

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the March 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 7:04 p.m. on March 13, 2013 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	Absent

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

Approval of Agenda

Motion was made by Rick Lippitt 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 February 13, 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

FH reported the balances for Feb 28: O&M checking acct: \$53,091.97, O&M money mkt acct: \$251,009.99, debt service reserve acct: \$9,632.67.

Billing issues

Janet reported that no lien notices were sent out with the Mar. billing and no new liens were filed. Summary of amounts owed to the District by homeowners that have liens against their property is given below.

Name	Total owed on 02/28	Name	Total owed on 1/31
DL	\$1222.40	RS	158.40
JK	1159.40	MD	237.40
JM	705.60		
KS	705.60	TOTAL	\$4188.80

Of those on the above list, RS made a payment in February, but still owes \$158.40. MM will write letters to KS and JM about their overdue sewer bills. Homes owned by DL and JK have been abandoned, so letters to them would be wasted.

Invoice approval

The following payment requests were submitted for Board approval:

Payee	Invoice amt
WRM, WWPT Operator	\$835.00
Bookkeeping services	539.00
JWH, postage, Mar. billing	76.56
Ameren Missouri for TP (paid, DirectPay)	139.19
Ameren Missouri for Sewer Office	42.33
Sewer user fee for office	72.00
AT&T (paid, preapproved)	41.44
Envelopes for FH	4.24
TOTAL	\$1749.76

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

February Cash Flow Report

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

Sewer fees invoiced were \$17,423.62; sewer fees received were \$16,663.49; cash inflow was \$16,782.55; Cash outflow was \$11,034.52; net cash flow was \$5,748.03. The Feb. cash report is attached.

2012 Audit Update

RH questioned why the auditor requested some items, like the district's organizational chart and terms of office. He said that it seemed like such information should not be part of a financial audit. Also, the audit was only slightly less expensive than the a133 audit.

MM explained that she too was surprised by the cost, but there were specific requirements for auditing gov't agencies above and beyond a "normal" audit. The audit will cost about \$6k. The budgeted amount for the audit was \$5k, while the A133 audit cost \$7800. .

RH suggested that next year the board should consider getting bids for the yearly audit.

Old Business

Register with Dig-Rite

RL reported that he submitted a map of the district to the Missouri One Call System about one month ago. As of March 13, PWSD #13 is not yet listed as a client at www.mo1call.com, the One Call website. RL does have documentation that we have been accepted by One Call.

The way the system will work is that when someone wants to dig, either a homeowner or contractor, he will mark the area to be dug. We will get an email if the dig area is within the area specified by a map we supplied. It will then be up to PWSD #13 to mark where our sewer lines are within the dig area or to write OK, if the area contains no sewer lines. Sewer utilities are to mark in green paint.

Treatment Plant operation update

Flow meter issues, Data Logger Results

RH handed out charts made by the 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.

Influent and effluent streams were monitored for the week beginning Mar 4 through Mar 10.

It rained heavily on Sunday Mar 10 and influent flow rates were high, up to 120 GPM. For the day (based on the DL results) flow on Mar 10 was 29,541 Gal, while on Mar 9 flow was 12,154 Gal. The conclusion was that there was an infiltration problem. This was unexpected since it's a closed system.

K Schreirich suggested that houses with cast iron sewer pipes may have leaks. In many cases old septic tanks are in-line with the new STEP tanks, so perhaps there is infiltration there. Also there is a possibility that gutters or basement sump pumps are connected to the tanks.

RL suggested that when Dave checks the home tanks, he check the run-time meter in the home control panels to see if there are excessive hours of operation. High hour counts would indicate leakage. Pump hours should be less than 100.

Using the data loggers, we can calculate flow rates for individual days:

Date	Rain (inches)	Infl S GPD	Effl GPD	Eff/Inf Ratio	
4-Mar	0	8,632	20,040	2.32	Mon
5-Mar	0.13	8,187	18,575	2.27	Tue
6-Mar	0	8,222	19,965	2.43	Wed
7-Mar	0	9,550	18,015	1.89	Thu
8-Mar	0	7,460	16,970	2.27	Fri
9-Mar	0.16	12,154	24,514	2.02	Sat
10-Mar	1.09	29,541	57,294	1.94	Sun

By doing simple integration of flow values, we can calculate daily (or even hourly) flow values. For Mar 4-Mar 10:

Influent: Min daily flow = 7,460 GPD; Max = 29,541 GPD; Avg daily flow = 11,964 GPD

Effluent: Min dialy flow = 16,970 GPD; Max = 57,294 GPD; Avg daily flow = 25,053 GPD

Maintenance schedule for the operator

RH went thru operations manuals and picked out what he thought was needed for a maintenance schedule. He presented a preliminary version of the document.

Operator Report

Dave will install and start up the UV disinfection unit the last week of March. It's supposed to operate from Apr 1 to Oct 31.

On Mar 12 Dave cleaned the two filters associated with Control Panel 2. The middle brace came loose and we had to re-glue it and add screws. We used clean ground water out of the discharge flow meter pit to clean the filters and a dryer-vent brush. This worked quite well. There was plenty of water for cleaning.

We need to exercise the valves within the next few months. Dave has a computer program for recording the location of the 300-or-so valves in the subdivision. RH will provide him with the homeowners names and addresses for the program. Dave's contract calls for paying Dave \$5 per valve.

Collection system operation update

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

Grass cutting

This was discussed. The LTPOA is having the dam cut four times by Red Oak. Red Oak's estimate for cutting the TP was for \$500, but that price was without seeing what we really want done. MM said she will contact JJ about getting a bid from D Wallen to cut the TP. Our budget for cutting the TP is \$5k.

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 8:16 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 9th day of April, 2013.

Secretary
Apr 6, 2013

Chairman

February 2013 Cash Report

Sewer Fees Invoiced	\$ 17,423.62
Sewer Fees Received	\$ 16,663.49
Overdue Amounts:	
30 days overdue	\$ 2,431.06
60 days overdue	\$ 882.76
90 days overdue	\$ 418.04
Cash Inflow	
Sewer User Fees	\$ 16,663.49
Interest	119.06
	<u>16,782.55</u>
Cash Outflow	
Accounting	1,502.50
Treatment Plant Operator	775.00
Utilities - electric (treatment plant)	136.41
Utilities - electric (office - 2 months)	91.19
Phone	41.38
Sewer fee - office	72.00
J Johnston, wwtp parts from Granger	113.15
USDA Interest	6,980.00
Debt Service Account	962.00
Maintenance/replacement	269.34
Postage & printing	77.55
Bank Fees (ACH debit & overdraft)	14.00
	<u>11,034.52</u>
Net Cash Flow	<u>\$ 5,748.03</u>