

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the October 9, 2013, 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 October 9, 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	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 Ken Jost 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 September 11, 2013 meeting were emailed to the Directors prior to the meeting. Motion was made by Ken Jost to approve the regular session Minutes as written. Second was by Rich Hirsch. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

FH reported the balances for September 30, 2013: O&M checking acct: \$85,657.98; O&M money market acct: \$244,587.66; debt service reserve acct: \$16,385.54.

**Delinquent payment issues**

There was a discussion of the overdue account on the house at 6213 S LSD. The house was believed to be owned by J & L Mayer, but it turns out Mayers are renting from the owner J. Keitel. MM said she received a call from the owner (Keitel) that Mayers stopped paying rent and would be moving out.

Currently \$780.80 is owed the District for service provided to 6213 S LSD. Of that \$468 are covered by two liens filed in the name of Mayer. This leaves \$312.80 owed as cash. MM said that the county agent should not have accepted the lien in the name of Mayer, since Mayer is not the owner of the property.

MM said that there are \$5,400 in liens (outstanding) filed and \$2,400 not in liens, mostly due to the Kreilick and Lowery properties. JWH said that the Kreilick house has been owned by Bank of America (BOA) since Jan. 2013, so BOA should be sent an invoice for what is owed on the Kreilick house.

The Board agreed that BOA should be sent an invoice for Jan. to Oct. period and that Keitel should be sent an invoice for the total amount owned on the 6213 S LSD property.

## Invoice approval

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

Payee	Invoice amt
WRM, WWPT Operator	\$865.00
Bookkeeping services	434.50
Ameren Missouri for TP (paid, DirectPay)	202.63
JWH, postage, monthly billing	74.91
Sewer user fee for office	72.00
AT&T (paid, preapproved)	41.44
Ameren Missouri for Sewer Office	10.94
MO One Call locate fees (quarterly billing now)	20.80
Bossert Contracting, install cleanout protection, 5965 N LSD	265.00
Bossert Contracting, repair cleanout damage, 5965 N LSD, to be reimbursed by LTPOA	1265.00 <sup>a</sup>
DiMaggio Electric, flowmeter relocation (not in O&M budget)	800.00 <sup>b</sup>
Electric cable for flowmeter relocation (not in O&M budget)	518.20 <sup>b</sup>
Waterproof wirenuts for electrical connections	8.71
Data logger for north side sewer influent	71.94
Adapters & screw caps to repair damaged main line clean outs	124.74
PVC pieces for repairing 3" clean outs	94.40
20 5-ft plow stakes to mark at-risk clean outs	45.61
Inflatable plugs for temporary stoppage of sewer leakage from damaged lines	104.64
<b>TOTAL</b>	<b>\$5,020.46</b>

a) May be paid directly to Bossert by LTPOA.

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

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

## September Cash Flow Report

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

Sewer fees invoiced were \$17,429.75; sewer fees received were \$15,691.74; cash inflow was \$15,800.58; Cash outflow was \$13,351.15; net cash flow for the month was \$2,449.43. The monthly cash report is in Appendix A.

## Old Business

### Warranty issues

We received a check for \$3,060.00 from TGB for repair of three sewer leaks covered by the warranty. Hollands also reported receiving compensation from TGB for warranty work (yard restoration) that needed to be done.

## Grass cutting

There will be one more cutting before fall. RH will let MM know when it is needed.

## Treatment plant operation update

### Flow Meter Relocation Summary

RH reported: When the plant was built, one of the USDA "referee" engineers insisted on TWO flow meters on the southside influent line and NO flow meter on the northside influent line. This was to balance two incoming flows between three sand filters. Although the concept sound good, in practice it proved not possible to set valves to achieve consistent flow rates and secondarily, it left flow from the northside unmeasured.

The decision was made, therefore to relocate the flow meter located in the southside bypass line into the northside main influent line.

#### Project cost:

Bossert (excavation): \$7188.00  
DiMaggio (electrician): \$800.00  
Vandevanter (cable): \$518.20  
\$8,506.20

JWH reported on results obtained when data loggers were used to monitor flows from the southside influent line, northside influent line, and discharge line.

