

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the December 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 7:05 p.m. on December 12, 2012 at 5706 N. Lakeshore Dr., Hillsboro, Missouri.

Lasted 60 min.

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 | Absent |
| Ken Jost | Present |
| John Hindrichs | Absent |

Also in attendance was Janet Hirsch (JWH, PWSD #13 bank administrator) and Frances Hovis (FH, Treasurer).

Approval of Agenda

Motion was made by Ken Jost and seconded by Rich Hirsch to accept the agenda. On voice vote, all Directors present were in favor of accepting the agenda.

Approval of Minutes of Past Meetings

The regular session Minutes of the November 14, 2012 meeting were emailed to the Directors prior to the meeting. Motion was made by Rich Hirsch 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

Fran reported the balances for Nov 30: O&M reg.: \$41,118.28, Debt Service Reserve acct.: \$6,740.86, O&M money mkt.: amount not reported by bank.

Billing issues

Janet reported that as of Nov. 30, five lien notices were sent out with the Dec. 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 is given below:

| Name | Total owed on 11/30 |
|-------------|----------------------------|
| DL | \$913.60 |
| JK | 841.60 |
| JM | 388.80 |
| KS | 388.80 |
| MD | 158.40 |

Invoice approval

Six payment requests were submitted for payment approval:

| Payee | invoice amt |
|--|--------------------|
| Lakenan insurance, commercial pkg (1 yr) | 3,664.00 |
| WRM, WWPT Operator | 884.80 |
| Kimmel, accounting | 420.00 |
| JWH, postage, Nov billing | 71.04 |
| Ameren Missouri (paid, DirectPay) | 144.51 |
| AT&T (paid, preapproved) | 41.44 |

TOTAL

5,225.79

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

November Cash Flow Report

JWH handed out the cash flow report for Nov., 2012 prepared by Jennie and required by our lender USDA-RD. Sewer fees invoiced were \$17,385.22; sewer fees received were \$14,960.76; cash inflow was \$15,096.32; Cash outflow was \$15,522.94; net cash flow was (\$426.62). The Nov. cash report is attached.

Old Business

New Connection Issues -- agreement between PWSD #13 and C Sutterer

On Dec 5, 2012 RL sent the following email to C Sutterer:

Please confirm per our conversation:

You will contract with Chad Queen Contracting Services to do all the work listed on the attached estimate except for the "seed and straw". The sewer district will write a check to Chad Queen Contracting Services in the amount of \$2,750.00 to cover part of the cost to tap, connect the shut-off valve and check valve and to bore under the road to your property. You will take responsibility to pay the balance of the contract amount.

Your confirmation will give me the necessary documentation I need to get a check from the district.

Sincerely,

Rick Lippitt

On Dec 7, 2012 C Sutterer sent this response to RL:

Yes, I have contracted Chad Queen based on Est 412014. I will seed and straw when the work is finished. -- Chad Sutterer

The agreement between Mr Sutterer and PWSD #13 is that PWSD #13 will pay C Queen Contracting \$2750 to provide a connection point for Mr. Sutterer's lateral line on his side of the road. To accomplish this Mr. Queen will have to:

- Tap into the main sewer line,
- bore under S. Lakeshore Dr, and
- install a shutoff valve (with check valve) to later connect to CS's lateral line.

There was a discussion on what the policy should be for future new hook ups. It was felt that the district should maintain control of the main sewer line and provide a connection point for new hook-ups, rather than let new customers tap into the main sewer line directly. The district should tap into the main line and provide a shutoff valve (with check valve) for the new customer to connect to. Towards this end the district will pay up to \$2750. In the case of a new customer connecting to the sewer main on the same side of the road as the house, the cost to the district should be substantially less than \$2750 since no boring would be needed.

We still need to have CS sign and return a general easement since part of the sewer equipment being installed is off of Lake Tish property so the blanket easement in the Lake Tish Restrictions does not apply.

2013 Election

An ad announcing one open position in subdistrict 5 was sent into the *Countian of Jefferson County*. The Sewer Office was open to register candidates on Dec 11 from 8am to 10am.

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

Treatment plant operation update

RH reported that a 24 hr composite sample was taken by a MO DNR technician from Jeff City. Plant operation is within specified limits.

Collection system operation update

As-built plans

The as-built plans are not yet complete according to Tim Robbs (Taylor Eng). Tim will try to finish the plans by Jan 1, 2013. About one week after we received Tim's email, Donna Martin (DM, USDA-RD) sent us an email asking us if we ever received the as-built plans from Tim. RH responded to her that we had not. DM's problem was that technically she could not close out the project until she had a set of plans in hand with proof that we also received the plans. DM reluctantly agreed that it was acceptable to get the plans to us by Jan 1.

