

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the May 14, 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 7:05 p.m. on May 14, 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 (JMH, 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 April 9, 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 April 30, 2014: O&M checking acct: \$39,721.90; O&M money market acct: \$319,137.49; debt service acct: \$23,147.99; asset reserve acct: \$16,577.71.

Starting on May 24, USDA-RD will automatically remove \$9,617 each month (principle + interest) from the O&M account. Currently USDA-RD removes \$6980, interest only.

**Delinquent payment issues**

**Liens**

JMH reported that 12 accounts owe the district \$100 or more, but only one (KS) owes more than \$300 not already covered by a previous lien. KS owes the district \$853. One lien against the property previously owned by KS will be filed this month.

**Invoice approval**

The following payment requests were submitted for Board approval.

| <b>Payee</b>                             | <b>Invoice amt</b> |
|--|--------------------|
| WRM, WWPT Operator                       | 1,150.00           |
| Bookkeeping services                     | 495.00             |
| Ameren Missouri for TP (paid, DirectPay) | 203.43             |

|  |                  |
|--|------------------|
| Educational expense: attendance at MRWA Technical conference | 435.68           |
| Grass cutting at TP  | 215.00           |
| JWH, postage, monthly billing                                | 77.86            |
| Sewer user fee for office                                    | 72.00            |
| Ameren Missouri for Sewer Office                             | 10.86            |
| AT&T (paid, preapproved)                                     | 41.44            |
| Repair parts for filter holder/ctrl panel hinges at TP       | 16.85            |
| Repair parts for UV unit, lamp harness                       | <u>110.15</u>    |
| <b>TOTAL</b>   | <b>\$2828.27</b> |

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

### **April Cash Flow Report**

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

Sewer fees invoiced were \$17,358.40; sewer fees received were \$17,455.50; cash inflow was \$17,594.63; cash outflow was \$9,770.55; net cash flow for the month was \$7,824.08. The monthly cash report is in Appendix A.

### **Audit progress**

The auditor will finish his report by the end of May, which is the deadline set by USDA-RD.

### **Old Business**

#### **MO1Call activity**

RL reported only a few calls this month. ATT is still finishing up work started two month ago. There was some Charter cable work also.

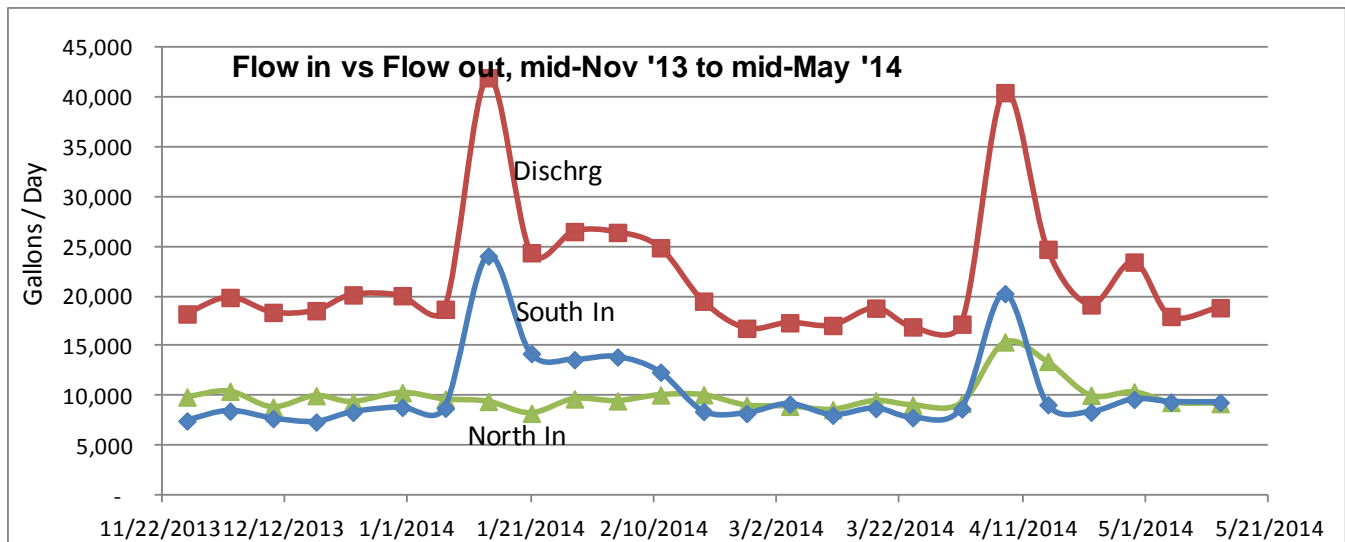
### **New Board member**

MM presented a list of potential candidates. JMH read the requirements: 1) Individual must have received sewer service at his primary residence within the district for at least 1 year; 2) Must be at least 25 years old; 3) must be up-to-date on payment of sewer user fees. The list was discussed. MM will call names on the list.

