

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the September 10, 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 September 10, 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 Rich Hirsch and seconded by Rick Lippitt 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 August 13, 2014 meeting were emailed to the Directors prior to the meeting. Motion was made by Larry Schmidt to approve the regular session Minutes as written. Second was by Rick Lippitt. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances as of August 29, 2014: O&M checking acct: \$41,101.69; O&M money market acct: \$319,666.80; debt reserve acct: \$27,016.68; asset reserve acct: \$16,091.34.

Delinquent payment issues -- Liens

JMH reported that no new liens need to be filed this month. Liens on 5953 S LSD (Kreilick) have been paid off except for \$28. (Total owed for 5953 S LSD was \$1838.20 as of 6/30/2014.)

One title company wanted PWSD#13 to pay for recording the lien releases at \$24 per lien.

Board policy is to provide lien releases when appropriate, but **not** to pay to record the lien releases.

One of the liens against 5953 S LSD was mistakenly filed against lots O27/O28 instead of G27/G28. The owner name and property address were correct, but the block designation was incorrect. The Recorder of Deeds at Jeff County does not know where this was filed in their system. JMH will prepare a corresponding lien release and give it to MM for it to be recorded.

Invoice approval

The following payment requests were submitted for Board approval.

Payee -- from O&M Account
WRM, WWPT Operator

Invoice amt
\$3,205.00

Bookkeeping services	638.00
Ameren Missouri for TP (paid, DirectPay)	241.65
JWH, postage, monthly billing	75.48
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	12.96
AT&T (paid, preapproved)	41.44
PO Box annual fee	48.00
TOTAL	\$4,334.53
Customer refunds of overpayment for sewer service	Invoice amt
Covington/Masek (9/07)	\$72.00
Hartmann/Christopher (9/07)	32.50
TOTAL	\$104.50

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

August Cash Flow Report

JMH handed out the cash flow report for August, 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 that there was only one Charter Cable call this month.

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 engineers at the July inspection suggested that the road be leveled and sloped away from the dam to stop the erosion.

Clarue Holland (CH) talked to the Lake's dam engineer D Eskridge (DE) and MODNR Dam Safety engineer R Stack (RS) about the road. CH's email is summarized:

RS said, "You can grade the road, just not any ground of the dam." RS suggested grading the rock to form angled "speed bumps" to help force any running water to the side of the road away from the dam. Probably some rock would be needed as fill. A permit is not needed as this work is considered maintenance. We don't want 4" rock on the road. That size would be like boulders and not needed for what is really a driveway on a steep hill. A swale would look nice for a while but grass and weeds will grow into the rock and it would be almost impossible to keep clear of that growth. RS thought we could get 5 or maybe 10 years on this fix.

DE said that for a one time project, a load of rock would not cause any problem moving across the dam if it was dry. A slow speed is necessary. DE did not give a gross weight limit for a truck crossing the dam.

Red Oak gave CH a guesstimate of \$3,000 for just adding rock to the TP road.

There was an offer by a homeowner to use his tractor to grade the road. The Board decided it would be better to hire a professional to do the job. RH will contact CH to get a firm bid from Red Oak for the work.

RL made a motion to accept the bid from RO if the bid is less than \$3,000 to \$3,500. LS seconded the motion. Motion passed.

Collection system operation update

Cleanout protection

LS will check to see if Steve at POI has started the work.

Collection system problems

Leak at 6375 S LSD

On Sep 1 about 1300 RH received a call from the homeowner saying he saw liquid coming up out of the ground in two spots between his house and the house at 6367 S LSD.

RH determined that turning on either pump caused the liquid to flow. This meant that waste was not flowing back through the check valve at the street.

After a discussion with Dave Axton, AA Quick Plumbing was called to do the repair. DA felt they could do the job quickly and they would be less expensive than P. Bossert.

Dave made arrangements for AA Quick to do the repair on Sep 2.

On Sep 2 about 9am one guy from AAQ arrived and started hand digging. The AAQ guy gave this explanation for the leak to the homeowner:

"He found the problem right where he started to dig. The line leading from our neighbor's tank going to the junction with us and our other neighbor was totally sheared off. He said the problem was that when it was installed there was no support under that area of the pipe. He left to get some digging equipment and will be back shortly and have it repaired. I have notified our neighbors."

RH stopped by at 1330 to check on the progress and the hole that had been dug to expose the leak was filled. RH ran both pumps for a minute or two and did not see any liquid percolating up thru the ground, so the leak had been fixed.

