

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the June 12, 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 June 12, 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 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 May 15, 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 John Johnston. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances for May 30: O&M checking acct: \$65,824.84; O&M money mkt acct: \$251,356.41; debt service reserve acct: \$12,525.56.

Billing issues

Summary of amounts owed to the District by homeowners that have liens against their property is given below.

Name	Total owed on 05/31	Name	Total owed on 05/31
DL	\$1376.60	KS	864.00
JK	1304.80	MD	86.40
JM	864.00		

RL talked to JM and KS about their overdue bills. KS said he will make full payment at the end of July. JM said he will make initial payment of \$400 and then make double payments until he is caught up.

Our bookkeeper (BK) asked the Board to decide what to do about a customer (ER) that owes a late fee. According to BK, ER missed a payment in Oct 2012. In Mar 2013 ER made a payment of \$144. Due to late fees, ER now owes an additional \$43.60 ER insists that they have made every payment on time and is angry about being charged a late fee. Question to the board is, should we

forgive the late fee of \$43.60? BK tells us that this is the second time this has happened. The Board consensus was to forgive the \$43.60, but that this will be the last time. A letter should be written to ER suggesting they do an automatic payment plan.

Invoice approval

The following payment requests were submitted for Board approval in June.

Payee	Invoice amt
WRM, WWPT Operator	\$1640.00
Bookkeeping services	407.00
Ameren Missouri for TP (paid, DirectPay)	277.32
JWH, postage, Apr. billing	75.24
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	17.34
AT&T (paid, preapproved)	41.44
Grass cutting	140.00
PVC primer & glue	10.58
Missouri One Call	3.90
TOTAL	\$2684.82

There was a customer refund of \$73 for overpayment for sewer service to L Furrer due to property sale.

RH explained the unusually high operator expense for June: Exercising 39 shut off valves (SOVs) for \$195, 25 SOVs for \$130, and 5 SOVs and normal duties for \$1315.

In all 227 valves were found and exercised. This included 200 SOVs at the street and 27 air release valves (ARVs). Dave is now done with the exercising project. There are less than 238 valves due to shared sewer lines.

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

May Cash Flow Report

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

Sewer fees invoiced were \$17,389.27; sewer fees received were \$16,990.27; cash inflow was \$17,106.72; Cash outflow was \$17,980.01; net cash flow for the month was negative at (\$873.29). The May cash report is attached.

Old Business

Warranty Inspection June 19, 10am

RH reported that on June 19 at 10am there would be a warranty issue meeting with TGB (Sharon Tielke), Tim Robbs (Taylor Eng.), and Donna Martin (USDA-RD). RH handed out a list of warranty issues that he had assembled. *[The warranty issues handout is included at the end of these Minutes, minus the explanatory attachments. --rhh]*

RH stated that the most significant issue was the low volume alarm buzzer issue due to water in the splice box. Board consensus was that that TGB should visit each tank they installed and repair the

splice box so it will not fill with ground water. The repair options are to drill the box or seal the conduit connected to the box with expandable foam, whatever T Robbs and Oreneco determine is best. Another issue is with float cabling. TGB installed floats with water-permeable cable (this was Orenco's fault). We want TGB to replace the defective alarm floats also. TGB and Orenco should work out as to who pays the labor costs to replace the floats.

RL brought up the Ferrell ARV vent lid in his parking area problem. JJ will talk to Kardell and Reneski about what can be done to provide a "traffic" lid. Item will be added to the warranty list about vent lid.

MO1 Call activity

RL reported that he receives about one call a week. Most calls are from Charter Cable.

Treatment plant operation update

Move flow meter

G. Hall from Gateway Mechanical came out and will submit a bid to move the unused flow meter.

Floating FM lids

RH reported that the lid covering the discharge flow meter pit was found about 20 ft away from the pit a couple of days after a heavy rain. There was speculation that the area flooded and the lid floated off.

Grading the Road

Road to the TP is badly rutted. JJ suggested asking McLaren to grade the road.

New Business

MM reported that proof of the collateral insurance that D. Martin wanted was received from the bank.

MM reported that MRWA has a mobile generator that is available for use.

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 8:25 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 10th day of July, 2013.

