

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the October 10, 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 7:10 p.m. on October 10, 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 September 12, 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 Oct 1; both owed \$151.20. There were no legal action notices sent to homeowners in Oct.

To date liens have been filed against J. Mayer, K. Seelbach, S. Hopfer, M. Davis, J. Kreilick, D. Lowery. JK and DL each owe an additional \$385.80 since the first lien was filed on Oct 1. So we should file additional liens against them. Summary of amounts owed is given below:

<b>Name</b>	<b>Total owed on 10/1</b>
DL	\$836.40
JK	764.40
JM	309.60
KS	309.60
MD	246.40
SH	237.60

**Invoice approval**

Twelve invoices were submitted for payment approval for October 2012.

<b>Payee</b>	<b>invoice amt</b>
Lakenan insurance, crime renewal	803.00
WRM, WWPT Operator	895.00
Kimmel, accounting	405.00
KJ, valve box adapter w/lid	47.60
JWH, sewer billing expense for Oct	72.96

Ameren Missouri (paid, DirectPay)	180.49
AT&T (paid, preapproved)	41.44
Holloran, sprinkler repair <sup>A</sup>	83.25
McLafferty, tree replacement <sup>A</sup>	153.93
Tim Ernst <sup>B</sup>	57.60
John Mason <sup>B</sup>	60.00
Leslie Lauer <sup>B</sup>	34.80
<b>TOTAL</b>	<b>2,835.07</b>

A: Payment made by the district that will be forwarded to TGB for reimbursement.

B: Customer refund: House was sold and bank/agent made full payment; seller made partial payment so was due refund.

Motion was made by John Hindrichs to approve payment of the Group A item invoices and forward bill to TGB for reimbursement. Second was by Rick Lippitt. On voice vote, payment was approved.

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

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

### **Internal control procedures**

A133 auditor said the district was missing internal control procedures. To remedy he sent Jennie a 63 page document. The Board is mystified as to what is supposed to be controlled. JWH will go through the doc and determine what items apply. Action delayed on this at this time.

### **Financial Reports**

Fran reported the balances for September 30: O&M money mkt.: \$250,375.08, O&M reg.: \$30,202.21, Debt Service Reserve acct.: \$4,813.50, Escrow (grant money left): \$7.07 (interest on previous balance), and Construction acct.: \$0.00 (closed)

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

Sewer fees invoiced were \$17,328.06; sewer fees received were \$18,453.50; cash inflow was \$18,579.48; Cash outflow was \$18,373.60; net cash flow was \$205.88. The September 2012 cash report is attached.

### **Other**

MM asked for permission to renew the insurance policy for the treatment plant. Motion made by JH to grant Marilyn the authority to renew the policy. Second was by RL. Motion passed.

### **Old Business**

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

Mike Larenson visited the subdivision on Oct 5 and RH went with him to visit properties not yet restored to their owner's satisfaction. On Oct 8 we received a new list of properties with Mike's restoration comments.

RH reported that there were many items that did not involve "seed & straw" issues that were not yet restored. Examples were Ott, Miller, Furrer, Kardell, and more. There were also "seed & straw" issues that were not yet resolved. Where grass was coming up, it was generally spotty--it just seemed that not enough seed was put down. RH also reported that on Oct 10, the landscaper seeded and strawed the TP.

The Board discussed what action to take.

JH: It's still not satisfactory.

MM: The seeding time frame is ending Oct 15. TGB will not meet that deadline. We have 45 homeowners that are very upset.

FH: Many of the homeowners not on the list have just given up on TGB and did their own seeding.

JH: That's what I did.

RH: I did that also.

RL: Additional seeding may have to wait until spring. They missed the seeding window, but there is work they can do. TGB committed to finish the restoration work by Sep 30 if we paid them everything we owed them, including all retainage. We probably need to tell them that we will contact the bonding company unless they can satisfy us in some other way. I will draft a letter and send it to the board for additions and approval.

JWH: Before it goes out, I think we should send the letter to Sweeney for his approval.

The Board agreed to send TGB a letter threatening to contact TGB's bonding company unless appropriate action was taken immediately.

## **Treatment plant operation update**

### **Grass cutting**

MM: The dam is cut every 6 weeks. We may need every 3 weeks for the plant during the growing season.

JH: It would be good to get on the same schedule as the dam cutting.

We should get estimates from Red Oak Landscaping and Dale Wallen before next spring.

### **Road paving or grading**

KJ: CEG submitted two bids for asphalt on the road from the top of the dam to the gate surrounding the TP. The first bid was \$11,800 for a "light commercial road"; second bid was for \$19,920 for a "Heavy Industrial Road": *Grade existing rock and adding approx. 2 inches of 1 inch minus Fine grade and roll compact with a 10,000 pound vibratory roller. paving 605 sq. yd. at approx. 4 inches compacted x-grade black base binder mix in two lifts with a self propelled paver and roll compact with a 10,000 pound vibratory roller. Top with approx. 2 inches compacted commercial grade plant ready hot mix asphalt. Asphalt to be placed through a self propelled paver and rolled with a 10,000 pound vibratory roller. \$19,920. One Year Guarantee Material and Labor.*

There was concern over erosion from water of the dam at the edge of the road. In spring we will get additional bids and discuss drainage issues with the asphalt companies.

JH suggested we put \$25,000 in next year's budget for paving the road.

## **Collection system operation update**

**240v electric at 6374 S LSD** -- RH heard an audible alarm while walking past the house at 6374 S LSD (Najbart). When the effluent pump was manually energized, the contactor did not close. After further study, it was determined that the disconnect switch was wired for 240v, NOT 120v. We wrote Mr. Najbart about the voltage problem and he corrected it quickly. RH and JH will attempt to repair the system within the week.