### **Treatment plant operation update**

#### **Flow studies update**

RH updated his work on flow studies. He has now plotted northside influent, southside influent, and effluent for mid-Nov, 2013 through mid May, 2014. The graph is shown below.



RH concluded that even though there is a substantially higher population in the subdivision in mid-May vs. mid-Feb, there is not a lot more sewer inflow. [Compare N+S influent for 2/11/2014 to 5/11/2014.] Also, generally the volumes of southside and northside influent flows are very similar.

### UV disinfection unit problems

Only 3 of 4 lamps are lit based on LEDs and observation with protective goggles. Lamp that is not lit was very loose in its socket. Socket was replaced, but lamp remained out. Swapping bulbs proved that all four lamps were good. UV unit manufacturer Tipton says replacement lamp ballast will be available in June. E. coli analyses have been fine with only three lamps lit.

### Collection system operation update

#### STEP tank service

RH said Dave had Dale and Larry (Dave's son) started checking tanks on May 12 for sludge & scum (grease) and cleaning filters. Orenco literature says that either sludge or scum can be reason to pump out a tank. The tank should be pumped if the top of the sludge layer is within 6 inches of the pump vault inlet holes or if the bottom of the scum layer is within 3 inches of the pump vault inlet holes. In the past Orenco told us that most tanks will not need to be pumped before 5 to 10 years. Orenco also said that tanks should be filled with water after they are pumped out to prevent popping out of the ground.

Dave's contract says "The operator will sludge judge all of the septic tanks at a cost of \$15 each and inspect and clean the filter vaults at a cost of \$10."

So far 15 tanks have been checked.

### Leak at 6016 N LSD (Riche)

RH noticed on May 10 that a rubber coupling was used in the repair at 6016 N LSD. Pete previously said that he did not use flexible couplings in repairing pressure lines. When asked, Pete said that the rubber coupling "was only used to assist the glued connection to cure. Since the valve had to be bored out the connection had more glue than normal which takes longer to cure. The rubber coupling was not used as a means for a permanent repair in place of a glued connection."

The leak was due to a split nut on the check valve (CV). A previous leak was also caused by a broken CV. This seems to be a weak point.

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

The homeowner that covered up his STEP tank with lawn will be called by MM. There will also be a follow-up letter. There was a discussion of the wording of the letter. Possible wording included "the board has an obligation to service all tanks. If we need to service your tank and you are not here, we will dig it up and bill you for it. And we will not restore your landscape." Also "expose your tank so we can service it or sign a waiver relieving us of the responsibility of providing service."

### **Operator report**

#### **Riser Extensions at 6223 S LSD**

RH asked Dave to check on the system at 6223 S LSD to see if the risers on the STEP tank had been extended. There were risers lying next to the tank, then they disappeared and gravel was spread everywhere. No definitive answer to this question yet.

#### **5953 S LSD (Kreilick) update**

RH installed pump and discharge assembly. System is lacking gravity line from house to tank and 120v line from house to disconnect that is mounted on Unistrut in the yard.

JJ reported smelling a sewer smell near 6365 N LSD. JJ will call Dave about it.

### **New Business**

#### **MRWA Tech Conference**

JMH reported on the trip taken by RH and JMH to the MRWA Technical Conference in Columbia MO on May 8.

#### **Graphical Information Services (GIS) files**

JMH uses GIS for LTPOA property searches (semogis.com). JMH wants to translate the As Built (AB) plans that are in AutoCAD format into GIS format so that anyone can view and access them. We have GIS software from the EPA. At the conference the MRWA speaker said that he can translate AutoCAD files into GIS format for a fee.

Mike Leiweke volunteered to modify the ABs to include changes and main line SOVs that were never on the Abs. After the ABs are updated JMH will contact MRWA about the file conversion.

GIS files are used by MO One Call and it will make pipe location better than using the PDF files we currently provide.

RL said that, if contractors that contact him for info on pipe locations could access the drawings directly, this would save him time in providing the information the contractor needed.

