

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the August 14, 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 7:05 p.m. on August 14, 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 July 10, 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 June 30, 2013: O&M checking acct: \$77,946.02; O&M money market acct: \$251,566.49; debt service reserve acct: \$14,455.14.

Delinquent payment issues

Summary of amounts owed to the District by homeowners:

Name	Total owed on 07/31	Name	Total owed on 07/31	Name	Total owed on 07/31
JK	\$1459.20	KS	79.20	E&MM	316.80
DL	1531.20	MD	86.20	C<	388.80
JM	622.40	R&RB	316.80	RW<	200.40

New liens have been prepared for five properties:

Name	Lien amount	Name	Lien amount	Name	Lien amount
JK	\$463.20	C<	388.80	R&RB	316.80
DL	463.20	E&MM	316.80		

JWH: These will be the third liens filed against the JK and DL properties.

Motion made by RH to file liens, seconded by JJ. Motioned passed.

Invoice approval

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

Payee	Invoice amt
WRM, WWPT Operator	\$1,798.99
Bookkeeping services	374.00
Ameren Missouri for TP (paid, DirectPay)	268.68
JWH, postage, monthly billing	75.24
Sewer user fee for office	72.00
AT&T (paid, preapproved)	41.44
Ameren Missouri for Sewer Office	16.56
Insurance, crime policy	803.00
Motor contactors (2) for home cntrl panels	109.14
DryConn connectors	75.69
MO One Call locate fee	2.60
TOTAL	\$3,637.34

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

July Cash Flow Report

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

Sewer fees invoiced were \$17,340.20; sewer fees received were \$18,893.92; cash inflow was \$19,010.71; Cash outflow was \$13,525.18; net cash flow for the month was \$5,485.53. The July cash report is in Appendix A.

Old Business

Warranty Issues

RH reported that the district received an email from Sharon Tielke (TGB) on July 26, 2013 stating that TGB considered their warranty work complete:

"All of our items are complete on site. The "wye" letter is in the mail and we are negotiating with M. Holland. I have notified A. Toscano that the replacement rock was installed last year and we have video of his driveway from prior to construction and pictures from current conditions (same or better) if he would like to view them from our office. Thanks. -- Sharon, TGB, Inc"

RH said that he pretty much agreed, except for reimbursing the district for the repair of three leaks, one at 5840 N LSD completed on Apr 23 and two slow, but significant leaks not yet repaired.

TGB said they completed their work foaming the conduit in all of the accessible STEP tank splice boxes. Their work still needs to be verified by Dave Axton's agents, Dale and Chris. Dale and Chris are replacing the alarm floats in the STEP tanks and that process is going much slower than the conduit foaming. Orenco is giving us the new floats (238) and paying \$20/float to replace the float.

Currently 224 floats have been replaced; 12-14 are not yet done, all floats should be replaced in another week.

The warranty issue at the TP where we weren't getting high level alarms on Control Panel has been fixed by Dan Hufker (FloSystems).

Float Replacement Problems as of 8/11/2013:

- 5706 N LSD (sewer office): Due to a failed/stuck check valve at the street, the main sewer line flowed back into the STEP tank thru a weep hole in the discharge assembly. ETM = 400+ hrs on 7/26. Dan H. installed a new discharge assembly without a weep hole to fix. ETM = 405 hrs on 8/14.
- 6036 N LSD: TGB said Splice Box and Control Panel not foamed because wiring from CP to SB uses direct-bury cable, not conduit. Float changed.
- 7728 Circle Dr: Homeowner buried tank lids and planted grass. CP foamed, SB not foamed, float not changed.
- 7828 Mohawk Tr: Sewage coming from under tank lid. No power to disconnect switch or tank. Float changed, SB foamed, CP not foamed. Dave will contact homeowner.
- 7716 Meadow: Elbow near ball valve cracked. Float changed, foam applied.
- 7756 Meadow: Report of a cracked discharge pipe, damage not known: Float changed, foam applied.
- 6213 S LSD: High level alarm does not work. Float changed, foam applied. Missing neutral wire?
- 6704 S LSD: No foam in CP or SB. Float changed.
- 6383 S LSD: Tank very deep. Float not changed, foam applied
- 6347 S LSD: Tank very deep. Float not changed, foam applied
- 7724 Fairview: Tank very deep. Float not changed, foam applied

TGB took 4 days to do their work and our guys about 24 days to do float replacement.

MO1 Call activity

RL reported that there were a few calls since the last meeting from the cable company.

RL proposed we buy a lid for air vent in Mr. Ferrell's parking area at 5828 N LSD. The board agreed.

