

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the June 11, 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 7:10 p.m. on June 11, 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), Frances Hovis (FH, Treasurer), and Larry Schmidt (LS, homeowner).

**Approval of Agenda**

Motion was made by Rick Lippitt and seconded by Ken Jost 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 May 14, 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.

**New board member**

Secretary RH read the oath of office that was presented to Larry Schmidt for his signature. All Board members took the oath when they joined the Board. LS signed the oath and was introduced to the other board members by President. Meyer.

**Treasurer's Report**

FH reported the balances as of May 31, 2014: O&M checking acct: \$39,414.46; O&M money market acct: \$319,262.64; debt service acct: \$24,114.82; asset reserve acct: \$16,581.12. Starting May 24, USDA-RD automatically withdraws \$9,617 each month (loan principle + interest) from the O&M checking account. Previously USDA-RD withdrew \$6980 each month, which is interest only.

JMH reported that the audit has been completed on time. MM was given a copy of the audit and papers to sign to acknowledge receipt of the audit. The papers are to be returned to Daniel Jones Co.

**Delinquent payment issues**

**Liens**

JMH reported that there are two properties eligible for liens: the Kreilick house and the Seelbach house. The bank that owns the Seelbach house tried to pay the due amount once, but there was a problem with the check. JMH suggested not filing a new lien quite yet against the Seelbach property.

There was a notice on the Lowery house that it will be sold on the court house steps on Aug 1. JMH recommended that we file a lien for the due amount not previously covered by liens as soon as possible. The lien amount would be \$231.60. (Total amount owed the district is \$2,488). JMH also suggested we have our attorney Bob Sweeney present at the sale, if Mr. Sweeney thinks it is needed. MM will contact Bob about this.

### **Invoice approval**

The following payment requests were submitted for Board approval.

<b>Payee</b>	<b>Invoice amt</b>
WRM, WWPT Operator	2,790.00
Bookkeeping services	489.50
Ameren Missouri for TP (paid, DirectPay)	249.28
Road grading at TP	160.00
Grass cutting at TP	140.00
JWH, postage, monthly billing	77.86
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	11.21
AT&T (paid, preapproved)	41.44
Repair parts for filter holder at TP	24.95
Gelbach propane tank rental	92.00
Roundup weed killer at TP	19.98
Repair sewer leak/broken check valve at 6016 N LSD	<u>1815.00</u>
<b>TOTAL</b>	<b>\$5,983.22</b>

The board was also asked to approve a refund payment of \$46.45 to Ray Lauer for overpayment for sewer service for a house he sold in June 2014.

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

### **May Cash Flow Report**

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

Sewer fees invoiced were \$17,371.15; sewer fees received were \$16,274.62; cash inflow was \$16,414.01; cash outflow was \$13,381.10; net cash flow for the month was \$3,032.91. The monthly cash report is in Appendix A.

### **Old Business**

#### **MO1Call activity**

RL reported only a few calls this month. Ameren is putting in a pole at 6708 S LSD.

#### **Treatment plant operation update**

#### **Flow studies update**

RH updated his flow studies work. Data loggers were attached to the three flow meters for the Memorial Day weekend (May 24 to May 28). The results were discussed. Sunday May 25 had the highest flow: Sat (May 24): 24,932 gal; Sun (May 25): 32,895 gal; Mon (May 26): 26,864 gal; Tue (May 27): 18,443 gal. Design capacity is 75,000 gal per day.

### **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. At the time of the meeting, 41 tanks had been visited, starting on N.LSD at the dam.

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. Since the inlet holes are located 24 inches from the bottom of the tank, this means a tank should be pumped when the top of the sludge layer reaches 18 inches. The tank should also be pumped 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. So RH knew we were in trouble when RL called and told him that one of the workers said he thought about half of the tanks would need to be pumped.

RH went through the results of the 41 tanks checked and then asked Dave to come out and recheck three of the tanks that seemed high in either scum (grease) or sludge.

The tank containing excessive grease did indeed have so much grease present that it needed to be pumped ASAP. Two other houses that were listed as having excessive sludge could not be verified. It is necessary to pump a tank with excessive grease, because if the grease builds up and solidifies in the tank inlet, it can back up into the house.

