

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the September 11, 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 September 11, 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	Absent
Ken Jost	Arrived at 7:30pm
John Johnston	Present

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

**Approval of Minutes of Past Meetings**

The regular session Minutes of the August 14, 2013 meeting were emailed to the Directors prior to the meeting. Motion was made by Rich Hirsch to approve the regular session Minutes as written. Second was by Marilyn Meyer. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

FH reported the balances for July 31, 2013: O&M checking acct: \$82,299.96; O&M money market acct: \$251,669.87; debt service reserve acct: \$15,420.19.

**Delinquent payment issues**

New liens were filed on five properties in August:

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

Summary of amounts owed to the District by homeowners:

Name	Total owed on 08/31	Name	Total owed on 08/31	Name	Total owed on 08/31
DL	\$1608.40	C&LT	468.00	MD	165.40
JK	1536.40	E&MM	396.00	KS	158.40
JM	701.60	R&RB	396.00		

No liens need to be filed in September.

**Invoice approval**

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

**Payee**

WRM, WWPT Operator

**Invoice amt**

\$910.00<sup>a</sup>

Bookkeeping services	396.00
Ameren Missouri for TP (paid, DirectPay)	260.13
JWH, postage, monthly billing	75.90
Sewer user fee for office	72.00
AT&T (paid, preapproved)	41.44
Ameren Missouri for Sewer Office	10.35
Bossert Contracting, flow meter relocation (not in O&M budget)	7,188.00 <sup>b</sup>
Bossert Contracting, repair 5748 S LSD, to be reimbursed by TGB	1,200.00
Bossert Contracting, repair 6499 NLS, to be reimbursed by TGB	1,200.00
Perforated stock 4000 postcards for billing	209.67
Riser lids, 2-24 inch heavy duty; 2-12 inch regular lids	153.82
PO Box annual fee	44.00
Mailbox repair, to be reimbursed by KS & ML	32.87
<b>TOTAL</b>	<b>\$11,794.18</b>

a) RH said that this is the first time in a long time that the Operator monthly total is less than \$1000. This is due to the float replacement project completed last month, which eliminated service calls by Dave for false high level alarms.

b) A separate capital budget was created for the flow meter relocation project.

In addition to \$7188 payment to Bossert, we will soon be receiving a bill for approximately \$500+tax/shipping for electrical cable and \$800 for the services of DiMaggio Electric to finish the flow meter relocation project. These bills will be paid out of a special budget for flow meter relocation.

Motion was made by Rich Hirsch to approve payment of the invoices and \$1300 to complete the flow meter relocation project. Second was by Ken Jost. On voice vote, payment was approved.

### **August Cash Flow Report**

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

Sewer fees invoiced were \$17,394.67; sewer fees received were \$16,316.65; cash inflow was \$16,321.70; Cash outflow was \$10,800.34; net cash flow for the month was \$5,521.36. The monthly cash report is in Appendix B.

There was a dispute about whether or not the "insurance-crime policy" bill for \$803 had been paid. The district has not received the invoice for this yet.

### **Old Business**

#### **Warranty issues**

A letter was sent to Sharon Tielke (TGB Inc) requesting a payment of \$3060 for three leaks in the collection system that occurred during TGB's warranty period. A copy of that letter is in Appendix A.

### **Treatment plant operation update**

#### **Flow meter relocation**

RH reported that on 9/3/2013 Pete Bossert Contracting started work to move the unused flow meter FM1 from the southside influent bypass line to the northside influent main line. The objective was to

have flow meter readings of both north- and southside influent streams and the discharge stream so could do a mass balance. Previously we did not have flow measurements for material entering the TP from the north side.

Concrete and most mechanical work was completed by 9/11. The power and excitation cables have not yet been connected to the readout device.

A PVC "spool" was installed in the southside bypass line to replace the relocated flow meter. The bill from Bossert for his work \$7188.00

### **Leak near CP3**

For the last few months, a number of TP visitors had noticed "ponding" near CP3 (the left-most control panel). RH said he originally thought the problem was that filter cartridges were washed in the area, but observation led him to conclude that there was a slow leak underground between CP3's pumps 1 and 2 and the rotary distribution valve. When pumps 1 and 2 were turned on, ripples on the surface of the "pond" could be seen. These ripples disappeared when pumps 1 and 2 were off.

