

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the January 16, 2014  
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 January 16, 2014 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 Rick Lippitt and seconded by John Johnston 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 December 11, 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 December 31, 2013: O&M checking acct: \$12,492.78; O&M money market acct: \$318,613.42; debt service reserve acct: \$19,282.55; capital equipment replacement acct: \$16,564.08.

**Delinquent payment issues**

The Kreilick house (5953 S LSD) was purchased on the courthouse steps by the Federal Home Loan Mortgage Corp (Freddie Mac) on Sep 9, 2013. Our bookkeeper has been instructed to send an invoice to Freddie Mac for the ownership period: Sep 9 through Dec 31, 2013. B of A owned the Kreilick house before Freddie Mac.

There was a discussion as to whether or not the amount owed the district before its purchase by Freddie Mac can be recovered from Freddie Mac (approx. \$2,000). District lawyer (Sweeney) will be contacted about this and for how to proceed.

**Liens**

CT & LT have paid what was owed the district, so a lien release should be filed in their behalf. DK owes the district \$337.76, so a new lien should be filed against his property.

## Invoice approval

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

<b>Payee</b>	<b>Invoice amt</b>
WRM, WWPT Operator	1,300.00*
Bookkeeping services	423.50
Omnisite, 2014 cell service	276.00
Ameren Missouri for TP (paid, DirectPay)	218.63
JWH, postage, monthly billing	75.24
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	70.02
AT&T (paid, preapproved)	41.44
Missouri One Call locate fees	<u>16.90</u>
<b>TOTAL</b>	<b>\$2,493.73</b>

\* WRM billed us for \$1570, but it appears there is a math error and the correct amount should be \$1300.

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

## December Cash Flow Report

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

Sewer fees invoiced were \$17,347.34; sewer fees received were \$18,348.89; cash inflow was \$18,506.18; cash outflow was \$16,092.77; net cash flow for the month was \$2,413.41. The monthly cash report is in Appendix A.

## Old Business

### Election

RH reported that he was at the sewer office on Tues, Dec 17 from 0800 to 0900 to register candidates for the Apr election. No candidates appeared. RH will be at the sewer office to register candidates on Jan 21, 2014 from 1600 to 1700, the end of the registration period.

JJ indicated he was joining another board and would be giving up his position on the sewer board. Board members urged JJ to try to find a replacement director to serve on the sewer board.

## No Telephone Service at Sewer Office

RH reported that when he was at the sewer office on Dec 17, he noticed the phone display read "Line in Use". When he picked up the handset, there was no dial tone, only a loud buzz. Further testing proved that the line was dead. If the sewer office phone was called, the answering machine never picked up. ATT was notified and they sent out a tech that repaired the line by 7pm that evening. Based on messages left on the recorder, the phone may have been off-line since early November.

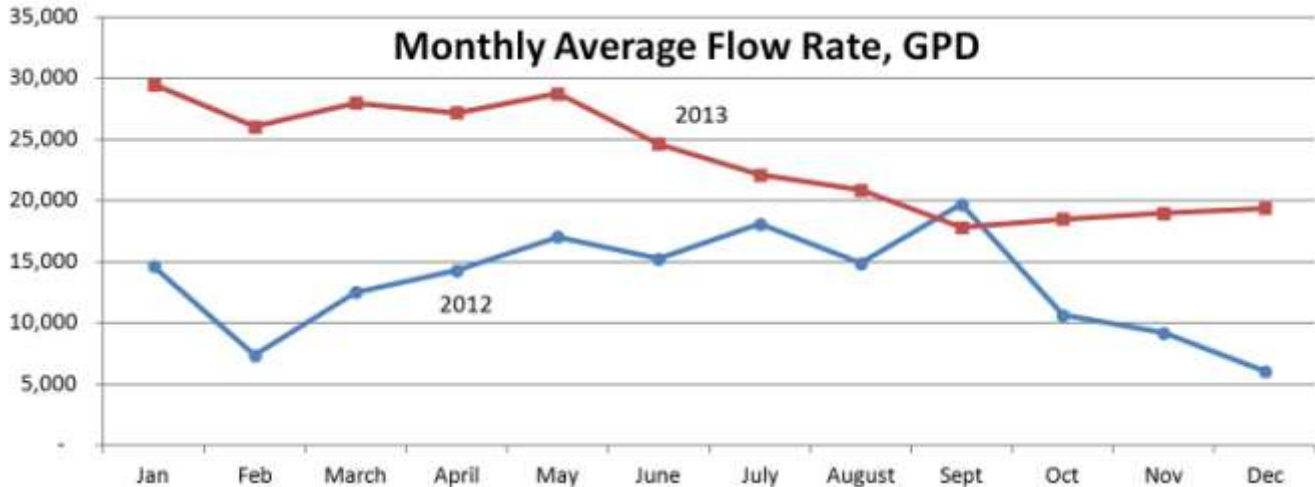
## MO1Call activity

RL reported that there was very little activity this last month.

## Treatment plant operation update

### Average monthly flow rate

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



### Possible new ammonia standard for TP

MM received a letter from MO DNR indicating that the US EPA is in the process of considering changing the ammonia specs for the TP due to toxicity to fresh-water mussels. Current ammonia specs are: 1.4mg/L (summer monthly avg) and 2.8mg/L (winter monthly avg). If the new ammonia specs are adopted, they will be 0.6mg/L (summer) and 2.1mg/L (winter). [Samples analyzed by Dave in July and Dec were both 1.3mg/L.] MM indicated she called Dave about this and he was aware of the situation.