CO Protection

RL looked at the as-built plans and counted the cleanouts (CO) on the plans. There were 29 COs on the northside and 16 COs on the southside. The board agreed we should protect the COs that are relatively close to the road and in danger of being driven over. Those COs protected by large rocks and/or away from the road less likely to be driven over, should not need protection.

RL volunteered to go thru and classify COs that need protection as yes, no, and maybe..

Grass cutting

Consensus was that it was time again to cut the grass.

Treatment plant operation update

Flow Meter relocation

JJ reported that he met with Joe DiMaggio (DiMaggio Electric) on 7/26 and discussed wiring the new meter to the existing readout (FM1). District will supply the cable and sealing compound for the meter splice box. JD has not gotten back to JJ yet about price.

Ponding & weed control

RH reported that for the last few months, a number of TP visitors have noticed "ponding" near CP3 (the left-most control panel). RH said he thought the problem was that filter cartridges were washed in the area and the ground was saturated. JJ said that it looked to him like there was liquid squirting out from under the tank lid. RH said he will investigate further.

Collection system operation update

Really dirty filter

Dave encountered an extremely dirty filter cartridge at 6233 N LSD. Here is what the Orenco maintenance manual says may cause that: *"Premature plugging of the cartridge may result from abuse of the system. Such abuse might take the form of a large scale home canning project with concurrent overuse of the garbage disposal. More likely though, it will be excessive inflow resulting from a plumbing leak under the house, a leaky septic tank, a homeowner taking in laundry, two or more families using a tank designed for one, etc. "*

This system has been online for 22 months. The board agreed that we should check this filter more frequently than every two years and also that the homeowner should be written a letter suggesting to him to be more careful in what he puts down the drain. Another possible reason for the extremely dirty filter might be that his old septic tank is inline with his new tank. This is, however, not the case, since 6233 N LSD is NOT listed as reusing the old septic.

Possible leaking tank

RH reported that the district received an email from the homeowner of 5985 N LSD with a question: *"If I think my old septic tank is leaking, who pays for the repair since they were supposed to be taken out when the sewer system was put in?"*

The homeowner was sent this reply:

"If you believe your sewer system is leaking please call the operator, Dave Axton, at (309) 945-2814 and he will check your system to see if there is leakage."

"The sewer district is only responsible for equipment that it installed. Any equipment not installed by the district is the responsibility of the homeowner."

"The district wanted to include old septic tank retirement in the project, but it proved to be too costly. As a result retirement of old septic tanks is the responsibility of the homeowner. No old septic tanks were removed by the district. "

RH: We checked and the "Inline Septic" list says "inlet side of septic tank under rock porch". So the old septic tank is being reused, so that's probably the tank the homeowner thinks may be leaking.

Wye vs. rodding tee

MM forwarded a letter from TGB to a homeowner that objected to a wye being installed as a cleanout instead of a rodding tee. TGB's letter said: *"The wye cleanout installations at Lake Tishomingo were in compliance with the contract and the 2009 Uniform Plumbing Code. The code states that cleanouts for building sewers are to be installed so that the cleanout opens to allow cleaning in the direction of flow of the soil or waste." -- ST.*

Operator Report

Most of the expense was due to troubleshooting at 7800 Mohawk Tr. (8 hrs @ \$60/hr). This was reported on last month. There were a couple of false low volume alarms also.

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 8:21 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 11th day of September, 2013.

Secretary
September 9, 2013

Chairman

APPENDIX A. July 2013 Cash Report

Sewer Fees Invoiced	\$ 17,340.20
Sewer Fees Received	\$ 18,893.92
Overdue Amounts:	
30 days overdue	\$ 1,498.52
60 days overdue	\$ 513.20
90 days overdue	\$ 13,207.44
Cash Inflow	
Sewer User Fees	\$ 18,893.92
Interest	116.79
	19,010.71
Cash Outflow	
Accounting	495.00
Treatment Plant Operator	1,075.00
Utilities - electric (treatment plant)	261.46
Utilities - electric (office)	15.01
Phone	41.44
Sewer fee - office	72.00
Missouri One Call - locate fee	10.40
Dale Wallen - grass cutting (2 cuts)	390.00
USDA Interest	6,980.00
Debt Service Account	962.00
Maintenance/replacement	
Repair sewer line at 5996 N LSD	3,092.80
PVC plugs, bushings, screws	19.94
Thermostat for sewer office	21.55
Postage & printing	74.58
Bank Fees (ACH debit & overdraft)	14.00
	13,525.18
Net Cash Flow	\$ 5,485.53