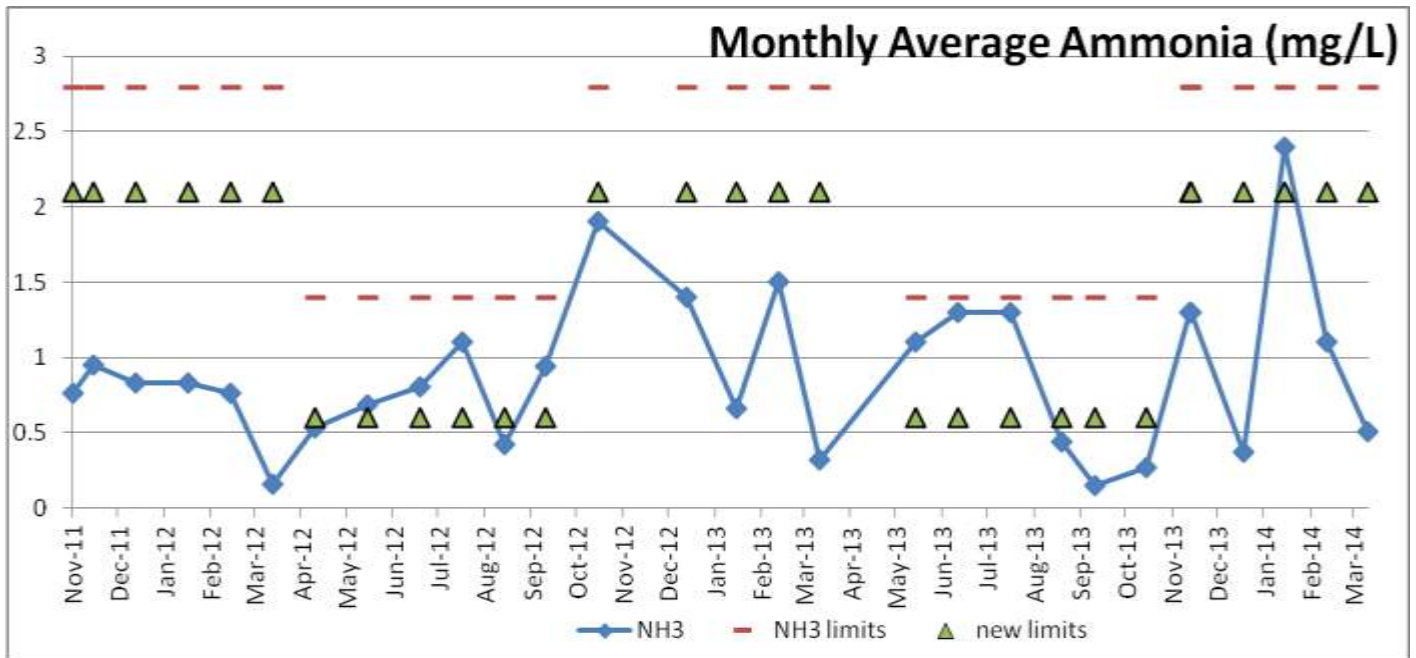
#### **New ammonia standards**

Much of the conference concerned the new NH<sub>3</sub> standards. To protect a species of fresh water mussel the EPA plans to lower the ammonia standards from 1.4 -> 0.6 (summer) and 2.8->1.2 (winter) (in mg/L). These new standards will be in effect for PWSD #13 when the permit is renewed in Jan 2016.

NH<sub>3</sub> is a normal byproduct of waste treatment. Techniques for reducing the NH<sub>3</sub> level that were discussed were Nitrification and Land Application. Nitrification usually involves bubbling air thru the solution in a separate vessel before discharge. Land Application involves applying the effluent to a farmer's field to grow a non-human food crop, which must be harvested. The NH<sub>3</sub> (and phosphorous) in

the effluent serves as a fertilizer for the crop. The TP license must be written to include "Land Application".

A graph of ammonia as measured in the TP effluent is shown below (prepared by JMH).



Someone in the audience at the conference suggested doing an environmental study to show that the stream discharged into does not contain any of the fresh water mussels the lower NH3 specs are designed to protect. In that case, he said the lower limits would not apply.

Vandevanter Engineering reps said that elbows close to the flow meter create turbulence which can affect the meter reading.

MO DNR's Traci Newberry was there offering money for plant improvements.

**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 8:35 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

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

\_\_\_\_\_  
Secretary  
June 9, 2014

\_\_\_\_\_  
Chairman

## APPENDIX A. April 2014 Cash Report

|  |              |
|--|--------------|
| Sewer Fees Invoiced                          | \$ 17,358.40 |
| Sewer Fees Received                          | \$ 17,455.50 |
| Overdue Amounts:                             |              |
| 30 days overdue                              | 2,655.64     |
| 60 days overdue                              | 996.58       |
| 90 days overdue                              | 453.96       |
| > 90 days overdue                            | 6,113.40     |
| Total overdue amounts                        | \$10,219.58  |
| <b>Cash Inflow</b>                           |              |
| Sewer User Fees                              | \$ 17,455.50 |
| Interest                                     | 139.13       |
|  | \$ 17,594.63 |
| <b>Cash Outflow</b>                          |              |
| Accounting                                   | 291.50       |
| Treatment Plant Operator                     | 995.00       |
| Utilities - electric (treatment plant)       | 207.59       |
| Utilities - electric (office)                | 31.87        |
| Phone  | 41.42        |
| Sewer fee - office                           | 72.00        |
| USDA Interest                                | 6,980.00     |
| Debt Service Account                         | 962.00       |
| MO One Call                                  | 37.70        |
| Postage                                      | 77.18        |
| Bank Fees (ACH debit)                        | 14.00        |
| Repair of recirculating sand filter manifold | 60.29        |
|  | \$ 9,770.55  |
| <b>Net Cash Flow</b>                         | \$ 7,824.08  |