North- and southside influent graphs displayed flat-topped peaks. The smallest peaks represent single tanks being pumped. Larger, more complex peaks represent multiple tanks being pumped. A typical influent graph is shown in Figure 1.

The discharge graph was quite different. The flow never dropped to 0 GPM, but instead stayed at a steady flow of about 8 GPM. There were also present much larger peaks, probably due to Override Cycles, which were triggered when certain levels in the Recirculation tank were reached. A typical discharge graph is shown in Figure 2.

Our aim is to compare the two inflows to the outflow and get a mass balance. Also, to see how rain affects the results.

We were surprised to see there was more flow entering the TP from the northside than the south side (55% vs. 45%), even though there are more homes on the south side. It was postulated that this is due to more full-time residents on the northside and younger families.

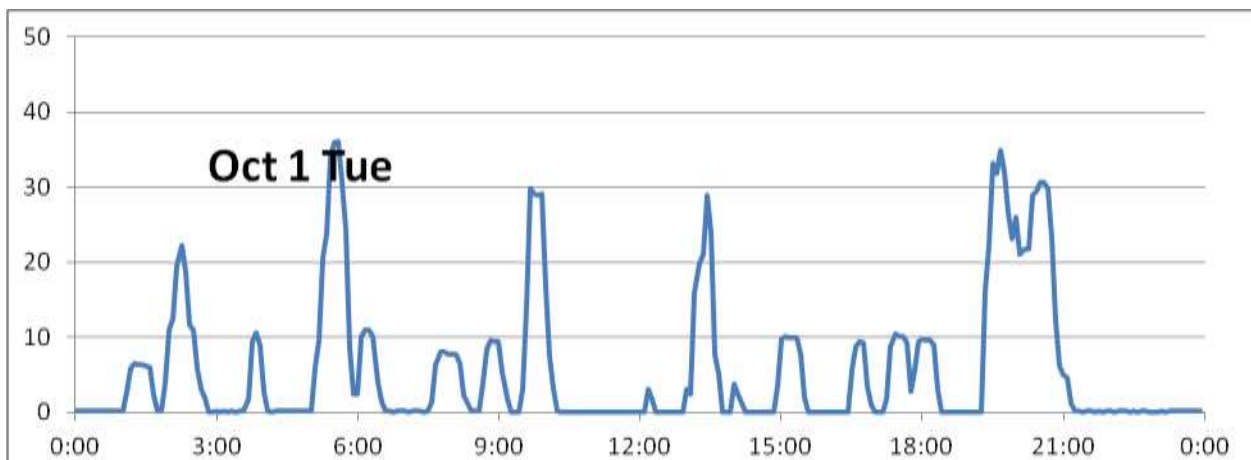


Figure 1. Northside influent (GPM) for Tuesday Oct. 1.

