

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the February 13, 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 7:00 p.m. on February 13, 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). Frances Hovis (FH, Treasurer) was not in attendance.

**Approval of Agenda**

Motion was made by Rick Lippitt and seconded by Ken Jost 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 January 9, 2013 meeting were emailed to the Directors prior to the meeting. Motion was made by Rick Lippitt 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**

JWH reported the balances for Jan 31: O&M checking acct: \$47,002.91, O&M money mkt acct: \$250,892.79, debt service reserve acct: \$8,668.81.

**Billing issues**

Janet reported that one lien notice was sent out with the Jan. billing and three liens filed. Summary of amounts owed to the District by homeowners that have liens against their property is given below:

<b>Name</b>	<b>Total owed on 01/31</b>	<b>Name</b>	<b>Total owed on 1/31</b>
DL	\$1068.00	RS	230.40
JK	996.00	MD	158.40
JM	547.20		
KS	468.00	TOTAL	\$3468.00

**Invoice approval**

The following payment requests were submitted for Board approval:

<b>Payee</b>	<b>Invoice amt</b>
WRM, WWPT Operator	\$775.00
Bookkeeping services	990.00 <sup>a</sup>
Accounting services	512.50 <sup>a</sup>
JWH, postage, Jan. billing	77.55
RH, data loggers, 2 ea.	156.19
Main line SO valve installation	2750.00 <sup>b</sup>

RH, Float pole w/ 3 floats, 2 ea., FloSys	205.36
JJ, electrical parts for flow meter repair	113.15
Ameren Missouri for TP (paid, DirectPay)	136.41
Ameren Missouri for Sewer Office	49.97
Sewer user fee for office	72.00
AT&T (paid, preapproved)	41.44
<b>TOTAL</b>	<b>\$5879.57</b>

NOTES: a) High this month due to yearly audit work and end-of-year 1099 forms  
b) Valve installation by C. Queen for new Sutterer house connection on S Lakeshore Dr

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

### **January Cash Flow Report**

JWH handed out the cash flow report for Jan., 2013 prepared by the bookkeeper and required by our lender USDA-RD.

Sewer fees invoiced were \$17,344.11; sewer fees received were \$19,265.75; cash inflow was \$19,406.22; Cash outflow was \$10,166.20; net cash flow was \$9,240.02. The Jan. cash report is attached.

### **2013 Revised Budget**

JWH explained that D Martin (USDA-RD) objected to our previously submitted 2013 operations budget because it was not revenue neutral or positive. DM said that a separate capital budget should be set up for the capital expenditures that caused the problem.

A motion to accept the new budget was made by Rick Lippitt and seconded by Rich Hirsch. Motion passed. The 2013 operations budget is attached.

### **2012 Audit Update**

MM read a letter from R Sweeney that he wrote at the request of the auditor. Mr. Sweeny wrote that there were no pending or threatened claims against the District and that our payments to him were up to date.

### **Old Business**

#### **Administer oath to new director**

JJ read and signed the "Oath of Office" document and gave it to President Meyer for the files.

### **2013 Election**

MM reported that she has assembled the necessary documents related to the 2013 election including a letter from County Clerk Wes Wagner stating that the district does not need to participate in the April 2013 election, because no candidate from sub-district 5 filed.

Rick Lippitt agreed to continue serving as director representing sub-district 5.

A motion to appoint Rick Lippitt as director for sub-district 5 was made by Rich Hirsch and seconded by John Johnston. Motion passed.

### **Treatment Plant operation update**

#### **Data Logger Results**

RH purchased two data loggers to measure and record flows. One data logger (DL) was connected to FM2, the flow meter monitoring influent flow from the south side. The other DL was connected to FM3, the flow meter monitoring total effluent (discharge) flow.

Effluent and influent streams were monitored from Feb 5 (Tue) through Feb 9 (Sat). *[Two charts obtained for Feb 6 are shown at the end of these Minutes.--rhh]*

Based on the recorded flow rates, RH drew these conclusions:

- Each flat-topped influent peak represents the contents of one tank pumping (250 gal). Each "simple" peak averaged 35 minutes wide, which is about the time it takes to empty one tank.
- More complex influent peaks likely result from multiple tanks being pumped at about the same time.
- There was a cyclic nature to the effluent flow--peak-to-peak and valley-to-valley times were ca. 85 min.
- Maximum influent flow rate was about 44 GPM, minimum was 0 GPM.
- Maximum effluent flow rate was about 25 GPM, minimum was about 8 GPM. Avg was about 9 GPM.
- Busiest influent flow occurred between 3pm and midnight.
- Busiest effluent flow occurred between 6pm and midnight.
- JWH compared graphs of the influent and effluent flow rates and observed a visible correlation between influent flow rates averaged over a two-hour time period and the resulting effluent flow rate. That may suggest a two-hour residence time for fluid in the WWTP.

