

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the January 9, 2013
Regular Session of the Board of Trustees

The Board of Directors of Public Water District #13, Jefferson County Missouri met in regular session at 7:11 p.m. on December 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
Ken Jost	Present
John Johnston	Present

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 Rick Lippitt 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 December 12, 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.

Appoint new director for sub-district 4

Director John Hindrichs submitted his resignation from the PWSD #13 Board on Dec. 12, 2012. To fill out the remainder of his term, John Johnston has agreed to join the Board.

Motion was made by Rich Hirsch to appoint John Johnston to serve for the remainder of John Hindrichs' term. Second was by Rick Lippitt. On voice vote, Mr. Johnston's appointment was approved.

John's term will run until 2014. Secretary Hirsch misplaced the oath of office document normally signed by a new Board member. The oath will be administered at the February meeting.

The Board thanked Mr. Hindrichs for his four years of service. John was especially helpful during the construction phase of the project and his practical experience will be missed.

Treasurer's Report

Fran reported the balances for Dec 31: O&M checking acct: \$40,709.46, O&M money mkt acct: \$250,754.36, debt service reserve acct: \$7,702.86.

JWH said that the O&M money market account was so large because there was two years of interest (\$182,000) built into the loan amount. This was done by our lender to help get the district started.

Billing issues

Janet reported that four lien notices were sent out with the Jan. billing. There were no legal action notices sent to homeowners in Dec. Summary of amounts owed to the District by homeowners that have liens against their property is given below:

Name	Total owed on 12/31	Name	Total owed on 12/31
DL	\$990.80	KS	\$468.00
JK	918.80	SH	157.40

JM 468.00 MD 79.20

Invoice approval

Eight payment requests were submitted for payment approval:

Payee	invoice amt
WRM, WWPT Operator	\$775.00
Accounting/bookkeeping services	537.00
JWH, postage, Jan billing	72.00
Ameren Missouri for TP (paid, DirectPay)	127.76
AT&T (paid, preapproved)	41.44
JMH software, QuickBooks update	129.99
Omnisite autodialer, 2013 cell service (1 yr)	276.00
Lawyers Media, ad for Apr 2013 election	48.00
Ameren Missouri for Sewer Office	36.13
TOTAL	2,043.32

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

Two payment requests were submitted to refund customers for overpayment of sewer service (house sale).

Sutterer (old house)	\$17.00
Tiemann	72.00
TOTAL	89.00

Motion was made by Ken Jost to approve payment of the refunds. Second was by Rick Lippitt. On voice vote, payment was approved.

In Dec. 2012 the Board voted to pay for sewer service for the Sewer Office (SO). Previously the LTPOA paid the monthly fee. There was a discussion on how to handle the payment. MM suggested that we just don't send out an invoice for sewer service at the SO. RH suggested that an invoice be sent to the District for sewer service and a check be written to pay it. That way the District should receive as many payments of \$72 as the district provides service for (238). Also the Sewer Rate Schedule Ord. states "*No free sewerage service shall be furnished to any premises, or the owner or occupant thereof.*" The consensus of the Board was to send an invoice to the SO for sewer service.

December Cash Flow Report

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

Sewer fees invoiced were \$17,316.90; sewer fees received were \$18,225.31; cash inflow was \$18,365.57; Cash outflow was \$13,394.37; net cash flow was \$4,971.20. The Dec. cash report is attached.

Old Business

New Connection Issues

RL reported that Mr. Sutterer has electricity connected to his system and his final inspection by the County is scheduled for Jan. 10. RL will notify the bookkeeper when Mr. Sutterer's system becomes operational. RL will also follow up and get the signed easement from Mr. Sutterer. The contractor, C. Queen, has been paid \$2750 by the District. *[An explanation of Mr. Queen's payment is in the Dec. 2012 Minutes. -- rhh]*

2013 Election for Sub-district 5

Deadline for filing as a candidate for Director to represent sub-district 5 is next Tuesday, Jan 15. As yet, no one has contacted RH about the opening.

Treatment Plant operation update

Flow meter issues

There are two 4" meters that measure influent from the south side and one 6" meter that measures discharge. A recent problem is that the total discharge flow (as measured by the discharge flow meter) is less than the total influent flow from the south side (as measured by the south side flow meters). JWH presented graphical data that illustrated the problem.

RH said he was working with the installation technician in trying to solve this problem. One change made on Dec 22, 2012 was to change the range of the 6" flow meter from 1000 to 100. There is the possibility that the low flows experienced in winter are outside of the range that can accurately be measured by the 6" meter. *[If we were operating at design capacity of 75,000 GPD, we should see an instantaneous discharge flow rate of 52 GPM. At 15,000 GPD we should see 10.4 GPM. -- rhh]*

The other flow meter issue is that we want to move one of the two 4" flow meters from the south side to the north side. Currently there is one flow meter in the south side main line and one in the bypass line. The original idea was to use the flow rate totals to set the ratio of influent that went through the main line and the bypass line. This proved to be not feasible and at this point the flow meter in the bypass line is not being used. So we want to move it to measure north side influent. That way we will have a better idea of the total volume of material flowing into the TP and what flows out.

Maintenance schedule

Consensus of the Board was that we should have Dave do more preventative maintenance and maintain records, specifically as regards filter washing. Also, a maintenance schedule needs to be developed.

Collection system operation update

As-built plans

The as-built plans were received from Taylor Engineering on Tuesday, Jan 8.

New Business

Join MRWA

JWH recommended joining the Mo Rural Water Association (MRWA). MRWA provides many useful services such as certification training, classified ads on their website, and a magazine. Cost is \$114 per year.

Motion was made by Ken Jost and seconded by Rick Lippitt to join the MRWA. On voice vote, all Directors present were in favor of the motion.

Long term projects

RH presented a list of long term projects he thought should be done:

- 1) List the utility with Missouri One Call System: Call 1-800-344-7483 (DIG-RITE), www.mo1call.com
A statewide call center letting excavators, utilities, and homeowners dig safely without disrupting underground lines.
- 2) Protect Cleanouts (CO) and lids from damage. KJ got some steel valve covers that should work. About \$40. Contact HD Supply for advice. Queen installed a good lid. RL was contacted about fixing the air release valve in Ferrell's parking area.
- 3) Utility pole in TP has guy wires unsecured.
- 4) Check valve pits for leaks, exercise valves before TGB warranty runs out (July 27, 2013).
- 5) Move unused (secondary) 4" flow meter from "south side" to "north side" location.
- 6) Pave (asphalt) road from top of dam to TP gate.
- 7) Water well on site

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 Rick Lippitt and seconded by Ken Jost. Motion passed. Meeting ended at 9:07 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 13th day of February, 2013.

Secretary
Feb 1, 2013

Chairman

December 2012 Cash Report

Sewer Fees Invoiced	\$	17,316.90
Sewer Fees Received	\$	18,225.31
Overdue Amounts:		
30 days overdue	\$	2,060.06
60 days overdue	\$	705.56
90 days overdue	\$	317.40

Cash Inflow

Sewer User Fees	\$	18,225.31
Interest		140.26
		18,365.57

Cash Outflow

Accounting		420.00
Treatment Plant Operator		884.80
Utilities - electric		144.51
Phone		41.45
USDA Interest		6,980.00
Debt Service Account		962.00
Insurance - Liability Policy (annual payment)		3,664.00
Janet Hirsch - replacement contactor (billed to customer 12-1-12)		49.37
Postage & printing		143.36
Office - checks		30.88
Bank Fees (ACH debit)		14.00
Refund customer overpayment (Mason)		60.00
		13,394.37
Net Cash Flow	\$	4,971.20