### Collection system operation update

#### Broken cleanout at 5965 N LSD

A homeowner living at 5965 N LSD reported to MM that a truck broke a sewer cleanout pipe close to her house and near the driveway.

RH and Dave Axton looked at the break and identified the cleanout as being in the gravity line between the house and the STEP tank. So, as per District policy, it is the homeowner's responsibility to repair. (The District is responsible for a problem from the STEP tank to the main sewer line and then to the treatment plant.)

Perhaps if TGB was negligent in installing the Clean Out, it would be different. But, based on where the cleanout was located, it was not likely that TGB had installed the cleanout.

Dave Axton said he left a message with the homeowner to call for info on how to fix the break.

MM said that the homeowner had a plumber repair the broken cleanout pipe.

#### Leak in SOV riser at 6341 N LSD

On Dec 4 at the request of the homeowner, Dave Axton visited the site. The owner had opened the ctrl panel and turned on the pump to pump down the STEP tank. In this installation the old septic tank is in

line with the new STEP tank. In his report Dave said that there was a blockage between the old tank and the new STEP tank. The homeowner had uncovered his old septic tank, so some of the smell may have come from his open old septic tank.

On Dec 18 RL reported a bad smell that was traced to a SOV riser for 6341 N LSD. When he removed the lid, the riser was half-full of sewage. To confirm a leak, when RL turned on the STEP tank pump at the house, RH saw a surge on the surface of the liquid in the SOV riser. There was no evidence that sewage had flowed out of the riser, so an urgent repair of the leak was not considered necessary. RL said that the homeowner planned to have the old septic tank removed and a direct pipe installed between the house and STEP tank.

On Jan 13 RH contacted Pete Bossert about the leak and asked him to repair it.

### **High level in tank at 7724 Fairview**

On Thurs Dec 12 Dave Axton got a call late in the day from a home owner on Fairview about a high level alarm. Dave called Dale K, who went out that evening and pumped down the tank enough that the system could wait until Fri Dec 13 to be repaired. On Friday DK repaired the system.

It turns out that the Control Panel is mounted on a post under a deck and water from melting snow had run down the post and INTO the CP and re-froze. The CP is supposed to be waterproof, but TGB had put conduit in from the top of the CP and not sealed it well. Most CPs are installed with conduit attached to the bottom of the panel, so infiltration is less of a problem. The CP actually had frozen droplets of water inside; it also contained traces of mold.

DK dried out the panel and replaced the contactor, which had melted and seized due to a short from all the water/ice. DK also sealed the conduit coming into the CP with silicone so this would not happen again here. We do need to worry about it happening elsewhere, where conduit is attached to the top of a control panel. JJ commented that "Conduit entering the top of enclosures outdoor is a no-no. Noting which enclosures have this and sealing is needed."

A problem to be solved later -- when removing the tank filter, Dale K knocked off the shutoff valve handle and it fell into the tank. At some future time we need to replace this handle.

RH said that he thought Dave miscalculated the cost for the repair. His invoice was for \$1570, but figuring \$60 per hour charge, his bill should be \$1300.

### **Thanks for the "traffic lid"**

The district, and especially RL, received a thank you note from the homeowner at 5828 N LSD for replacing an Air Vent Riser lid with a reinforced lid that allows for "light traffic".

## **New Business**

### **2013 audit**

JWH said she has contacted D. Jones & Assoc. to do our GAGAS audit for 2013. Cost should be about \$6,000. RH mentioned that the LTPOA has an audit done for \$200, but not by a CPA and an audit that is not approved by USDA-RD. JWH suggested the Board approve engaging DJ&A to do the audit this year and look into a cheaper audit for next year. The Board agreed.

RH made a motion that the Board authorizes Marilyn to sign the letter to engage D Jones & Associates to do the 2013 audit for PWSD #13. Second was by RL. On voice vote, authorization was granted. *[D. Martin (USDA-RD) wrote in 7/2012, "The annual audit has to be prepared in accordance with GAGAS and will be due June 1 every year."]*

**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 8:08 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 11<sup>th</sup> day of February, 2014.

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Secretary  
February 5, 2014

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Chairman

## APPENDIX A. December 2013 Cash Report

Sewer Fees Invoiced	\$ 17,347.34
Sewer Fees Received	\$ 18,348.89
Overdue Amounts:	
30 days overdue	1,613.04
60 days overdue	763.69
90 days overdue	611.40
> 90 days overdue	5,099.36
Total overdue amounts	\$8,087.49

### Cash Inflow

Sewer User Fees	\$ 18,348.89
Interest	157.29
	\$ 18,506.18

### Cash Outflow

Accounting	506.00
Treatment Plant Operator	805.00
Utilities - electric (treatment plant)	212.51
Utilities - electric (office)	28.90
Phone	41.44
Sewer fee - office	72.00
USDA Interest	6,980.00
Debt Service Account	962.00
Postage	73.92
Bank Fees (ACH debit)	14.00
Insurance - liability	3,800.00
Bond Counsel Fee	2,000.00
MRWA annual dues	118.00
Advertisement of election	49.00
Maintenance and Repair - Mowing	430.00
	\$ 16,092.77

### Net Cash Flow

\$ 2,413.41