

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the November 12, 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 November 12, 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	Absent
Rick Lippitt	Present
Ken Jost	Absent
Larry Schmidt	Absent

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 Marilyn Meyer 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 October 8, 2014 meeting were emailed to the Directors prior to the meeting. Motion was made by RL to approve the regular session Minutes as written. Second was by MM. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

FH reported the balances as of October 31, 2014: O&M checking acct: \$46,176.06; O&M money market acct: \$319,942.74; debt reserve acct: \$28,952.70; asset reserve acct: \$16,098.29.

FH reported getting a "dormant account status" letter from the Eagle Bank telling us that one of our accounts had not had any activity for one year. FH called about the note and was told not to worry about it.

**Delinquent payment issues -- Liens**

JMH reported that PWSD #13 is owed over \$300 by owners of properties at 6365 N LSD, 5902 S LSD, 6213 S LSD, and 6142 S LSD. There are liens already filed against these properties. No new liens need to be filed this month, since non-liened amounts owed are less than \$300.

**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	\$3,755.00
Bookkeeping services	495.00
Ameren Missouri for TP (paid, DirectPay)	197.99

JWH, postage, monthly billing	76.50
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	11.64
AT&T (paid, preapproved)	41.44
Parts to repair jbox at 6089 S LSD	20.99
Grass cutting at TP	355.00
Parts to construct UV unit lamp storage frame	18.28
POI bill for concrete collars for 10 of 12 main sewer line cleanouts	3750.00
<b>TOTAL</b>	<b>8793.84</b>

Motion was made by RL to approve payment of the invoices. Second was by MM. On voice vote, payment was approved. [RH approved of paying these invoices before the meeting.]

The following property sellers are due refunds for over-payment of sewer fees: Schwarz (6061 S LSD), \$72; Young (6111 S LSD), \$37.

Motion was made by RL to approve the refunds. Second was by MM. On voice vote, payment was approved. [RH approved of paying these refunds before the meeting.]

### **Post Office problem**

For the November billing JMH filled out the paperwork and took the invoice postcards into the Hillsboro PO. Unfortunately, there was a typo in the submission form. The form said '237' postcards in one place and '238' in another. Dollar amount paid was for 238 postcards. Because of the discrepancy, the bills were held up for 4 days until JMH could visit the PO to correct the error. *[Couldn't they have mailed 237 postcards and held back just one until the form was corrected?]*

To avoid using the PO, JMH investigated using STAMPS.COM, but it appears that that would be more work.

### **October Cash Flow Report**

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

Sewer fees invoiced were \$17,404.78; sewer fees received were \$15,982.45; cash inflow was \$16,127.70; cash outflow was \$15,089.46; net cash flow for the month was \$1,038.24. The monthly cash report is in Appendix A.

### **Old Business**

#### **MO1Call activity**

RL reported that there are five locations where Ameren wants to install new utility poles. Silhavy's started construction of their new house. RL contacted Dan Hufker (FloSys) to get updated pricing on the sewer equipment that will be needed.

#### **Treatment plant operation update -- Road to TP**

Work on the road has not started yet, probably due to poor weather.

#### **Collection system operation update**

**Cleanout protection** -- Steve Kruep (POI) completed protecting 10 out of 12 high risk cleanouts.

### **STEP tank service**

JMH reported that 67 (28%) tanks were serviced in October. We were billed for 232 tanks. Results are summarized in Appendix B. Seven tanks may need to be pumped. These tanks will be rechecked and pumped as needed..

**Question** -- Which tanks need filter cleaning **next** year? (Filters were cleaned after 3 yrs service.)

a) All of them? b) None of them? c) Those that had filters rated "moderately" and above?

### **Recommendations**

- Assign a number to Filter Condition, where a high number is very dirty. Right now there are 7 verbal descriptions for filter cleanliness.
- Do the sludge measurement following Orenco recommendations: thru riser containing pump vault.
- Like to see spreadsheet modified to include a "Tech" column for initials of individual responsible for the check and cleaning of the filter for a particular system.
- Drop columns for "Clear water depth", "SOV exercised", and one of the two "pumped" columns.

**5953 S LSD** -- this house was condemned and abandoned in 2008 due to a failed septic. The current owner is trying to repair the house and connect the house to the STEP tank and community sewer. The owner asked that PWSD #13 inform the county govt that the house is now connected to a functional sewer system. Unfortunately, we cannot certify that the sewer system is fully functional, because electrical power to the house is shut off. And the power will not be turned on until the house is connected to a functioning sewer. RH wrote a letter to the county govt stating that the sewer system is now physically connected to the community sewer system and has passed a preliminary inspection. When power is restored to the residence our licensed treatment plant operator will perform a final inspection and verify that the system is fully operational.

