

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the April 9, 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 April 9, 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 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 March 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 Ken Jost. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

FH reported the balances for March 31, 2014: O&M checking acct: \$32,177.47; O&M money market acct: \$319,006.39; debt service acct: \$22,181.37; asset reserve acct: \$16,574.30

**Delinquent payment issues**

**Liens**

JWH reported that as of March 31 there were no owners of properties that owed more than \$300 in sewer fees not already covered by previous liens. Consequently, there are no liens to file this month.

A payment of approx.\$600 for 5770 N LSD was received from Bank of America.

**Invoice approval**

The following payment requests were submitted for Board approval.

| <b>Payee</b>                             | <b>Invoice amt</b> |
|--|--------------------|
| WRM, WWPT Operator                       | 995.00             |
| Bookkeeping services                     | 291.50             |
| Ameren Missouri for TP (paid, DirectPay) | 207.59             |
| JWH, postage, monthly billing            | 77.18              |
| Sewer user fee for office                | 72.00              |

|                                  |                  |
|----------------------------------|------------------|
| Ameren Missouri for Sewer Office | 31.87            |
| AT&T (paid, preapproved)         | 41.44            |
| Repair parts for RSF manifold    | 60.29            |
| Missouri One Call                | <u>37.70</u>     |
| <b>TOTAL</b>                     | <b>\$1814.57</b> |

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

### **March Cash Flow Report**

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

Sewer fees invoiced were \$17,405.70; sewer fees received were \$17,005.40; cash inflow was \$17,140.81; cash outflow was \$9,789.04; net cash flow for the month was \$7,351.77. The monthly cash report is in Appendix A.

### **Old Business**

#### **MO1Call activity**

RL reported only a few calls this month. One from ATT finishing up work started last month, one from Charter cable, and one for 6016 N LSD, which had a sewer leak.

### **Treatment plant operation update**

#### **Flow studies update**

RH updated his work on flow studies: On 4/1 to 4/3 we received 4.88" rain according to the Lake Lorraine weather station. This was reflected in the weekly flow rate as measured on 4/8. The average discharge flow rate for the week ending on 4/1 was 17,175 Gal/Day while the average discharge flow rate for the week ending on 4/8 was 40,457 Gal/Day -- an increase of 2.36 times.

Two high level alarms occurred during this rain: CP2 high level, 4/3 12:37pm -> 4/4 12:06am (duration 11.5hr); CP3 high level, 4/3 10:02am -> 4/4 01:09am (duration 15hr). The level in the recirc tank has to reach about 7' for an alarm to occur. During an alarm condition, 4 pumps actively pump instead of 2 and the OFF time is halved from 7 min to 3.5min.

One anomaly observed was in the recirculation tank liquid level. On 4/4, the day after the big rain, the level was measured at 5'5". Normal recirc tank level is 6'4".

South-and north-side influent streams were also affected by the rain, which is almost certainly due to infiltration.

### **RSF broken manifold pipes**

RH reported that on Mar 27 he replaced four sections of manifold pipe in RSF1 (rightmost). The pipe had apparently frozen and split, probably in mid-Jan. Two of the pipes had split about 1.5 feet from the flushing ends. The other two split about 7 to 8 feet from the flushing ends. The breaks were discovered due to large puddles near the end of the pipes. When the pipes were wiggled, they were found to be loose.

For the pipes that broke, all orifices and shields faced up. The design plans called for every third orifice/shield to face down. This was not done. Alternate pipes have orifices/shields facing up/down. Not

sure why engineer's inspector did not see this. Pipes with up facing orifices do not drain and are more likely to freeze. Only the "tallest" RSF had broken pipes.

Since the fittings were PVC 1.5" sched 40, sched 40 pipe was used in the repair. Oddly, the original installed pipe was thinner. Text on the broken pipe was: Ridgeline NSF 1 1/2" IPS 200 PSI @ 73° F PVC 1120 ASTM D 2241, PVC Cold Water Pipe NSF-DW-G 05-24-2010 02:39 PM L4B 9.

### **UV disinfection unit problems**

Only 3 of 4 lamps are lit based on LEDs and observation with protective goggles. Lamp that is not lit is very loose in its socket, so socket needs to be replaced. RH will contact manufacturer.

### **Floating Lids at TP**

Two lids had floated off their risers during the big rain. One lid was located ca. 25 ft from its riser (discharge flow meter pit). The other lid was about 3 ft from its riser (pit near the flow meter readouts). RH suggested that the whole field must flood and lift the lids off their risers. Both pits are located to the left (south) of the flow meter readout station, where there is higher ground water levels.

### **Condition of the road to the TP**

The road to the TP was badly rutted by the 4/1 to 4/3 rains. MM will call Dale Wallen to grade the road. Dale may or may not recommend buying gravel to add to the road surface.

### **Collection system operation update**

#### **Cleanout protection**

RH talked to Pete Bossert about his bid of \$570 per CO and he will re-examine. He did say it costs him about \$1200 per day for 2 men and a digger. He thought he could do 3 COs per day. RH told him the board would be more inclined to accept his bid if he would charge less than \$570 per CO if it costs him less. Dave said that he would suggest another contractor that could do the protection of cleanouts.

