

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the November 14, 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 7:05 p.m. on November 14, 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	Absent

Also in attendance was Janet Hirsch (JWH, PWSD #13 bank administrator) and Frances Hovis (FH, Treasurer). Marilyn's voice was weak, so Rick ran the meeting.

**Approval of Agenda**

Motion was made by John Hindrichs and seconded by Rich Hirsch 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 October 10, 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 Rich Hirsch. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

Fran reported that the current bank balances have not yet been received.

**Billing issues**

Janet reported that as of Oct. 31, six property liens are outstanding. One lien notice was sent out with the Nov. billing. There were no legal action notices sent to homeowners in Nov.

Summary of amounts owed to the District by homeowners that have liens against their property on 11/1/2012 is given below:

<b>Name</b>	<b>Total owed on 10/31</b>
DL	\$890.40
JK	818.40
JM	257.40
KS	257.40
MD	79.20
SH	6.20

**Invoice approval**

Eleven payment requests were submitted for payment approval:

<b>Payee</b>	<b>invoice amt</b>
Southeast Elect, gen Auto Trans Switch <sup>C</sup>	5,545.81
WRM, WWPT Operator	1,245.00
Kimmel, accounting	425.00
KJ, valve box adapter w/lid (larger)	43.03
JWH, postage, Nov billing	72.32

JWH, replacement contactor 6374 S LSD	49.37
Ameren Missouri (paid, DirectPay)	172.71
AT&T (paid, preapproved)	41.44
Taylor engineering <sup>A</sup>	1,646.58
FH, postage	45.00
Kinninger <sup>B</sup>	7.20
<b>TOTAL</b>	<b>9,293.46</b>

A: Technician: \$959.88; senior proj. eng.: \$578.10; clerical: \$108.60; for period Aug 2012 to present.

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

C: Includes extended warranty to match generator.

Motion was made by John Hindrichs to approve payment of the invoices. Second was by Rich Hirsch. On voice vote, payment was approved.

### **Internal control procedures**

Janet thanked Jennie for the fine job of distilling the 50 page doc on internal control procedures provided by the A133 auditor down to a 9 page doc. One recommendation of the doc describes purchasing process:

*"Purchases under \$13,000 do not require a bid but do require a periodic check of market conditions. Most all purchases, however, require a purchase order, or invoice that must be approved by the Board. Purchases from \$13,000 to \$130,000 are considered as open market bids and require oral or written solicitations from three suppliers. Solicitation of informal bids can be verbal or written. Purchases over \$130,000 are considered as formal and require sealed bids to be submitted after a fifteen day notice has been published in a newspaper. In addition to the advertisement for bid, written invitations are sent to at least three to five suppliers."*

There was a discussion of changing the dollar amounts listed above, but the consensus of the board was to leave them at \$13,000 and \$130,000.

Motion was made by John Hindrichs to approve the internal control procedure document. Second was by Rich Hirsch. On voice vote, the internal control procedure document was accepted.

### **October Cash Flow Report**

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

Sewer fees invoiced were \$17,352.46; sewer fees received were \$16,003.38; cash inflow was \$16,152.11; Cash outflow was \$10,790.98; net cash flow was \$5,361.13. The Oct. cash report is attached.

### **Budget for 2013**

Janet prepared a budget for 2013, as required by our lender. The budget was discussed. The user fee will remain \$72 per month. The Board felt that more operating time was needed before changing the user fee. The district really has only started paying back the loan (interest only) in May, so we've only had 6 months of "typical" expenses.

Motion was made by John Hindrichs to approve the 2013 budget. Second was by Rich Hirsch. On voice vote, the 2013 budget was approved. The approved 2013 budget is attached.

### **Other: Storm Switch Sale**

JH offered to list the old manual transfer switch of Craig's List, but he needs an estimate as to what it originally cost. RH will see if he can get a price for the Storm Switch.

### **Old Business**

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

The letter the Board sent to TGB last month was effective in getting Sharon Tielke's attention. The letter threatened to contact TGB's bonding company unless further restoration took place immediately. She and foreman Bob visited the Lake on Wed., Oct. 17. Sharon was given a list of properties that had not yet been restored or were poorly restored. RH and MM took Sharon and Bob to nine properties considered typical of the properties needing additional restoration work.

On Oct. 26 RH and JWH drove around and surveyed many of the properties on the list given to Sharon. Unfortunately, it looked like Sharon worked exclusively on the nine properties she was taken to, rather than all of the properties on the list.

