

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the August 13, 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 7:02 p.m. on August 13, 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
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 July 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 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: \$40,711.81; O&M money market acct: \$319,539.86; debt reserve acct: \$26,049.43; asset reserve acct: \$16,288.12.

Delinquent payment issues

Liens

JMH reported that only one property is eligible for a new lien this month: 6365 N LSD. This will be the second lien filed against the property. Currently the property owner owes the district \$644.20.

Invoice approval

The following payment requests were submitted for Board approval.

Payee -- from O&M Account	Invoice amt
WRM, WWPT Operator	2,805.00
Bookkeeping services	495.00
Ameren Missouri for TP (paid, DirectPay)	266.29
JWH, postage, monthly billing	76.84
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	11.76

AT&T (paid, preapproved)	41.44
Grass cutting at TP	430.00
Bank checks for O&M account	28.30
Install sewer pipe to bypass broken pipe at 7720 Circle Dr	1,400.00
Circuit breakers for residential control panel	90.25
PVC elbows for STEP tanks	25.32
TOTAL	\$5,742.20
Payee -- from Short Lived Asset Reserves Account	Invoice amt
AA Quick Plumbing -- pump STEP tank at 7720 Circle Dr (7/11)	200.00
TOTAL	\$5,942.20

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

July Cash Flow Report

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

Sewer fees invoiced were \$17,388.70; sewer fees received were \$17,637.42; cash inflow was \$17,637.42; cash outflow was \$20,335.36; net cash flow for the month was -\$2,553.40. The monthly cash report is in Appendix A.

Old Business

MO1Call activity

RL reported no calls this month.

GIS file conversion

JMH reported that she notified Stan Balsman (SEMOGIS director) to proceed with the conversion of the as-built AutoCAD files to as-built GIS files and post them on the SEMOGIS website.

Treatment plant operation update

Road to TP

RH reported that there was a discussion of the gravel road leading to the TP at the LTPOA mtg on Tuesday. This was discussed because ruts are forming alongside the road in the groin of the dam and the DNR dam engineer at the July inspection suggested that the road be leveled and sloped away from the dam to stop the erosion.

Doug Leeker, OA Board member and President of "The Land Art Co." wrote this about the road:

"I finally got a chance to look at the road at the dam. Depending on the last time the road was groomed, it isn't in horrible condition. (I've seen much worse.)

There are two water sheds on either side of the road separated by a center road lift, all normal. The growth surrounding the road is thick and helpful and not allowing for much erosion there. Since we've just had a heavy rain, the TP looked good as far as dispersing and absorbing the runoff.

In my opinion, there are 3 ways to manage the water:

1) Simply add 2" minus (to lift the water 'over' instead of 'thru') and re-grade with our Bobcat. This would be the least expensive.

2) Same as the 1st and also add flow 'breaks' on either side of the road at intervals and angled 'down' to push the water back into the flora for dispersion.

3) Channel the water on both sides with fabric and gabion. This would be the most expensive but does present a problem at the TP. If we concentrate the flow we would need to take it somewhere. It's too flat. Without continuation of the channels, the TP may not be able to handle the concentrated volume.

If it was me, I would start with the simple. Over the years I've found that if you have the space, gently 'spreading' runoff is much more effective than corralling it." -- DL

At the LTPOA mtg Steve Blaha read a note from Gordon Kassen offering to use his personal tractor to add 4" rock to the road and grade it.

There was a discussion of these options. The Board liked DL's option number 1 best, since the road has lasted over two years with only minor re-grading. The Board also agreed that PWSD#13 would pay for the rock.

Collection system operation update

Cleanout protection

LS recommended having POI do the work and presented a contract from Steve at POI for the protection of 12 at-risk cleanouts (COs) with concrete collars. Many of the COs are in bad locations and susceptible to breakage. The contract is included in Appendix B.

After the discussion, a motion was made by RH to accept the contract from POI. Second was by RL. On voice vote, the contract was accepted.

7720 Circle Dr

Recall the problem: After being installed for 2.5 yrs, the STEP tank pump had only run for 30min. Although waste was being discharged from the house, it was not making its way into the STEP tank.

Waste did not pass into the STEP tank because of a blockage somewhere between the old septic and the new plumbing installed by TGB. (The old septic was left inline because it was under a deck/patio.)

So the decision was made to bypass the old septic tank and the section of pipe that was blocked. For this job, *AA Quick Plumbing* was selected. As to what they did, peering under the deck I could see that the old patio had been saw-cut diagonally between the house and the old septic. This work was completed in one day on July 21.

On Aug 1 RH tested the control panel: the pump ran in Manual mode and in Auto mode when the middle float was lifted. ETM had 1.35 hrs on it, which was reasonable. So the system appeared to be working normally.