Excessive sludge will just obstruct the pump filter and cause a high level alarm. If the high level alarm is ignored, sewage will seep out from under the tank lids. Not desirable, but much better than backing up into the basement, as can happen with excessive grease.

Any tank containing 18" or more of sludge will probably need to be verified before the tank is scheduled to be pumped. We'll probably just accept that a tank needs to be pumped if it's due to excessive scum.

#### **Circle Dr tank access**

MM contacted the homeowner on Circle Dr. that covered his STEP tank lids with lawn. The homeowner said he will uncover the lids when the service crew is close to needing access to his tank.

#### **As-built plans update and file conversion**

JMH reported on the progress of converting the as-built plans from AutoCAD file format to GIS format.

M Leiweke used AutoCAD to update the as-built plans by adding cleanouts (COs), main line shut off valves (SOVs), and air relief valves (ARVs) that were not included on the original as-built plans.

Next JMH will contact MRWA about getting the file translated from AutoCAD to GIS. Once in GIS format, the big contractors like ATT and Ameren should be able to access the as-built files directly to determine where the sewer lines are located.

#### **Cleanout protection**

RH asked LS to take over this project, which is to protect 10 at-risk cleanouts (COs) with a concrete collar. RH described two COs that were previously protected by P. Bossert. Many of the COs are in very bad locations and susceptible to breakage. Repairing a broken CO costs the district \$1,500 to \$1,800 per CO. A bid from P. Bossert was for \$570 to protect one CO.

### **Operator report**

**6365 N. LSD (Beauchaine):** 5-16-14 Investigate odor. Walked area found nothing, went next door to 6357 N. LSD and found control breaker off and would not reset. Manually pumped down system. Bad breaker, someone had removed (panel side) wire from 10 amp control breaker and double lugged it to pump breaker after control breaker failed. Used circuit breaker from spare panel in sewer office.

**6223 S. LSD (Orton):** 5-17-14 Follow up inspection. Owner did not extend risers.

**6178 S. LSD (Schoonover):** 5-17-14 Re-check system from earlier call when power was off in April when we notified owner to restore power with breaker inside house. Power had been restored and system appears to be operating normally.

**6367 S. LSD (Deutsch):** 5-12-14 High level alarm. Apparently power had been off to system for significant time, when owner restored power, he got an alarm. J-box full of ground water causing alarm. Pumped down system, dried J-box and raised bottom float 1.5".

### **New Business**

#### **New sewer service**

RL reported that Matt Silhavy is getting close to building a house on S. LSD. RL sent Mr Silhavy information that had previously been supplied to C. Sutterer. Mr. Silhavy has not gotten back to RL.

#### **Director retirement**

This is the last meeting for director John Johnston, who is retiring from the Board. John joined the board in Jan, 2013. John was instrumental in moving the flowmeter from the southside bypass influent line to the northside main influent line. MM thanked John for his 18 months of service.

#### **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 8:30 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 9<sup>th</sup> day of July, 2014.

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Secretary  
July 7, 2014

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Chairman

## APPENDIX A. May 2014 Cash Report

Sewer Fees Invoiced	\$ 17,371.15
Sewer Fees Received	\$ 16,274.62
Overdue Amounts:	
30 days overdue	1,760.86
60 days overdue	1,579.20
90 days overdue	594.50
> 90 days overdue	6,497.20
Total overdue amounts	\$10,431.76
<b>Cash Inflow</b>	
Sewer User Fees	\$ 16,274.62
Interest	139.39
	\$ 16,414.01
<b>Cash Outflow</b>	
Accounting	495.00
Treatment Plant Operator	1,150.00
Utilities - electric (treatment plant)	203.43
Utilities - electric (office)	10.86
Phone	41.43
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
MO One Call	37.70
Filter holder at TP	16.85
Lamp harness for UV system at TP	110.15
MRWA technical conference	435.68
Grass cutting at TP	215.00
Bank Fees (ACH debit)	14.00
	\$ 13,381.10
<b>Net Cash Flow</b>	\$ 3,032.91