

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the October 8, 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 October 8, 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
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 September 8, 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 September 30, 2014: O&M checking acct: \$45,437.57; O&M money market acct: \$319,806.93; debt reserve acct: \$27,984.68; asset reserve acct: \$16,094.87.

**Delinquent payment issues -- Liens**

JMH reported that PWSD #13 is owed over \$300 by the owners of properties at 6365 N LSD, 5902 S LSD, 6213 S LSD, and 6142 S LSD. The 5902 S LSD property was sold on the court house steps, so it was recommended that a lien of \$154.40 be filled against that property. There are other liens already filed against the 5902 property. Otherwise, no new liens need to be filed this month.

**Invoice approval**

The following payment requests were submitted for Board approval.

<b>Payee -- from O&amp;M Account</b>	<b>Invoice amt</b>
WRM, WWPT Operator	\$1,435.00
Bookkeeping services	504.80
Ameren Missouri for TP (paid, DirectPay)	210.89
JWH, postage, monthly billing	75.82
Sewer user fee for office	72.00

Ameren Missouri for Sewer Office	11.81
AT&T (paid, preapproved)	41.44
MO One Call location services	9.10
TG Rankin, 4 UV Lamps, 6 home riser lids	478.28
AA Quick Plumbing, repair of leak at 6375 S LSD	400.00
FloSystems, 2 discharge assemblies, 2 float assemblies	454.34
Insurance policy (crime)	803.00
<b>TOTAL</b>	<b>\$4,496.48</b>

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

### **September 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 are two construction projects underway, one is 6064 N LSD (Droege/Eime), the other is 6528 S LSD (Quillman). RL took the as-built drawings over to both property owners..

### **Treatment plant operation update**

#### **Road to TP**

RH reported that he sent an email to the LTPOA Board. Below is a summary of the email:

Red Oak Landscaping (RO) has proposed a plan to repair the road by adding rock and three "water breaks" to the road. Here is what RO proposes to do:

*Project: Grading of damn access road to treatment plant*

*Scope of work: We will grade the road to get water to drain properly then add rock as needed with as little wash out as possible. We will create 3 water breaks as discussed on site to divert water at key spots where the erosion seems to be starting. We will use a gradation of rock from 2" clean to 1" minus to create a firm surface that will hold up to occasional traffic and hold during moderate regular rainfalls.*

RO's bid for \$4,287.50 is attached.

Since PWSD#13 is the primary user of the road, PWSD#13 proposes to pay the majority of the cost to repair the road. Up to \$3,000 has already been approved by PWSD#13's board.

We respectfully request that the LTPOA contribute \$1,500 towards the total cost of the project.

-- Rich Hirsch, PWSD #13 director

The issue will be presented at the LTPOA meeting next week. We expect the LTPOA Board to agree to contribute the \$1500. Red Oak is supposed to start work in the next couple of days, weather permitting.

## **Collection system operation update**

### **Cleanout protection**

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

### **STEP tank service**

RH reported that Dave Axton said 170 tanks had been serviced as of 9/28. Dave only did 12 in Sept. Dave expects to complete the remaining tanks by the end of Oct. RH presented a summary of the data contained in Dave's spread sheet. That summary is in Appendix B.

The sludge "winners" will have to be verified as MM and FH are in the "most sludge" camp. The trigger point for pumping is 18 inches of sludge. Not only are the sludge numbers in the chart questionable, but measurements were made using the inlet riser and Orenco advises to measure thru the pump vault riser.

In terms of the Elapsed Time Meter (ETM) readings, either very high or very low indicate there is a problem.

The house at 7768 Mohawk Tr (Zone) has an ETM of 0.16 hr. The owners are seldom at the house, and the old septic is inline with the new septic, so perhaps waste from the house is going into the old septic. There was a discussion. MM will contact the homeowner and AA Quick plumbing will be asked to work with the homeowner to resolve the problem if there is one.

### **Operator report**

9/15/14: 6051 S LSD (Hadley). High level alarm call. Checked system, splice box full of water. Conduit had been foamed; removed water, drilled hole in bottom of splice box. 1 hr + Trip charge = \$120.

### **Adjournment**

There being no other formal business to come before the Board, a motion to adjourn was made by Larry Schmidt and seconded by Rick Lippitt. Motion passed. Meeting ended at 8:05 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 12<sup>th</sup> day of November, 2014.

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Secretary  
November 10, 2014

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Chairman

## APPENDIX A. September 2014 Cash Report

Sewer Fees Invoiced	\$ 17,378.94
Sewer Fees Received	\$ 17,759.21
Overdue Amounts:	
30 days overdue	2,031.90
60 days overdue	911.31
90 days overdue	455.05
> 90 days overdue	5,259.70
Total overdue amounts	\$8,657.96 <sup>b</sup>
<b>Cash Inflow</b>	
Sewer User Fees	\$ 17,759.21
Interest	148.60 <sup>a</sup>
	\$ 17,907.81
<b>Cash Outflow</b>	
Accounting	638.00
Treatment Plant Operator	3,205.00
Utilities - electric (treatment plant)	241.65
Utilities - electric (office)	12.96
Phone	41.44
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Jefferson County recorder of deeds	24.50
Customer refunds	104.50
P.O. Box	48.00
Postage	75.48
Bank Fees (ACH debit)	14.00
	\$ 15,056.53
 <b>Net Cash Flow</b>	 \$ 2,851.28

a) Estimate -- two bank statements not received.

b) Amount questioned as liens for 5953 S LSD & 5770 N LSD have been paid off.