STEP tank service

RH said Dale K. told him on Aug. 12 that all the tanks on the north side of the subdivision had been checked. So about half of the tanks are done. In terms of tanks that need to be pumped, so far there are 5 tanks because of sludge (>18 inches of sludge), and 2 tanks because of scum.

There is still a question as to whether these 5 tanks really do need to be pumped, because one tank, at 6336 N LSD, when re-checked did not contain anywhere near 18" of sludge.

One other house (at 5777 N LSD) should be mentioned, because it has an ETM reading of 4,967 hrs (207 days). This house changed hands about 8 months ago and is currently undergoing

extensive remodeling. RH contacted the current owner and they will let us know when the remodeling is complete so the system can be repaired.

Operator report

- Service 35 system tanks on 7/11, 7/21, 7/28
- Cleaned #2 RSF screens at treatment facility on 7/15
- 7720 Circle Dr (7/27) High level alarm. Bottom float appeared to be too low and stuck, readjusted bottom float and let system pump down to normal level.
- 6447 S LSD (7/9) Check system, attached pump to discharge line, checked SOVs at street.
- 5965 N LSD (7/11) Caulked conduit on top of control panel to stop leak.
- 7746 Meadow Dr (7/18) Checked system, PVC elbow broke on pump discharge, pumped system down manually, trip around lake to spare parts trailer to get new PVC part.
- 5812 N LSD (7/18) Caulked conduit on top of control panel to stop leak. No trip charge already on site

Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by Rick Lippitt and seconded by Rich Hirsch. Motion passed. Meeting ended at 8:02 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 10th day of September, 2014.

Secretary
September 6, 2014

Chairman

APPENDIX A. July 2014 Cash Report

Sewer Fees Invoiced	\$ 17,388.70
Sewer Fees Received	\$ 17,637.42
Overdue Amounts:	
30 days overdue	2,019.77
60 days overdue	1,148.72
90 days overdue	801.50
> 90 days overdue	6,537.16
Total overdue amounts	\$10,507.15
Cash Inflow	
Sewer User Fees	\$ 17,637.42
Interest	144.54
	\$ 17,781.96
Cash Outflow	
Accounting	491.19
Audit	6,000.00
Treatment Plant Operator	2,120.89
Utilities - electric (treatment plant)	262.68
Utilities - electric (office)	12.30
Phone	41.43
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Ballasts for UV lamps	191.90
MO One Call	18.20
Weed Control Product	13.98
Sludge Sampler	139.00
STEP tank pumping	300.00
Postage/Envelops	78.79
Bank Fees (ACH debit)	14.00
	\$ 20,335.36
Net Cash Flow	\$ (2,553.40)

APPENDIX B. PROTECTION OF SEWER CLEANOUTS AT LAKE TISHOMINGO

**PROFESSIONAL ON-SITE INSTALLATION
AND SERVICES LLC**

P.O. BOX 285 636-797-5777
HILLSBORO, MO 63050 FAX-636-797-5777

DATE: 08-08-2014
TO: LAKE TISHOMINGO SEWER BOARD
REF: PROTECTION OF SEWER CLEANOUTS AT LAKE TISHOMINGO

POI WILL SUPPLY MATERIALS AND LABOR TO INSTALL (12)- SEWER CLEANOUTS PROTECTION WITH 6-IN CAST IRON SEWER COVERS FOR THE PRICE OF \$4,500.00 (FOUR THOUSAND FIVE HUNDRED DOLLARS.)

BID INCLUDES:

1. 4-80LB BAGS OF CONCRETE AROUND 6-IN PIPE AT EACH OF THE TWELVE CLEANOUTS.
2. CUT EXISTING CLEANOUTS OFF APPROXIMATE 3-IN BELOW GRADE AND REPLACE WITH NEW THREADED CAPS.
3. DIG DOWN APPROXIMATE 2-FT AROUND SEWER CLEANOUTS AND PLACE 6-IN PIPE OVER SEWER CLEANOUTS WITH CAST IRON LIDS.
4. SEED AND STRAW AROUND SEWER CLEANOUTS.

PAYMENT FOR SERVICES ARE DUE AS FOLLOWS:

1. PAYMENTS ARE DUE AT THE MONTH FOR WORK COMPLETED
1. FINAL PAYMENT IS DUE UPON COMPLETION OF WORK

THIS PROPOSAL BECOMES A BINDING CONTRACT BETWEEN BOTH PARTIES UPON SIGNING OF THIS PROPSAL.

THANK YOU FOR CHOOSING PROFESSIONAL ON-SITE INSTALLATION AND SERVICES LLC (P.O.I.)

STEVEN KRUEP/OWNER

<signed>

SCK

ACCEPTED:

BY: _____ DATE: _____