### **Flow meter issues**

As mentioned in previous Minutes, the effluent flow meter reading has been erratic at times. One problem has been ground water in the meter pit splice box. To try to achieve more consistent and accurate readings, JJ said he will check the excitation and signal cables, and replace either cable if it is wicking water. Also, he has a new splice box with cord grips that will provide a way to really seal up the splice box. Currently, water can seep into the splice box through the conduit connector.

### **Clean water for cleaning filters**

This was discussed. A well would be ideal, but expensive. KJ suggested there may be a problem in drilling a well behind the dam. We'd have to get dam engineer Eskridge's approval first.

Right now filters are cleaned using water from the recirculation tank using a sump pump. Tapping into the 6" discharge pipe would be better than using the recirc tank, since the water is cleaner, but at this point there is no way to do that.

There is also a possibility of using water from a meter pit, but there may not be enough water in the pit.

### **Maintenance schedule for the operator**

JJ asked if the "RSF Start-up Inspection Checklist" in the operations manual was ever filled out. JJ will ask Dan Hufker (FloSys) to provide a copy of the completed checklist to the board, if it exists.

There was a discussion as to what equipment should be inspected before TGB's warranty expires in July 2013. The consensus was that Dave should inspect and exercise the shutoff and air-release valves along the main sewer line. This is because repair could be costly, if any of the valves leak. There are ca. 275 valves.

Also, Dave should start inspecting home tanks and filling out a standard "Inspection/Maintenance Form" for each tank. It was suggested that Dave inspect 15 tanks per month until all 239 tanks have been inspected. Alternatively, Dave can inspect 15 tanks and assign more tanks to inspect based on his findings.

Additionally, Dave should clean 2 filters each month at the treatment plant. There are 6 filters total.

### **Relocate unused flow meter to north side influent stream**

RL suggested getting C. Queen involved in moving the unused flow meter from the south side bypass stream to the north side influent stream. RL will contact Mr. Queen about this.

### **Collection system operation update**

**Vent lid issues** No news from Orenco on their 36" traffic-rated pit lids

### **New Business**

**Register with Dig-Rite**

There is quite a bit of construction around the lake, so it is important that the District arrange for DIG-RITE (Missouri One Call System) coverage. RL volunteered to contact DIG-RITE and start the registration process.

### **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 Rich Hirsch. Motion passed. Meeting ended at 8:33 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 12<sup>th</sup> day of March, 2013.

---

Secretary  
Mar 6, 2013

---

Chairman

## **January 2013 Cash Report**

Sewer Fees Invoiced	\$17,344.11
Sewer Fees Received	\$19,265.75
Overdue Amounts:	
30 days overdue	\$1,745.81
60 days overdue	\$744.84
90 days overdue	\$384.80
<b>Cash Inflow</b>	
Sewer User Fees	\$19,265.75
Interest	\$140.47
	\$19,406.22
<b>Cash Outflow</b>	
Accounting	\$528.00
Treatment Plant Operator	\$775.00
Utilities - electric	\$127.76
Phone	\$41.45
Omni Site	\$276.00
USDA Interest	\$6,980.00
Debt Service Account	\$962.00
Water/Wastewater Asscn Dues	\$114.00
Election Notice publication fee	\$48.00
Postage & printing	\$81.00
Office	\$129.99
Bank Fees (ACH debit & overdraft)	\$14.00
Customer Overpayment Refund:	
Tiemann	\$72.00
Sutterer	\$17.00
	\$10,166.20
<b>Net Cash Flow</b>	<b>\$9,240.02</b>

<b>2013 Operations Budget</b>	<b>Annual</b>	<b>Monthly</b>
Cash inflow		
Sewer User Fees	205,536	17,128
Interest	1,200	100
total cash inflow	206,736	17,228
Cash outflow		
USDA Interest	83,760	6,980
Short lived asset reserve (must be >= \$16,560)	16,560	1,380
Treatment Plant Operator	15,000	1,250
Debt Service Account	11,544	962
Accounting	7,200	600
Audit	5,000	417
WWTP grass cutting	5,000	417
Insurance	4,500	375
Maintenance/replacement of sewer eqpt	3,600	300
Legal	3,000	250
Utilities - electric	3,000	250
MO DNR Annual Permit	3,000	250
Propane	1,500	125
Postage & printing	1,200	100
Sewer office payment to LTPOA	864	72
Office supplies	600	50
Sewer office phone	600	50
Educational expenses	500	42
Recording fees - easements & liens	450	38
Miscellaneous	408	34
Sewer office electric utility	300	25
Omni Site, annual cell carrier for WWTP	250	21
Bank Fee (ACH debit)	168	14
MRWA fees	120	10
Bank Fee - overdraft	120	10
PO Box rent	44	4
total cash outflow	168,288	14,024
Surplus (+) or deficit (-)	+38,448	+3,204

## Southside Influent & Total Discharge Effluent

(Flow in GPM vs. Time in hrs, where 0:00 = midnight)