### **Leak at 6016 N LSD (Riche)**

On Apr 5 at 1118 homeowner calls Dave A. to tell him there is water running out of green lid at street. At 1345 Dave inspects leak which is at the main connection at the road. Dave shuts off power at home control panel which stops the leak temporarily. Dave schedules repairs for next Monday.

On Apr 6 at 1009 JJ receives wakeup call from homeowner that leak is still flowing. At 1100 JJ & RH visit site. Leak at riser flowing strongly. Shutting off SOV at street stops leak, so leak is between street SOV and house.

On Apr 7 at 1100 RH met with Pete. Steady rain and no further leakage prompts postponing leak repair.

On Apr 9 at 1000: Pete and crew are onsite. SOV, CV and PE pipe exposed. At 1400 Pete said it was a split nut on the CV (shown at right). A previous leak was also caused by a broken CV. This seems to be a weak point.



### **High Level Alarms due to Excessive Rain**

RH received a call on 4/3/2014 from a homeowner who lives at 7756 Mohawk. The big rain had just stopped and the homeowner said that his sewer control panel was signaling a high level alarm. When RH got there, the system was pumping down and the alarm light was already off. RH opened the lid on the tank and the liquid level was below the alarm float switch and continuing to drop.

The homeowner said he had water in the basement, probably not unusual as on that day (4/3), we received about 3.4" of rain in a very short period of time.

Driving around that day, RH heard were many other sewer alarms--7 on the south side of the lake and 1 on the north side.

RH said he believed that most of the alarms were caused by water seeping into basements through cracks due to excessive rain and found its way into sewer drains. This pushed the water level in the STEP tanks up at a rate that could not be handled by the tank pump. The water rose so much that an alarm was triggered.

Generally, when RH heard the alarm and found the control panel, the pump was pumping down the level in the tank. Given time, the level dropped sufficiently that the alarm shut off and normal operation resumed.

### **No power at 5973 S. LSD (Boyer)**

In checking high level alarms on Apr 3, RH encountered a control panel that was not being supplied enough voltage to run the pump at this address. While the no-load voltage supplied was okay at 120v, when even a small load was applied, the voltage dropped to about 50v, which was not sufficient to operate the sewer equipment. The homeowner was written a letter about this.

### **Riser extension at 6223 S LSD (Orton)**

The homeowner at 6223 S LSD wanted to extend the two large risers on his STEP tank by 6 inches so he could raise the grade around the tank. Dave A wrote the homeowner a letter describing how to use "grade rings" from Orenco to do the job.

RH will ask Dave A to stop by the address and see if the work was completed.

### **Location of STEP tank at 7728 Circle Dr**

It was discovered that the homeowner that covered up his STEP tank with lawn left a message in the control panel that relates where the tank lids are: *"STEP tank lids; Pump is 12 feet straight out; Clean out is 12 foot out, 6 foot to the right."*

### **New Business**

#### **Letter from Donna Martin, USDA-RD**

In the letter Donna commended the board for doing an excellent job. She also mentioned these items:

- 1) We should request a copy of the collateral pledged from our bank. MM received a document from Eagle Bank that said \$409,799 was pledged. We also have FDIC coverage of \$250,000 for a total coverage of close to \$660,000. MM will fax a copy of the doc to Donna.
- 2) We should rename accounts to names specified in bond the resolution. JWH changed account names online. JWH requested that the next time MM and FH go to the bank, they officially change the names.

3) Donna believes that the "Short Lived Asset Reserve" (SLAR) bank account is not being properly funded. We should be adding \$23,000 to the SLAR account annually. To compensate for this, Donna says we should add \$27,521 to the SLAR account. JWH said that according to our records we should be adding \$16,560 annually to the SLAR account. JWH contacted Donna about this and Donna said she will research this and get back to us.

### **Adjournment**

There being no other formal business to come before the Board, a motion to adjourn was made by Rick Lippitt and seconded by Ken Jost. Motion passed. Meeting ended at 8:10 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 14<sup>th</sup> day of May, 2014.

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Secretary  
May 12, 2014

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Chairman

## APPENDIX A. March 2014 Cash Report

|  |              |
|--|--------------|
| Sewer Fees Invoiced                    | \$ 17,405.70 |
| Sewer Fees Received                    | \$ 17,005.40 |
| Overdue Amounts:                       |              |
| 30 days overdue                        | 2,278.96     |
| 60 days overdue                        | 1245.64      |
| 90 days overdue                        | 960.96       |
| > 90 days overdue                      | 5,826.92     |
| Total overdue amounts                  | \$10,312.48  |
| <b>Cash Inflow</b>                     |              |
| Sewer User Fees                        | \$ 17,005.40 |
| Interest                               | 135.41       |
|  | \$ 17,140.81 |
| <b>Cash Outflow</b>                    |              |
| Accounting                             | 506.00       |
| Treatment Plant Operator               | 835.00       |
| Utilities - electric (treatment plant) | 198.19       |
| Utilities - electric (office)          | 78.39        |
| Phone                                  | 41.44        |
| Sewer fee - office                     | 72.00        |
| USDA Interest                          | 6,980.00     |
| Debt Service Account                   | 962.00       |
| Postage                                | 77.52        |
| Bank Fees (ACH debit)                  | 14.00        |
| Lien fee                               | 24.50        |
|  | \$ 9,789.04  |
| <b>Net Cash Flow</b>                   | \$ 7,351.77  |