

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the March 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 March 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	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 Rich Hirsch and seconded by Rick Lippitt 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 February 12, 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 John Johnston. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances for February 28, 2014: O&M checking acct: \$27,129.84; O&M money market acct: \$318,870.98; debt service acct: \$21,214.79; asset reserve acct: \$16,570.78

Delinquent payment issues

Liens

JWH reported that there are two liens to file this month against properties at 5902 S LSD (DL) and 6213 S LSD (JK). As of Feb 28 the owners of these properties owe more than \$300 in sewer fees not already covered by previous liens.

Motion made by JJ to file these liens. Motion seconded by RH. Motion passed.

MM reported that the total amount owed the district in liens is \$7,052.60. Two of the properties that were abandoned (JK & DL) represent \$5499 of this amount.

To accurately file liens against the JK and DL properties, JWH had looked at public tax records in Hillsboro. Based on the tax records, the current owner of the JK property is Federal Home Loan Mortgage Co. and the current owner of the DL property is still DL.

Invoice approval

The following payment requests were submitted for Board approval.

Payee	Invoice amt
WRM, WWPT Operator	835.00
Bookkeeping services	506.00
Ameren Missouri for TP (paid, DirectPay)	198.19
JWH, postage, monthly billing	77.52
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	78.39
AT&T (paid, preapproved)	41.44
Lien fee	24.50
Sweeney invoice for March 10 work session	<u>263.75</u>
TOTAL	\$2096.79

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

Pete Bossert contacted us that he had not received payment of \$1780. This payment was approved and a check issued last month. The board approved issuing a new check.

February Cash Flow Report

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

Sewer fees invoiced were \$17,424.30; sewer fees received were \$15,827.40; cash inflow was \$15,949.66; cash outflow was \$12,316.86; net cash flow for the month was \$3,632.80. The monthly cash report is in Appendix A.

Old Business

MO1Call activity

RL reported that the last few days were busy. A&B Contracting called with 17 sites they were digging 4 ft deep pits for ATT. RL furnished maps for these sites. One site near 6701 S LSD was really close to two access lids. RL visited the site in this case.

Meeting with attorney Bob Sweeney Feb 2, 2014

JWH summarized the meeting:

- For the properties discussed and all future overdue accounts: Bob recommended that we continue to file liens when the non-liened amounts overdue reach \$300. Then, when the property changes ownership in a genuine transaction, the liens will have to be settled.
- For an auditor that would charge less than \$6,000 for our annual audit, Bob recommended we contact Sherry Stahl of Washington MO. She does a lot of business in Jeff County.

Treatment plant operation update

Flow studies, North side vs. South side

RH updated his work on flow studies: Flow into the TP from the north side and the south side were about equal for the last month.

New ammonia spec

Dave reported that ammonia level in the TP effluent for Feb was 2.4mg/L. While within the current winter ammonia spec of 2.8mg/L, MO DNR is likely to lower the limit to 1.6mg/L in the future. Dave wrote that he expected that there would be "plenty of time" for compliance, if a lower limit is mandated. It's likely we'd have to get Tm Robbs involved if a lower limit is required.

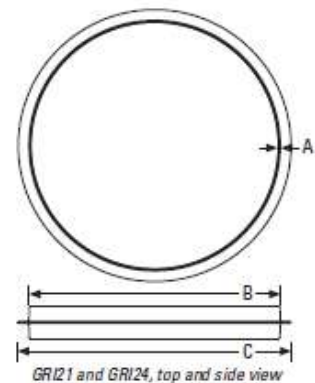
Collection system operation update

Cleanout protection

RH reported that the bid from Pete Bossert Contracting for protecting 10 main line cleanouts with cast iron access lids and concrete collars was for \$570 per cleanout. RH thought this was high based on earlier work Pete had done for the district. *[When Pete repaired a broken cleanout in Oct 2013, his total charge for the emergency repair was \$1530, which included a \$265 charge for concrete, etc. to protect the cleanout against future breaks.]* RH will discuss with Pete his bid.

Riser extension at 6223 S LSD

The homeowner at 6223 S LSD wants to extend the two large risers on his STEP tank by 6 inches so he can raise the grade around the tank. Probably the best way to do this is with "grade rings" from Orenco. The consensus of the board was that the installation should be handled as we did with Sutterer. The homeowner would pick a contractor to do the installation using equipment specified by the district (grade rings). When the work was completed, the work would be inspected by a district inspector. The homeowner will be given this information.



New Business

MRWA annual technical conf. (May 6-8)

RH requested that the district send RH and JWH to the MRWA "48th Annual Tech Conference" in Columbia, MO, May 6-8, 2014. There is a session on May 7 on "Ammonia Control & WW Treatment". Registration for first time attendees is \$100 and spouses can attend for free.

Motion made by RL to send RH and JWH to the MRWA conference in Columbia MO in May. Motion seconded by KJ. Motion passed.

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 8:15 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 9th day of April, 2014.

Secretary
April 7, 2014

Chairman

APPENDIX A. February 2014 Cash Report

Sewer Fees Invoiced	\$ 17,424.30
Sewer Fees Received	\$ 15,827.40
Overdue Amounts:	
30 days overdue	2,438.20
60 days overdue	1221.10
90 days overdue	501.46
> 90 days overdue	5,528.12
Total overdue amounts	\$9,688.88

Cash Inflow

Sewer User Fees	\$ 15,827.40
Interest	122.26
	\$ 15,949.66

Cash Outflow

Accounting	804.50
Treatment Plant Operator	1,050.00
Utilities - electric (treatment plant)	209.81
Utilities - electric (office)	82.24
Phone	41.43
Sewer fee - office	72.00
USDA Interest	6,980.00
Debt Service Account	962.00
Postage	77.18
Bank Fees (ACH debit)	14.00
Maintenance & Repair	
Discharge assembly and lid screws	243.70
Sewer leak repair at customer residence	1,780.00
	\$ 12,316.86

Net Cash Flow

	\$ 3,632.80
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