Pete Bossert repaired the leak on 8/27. Pete's comments:

"Connections were made with flexible pipe often used on pool applications. I think the hose flexes under pressure and swelled against sharp rocks or the pressure is too high for the rating of the pipe. There appeared to be 5 small cuts 1/16" in an area the size of a quarter."

*"The final connection was made with rigid PVC pipe. Both sides were not square or parallel to each other, which made it challenging for the amount of working room."*

Dan Hufker's (FloSsysyems) comments: "The flex hose is used for a reason. If the ground settles or shifts, a rigid pipe will crack. That is why a flex hose is used here. Flex hose is rated for the pressure from our pumps."

### **Collection system operation update**

#### **High strength riser lids**

RL found some heavy duty riser lids from PolyLok that are rated for light traffic.

RL used a 24" Polylok lid to replace the air vent lid in Al Ferrell's parking area on N LSD. Some cutting of the lid was needed to allow it to fit within the riser.

### **Operator Report**

Dave reported receiving payment from Orenco for replacing 238 float switches (238 x \$20 = \$4,760).

RH said that this is the first time a long time that the Operator monthly total is less than \$1000. This is due to the float replacement project completed last month, which eliminated service calls by Dave for false high level alarms.

### **New Business**

#### **Sewer cleanouts and lids are vulnerable**

MM said she thought that the PWSD #13 Board should make it known to the LTPOA Board that the sewer lids and cleanouts are very vulnerable and could be damaged by a careless snow plow driver.

### **Broken mailbox**

The mailbox in front of the sewer office was knocked down by a 9-yr old driving an adult's golf cart. The mailbox was repaired by R Hirsch and M Leiwiki. The \$32 bill (for parts) will be split between the owner of the golf cart and the grandparents of the 9-tyr old.

**Adjournment**

There being no other formal business to come before the Board, a motion to adjourn was made by Ken Jost and seconded by John Johnston. Motion passed. Meeting ended at 8:17 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 9<sup>th</sup> day of October, 2013.

\_\_\_\_\_  
Secretary  
October 7, 2013

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Chairman

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**APPENDIX A. Warranty Letter to Sharon Tielke (TGB)**

Sharon Tielke  
TGB Construction, 1104 S Jefferson, St Louis MO 63104

September 16, 2013

Sharon,

As per our agreement, here are the three invoices to repair leaks that occurred during the warranty period. (see items 1 and 4 in attached doc).

- 1) Leak at 5840 N Lakeshore Dr: Cause: Elbow fitting separated from straight pipe underground  
Repaired Apr 23, 2013 Amt: \$660
- 2) Leak at 6499 N Lakeshore Dr: Cause: Flex hose found to have 5 small cuts in it in an area the size of a quarter.  
Repaired Aug 29, 2013 Amt: \$1200
- 3) Leak at 5748 S Lakeshore Dr: Cause: There was issue with the connection to the check valve  
Repaired Aug 28, 2013 Amt: \$1200

Total amount: \$3060.00

PWSD#13 has paid Bossert Contracting for the warranty work, please make the check out to PWSD #13.

Thank you,  
Rich Hirsch  
PWSD #13 director

## APPENDIX B. August 2013 Cash Report

Sewer Fees Invoiced	\$ 17,394.67
Sewer Fees Received	\$ 16,316.65
Overdue Amounts:	
30 days overdue	2,043.54
60 days overdue	896.31
90 days overdue	596.40
> 90 days overdue	3,491.96
Total overdue amounts	\$ 7,028.21
<b>Cash Inflow</b>	
Sewer User Fees	\$ 16,316.65
Interest	5.05
	\$ 16,321.70
<b>Cash Outflow</b>	
Accounting	374.00
Treatment Plant Operator	1,798.99
Utilities - electric (treatment plant)	268.68
Utilities - electric (office)	16.56
Phone	41.44
Sewer fee - office	72.00
Missouri One Call - locate fee	2.60
USDA Interest	6,980.00
Debt Service Account	962.00
Postage & printing	75.24
Bank Fees (ACH debit & overdraft)	24.00
Motor control contactors for resident's control panels	109.14
DryConn connectors	75.69
	\$ 10,800.34
<b>Net Cash Flow</b>	\$ 5,521.36