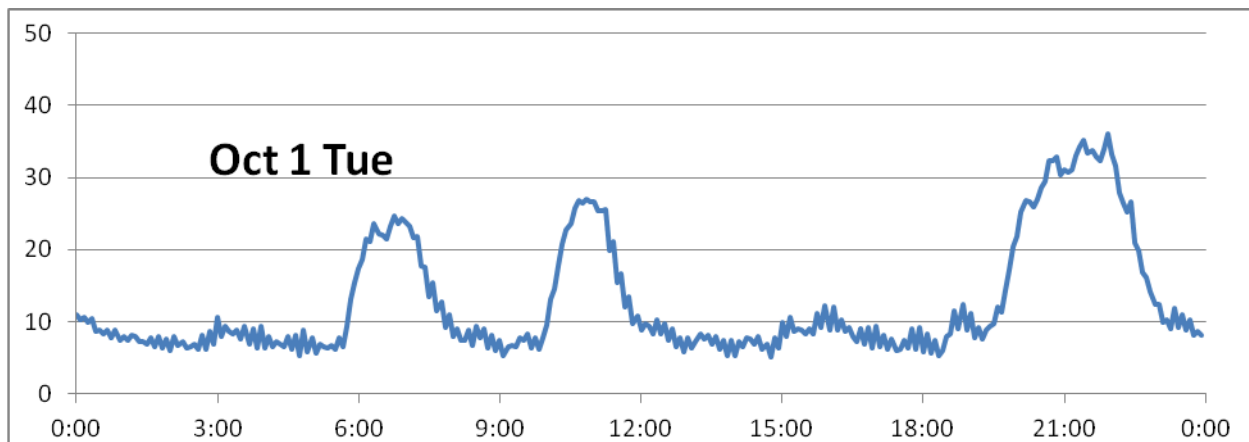


Figure 2. Total effluent (GPM) for Tuesday Oct. 1.

### Collection system operation update

#### Leak near 5965 N LSD

RH reported: On Sep. 30 a 3" sewer cleanout pipe was broken by "Riggs Diggs" with his excavator while clearing the lower tier at the side of the roadway across from 5965 N LSD. The cleanout was 4 feet from the edge of the road and near a large rock. Riggs Diggs was employed by the LTPOA to cleanout ditches to improve runoff flow.

The broken cleanout was in an area that had not been listed with MO1CALL. According to the MO1CALL website "It is illegal to dig without first calling MO1CALL".

Bossert Contracting was called and repaired the damage to the cleanout in less than 24 hrs. Bossert charged \$75/hr for 12.67 man hrs (there were 2 men). His total charge for the emergency repair was \$1530, which included a \$265 charge for concrete, etc. to protect the cleanout against future breaks. The \$265 charge will be paid by the sewer district. The LTPOA has agreed to pay the remaining \$1265.

To temporarily stop the leak until Bossert arrived, RH and RL turned off the main line SOVs (2) and lateral SOVs (11). They then dug to determine what was broken. RH and RL determined that the Tee in the main line was intact, but everything above the Tee was cracked or broken. RH reached inside to clean the Tee to prepare for temporary repair with inflatable plug (balloon). RH found mud and rocks in the Tee and main line. RH removed rocks he could reach and then inserted the balloon into the Tee and inflated it. RH and RL turned on all SOVs. After 40min there was no flow, so the balloon appeared to stop the leak.

#### Cleanout protection

RL and RH are scheduled to mark cleanouts with 5 foot "plow stakes" next week. We have 20 stakes and if they work well, we will order more. There are at least 45 cleanouts.

#### Operator Report

Dave cleaned the TP filters associated with CP1 (far right). UV disinfection unit will be taken off line at the end of Oct. Dave reported that he cleaned out the 1/8 inch pressure relief holes drilled in the elbows in the pits associated with CP2. These holes had clogged. They were originally drilled by Dan Hufker so the distribution valve would rotate correctly.

**New Business**

There was no new business

**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 8:10 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 13<sup>th</sup> day of November, 2013.

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Secretary  
November 8, 2013

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Chairman

## APPENDIX A. September 2013 Cash Report

Sewer Fees Invoiced	\$ 17,429.75
Sewer Fees Received	\$ 15,691.74
Overdue Amounts:	
30 days overdue	2,487.78
60 days overdue	995.92
90 days overdue	697.04
> 90 days overdue	3,676.00
Total overdue amounts	\$7,856.74

### Cash Inflow

Sewer User Fees	\$ 15,691.74
Interest	108.84
	\$ 15,800.58

### Cash Outflow

Accounting	396.00
Treatment Plant Operator	910.00
Utilities - electric (treatment plant)	260.13
Utilities - electric (office)	10.35
Phone	41.42
Sewer fee - office	72.00
Insurance - Crime Policy	803.00
USDA Interest	6,980.00
Debt Service Account	962.00
Postage & printing	285.57
Bank Fees (ACH debit & overdraft)	44.00
Maintenance and Repair	
Repairs to customer systems	2,400.00
Riser Lids	153.81
Mail box repair (office)	32.87
	\$ 13,351.15

### Net Cash Flow

\$ 2,449.43