Sharon said that of the properties she was shown, she had not yet resolved issues with Mr. Ott. Otherwise, she was satisfied with her efforts. Sharon also said she was waiting for Mike Larenson's evaluation of her latest restoration efforts before she would write the district a response. Mike L. was not scheduled to come back, since was too soon to assess grass growth and new seeding would have to wait until spring anyway.

RH said that there are still parts of properties that have not been restored (e.g., Sharpless, Seymour), but TGB did work to restore C. Miller's, Kardell's, Hadley's and others. RH said that he thought that generally TGB was not checking with property owners to see if they were satisfied with the work. He also said that the grass growth at the treatment plant looks great.

The Board consensus was to wait until spring and see how things look.

## **Treatment plant operation update**

### **Omnisite issues**

RH: We had a 2 hr. power failure on Nov. 9 and never received a phone call/email alert from the Omnisite autodialer. Power was out on the north and south side, so it was reasonable that power at the plant failed also.

JH explained why the Omnisite never alerted us to the power failure--because the generator came on before the Omnisite delay time ended. The dialer had been set for a 10min delay time. The Omnisite delay time is now set to 1 min.

### **Pump ON/OFF Times**

Due to the low flow rate during the winter period, the pump OFF times were changed from 7 min. to nominal 12 min. (CP1:12m0s; CP2:12m10s; CP3:12m20s). Pump ON times were left at 2.25 min.

### **Flow meter problems**

Dave A. observed that the discharge flow meter total flow did not change from Oct. 23 to Oct. 30. During this time the instantaneous flow varied from between -25 gpm to -50 gpm. On looking into the flow meter pit, RH found three problems: 1) the foam insulation was detached from the pit lid and laying in the pit, 2) there was a missing "nut" on the water-tight cord grip, and 3) the splicebox in the pit contained 3/4 inch water.

When asked about water in the splicebox, the installer of the meter, Tim Cicero, said *"I would hope that there are no splices in that box, and the meter cords run continuously from the meter to the converter. If there are connections in the splice box, then yes, there will be issues if it gets wet."*

RH said that there were splices in the box and they were wet. After the water was drained and the splices were dried out, flow meter operation returned to normal. There was a lot of water in the meter pit, which was due to normal dam seepage. It is possible that the level could get high enough to flood the splicebox.

### **Very dirty pump filters at TP**

The two pump filters associated with CP1 became so clogged with biomass, that the pumps became starved for fluid and the baskets containing the pumps began to float. Dave and RH cleaned these filters in Nov. They were last cleaned 4 months ago in July. The CP1 filters seem to need cleaning more often than the CP2 or CP3 filters.

## Operator Report

- Flush 108 distribution lines in sand filters, 2hr, 10/1/12
- Respond to alarm at 6374 S LSD (Najbart), 1hr, 10/7/12
- Odor phone consultation 5981 S LSD (Whiteman), 15m, 10/12/12
- Clean CP1 filters (2), 1.5hr, 11/5/12
- UV unit taken offline and stored in trailer on Nov 1.
- Analysis of TP discharge is still within DNR limits.
- Sludge judge, inspect and clean filter valves, 11 @\$25ea, 10/1,9,23/12; (results below)

<u>Address</u>	<u>Last Name</u>	<u>Sludge Depth</u>	<u>Basket Condition</u>	<u>Pump Hrs</u>
7666 Lakemont Dr	Fechter	8"	clean	16.4
6308 N Lakeshore Dr	Lippitt	4"	clean	150.1
6208 N Lakeshore Dr	Dierzbicki	6"	clean	126.2
6131 N Lakeshore Dr	Ricotta	8"	fair	375.8
5693 Lk Tishomingo Rd	Roberts	8"	clean	86.4
7736 Meadow Dr	Fanger	8"	clean	310.0
6519 S Lakeshore Dr	Farwig	5"	clean	72.0
5821 S Lakeshore Dr	Shea	4"	clean	11.0
5783 S Lakeshore Dr	Neuner	4"	clean	16.0
5724 S Lakeshore Dr	Juedermann	6"	clean	110.0
6375 S Lakeshore Dr	Holland	2"	clean	7.0

The only filter that really needed cleaning was at 6131 N LSD

## New Connection Issues

Rick reported that the new upper-tier house being built by CS is close to connecting to the main sewer line. Things have gotten complicated since potentially, there are many different parties involved in connecting the main sewer line to CS's house: Someone to dig the hole and bore under the road, someone to connect the lateral line to the main line, and someone to backfill.

There was a discussion as to who should pay to bore the lateral line under the road and if the district should pay to provide a connection point on the upper-tier side of the road.

Rick proposed that a portion of the \$3k connection fee be used to help out the homeowner, if possible. The board generally agreed.