Secretary
July 8, 2013

Chairman

May 2013 Cash Report

Sewer Fees Invoiced	\$ 17,389.27
Sewer Fees Received	\$ 16,990.27
Overdue Amounts:	
30 days overdue	\$ 2,009.12
60 days overdue	\$ 870.24
90 days overdue	\$ 391.52

Cash Inflow

Sewer User Fees	\$ 16,990.27
Interest	116.45
	<u>17,106.72</u>

Cash Outflow

Audit	6,000.00
Accounting	396.00
Treatment Plant Operator	2,550.00
Utilities - electric (treatment plant)	204.40
Utilities - electric (office)	16.06
Phone	41.44
Sewer fee - office	72.00
USDA Interest	6,980.00
Debt Service Account	962.00
MO DNR Annual Permit	660.00
Postage & printing	84.11
Bank Fees (ACH debit & overdraft)	14.00
	<u>17,980.01</u>

Net Cash Flow	<u>\$ (873.29)</u>
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Contractor Warranty Issues

6/17/2013

1) Lateral line break at 5840 N LSD on Apr 22, 2013. Repaired by Pete Bossert on Apr 23. Cost was \$660. District wants reimbursement. (See ATTACHMENT 4 describing this problem.)

2) Due to defects in the installation of conduit sealant OR improper bedding-in of the tank, the district is plagued with low volume audible alarm problems. Approximately 11% of the installations have had these problems as of May 1. Water enters the wiring splice box (SB) and causes a partial short that triggers the high level alarm buzzer. The district wants to be compensated for the extra trips our operator has had to make to correct these problems. So far 20 to 25 installations have had to be repaired. Each time Dave makes a service call, we have to pay him \$60.

It is Dave's opinion that ALL 238 installations will eventually get flooded splice boxes. We are asking for \$60 for each failed SB we have found.

We are also asking TGB to visit every SB that they installed and make a repair so that the SB will never again fill with water. The repair method is to be specified by the design engineer with input from Orenco. (See ATTACHMENT 1 for operator report and photo.)

3) The unoccupied house at 5953 S LSD is missing a pump and discharge assembly. District would like TGB to install the missing equipment.

4) Slow but significant leaks in the main sewer line or the lateral line have been found at the street SOV at 6097 S LSD and 5748 S LSD. Both pits contain black water that smells like sewage. The pit at 6097 tested positive for coliform.

On June 1 both pits were drained and treated with household bleach to kill active bacteria. On June 10 both pits were checked and found once gain to contain black water that smells like sewage. District wants both leaks repaired.

(ATTACHMENT 2 is a photo of 6097 plumbing before burial.)

5) One ARV near 6259 S LSD has a slow drip-drip leak of sewage from the upper vent of the valve body. District wants leak fixed or ARV replaced.

6) CP1 at the TP never indicates a high level alarm, because no float is hooked to the intrinsically safe relay (ISR). District would like the circuit completed or modified so that CP1, CP2 & CP3 ALL show high level alarms when there is high water.

7) Deeply buried STEP tanks that are very difficult to service were found at 6383 S LSD (filter, SOV, splice box,) and 5840 N LSD (filter, SOV). District would like filter holder extensions and any other helper aids.

8) Homeowner at 6013 N LSD believes TGB installed the wrong type of cleanout (CO). He insists that TGB should have installed a "rodding tee" instead of a Wye. That way he could snake out a clog in the upstream or downstream direction. This is currently not the case. He wants the error corrected.

What was the basis for NOT installing a rodding tee? Homeowner had to remove the toilet to snake out a clog. District wants an explanation as to why Wye is better or CO replaced.

9) As-built plans don't show all valves. Dave has found 2 ARVs that are NOT on the as-built plans: ARV-N-11 at 6084 N LSD and ARV-N-12 at 6020 N LSD. One ARV on the as-built plans does not exist: ARV-S-12 at 6051 S LSD. District wants plans corrected.

10) A. Ferrell, 5828 N LSD: Mr. Ferrell is unable to use his parking area because of an ill-placed ARV pit. He wants current breakable lid replaced with a drivable traffic lid. Al Ferrell: (636) 274-3455

11) Landscape issues:

a) A. Toscano: Installation of neighboring tanks removed rock from his driveway: Homeowner wants his 9'x120' driveway re-rocked. Sample rocks in Sewer Office.

Alfio Toscano: (636) 274-1484

b) M. Holland: Hollands are still not satisfied that lakeside ground has been returned to pre-construction condition -- too many rocks. Mr. Holland's email is ATTACHMENT 3.

12) Reneski, 5765 N LSD: Splice box in tank is hanging by the wires. Tank lid was broken and had never been attached (no holes in riser). RH screwed down new lid on 6/17/2013. District wants splice box repaired.

13) Hirsch, 6089 S LSD and other locations: Non-waterproof wirenut used for ground connection. RH has seen this in other SBs also. District wants these wirenuts replaced with waterproof wirenuts when conduit sealer is applied.

