

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the July 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 7:05 p.m. on July 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	Absent -- arrived at 7:35pm
Larry Schmidt	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 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 June 11, 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 Larry Schmidt. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

FH reported the balances as of May 31, 2014: O&M checking acct: \$43,339.55; O&M money market acct: \$319,404.22; debt reserve acct: \$25,082.01; asset reserve acct: \$16,584.64.

**Alternative bank signing authority**

JMH recommended a third board member be able to sign checks so when one is away checks may still be written. RL volunteered for that duty. In the future RL will accompany MM and FH to Eagle Bank to sign the needed forms.

**Delinquent payment issues**

**Liens**

JMH reported that there are five properties eligible for liens this month. Two are holdovers that should have been filed last month--Kreilick and Seelbach. Other properties are Lowery, Keitel, and 6142 S LSD.

The Lowery house is scheduled to be sold on the courthouse steps on Aug 1. MM contacted PWSD #13 attorney Sweeney to see if anyone should attend the sale. He told her there was no need for anyone to attend the sale. Also, that some sales will seek to have the liens dissolved. Timely filings of liens are all that can be done.

## Invoice approval

The following payment requests were submitted for Board approval.

<b>Payee -- from O&amp;M Account</b>	<b>Invoice amt</b>
D. Jones for audit	6,000.00
WRM, WWPT Operator	2,120.89
Bookkeeping services	491.19
Ameren Missouri for TP (paid, DirectPay)	262.68
JWH, postage, monthly billing	75.82
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	12.30
AT&T (paid, preapproved)	41.44
Sludge sampler	139.00
Envelopes	2.97
MO One Call location services	18.20
Roundup weed killer at TP	13.98
Ballasts (2) to TP UV disinfection unit	191.90
<b>TOTAL</b>	<b>\$9,442.37</b>
<b>Payee -- from Short Lived Asset Reserves Account</b>	<b>Invoice amt</b>
AA Quick Plumbing -- pump two STEP tanks (6/13)	300.00
<b>TOTAL</b>	<b>\$9,742.37</b>

Motion was made by RL to approve payment of the invoices. Second was by RH. On voice vote, payment was approved.

## June Cash Flow Report

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

Sewer fees invoiced were \$17,373.91; sewer fees received were \$17,386.95; cash inflow was \$17,530.93; cash outflow was \$16,622.66; net cash flow for the month was \$908.27. The monthly cash report is in Appendix A.

## Old Business

### MO1Call activity

RL reported only a few calls this month, either from ATT or Charter.

### GIS file conversion

JMH contacted three agencies about converting the as-built AutoCAD files to as-built GIS files: MRWA, SEMOGIS, and MO GIS. She received a cost estimate from SEMOGIS. The two other agencies are not able to help us. SEMOGIS will convert the existing AutoCAD files into GIS format and host the final map on the SEMOGIS website. This will enable Dave Axton, Ameren, ATT, etc. to view the map of the sewer lines and SOVs before digging. The cost for PWSD#13 will be \$2,300 plus any additional travel expenses. Stan Balsman, the SEMOGIS director, is familiar with Lake Tishomingo and also has worked with Tim Robbs of Taylor Eng. Tim will provide him with assistance where needed.

Motion made by RL to accept the bid from SEMOGIS. Second by KJ. Motion passed.

### **Treatment plant operation update**

#### **Flow studies update**

RH updated his flow studies work. Data loggers were attached to the three flow meters for the July 4th weekend: July 3 (Thurs) to July 8 (Tues). The results were discussed. Design capacity of the TP is 75,000 gal per day, which is an average flow of 52gpm for 24hrs.

#### **Discharge Data**

Date	Flow at 6pm GPM	Flow at 10pm GPM	
3-Jul	15	15	
4-Jul	50	50	
5-Jul	30	40	
6-Jul	25	35	
7-Jul	20	>120*	~4" rain 8->10pm

\* There was a significant rain event on July 7, 8pm ->10pm, 4+ inches of rain

#### **Weeds in gravel beds**

Last month RH reported that a very bad weed problem existed in all three RSFs. As of July 9, Dave (or his agent) has removed almost all of the weeds from RSF #1.