## New Business

### Election Resolution

A resolution establishing an election on April 2, 2013 for one director for sub-district 5 was presented to the board and read aloud by RH.

Motion was made by John Hindrichs to approve the resolution establishing an election. Second was by Rich Hirsch. On voice vote, the resolution was approved. The approved resolution is attached.

### 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 Rich Hirsch. Motion passed. Meeting ended at 8:51 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 12<sup>th</sup> day of December, 2012.

Secretary  
December 7, 2012

Chairman

## October 2012 Cash Report

Sewer Fees Invoiced	\$ 17,352.46
Sewer Fees Received	\$ 16,003.38
Overdue Amounts:	
30 days overdue	\$ 2,477.08
60 days overdue	\$ 587.83
90 days overdue	\$ 400.84
<b>Cash Inflow</b>	
Sewer User Fees	\$ 16,003.38
Interest	148.73
	16,152.11
<b>Cash Outflow</b>	
Accounting	405.00
Treatment Plant Operator	895.00
Utilities - electric	180.49
Phone	41.35
USDA Interest	6,980.00
Debt Service Account	962.00
Insurance - Crime Policy	803.00
Ken Jost - valve box adapter with lid	47.60
Postage & printing	72.96
Bank Fees (ACH debit & overdraft)	14.00
Customer Overpayment Refunds:	
Mason	60.00
Leslie Lauer	34.80
Ernst	57.60
Customer Sprinkler Repair - Holloran	83.25
Customer Tree Replacement - McLafferty	153.93
	10,790.98
<b>Net Cash Flow</b>	\$ 5,361.13

## Budget for 2013

Actual 2012		Budget for 2013	
TOTAL YTD		Annual	Monthly
176,169.88	Sewer User Fees	205,536	17,128
605.26	Interest	1,200	100
179,612.73	total cash inflow	206,736	17,228
41,880.00	USDA Interest	83,760	6,980
	wwtp access road pavement	25,000	2,083
	move flow meter from south bypass to north main	25,000	2,083
	short lived asset reserve (must be >= \$16,560)	16,560	1,380
9,492.50	Treatment Plant Operator	15,000	1,250
5,772.00	Debt Service Account	11,544	962
6,275.00	Accounting	7,200	600
7,800.00	Audit	5,000	417
	wwtp grass cutting	5,000	417
803.00	Insurance	4,500	375
6.93	Maintenance/replacement of sewer equipment	3,600	300
2,186.45	Legal	3,000	250
2,347.26	Utilities - electric	3,000	250
-	MO DNR Annual Permit	3,000	250
1,441.98	Propane	1,500	125
1,373.83	Postage & printing	1,200	100
	Sewer office payment to LTPOA	864	72
558.42	Office supplies	600	50
453.99	Sewer office phone	600	50
	Educational expenses	500	42
329.85	Recording fees - easements & liens	450	38
150.08	Miscellaneous	408	34
242.73	Sewer office electric utility	300	25
	Omni Site, annual cell phone carrier for wwtp	250	21
150.00	Bank Fee (ACH debit)	168	14
	MRWA fees	120	10
90.00	Bank Fee - overdraft	120	10
44.00	PO Box rent	44	4
81,550	total cash outflow	218,288	18,191
98,062	Surplus (+) or deficit (-)	(11,552)	(963)

**PUBLIC WATER SUPPLY DISTRICT 13  
JEFFERSON COUNTY, MISSOURI**

**RESOLUTION ESTABLISHING ELECTION**

**WHEREAS**, the Public Water Supply District 13 has one three year Board Member position becoming vacant in 2013, and

**WHEREAS**, Chapter 190 of the Missouri Statutes provides for an election of Board Members at the election scheduled for April 2, 2013, and

**WHEREAS**, the Board Member for District 5's term expires in April of 2013, and

**WHEREAS**, the Public Water Supply District 13 wishes to declare the position to be open to election,

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**RESOLVED**, that Public Water Supply District 13 Board hereby declares an election for April 2, 2013, to elect the following Board Member:

One Board Member, for a term of three years, to be elected from District 5.

**RESOLVED**, that the filing dates for candidacy for this election shall be December 11, 2012 through January 15, 2013, with filings to be handled by the Secretary of Public Water Supply District #13 of Jefferson County, Missouri, at their office at 5706 N. Lakeshore Dr, Hillsboro, Missouri.

**RESOLVED**, in the event there is only one candidate who files for this vacancy, the District shall suspend the election for such position and declare the candidate to be unanimously elected to such position, the same to be sworn into office at the next regular Board Meeting following the election.

This Resolution, dated and effective this 14th day of November, 2012, was approved by a majority of the Board Members.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary