

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the May 15, 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 May 15, 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	Present

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 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 March 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 Apr 30: O&M checking acct: \$66,834.51; O&M money mkt acct: \$251,241.49; debt service reserve acct: \$11561.03.

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 04/30	Name	Total owed on 04/30
DL	\$1299.60	MD	79.40
JK	1227.60		
JM	784.80		
KS	705.60	TOTAL	\$4096.40

JM and KS have not responded to letters sent by MM for the district.

RL will contact JM and KS about their overdue bills.

If the district has not received checks from customers by May 23, new liens will be filed on the properties of four owners who owe over \$230.

Invoice approval

The following payment requests were submitted for Board approval in April. Due to dangerous weather the April meeting was canceled.

Payee	Invoice amt
WRM, WWPT Operator	\$1210.00
Bookkeeping services	374.00
Ameren Missouri for TP (paid, DirectPay)	173.49
JWH, postage, Apr. billing	74.25
Sewer user fee for office	72.00
Valve wrench; hand truck	63.71
Ameren Missouri for Sewer Office	35.55
AT&T (paid, preapproved)	41.44
Missouri One Call	1.30
TOTAL	\$2045.74

Payment requests were approved by the Board by email.

The following payment requests were submitted for Board approval for May:

Payee	Invoice amt
Daniel Jones, 2012 annual audit	\$6000.00
WRM, WWPT Operator	2550.00
Bossert contracting, sewer line repair	660.00
Bookkeeping services	396.00
Ameren Missouri for TP (paid, DirectPay)	204.40
JWH, postage, May billing	74.91
Sewer user fee for office	72.00
AT&T (paid, preapproved)	41.44
Ameren Missouri for Sewer Office	16.06
Bookkeeping postage	9.20
Envelopes for FH	4.24
TOTAL	\$10,024.01

RH explained the unusually high operator expense for May:

- 1) Exercising 138 shut off valves (SOVs) and 15 air release valves (ARVs) cost \$758.
- 2) Service calls at 5933 S LSD (G Ryan) broken discharge assembly and at 5840 N LSD (J Dauernheim) broken sewer lateral line. These calls cost the district \$610, not including the cost of \$660 (Bossert) to actually do the repair.

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

March Cash Flow Report

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

Sewer fees invoiced were \$17,465.48; sewer fees received were \$17,473.51; cash inflow was \$17,586.91; Cash outflow was \$9,705.76; net cash flow was \$7,881.15. The March cash report is attached.

April Cash Flow Report

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

Sewer fees invoiced were \$17,371.56; sewer fees received were \$16,602.12; cash inflow was \$16,725.59; Cash outflow was \$10,001.71; net cash flow was \$6,723.88. The April cash report is attached.

2012 Audit Update

JWH reported that the 28-page audit has been received by the district. There were no problems reported in the audit.

RL moved to approve the 2012 annual audit. Second was by Ken Jost. On voice vote, the audit was approved by the District. MM signed two documents associated with the audit.

JWH received a letter from the bank asking who is eligible to make direct deposit inquiries. The list includes JWH, RH, and FH. The document was signed by MM, FH, and RH.

Loan closing by Gilmore & Bell

JWH received a call from a secretary at Gilmore & Bell (district bond counsel) saying they needed a copy of the District meeting minutes from our May, 2012 meeting to complete their paperwork. We complied. About a week later Donna Martin called telling us we will receive an invoice from G&B soon and that we should pay it promptly. We have yet to receive their invoice.

Old Business

MO1 Call activity

RL reported that there has been quite a bit of activity this month, mostly from Charter Cable. Charter lays the cable on the surface before trenching and RL goes out and looks at the position of the cable to make sure there is no conflict with sewer equipment.

In other situations, RL emails the as-built plans to the installer, so the installer can judge for himself if there will be a conflict.

Grass Cutting

Best price was provided by Dale Wallen, \$140 including weed whipping along outside of fence along the dam. To cut the area between the ditch and the fence near Telle's property, Wallen would charge \$250 for first cut and \$75 after that. He also offered to grade along the outside of the fence on gate side of the TP for \$50. Consensus was to cut all three areas as soon as possible.

Red oak estimated \$240 for TP and \$200 for ditch area if done 2 or 3 times per year.

RL moved to accept Dale Wallen's proposal to cut the grass at the TP. Second was by Ken Jost. On voice vote, Dale Wallen was hired to provide grass cutting services at the TP.

Treatment plant operation update

Move flow meter

RH talked to P Bossert on Monday May 13 about moving the unused flow meter to measure influent on the north side. Mr. Bossert said he thought constructing a 3 ft pit between the SOV and the recirc tank would be tight but doable. Mr. Bossert said he would put together a bid.

RL mentioned that C. Queen suggested venting an ARV by putting on a flush fitting lid and using a pipe off of the side of the pit to vent the pit.

JJ said he will contact a division of his company to submit a bid.

Operator Report

RH explained the unusually high operator expense for May:

- 1) Exercising 138 shut off valves (SOVs) and 15 air release valves (ARVs) cost \$758.
- 2) Service call at 5933 S LSD (G Ryan) broken discharge assembly.
- 3) Service call at 5840 N LSD (J Dauernheim) broken sewer lateral line.

Repair at 5933 S LSD: On Friday Apr. 19, Dave was called to Ryan's and found a discharge assembly (DA) had come apart. The DA was originally glued together at the Orenco factory. Dave diagnosed the problem in a reasonable amount of time, but tried to do a field repair of the DA using solvent glue supplied by Ryan.

