

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the November 13, 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 November 13, 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	Absent
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 John Johnston 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 October 9, 2013 meeting were emailed to the Directors prior to the meeting. Motion was made by John Johnston 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 October 31, 2013: O&M checking acct: \$94,747.27; O&M money market acct: \$243,373.02; debt service reserve acct: \$17,351.09.

**Delinquent payment issues**

- MD is refinancing his property at 5705 N LSD and needs a lien release letter. Previously a lien had been placed on the property due to non-payment of user fees. In May 2013 MD paid off the balance due. A lien release letter was prepared and sent to MD.
- There are currently three outstanding liens against the property at 6213 S LSD: two liens filed in the Mayer name totaling \$468 and one lien filed in the Keitel name for \$312.80. The problem is that the liens filed in the Mayer name should never have been recorded by the Jeff County Recorder of Deeds, because Mayer was not the property owner, but a renter. The property owner is J Keitel. The board decided the two liens filed in the Mayer name should be released and a new lien filed in the Keitel name.
- A lien should be filed against Bank of America for the property at 5953 S LSD (Kreilick).
- A lien release should be issued for the property at 6709 S LSD.

## Invoice approval

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

Payee	Invoice amt
WRM, WWPT Operator	\$865.00
Bookkeeping services	704.00
Ameren Missouri for TP (paid, DirectPay)	214.42
JWH, postage, monthly billing	74.91
Sewer user fee for office	72.00
AT&T (paid, preapproved)	41.44
Ameren Missouri for Sewer Office	15.92
Plow stakes (70) for marking main line cleanouts	134.14
Safety rope and hook for TP	8.27
Valve wrench for placing plow stakes	8.65
Treasurer's mailing supplies	<u>5.66</u>
<b>TOTAL</b>	<b>\$2,144.41</b>

## Customer refunds of overpayment for sewer service presented for approval Nov. 13, 2013

11/10/2013	Richars, Acct #292	\$72.00
11/10/2013	Richars, Acct #293	<u>\$72.00</u>
<b>TOTAL</b>		<b>\$144.00</b>

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

Motion was made by Rick Lippitt to approve payment of \$24.50 for recording the lien against J. Keitel. Second was by Rich Hirsch. On voice vote, payment was approved. This bill was not included in the list of invoices.

## October Cash Flow Report

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

Sewer fees invoiced were \$17,445.91; sewer fees received were \$16,157.54; cash inflow was \$16,264.65; cash outflow was \$11,711.45; net cash flow for the month was \$4,553.20. The monthly cash report is in Appendix A.

On Jan 1, 2014 we have to set up another account to be used to replace capital equipment. This is mandated by MO DNR. Once a year \$16,560 will be added to the account.

## Old Business

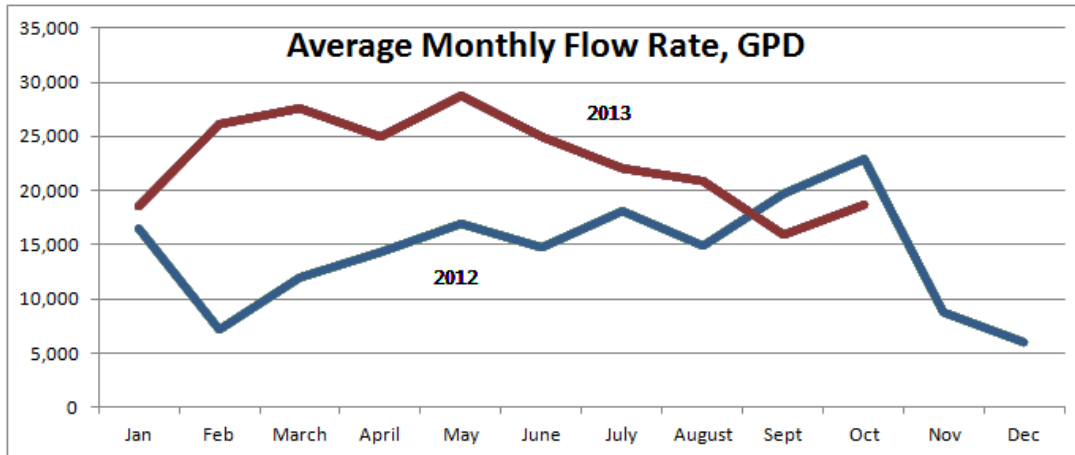
### MO1Call activity

RL reported that most calls are from Charter cable. A copy of the sewer piping plans was give to Charter. In one case a worker was queried and said he did not have the plans, but when RL contacted his supervisor, the supervisor said that the worker did have the plans.