Blocked culvert pipe at 7728 Meadow Dr

RH reported that the homeowner sent an email on 9/3/2014 complaining of a blocked culvert pipe:

"I have had a culvert blocked for several months that needs to be freed, per my requests in the past. This issue is a direct correlation to the installation of the sewer system. I will be more than happy to pay all associated charges when my request (multiple times) has been addressed."

The last time RH had heard a complaint about this culvert from this homeowner was in June 2012. At that time the complaint was passed on to TGB, who was doing restoration work. Since RH had not heard from the homeowner again, RH assumed the issue was resolved. Apparently it was not.

In an attempt to unblock the culvert pipe, RH sprayed and cleaned out the honeysuckle vines and leaves, which blocked the entrance to the pipe. Later, when RH was working on the pipe, Dave Kaucher (DK) stopped by and suggested they test the condition of the pipe by seeing how sound was carried thru the pipe. DK went down to the lakefront and spoke into the outlet of the pipe. At this point RH and DK were able to converse thru the pipe. It is doubtful they could do this if the pipe were obstructed.

The homeowner was also notified of the LTPOA program to clean out the culverts running under the roads within the subdivision. Hopefully this will solve the problem.

STEP tank service

RH reported that Dave Axton said 48 tanks had been serviced between 8/11 and 8/28. In all 158 tanks (67%) have been serviced. The tank at 7728 Circle Dr was also serviced. This is the tank that previously had both riser lids buried under lawn. According to Dave they also changed the alarm float, which had not been done previously.

RH queried Orenco in mid-August about sludge and scum measurement. Here is Darren Paschke's reply:

- *Best way to sample sludge is with a sludge measuring device. I've heard good things about the SimTech TruCore sampler. For measuring scum, Orenco sells a SCUM gauge. [We have both devices-RH.]*
- *Sampling should be done near the pump vault. [Sampling is currently done thru the inlet riser-RH.] Ribs can cause fluctuations in depth. [The STEP tank is ribbed-RH.] Main goal is to keep scum/sludge 4-6" from belly holes on PVU (pump vault). Sludge will be deeper on the inlet in and taper down slightly over the length of the tank. Scum tends to be more uniform.*
- *Belly holes in PVU are 18" off the bottom. I think they are probably about 22" from the bottom, so your 18" of sludge is probably about right. [Target for pumping is 18" of sludge-RH.]*
- *We have seen many cases where sludge will build for a couple years, then, when they go back and check it at a later date, it will actually be lower. I can tell you that South Alabama Utility has 500-600 Roth tanks installed and have yet to pump one (other than an abuser). His contact info is Braxton Platt 251-649-4316 Ext 216 -- Darren*

Operator report

- Service 48 system tanks on 8/11, 8/14, 8/21, 8/22, 8/28
- Cleaned #3 RSF screens at treatment facility on 8/26
- 6482 N LSD (8/7): High level alarm. Bottom float appeared to be too low and stuck, readjusted bottom float. System checked out OK.
- Caulked conduit on top of control panel to stop leak at 8 locations: 5730 N LSD, 6709 S LSD, 6699 S LSD, 6687 S LSD, 7728 Meadow, 7744 Mohawk, 7756 Mohawk, 7764 Mohawk
- 7724 Fairview (8/21): Replaced SOV handle and filter extension (deep tank)
- 6644 S LSD (8/21): Replaced split 90 deg fitting
- 7720 Circle Dr (8/04): *"Trip was false alarm by homeowner. They thought the system was leaking. Turns out their outside faucet was running on the ground saturating the area-DA."*
[While I am pleased there was no problem, I don't think the district should be charged \$120 for this without further explanation-RH.]

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 8:10 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 8th day of October, 2014.

Secretary
October 3, 2014

Chairman

APPENDIX A. August 2014 Cash Report

Sewer Fees Invoiced	\$ 17,407.89
Sewer Fees Received	\$ 18,412.44
Overdue Amounts:	
30 days overdue	2,138.57
60 days overdue	889.39
90 days overdue	545.20
> 90 days overdue	5,989.40
Total overdue amounts	\$9,562.56

Cash Inflow

Sewer User Fees	\$ 18,412.44
Interest	135.41
	\$ 18,547.85

Cash Outflow

Accounting	495.00
Treatment Plant Operator	2,805.00
Utilities - electric (treatment plant)	266.29
Utilities - electric (office)	11.76
Phone	41.41
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Grass cutting	430.00
Install sewer line 7720 Circle Dr	1,400.00
Circuit breakers for home ctrl panel	90.25
PVC elbows for STEP tanks	25.32
Septic tank pumping	200.00
Postage/Envelopes	76.84
Bank Fees (ACH debit)	14.00
Bank checks	28.30
	\$ 16,535.17

Net Cash Flow

\$ 2,012.68