### **Collection system operation update**

#### **7720 Circle Dr**

RH reported on the problem. It was determined that waste discharged from the house, was not going into the STEP tank. Although the house has been connected to the STEP tank for 2.5 years, and that the homeowners had been paying user fees for that period, waste was blocked from entering the STEP tank.

Here's the setup: House =====OldSeptic==(wall)===CO=====STEP\_Tank

Initially, based on a "RotoRooter" report, it was believed that the blockage was due to an old septic tank that was "full of mud". The old septic was left inline because it was under a deck/patio.

The Sewer Use Ordinance states that the District's responsibility starts at the STEP tank and that the old piping and septic tank are the responsibility of the homeowner. This is because the District should not have to maintain systems that may have been neglected for many decades. Having said that, because of the special circumstances, the District paid to pump the old septic, thinking that if that solved the problem, it was a cheap fix.

The tank was pumped, but afterwards it was not clear that waste flowing from the house would enter the new tank freely. This conclusion was based on information provided by the pumper. He thought that the blockage was somewhere between the old septic and the new plumbing installed by the original sewer contractor, TGB.

Where did the waste go for 2.5 yrs? During those years, the house was vacant much of the time. The previous owner used the house as a guest house, so it was seldom used. The new owners were part-timers, and then there was a fire that again left the house vacant much of the time.

Most recently the District contacted AA Quick Plumbing for two estimates: 1) The cost to replace the blocked pipe between the old septic and new piping and 2) The cost to bypass the old septic tank and connect the house service line directly to the STEP tank. How to proceed will depend on the cost.

### **Cleanout protection**

LS reported that he gave proposals to three contractors: 1) Steve at POI, 2) K Marscheutz, and 3) Mulick Contracting. The proposition is to protect 12 at-risk cleanouts (COs) with a concrete collar. 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.

### **STEP tank service**

In June Dave had Dale and Larry (Dave's son) cleaned filters and check 26 tanks for sludge & scum.

### **Operator report**

- 6447 S LSD: 6/16/2014: Panel disconnect power was off, tank was at normal level, but scum on top of junction box indicated water had been high. Dried wires, drilled j-box. Energized disconnect and tested system. On 7/9/2014 RL heard alarm. ETM has 979 hrs. Dale says outlet line is plugged.
- 6036 N LSD: 6/22/2014, Alarm call. Pump breaker tripped, reset breaker, pump floats OK after resetting breaker, waiting till system pumped down to normal level.
- 6195 N LSD: 6/6/2014: Top of panel leaking. Caulked leak to seal.
- 6186 N LSD: 6/6/2014: Top of panel leaking. Caulked leak to seal.
- 6290 N LSD: 6/6/2014: Lid for SOV broken in half. Picked up lid at TP trailer.

### **New Business**

MM received notice from DNR that new nitrogen standards will go into effect when we have to renew our license in Jan, 2016.

### **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 13<sup>th</sup> day of August, 2014.

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Secretary  
August 8, 2014

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Chairman

## APPENDIX A. June 2014 Cash Report

Sewer Fees Invoiced	\$ 17,373.91
Sewer Fees Received	<u>\$ 17,386.95</u>
Overdue Amounts:	
30 days overdue	<u>1,910.70</u>
60 days overdue	<u>821.30</u>
90 days overdue	<u>1,253.16</u>
> 90 days overdue	<u>6,788.50</u>
 Total overdue amounts	 \$10,773.66
 <b>Cash Inflow</b>	
Sewer User Fees	\$ 17,386.95
Interest	<u>143.98*</u>
	<u>\$ 17,530.93</u>
 <b>Cash Outflow</b>	
Accounting	489.50
Treatment Plant Operator	2,790.00
Utilities - electric (treatment plant)	249.28
Utilities - electric (office)	11.21
Phone	41.43
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
TP filter repair tool (PVC drill bit)	24.95
Weed control at TP	19.98
Repair sewer leak/valve (Bossert Contracting)	1,815.00
Grass cutting/road grading at TP	300.00
Rental of propane tank for generator (1 yr)	92.00
Refund customer for overpayment	46.45
Bank Fees (ACH debit)	14.00
Postage	77.86
	<u>\$ 16,622.66</u>
 <b>Net Cash Flow</b>	 <u>\$ 908.27</u>

\* Estimated value