**Ruptured discharge assembly at 5973 S LSD (Boyer)** -- A person across the lake reported an audible alarm at the house. RH opened the tank and found a full tank and a ruptured flex hose. The hose had split because the pump was pumping and the ball valve in the lateral line was closed. D. Hufker (FloSys) was contacted and supplied RH with a new discharge assembly (even though Dan thought the repair should not have been covered by warranty since the valve was closed). Replacing the hose restored normal operation.

**Odor problems at 7736 & 7740 Meadow, 5981 S LSD**--On Sep. 21 D. Hufker installed riser-to-lid adapters on STEP tanks at 7736 Meadow (Fanger) and 7740 Meadow (Wood). The adapters improve the riser-to-lid seal and hopefully solve the sewer odor problems for these homeowners. If it doesn't, the next step will be to do a "smoke test" to determine if their plumbing venting is working correctly or if there is some other problem.

The odor problem at 5981 S LSD is probably due to her old septic which is inline with her new STEP tank. The old septic has a poorly fitting concrete lid. There is also an odor problem in the house. Dave A. will be asked to call her and try to find a solution.

**Weak audible alarm: Hirth and Hummel**--No update from TGB.

**Cleanout/vent/etc. protectors**--KJ purchased a valve box adapter from HD Supply that should be suitable to protect a cleanout.

### **Operator Report**

Dave flushed the 108 pipes in the three RSFs. RSF1 was the worst for algae/biomass in the delivery pipes.

Dave also visited ten STEP tanks deemed by RH to receive the heaviest usage. Dave checked the filters and cleaned them if needed. Only one filter needed cleaning (Ricotta). The other filters did not need to be cleaned and tanks contained very little sludge. Dave will prepare a report for our next meeting.

Dave said that we should consider pumping when the sludge level reaches 18 to 24 inches. Dave also said that he recommended taking sludge measurements on 12 to 15 systems and then decide if all should be measured. Since only one of the filters needed cleaning, the board decided to wait until next spring to check more.

Dave checked with Tim Robbs and Tim suggested Dave exercise the air release/vacuum valve and the isolation valve within the collection system. This will be done after Tim gives us the "as-built" plans.

### **New Hookups**

Mr Sutterer (CS) contacted RH to ask what the specs are for the lateral line needed to connect to the sewer main line. Info from Tim Robbs was to use 1.25" for single and 1.5" if two or more residences are connected to the same line. Minimum spec should be S.D.R. 21, 200 PSI pipe with single gasket joints. Schedule 40 for service lines should be just fine as its pressure rating is much higher.

CS said they were planning to trench and lay 10 ft sections of PVC pipe. JH suggested that CS should get Utilibore to bore and use polyethylene to match the rest of the sewer system. If CS uses PVC with that many joints, the district should not assume responsibility for maintaining that line due to the possibility of leaks

RH: The connection of the lateral line to the main line is also a problem. Who will do it and how should it be done? Tim sent me 9 pages of info on just the connection. Tim said most districts do the connection and provide a valve that the customer can connect to. Tim mentioned Waterworks Specialities in Bonne Terre as a source of information.

MM: We don't want to allow a new hookup to trench thru the road.

KJ: There is a problem of compaction of any fill, so trenching does not usually result in a good road surface.

MM: We should change the policy so trenching is not allowed. The owner's association has spent too much money on the roads.

### **New Business**

#### **Budget for 2013**

JWH: Our lender (USDA-RD) requires us to prepare and approve next year's budget in November.

To prepare that budget we need to decide to raise, reduce, or keep the sewer user fee the same.

The Board decided to maintain the \$72 per month user fee for next year. The Board felt it needed more operating time before changing the user fee. The district really has only started paying back the loan (interest only) in May, so we've only had 5 months of "typical" expenses.

Typically user fees add up to about \$17k per month. Right now the district pays about \$7k per month for loan repayment. After May 2014 we will pay about \$9.6k per month for loan repayment. And there are monthly O&M charges and reserve accounts to fund. Also, the user fee would be very difficult to increase if we got into trouble later on.

### **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 Rich Hirsch and seconded by Rick Lippitt. Motion passed. Meeting ended at 9:18 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

## September 2012 Cash Report

Sewer Fees Invoiced	\$ 17,328.06
Sewer Fees Received	\$ 18,453.50
Overdue Amounts:	
30 days overdue	\$ 2,194.12
60 days overdue	\$ 1,015.63
90 days overdue	\$ 514.88

### Cash Inflow

Sewer User Fees	\$ 18,453.50
Interest	<u>\$125.98</u>
	\$18,579.48

### Cash Outflow

Audit	\$7,800.00
Accounting	\$590.00
Treatment Plant Operator	\$955.00
Utilities - electric	\$228.63
Phone	\$41.36
Flo Systems	\$201.10
USDA Interest	\$6,980.00
Debt Service Account	\$962.00
JWH, table for sewer office	\$36.74
JWH, keys for wwtp	\$8.90
JWH, postage, restoration notice	\$74.88
JWH, postage, Sept 1 billing	\$72.00
JWH, wwtp gate wrench & smoke candles	\$154.69
Recording fees - easements & liens	\$48.90
Postage & printing	\$70.08
P.O. Box rent	\$44.00
Office	\$91.32
Bank Fees (ACH debit & overdraft)	<u>\$14.00</u>
	\$18,373.60

**Net Cash Flow** \$ 205.88