Leaky valve pits

RH said that he found a valve pit on his lot that may have a slight leak. He suggested that accessible valve pits should be checked for leaks before TGB's warranty expires. In some cases the pits may just be filling up with ground water due to grade and pit issues.

7662 Lakemont, (Johnson) "Auto" mode stopped working

RH reported: The high level alarm was sounding and the tank was full. Tank pumped down on "MANUAL" setting, but not on "AUTO". I pulled the float pole out of the tank and held up the bottom and middle floats. That should have turned the pump on, but did not. Fiddling with the wires in the splice box and floats caused the pump to turn on, so I put the float pole back into the tank. The water level in the tank should have caused the pump to turn on, but it didn't. The float pole was removed again. The problem seemed to be with the bottom (red) float. The resistance of the float seemed to be intermittent. So I replaced the float. Installing the new float caused the pump to operate correctly in all modes.

7704 Lakemont, (Hummel)

Dave A. checked that audible alarm was working. TGB apparently repaired the float switch some time ago, but did not notify anyone. Dave checked the system operation and it was correct.

Operator Report

Dave A. did the following in November: UV unit taken off line; clean two RSF1 filters (1.5hr, \$90); 7704 Lakemont - check alarm (0.33h, \$19.80); took monthly effluent samples and quarterly influent samples.

New Business

Bookkeeper compensation

JWH: Jennie asked that the Board consider raising her compensation from \$20 to \$22 per hr. I recommend this since Jennie is doing far more than just the bookkeeping. She is handling customer inquiries, pickup the sewer office phone messages, handling title company requests, and working with the auditors.

Motion made by Ken Jost to raise Jennie's hourly rate to \$22 per hour. Second was by Rich Hirsch. On voice vote, motion was approved.

Transfer of electric and sewer bills from LTPOA to PWSD #13

MM said that since the LTPOA had paid to make significant improvements to the sewer office, the sewer district should take over paying for the sewer office's electric and sewer bills. This was discussed at the May 2012 meeting also.

Motion made by Rich Hirsch for the District to pay the sewer office's monthly electric utility bill and sewer user fee. Second was by Ken Jost. On voice vote, motion was approved.

It was suggested that the phone, electric, and sewer bills be set up to be paid by "direct pay."

[Sewer Rate Schedule Ord, Sec 8: No free sewerage service shall be furnished to any premises, or the owner or occupant thereof.]

Road to Treatment Plant paving

Resident C. Holland sent an email that questioned asphaltting the road to the TP without consulting a MO DNR Dam Safety engineer or D Eskridge, the Lake's consulting engineer.

Here are her concerns:

- *"Driving across and down the dam should not be encouraged. Light vehicles apparently are okay but any use of heavy equipment or trucks should not be allowed on any type of regular basis. Speed limits have not been followed... I know that isn't good at all as the vibration can be a problem."*
- *"There are many dams that have roads across and around the dam. However, those dams probably were originally built to compensate for the traffic. I've never read anything about Tishomingo dam telling that the construction would allow any road or traffic. With the age of the dam and the prior leaking history, I would think traffic would be responsible for adding weight to the underlying rock that could cause crushing or some movement within the dam."*

In deference to Ms. Holland the Board agreed to contact an engineer before paving the road to the plant.

Recent USDA-RD requests

As requested MM sent copies of the two insurance policies the District has to M. Hartman (USDA-RD).

JWH said that she sent in a list of the current officers and that Jennie will take care of the requests that involve audits as they are needed.

J. Hindrichs resignation

On Dec 12 J. Hindrichs announced his resignation from the sewer Board.

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 Rich Hirsch. Motion passed. Meeting ended at 8:05 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 9th day of January, 2013.

Secretary
Jan 2, 2013

Chairman

November 2012 Cash Report

| | |
|---------------------------------------|--------------|
| Sewer Fees Invoiced | \$ 17,385.22 |
| Sewer Fees Received | \$ 14,960.76 |
| Overdue Amounts: | |
| 30 days overdue | \$ 2,333.66 |
| 60 days overdue | \$ 820.38 |
| 90 days overdue | \$ 407.37 |
| Cash Inflow | |
| Sewer User Fees | \$ 14,960.76 |
| Interest | 135.56 |
| | 15,096.32 |
| Cash Outflow | |
| USDA Interest | 6,980.00 |
| Debt Service Account | 962.00 |
| Treatment Plant Operator | 1,245.00 |
| Accounting | 425.00 |
| Utilities - electric | 172.71 |
| Phone | 41.49 |
| Postage & printing | 45.00 |
| Bank Fees (ACH debit & overdraft) | 14.00 |
| Recording fees - easements & liens | 48.90 |
| Southeast Electric - Generator switch | 5,545.81 |
| Ken Jost - valve box | 43.03 |
| | 15,522.94 |
| Net Cash Flow | \$ (426.62) |