## APPENDIX B. Home Tank Service, 10-1-2014

### SLUDGE DEPTH

Date	Address	Sludge depth	Tank pumped?	Scum depth	ETM Pump hrs	Basket condition	Visual inspection comments	Owner
5/29/2014	7688 Lakeview	24"	NO	4"	239	Moderate	Needs pumped	Hovis
5/29/2014	7636 Lakeview	24"	NO	1"	171	Moderate		Marler
5/19/2014	6290 N Lakeshore Dr	20"	NO	6"	269	Dirty	Lots of hair	Pipkins
5/19/2014	6336 N Lakeshore Dr	18"	NO	0"	57	Moderate		Meyer
5/29/2014	7659 Lakeview	18"	NO	1"	194	Moderate		Betzold
5/29/2014	7644 Lakeview	18"	NO	2"	107	Moderate		Schmidt
5/19/2014	7614 Lakemont	18"	NO	3"	103	Moderate		Timmersman

### SCUM DEPTH

Date	Address	Sludge depth	Tank pumped?	Scum depth	ETM Pump hrs	Basket condition	Visual inspection comments	Owner
6/6/2014	6244 N Lakeshore Dr	?	YES	?	266	Extra Dirty	Too thick to measure, needs pumped	Evans
5/29/2014	7668 Lakeview	6"	YES	18"	299	Moderate	Scum on top is all grease, needs pumped	Frauenfelder
5/12/2014	7647 Lakemont	1"	NO	10"	216	Moderate		Cobb

## HIGHEST ETM VALUES

Date	Address	Sludge depth	Scum depth	ETM Pump hrs	Basket condition	Date basket cleaned	Visual inspection comments	Owner
7/28/2014	5777 N Lakeshore Dr			4967			Tank full, no power, check later	Kemp
8/22/2014	7736 Meadow Dr	2"	1"	2925	Moderate	8/22/2014	Checked for leak. No leak.	Fanger
7/11/2014	5925 N Lakeshore Dr	12"	1"	1154	Very Dirty	7/11/2014	Excessive hours on pump	Fitzgerald
9/25/2014	6447 S Lakeshore Dr	6"	1"	928	Lightly Dirty	9/25/2014		Toscano
7/21/2014	5812 N Lakeshore Dr	1"	0"	853	Moderate	7/21/2014	Caulked panel top, replaced quik disconn	Apple-Rulo
6/10/2014	6131 N Lakeshore Dr	10"	2"	851	Moderate	6/9/2014		Ricotta
6/6/2014	6233 N Lakeshore Dr	12"	0"	850	Extra Dirty	6/6/2014		Miller
5/12/2014	7720 Lakemont	8"	0"	807	Moderate	5/12/2014	High ETM due to leak, since repaired.	Orlando
7/21/2014	5844 N Lakeshore Dr	12"	0"	783	Dirty	7/21/2014		Silhavy
7/21/2014	5856 N Lakeshore Dr	10"	0"	541	Moderate	7/21/2014		Kline
5/29/2014	7720 Lakeview	12"	1"	537	Extra Dirty	5/29/2014		Huber
6/10/2014	6136 N Lakeshore Dr	4"	0"	520	Light	6/9/2014		Marschuetz
6/10/2014	6163 N Lakeshore Dr	1"	3"	500	Moderate	6/9/2014		Schweiss
6/6/2014	6186 N Lakeshore Dr	6"	0"	488	Dirty	6/6/2014		Fulford
8/14/2014	6699 S Lakeshore Dr	0"	0"	446	Clean		Water coming back through relief hole in pipe	Kalin
8/11/2014	5706 N Lakeshore Dr	4"	0"	406	Moderate	8/11/2014	Pump surging slightly, 10 amp draw	Sewer office

## PROBLEM SYSTEMS

Date	Address	Sludge depth	Scum depth	ETM Pump hrs	Basket condition	Visual inspection comments	Owner	Problem
8/14/2014	6708 S Lakeshore Dr	0"	0"	8	Clean	Electric box about to fall off house	Brink	Electric box about to fall off house
6/16/2014	6100 N Lakeshore Dr	0"	0"	6	Clean		Eckrich & Schnarre	WHY SUCH LOW HOURS?
8/28/2014	7802 Mohawk Tr	6"	0"	0.89	New		Potter	LOW HRS, BUT HIGH SLUDGE
8/28/2014	7768 Mohawk Tr		0.5"	0.16		New system	Zone	WHY SUCH LOW HOURS? NOT A NEW SYSTEM
	7796 Mohawk Tr						Armbruster	WHY NO STATS?
	6454 S Lakeshore Dr						Donaway	WHY NO STATS?