work. TGB does seem to be solving the weak audible alarm problem by replacing the high level alarm floats.

RL suggested that simply drilling a hole in the bottom of the splicebox would solve the water-in-splicebox problem.

JH said that would work if the source of water was ground water, but would not work if the water in the splicebox was due to a sewage level caused by a float problem.

JWH: The generator automatic transfer switch has not been installed yet.

### **Odor Issues**

RH reported that new odor reports arrived from Duffy, Whiteman, and C. Will. Mike L. said he thought Whiteman's problem was from the old septic tank which has a poorly fitting concrete lid and was left inline due to its location. Additional gasketing is planned for Fanger and Wood, but has not been installed. We have not gotten a response from Goedeker telling us that his odor problem has not been solved, so we are holding off installing additional gaskets at his house.

### **Operator Report**

Dave spent 3hrs working on Charlie Hirth's system.

Analysis of samples taken in July are well within spec.

### **New Business**

The Board agreed that the Bono Del lake looked badly polluted and since outflow from Bono Del enters our lake, we should try to ensure their lake is not polluted. Fran volunteered to call the Health Dept about Bono Del.

### **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 Rick Lippitt. Motion passed. Meeting ended at 8:45 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 10<sup>th</sup> day of October, 2012.

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Secretary  
October 8, 2012

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Chairman

## August 2012 Cash Report

Sewer Fees Invoiced	\$ 17,311.42
Sewer Fees Received	\$ 16,413.57
Overdue Amounts:	
30 days overdue	\$ 1,861.11
60 days overdue	\$ 543.48
90 days overdue	\$ 244.60
<b>Cash Inflow</b>	
Sewer User Fees	\$ 16,413.57
Interest	139.43
	<u>16,553.00</u>
<b>Cash Outflow</b>	
Accounting	540.00
Treatment Plant Operator	1,090.00
Utilities - electric	249.27
Phone	41.32
USDA Interest	6,980.00
Debt Service Account	962.00
Reimburse user for damage to home	167.50
Legal	315.00
Bank Fees (ACH debit & overdraft)	14.00
	<u>10,359.09</u>
<b>Net Cash Flow</b>	<u>\$ 6,193.91</u>

## APPENDIX 1. Final Clean up -- 9/12/2012 update

Name	number	street	Issue	Done? (9/12) <sup>A</sup>
Richardson, Mike	7720	Circle	Replace weeds w/good fill & grass seed	NO
Duffy, Mark	7728	Circle	Restore Zoysia, not fescue	NO wrong tme of yr for zoysia
Uhlenbrock Johnson, Pete & Hope	7736	Circle	Topsoil, seed & straw after 9/23/12	NO
Simon, Jim	7716	Meadow	Seed & Straw-upper part of yard	NO
Wood, Ray & Cheryl	7728	Meadow	Ruts, rocks, pipe, seed & straw	
Hegger, Harry	7740	Meadow	Remove Rocks, Seed & Straw	
Lauer, Ray	7744	Mohawk	Remove rock, put in topsoil, seed & straw	NO
Melchior, Ed & Betty	7756	Mohawk	Seed & Straw, plastic pipe	
LaPee, David	7764	Mohawk	Seed & Straw	
Potter, Jack	7784	Mohawk	Seed & Straw	
Dickinson, Dan	7802	Mohawk	Level yard, gravel in driveway	NO
Commounity bldg	7840	Mohawk	Remove Rocks, Add soil, Seed & Straw	
Sewer office	5698	N Lakeshore	Seed & Straw	NO
Kittel, Larry	5706	N Lakeshore	Seed & Straw	NO
McColgan, Carol	5748	N Lakeshore	Rock	NO
Kohm, Kevin	5761	N Lakeshore	Rake rocks, fill sunken area, seed & straw	NO
Kardell, Rick & Sharon	5786	N Lakeshore	Seed & Straw	NO
Ferrel, Al	5800	N Lakeshore	Boxes, septic tank lids, clean out not level w/yard	NO
Dauernheim, John	5828	N Lakeshore	Seed & Straw	NO
Tokos, Jim	5840	N Lakeshore	Seed & straw	NO
Furrer, Larry	5876	N Lakeshore	Seed & Straw	NO
Furrer, Larry	6016	N Lakeshore	Seed & Straw	NO
Droege, Ken	6024	N Lakeshore	Seed & Straw, unburied wire	NO
Marshuetz, Ken & J	6052	N Lakeshore	Seed & Straw	NO
Puryear, Vern	6136	N Lakeshore	Seed & straw	NO
Miller, Charlie	6261	N Lakeshore	Add soil, seed & straw	NO
McGlynn, Barb	6357	N Lakeshore	Gravel, Telephone Poles, Culvert Pipe, etc.	NO
Ott, Chris	6439	N Lakeshore	Ruts between driveways	NO
Hunnicut, John	6460	N Lakeshore	Rock removal, fix retaining wall	NO
Nazzoli	5757	S Lakeshore	Seed & Straw	NO
Neuner, F & R	5783	S Lakeshore	Seed & Straw	NO
Geiger, Greg	5783	S Lakeshore	Seed & Straw	NO
Seymour, Mike	5818	S Lakeshore	Seed & Straw	NO
Schmidt, Larry & Jeri	5927	S Lakeshore	Scrape marks in driveway, needs rock on drive from asphalt to eqpt path	NO
Mills, Randy & Sharon	5960	S Lakeshore	Rake, seed, fertilize, straw	NO
Whiteman, Marlene	5961	S Lakeshore	Pipe sticking out, add soil, seed & straw	NO
Hadley, Gary & Christi	5981	S Lakeshore	Remove Clay, Need Gravel, Sewer Odor	NO
Hemmer, Richard	6051	S Lakeshore	Seed & Straw	NO
Winslow, Shawn	6065	S Lakeshore	Seed & Straw	
Mitchell, Eddie & Marie	6138	S Lakeshore	Seed & Straw	
Beckmann, Ken	6142	S Lakeshore	Restore Grass, not clover	
Lauer, Ray	6143	S Lakeshore	Seed & Straw	NO
Schoonover, Jim	6163	S Lakeshore	Seed & Straw	
Rocklage, Joe	6178	S Lakeshore	Seed & Straw	
Richars, Elmer	6187	S Lakeshore	Seed & Straw	NO
	6403	S Lakeshore	Seed & Straw, weak audible alarm	NO

Fluegel, Skip	6431	S Lakeshore	Seed & Straw + ???	
Toscano, A	6447	S Lakeshore	Seed & Straw	NO
Hindrichs, John	6473	S Lakeshore	Seed & Straw?	
McClellan, David	6508	S Lakeshore	Replace landscape stones, move gravel-rd email	NO
Townsend, Chris	6612	S Lakeshore	Seed & Straw	
Tiemann, Linda	6644	S Lakeshore	Remove rock, put in topsoil, Seed & straw	
Kalin, Rita	6699	S Lakeshore	Remove Rock/Clay, Relocate Tank, More...	NO
Mason, John	6723	S Lakeshore	Seed & Straw, ruts in yard, patio stones	
Jost, Ken	6770	S Lakeshore	Seed & Straw, Lid on Riser Tank	
Allen, K	6806	S Lakeshore	Seed & Straw	NO
Leiwiki, M & M	6826	S Lakeshore	Seed & Straw	NO

*Note A: In this list "NO" in the "DONE (9/12)" column means that the property looked like it had been "seeded & strawed" and other issues had been dealt with.*