

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the February 12, 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 February 12, 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 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 January 16, 2014 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 Rich Hirsch. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances for January 31, 2013: O&M checking acct: \$21,685.62; O&M money market acct: \$318,748.72; debt service acct: \$20,248.84; asset reserve acct: \$16,567.60

Delinquent payment issues

Liens

JWH reported that there is one lien to file this month against the Kreilick property. The current property owner is FHLM Corp. They owe the district \$301.40. FHLM bought the property from B of A on Sep 13, 2014. We already have filed liens against Kreilicks and B of A.

MM suggested we set up a work session with the district's attorney Bob Sweeney to talk to him about collecting overdue accounts. Three properties owe the district a total of \$5614.80. Two of the properties were abandoned.

RH will set up the meeting, preferably in the evening at Lake Tish.

Invoice approval

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

Payee	Invoice amt
WRM, WWPT Operator	1050.00

Bookkeeping services	654.50 ^a
CPA services	150.00 ^b
Ameren Missouri for TP (paid, DirectPay)	209.81
JWH, postage, monthly billing	77.18
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	82.24
AT&T (paid, preapproved)	41.44
Discharge assemblies (2), screws from Flow Systems	243.70
P Bossert: repair valve in riser @ 6341 N LSD	<u>1780.00</u>
TOTAL	\$4360.87

a) Bookkeeping costs were higher than usual due to preparation of annual Profit & Loss Report and Balance Sheet Report. These reports were sent to D. Martin at USDA-RD.

b) CPA costs were for reviewing the Profit & Loss and Balance Sheet Reports.

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

January Cash Flow Report

JWH handed out the cash flow report for January, 2014, prepared by our bookkeeper and required by our lender USDA-RD.

Sewer fees invoiced were \$17,335.02; sewer fees received were \$19,740.93; cash inflow was \$19,883.94; cash outflow was \$10,449.67; net cash flow for the month was \$9,434.27. The monthly cash report is in Appendix A.

Old Business

MO1Call activity

RL reported that there were no new construction projects this month.

Treatment plant operation update

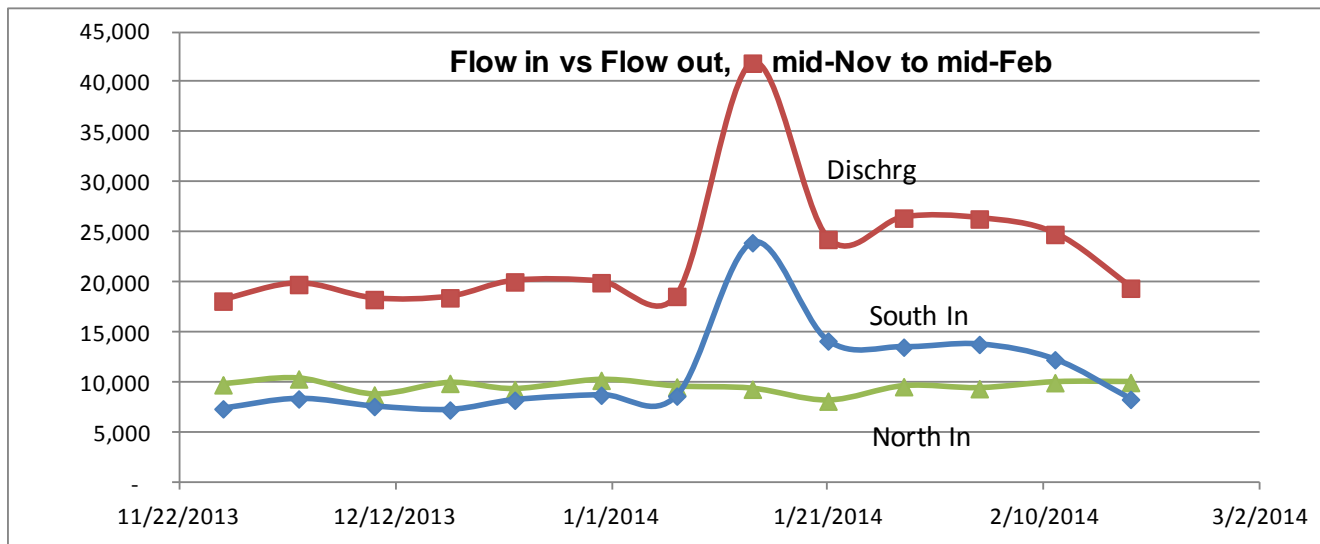
Flow studies, North side vs. South side

RH reported on flow studies: Dave Axton visits the TP once a week and records three flow volumes: Flow in from the Southside, flow in from the Northside, and flow out of the TP (Discharge).

Historically, flow into the TP from the northside is slightly greater than flow in from the southside. In late Dec, flow into the TP from the northside was about 9,600 gal/day, while flow from the southside was about 8,600 gal/day.