On Saturday Apr. 20 Dave got a call from Ryan that the DA repair had failed, so Dave came back to replace the DA. Dave believed that RH was the only one to know where he might get a good DA and so needed to find him. Unfortunately he was doing road cleanup that day, and Dave drove out from the subdivision to Old Hwy 21 and back looking for him. Dave finally found RH at the Comm. House. He then retrieved a good DA from the Lowery house and fixed the Ryan problem.

Recommendations: 1) No field repairs unless proper equipment/conditions exist. Discharge assembly should have been exchanged, then repaired under better conditions; 2) Dave was given a list of phone numbers of other board members to call when RH is unavailable.

Repair at 5840 N LSD: Dauernheim (JD) reported high level alarm on Apr. 20. Full tank pumped down by Dave. JD called Dave back on Apr 22 due to leak in the lateral line close to the STEP tank. Sewage was present in the yard near the tank and level in the tank was still low, so there must be a leak in the lateral line.

On Apr 22 Dave called P Bossert to come out ASAP to dig up/repair the fractured lateral line.

On Apr 23 P Bossert hand dug next to the tank riser and found a pipe had separated from its fitting due to bad glue joint: pipe was only inserted 1/2" into coupling, not the 1" that the fitting allows. Also, no purple color is observed, so primer may not have been used. Bossert repaired lateral line, charge was \$660.

One additional problem: Even though the tank was pumped down, there was still sewage leaking out of the break in the lateral line. This seemed to indicate the check valve located at the street shut off was not working. The check valve seemed to be present and installed correctly.

Missing pump and discharge assembly at 5953 S LSD (Kreilick): In looking for a usable discharge assembly, Dave determined that the Kreilick tank was missing the pump and discharge assembly.

Valve exercise progress

JWH reported that Dave billed us for 157 valves: 138 SOVs, 15 ARVs, and 4 valves not exercised due to mud or location. Dave also sent us a detailed list of exercised valves listing 139 total valves. JWH asked Dave for an explanation of the difference. This valve count is as of May 1. RH estimates that there should be about 300 valves total. Dave did find one ARV dripping from its top fitting.

New Business

DNR surprise visit

MM reported that we received a letter stating that the TP passed the surprise visit staged by MO DNR.

Warranty Inspection

The warranty inspection is scheduled for Wed. May 22 at 10am. We don't know if a TGB rep will be at the warranty meeting or not. Tim has contacted them.

RH handed out a list of possible warranty issues that he compiled:

- 1) Lateral line break at 5840 N LSD that Dave had a local guy repair. Cost was \$660.
- 2) One house at 5953 S LSD that was not occupied when TGB started and left is missing a pump and discharge assembly. We'd like this equipment replaced. Other unoccupied houses are OK.
- 3) Possible leaks in main sewer line or lateral line at street SOV at 6097 S LSD and 5748 S LSD. Both pits contain black, smelly water. Pit at 6097 tested positive for coliform. Another pit 6 feet away from 6097 has water in it also, but that water is clear, so it's ground water.
- 4) One ARV (ARV-S-9) near 6259 S LSD (Lutrell) has a slow drip-drip leak of sewage from the upper vent of the valve body.
- 5) CP1 at the TP never indicates a high level alarm, because no float is hooked to the intrinsically safe relay (ISR). The circuit should probably be completed so CP1, CP2 & CP3 ALL show high level alarms when there is high water.
- 6) As-built plans don't show all valves. Dave found 2 ARVs not on the as-built plans [ARV-N-11 (6084 N LSD) and ARV-N-12 (6020 N LSD)] and 1 ARV on the as-built plans that does not exist [ARV-S-12 (6051 S LSD)].
- 7) Landscape issues??

Donna Martin's letter of March 20, 2013

Donna had two recommendations:

- 1) Check that our bank accounts are properly insured. MM checked with the bank and they are.
- 2) Towards the end of the year we need to open a separate account for the Short-Lived Asset Reserve account.

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 8:30 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 12th day of June, 2013.

Secretary
June 6, 2013

Chairman

March 2013 Cash Report

Sewer Fees Invoiced	\$ 17,465.48
Sewer Fees Received	\$ 17,473.51
Overdue Amounts:	
30 days overdue	\$ 2,289.97
60 days overdue	\$ 1,002.80
90 days overdue	\$ 461.60

Cash Inflow

Sewer User Fees	\$ 17,473.51
Interest	113.40
	<u>17,586.91</u>

Cash Outflow

USDA Interest	6,980.00
Debt Service Account	962.00
Treatment Plant Operator	835.00
Accounting	539.00
Utilities - electric (treatment plant)	139.19
Postage & printing	76.56
Sewer fee - office	72.00
Utilities - electric (office)	42.33
Phone	41.44
Bank Fees (ACH debit & overdraft)	14.00
Office	4.24
	<u>9,705.76</u>

Net Cash Flow	<u>\$ 7,881.15</u>
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April 2013 Cash Report

Sewer Fees Invoiced	\$17,371.56
Sewer Fees Received	16,602.12
Overdue Amounts:	
30 days overdue	1,930.84
60 days overdue	945.19
90 days overdue	637.40

Cash Inflow

Sewer User Fees	16,602.12
Interest	<u>123.47</u>
	16,725.59

Cash Outflow

Accounting	374.00
Treatment Plant Operator	1,210.00
Utilities - electric (treatment plant)	173.49
Utilities - electric (office)	35.55
Phone	41.41
Sewer fee - office	72.00
USDA Interest	6,980.00
Debt Service Account	962.00
Maintenance/replacement (valve wrench & handtruck)	63.71
Postage & printing	74.25
Office - One Call Locate Fee	1.30
Bank Fees (ACH debit & overdraft)	<u>14.00</u>
	10,001.71

Net Cash Flow 6,723.88