## Treatment plant operation update

### Average Monthly Flow Rate

JWH presented a chart of the average monthly flow rate for the periods 2012 and 2013. The object was to determine seasonal trends in sewer usage. The chart is based on operator Dave Axton's discharge flow data. The design capacity for the TP is 75,000 GPD (gal. per day).



Expectation was that the highest usage would be in the summer months: Jun, Jul, and Aug. This was not the case in 2012 or 2013. In 2012 highest usage was in Jul, Sep, and Oct. In 2013 highest usage was in Feb, Mar, and May. Part of the problem may be rainfall, which was not taken into account for the chart. Rainfall of 1 inch into the RSFs will add 9,425 gal to the recirculation tank.

To save electrical costs and wear on the pumps, we'd like to be able to set pump off times to as long as possible and still be well within the specs. We hoped that seasonal trends would be more predictable and give us guidance in setting the off times. Thus far it hasn't helped.

If pump "regular" off times are set too long, pumps will operate much of the time in override mode, where off times are half that of regular mode. If this happens the "effective" off time will be significantly less than the "regular" off time.

## Collection system operation update

### Cleanout protection – Sewer Cleanout and Main Shutoff Valve Mapping

R Lippitt, R Hirsch, & J Hirsch searched for main line cleanouts (COs) and main line shutoff valves (MSOVs) on 10/17/2013 (northside, 6 hrs) and 10/24/2013 (southside, 8hrs). COs were marked with a 5ft orange plow-stake.

### Cleanouts

59 total COs were found, 24 on northside and 35 on southside.

9 were not on the as-built plans; 50 were on the as-built plans.

1 was shown on the as-built plans that was not found; shown at 7659 Lakeview (Betzold)

Of the 59 COs:

- 10 COs were judged to "need protection" with a concrete collar with metal cover.

- 3 of the 1.5" COs were judged to need protection and should be housed in concrete or an oversized PVC pipe. TGB protected some of the 1.5" COs in PVC pipe, like outside of the sewer office.
- 30 COs were judged as not being at serious risk.
- 16 were judged as "safe". Of these, 11 are in risers with main line shutoff valves. The rest were located far from the roadway or near a large rock or other obstacle.

#### **Main line shutoff valves**

- 13 main line SOVs were found. All of these were **not** on the as-built plans
- Of the 13 main SOVs, 5 were on the northside and 8 were on southside.
- 11 main SOVs were in risers with cleanouts.
- 2 main SOVs were in risers without cleanouts. These were at the dam on the ends of the north and south main lines.

#### **Air release valves**

Although ARVs were not specifically looked for 3 ARVs were found that were not on the as-built plans. They were near 6612 S LSD (Townsend), 6528 S LSD (Quillman), and 6136 N LSD (Marscheutz).

One ARV listed on the as-built plans was not found (shown near 5929 S LSD, Kroeger).

RH will contact P Bossert and ask for a bid to protect the 13 COs identified as needing protection.

#### **Operator Report**

Dave went to 5724 S LSD due to high level alarm. Breaker in house was off. Resident was told wiring under deck might be an issue. Wire was just stapled to deck--no conduit was used.

Dave also cleaned out TP distribution lines in RSFs and cleaned CP2's filters.

#### **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 Rick Lippitt and seconded by John Johnston. Motion passed. Meeting ended at 8:10 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 11<sup>th</sup> day of December, 2013.

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Secretary  
December 9, 2013

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Chairman

## APPENDIX A. October 2013 Cash Report

Sewer Fees Invoiced	\$	17,445.91
Sewer Fees Received	\$	16,157.54
Overdue Amounts:		
30 days overdue		2,668.21
60 days overdue		1,203.80
90 days overdue		796.52
> 90 days overdue		4,005.04
Total overdue amounts		\$8,673.57

### Cash Inflow

Sewer User Fees	\$	16,157.54
Interest		107.11
	\$	16,264.65

### Cash Outflow

Accounting		434.50
Treatment Plant Operator		865.00
Utilities - electric (treatment plant)		202.63
Utilities - electric (office)		10.94
Phone		41.43
Sewer fee - office		72.00
USDA Interest		6,980.00
Debt Service Account		962.00
Postage		74.91
Bank Fees (ACH debit)		14.00
Maintenance and Repair		
Flow meter relocation		1,326.91
Install cleanout protection		265.00
Repair damaged cleanouts		369.39
Data logger, north side effluent		74.91
Missouri One Call		20.80
	\$	11,711.45

### Net Cash Flow

\$ 4,553.20