After Jan 7, 2014 that changed dramatically -- see chart below. Flow in from the southside jumped from 8,700 gal/day to 24,029 gal/day -- an increase of 2.5 times! RH said he originally thought this was somehow related to the large snow fall (>10") we received. He theorized that snow melted and leaked through foundation walls into basements and got picked up by sewer drains. Or perhaps snow runoff drained into old cracked septic tanks that were inline with the new STEP tanks.

The source of the extra flow was discussed.



[We now know the most likely increase in southside inflow was due to a broken water pipe at a residence on South LSD. We learned about the broken pipe in Feb from C. Holland. We also learned that the broken pipe was discovered (and flow stopped) on Feb 8. -- RH]

Collection system operation update

Leak in SOV riser at 6341 N LSD

RH reported that in mid-Dec Rick Lippitt noticed a sewer smell in the vicinity of 6341 N Lakeshore Dr. Across the street from this address, Rick found a shutoff valve pit that was about half full of bad smelling liquid. There is no evidence that the riser ever overflowed, so the pit was scheduled for excavation and repair when weather and time permitted.

The Pete Bossert crew arrived at lake Tish on Jan 20 to repair the leaking SOV riser. The crew consisted of three men and a teen (the teen went into the hole). They arrived before 10am and left at 1600 with at least one trip away from the subdivision to search for PVC plumbing parts.

It took little time to find the source of the leak -- a 2" section of PVC pipe connecting the shutoff valve to the check valve was broken. It shows how a lateral line connects to the main sewer line.

According to Pete, the problem was that after the connection was made, TGB back-filled with whatever came out of the hole. In other words, they back-filled with large sharp rocks, rather than sand/gravel. Whether due to freeze/thaw or vehicle traffic, the PVC pipe broke due to the large rock. Initially it looked like the repair could be made without isolating the appropriate section of main line, since the leak was between the SOV and the house. But the SOV and check valve were so close together (again, check out the SOV-check valve assembly in the Figure), both the SOV and check valve had to be replaced. And apparently the pieces were so close together, none of the parts Pete carried with him were compact enough to use, so he had to leave the lake to find them.

So Pete did have to isolate much of the main sewer line, so when he removed the SOV, there was no chance of someone's upstream or downstream system's pump coming on. Due to the steep hill close to Lakemont's western entrance, at least there were not that many household SOVs to turn off.

MM suggested that we stockpile shutoff- and check-valves to repair future line breaks.

JJ suggested we stockpile back-fill gravel at the TP for future repairs. He also suggested that the three UPS batteries at the plant be replaced, if over 2 years old.

RL pointed out that it was a remarkable coincidence that the SOV riser problem occurred at about the same time the homeowner was having work done in the yard.

High level alarm at 6771 S LSD

A high level alarm was reported on Sat Jan 25. It turned out to be the pump contactor had burned out. This is the second contactor to fail in two months. As with the previous case (house on Fairview), the control panel containing the contactor was wired with conduit entering the panel from the top. However, unlike the previous case, the panel showed no evidence of water infiltration, so contactor failure may be unrelated to conduit entering the panel from the top.

Dale K. diagnosed the problem and repaired the system on Sunday morning.

Question from 7752 Fairview

Homeowner wanted to know why the gravity sewer line from his house was hooked up to his old septic tank and not directly to the STEP tank.

The homeowner was told that the contractor that installed the sewers and hooked the new tank to the house gravity sewer line **if** the line was available to hook to. If the line was under a patio/driveway/deck or in some other way inaccessible, the contractor connected the new tank through the old septic tank. This was because it was not economically feasible for the contractor to break up/dismantle and then rebuild a structure to connect directly. About 11% of the 239 systems connect through the old tank.

The homeowner was also told that our records indicated a direct connection, though these records could be wrong. It was suggested that he contact Dave and have him check out the system.

New Business

MM reported that she wrote the Jeff County Clerk's office stating that there were no candidates that filed for the office of director. She did get a reply saying that there will be no election for PWSD #13. So we have to appoint two people.

Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by Rich Hirsch and seconded by Rick Lippitt. Motion passed. Meeting ended at 8:25 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 11th day of March, 2014.

Secretary
March 6, 2014

Chairman

APPENDIX A. January 2014 Cash Report

Sewer Fees Invoiced	\$ 17,335.02
Sewer Fees Received	\$ 19,740.93
Overdue Amounts:	
30 days overdue	1,955.48
60 days overdue	644.26
90 days overdue	508.60
> 90 days overdue	5,317.40
Total overdue amounts	\$8,425.74

Cash Inflow

Sewer User Fees	\$ 19,740.93
Interest	143.01
	\$ 19,883.94

Cash Outflow

Accounting	423.50
Treatment Plant Operator	1,300.00
Utilities - electric (treatment plant)	218.63
Utilities - electric (office)	70.02
Phone	41.38
Sewer fee - office	72.00
USDA Interest	6,980.00
Debt Service Account	962.00
Postage	75.24
Bank Fees (ACH debit)	14.00
Omni Site pump alarm monitoring	276.00
Missouri One Call	16.90
	\$ 10,449.67

Net Cash Flow

\$ 9,434.27