**5876 S LSD** -- When Dave's crew cleaned the filter they noted that the jbox was missing a cover. When RH went to replace the missing cover, he found the control panel showing a high level alarm and the tank full with the pump running. On investigation he found that the ball valve on the discharge assembly in the tank was closed. Most likely the crew cleaning the filter had not opened the valve after they did their work. As it turned out there was another problem discovered by Dave -- the pump was unscrewed from the discharge assembly, so there was no discharge. Most likely the pump had unscrewed itself due to the closed valve and not being screwed tight enough when installed. When asked if a pump could unscrew itself, Orenco replied that one could purchase a "torque arrester" to prevent it.

**6089 S LSD** -- After the crew cleaned RH's tank filter, RH checked inside the tank and found that the jbox was hanging loose held in place only by the cabling. Apparently, in the process of

removing or installing the filter, the technician broke the PVC fitting that secured the jbox to the incoming conduit.

RH repaired the break using a 1.25 inch coupling that was routed out slightly to fit over the old 1 inch coupling. The 7 wires coming into the jbox had to be disconnected and then reconnected to make the repair.

### Ammonia Levels

JMH reported that recent ammonia readings are less than the current and proposed new ammonia standard.

### 2015 Election

Directors for sub-district 1 (MM) and 2 (KJ) are up for election next April. If no one registers as a candidate for either post, the Board can appoint KJ and MM after the election.

JMH will prepared an ad to run in "The Countian-Jefferson County" and submit it in early Dec. .

### Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by RL and seconded by MM. Motion passed. Meeting ended at 7:36 p.m.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 10<sup>th</sup> day of December, 2014.

\_\_\_\_\_  
Secretary  
December 4, 2014

\_\_\_\_\_  
Chairman

## APPENDIX A. SLUDGE DEPTH

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

## SCUM DEPTH

Date	Address	Sludge depth	Tank pumped?	Scum depth	ETM Pump hrs	Filter condition	Visual inspection comments
6/6/2014	6244 N LSD	?	YES	?	266	Extra Dirty	Too thick to measure, needs pumped Scum on top is all grease, needs pumped
5/29/2014	7668 Lakeview	6"	YES	18"	299	Moderate	
8/11/2014	5693 Lake Tish Rd	1"	NO	12"	363	Dirty	
5/12/2014	7647 Lakemont	1"	NO	10"	216	Moderate	

## HIGHEST ETM VALUES

Date	Address	Sludge depth	Scum depth	ETM Pump hrs	Filter condition	Date filter cleaned	Visual inspection comments
7/28/2014	5777 N LSD			4967			Tank full, no power, check later
8/22/2014	7736 Meadow Dr	2"	1"	2925	Moderate	8/22/2014	Checked for leak. No leak.
7/11/2014	5925 N LSD	12"	1"	1154	Very Dirty	7/11/2014	Excessive hours on pump
9/25/2014	6447 S LSD	6"	1"	928	Lightly Dirty	9/25/2014	
7/21/2014	5812 N LSD	1"	0"	853	Moderate	7/21/2014	Caulked panel top, replaced quik disconn
6/10/2014	6131 N LSD	10"	2"	851	Moderate	6/9/2014	
6/6/2014	6233 N LSD	12"	0"	850	Extra Dirty	6/6/2014	
5/12/2014	7720 Lakemont	8"	0"	807	Moderate	5/12/2014	High ETM due to leak, since repaired.
7/21/2014	5844 N LSD	12"	0"	783	Dirty	7/21/2014	
10/15/2014	5973 S LSD	4"	0"	695	Moderate	10/15/2014	
10/15/2014	5981 S LSD	6"	0"	620	Dirty	10/15/2014	
10/13/2014	6097 S LSD	8"	6"	608	Dirty	10/13/2014	
10/23/2014	5709 S LSD	0"	4"	602	Dirty	10/23/2014	

## PROBLEM SYSTEMS

Date	Address	Sludge depth	Scum depth	ETM Pump hrs	Filter condition	Visual inspection comments	Problem
7/28/2014	5777 N LSD	??	??	4967		Tank full, no power, check later	Tank full, no power, check later
8/22/2014	7736 Meadow Dr	2"	1"	2925	Moderate	Checked for leak. No leak.	EXCESSIVE HRS
7/11/2014	5925 N LSD	12"	1"	1154	Very Dirty	Excessive hours on pump	EXCESSIVE HRS
8/14/2014	6699 S LSD	0"	0"	446	Clean	Water coming back thru relief hole in pipe	Water coming back through relief hole in pipe
8/14/2014	6708 S LSD	0"	0"	8	Clean	Electric box about to fall off house	Electric box about to fall off house
6/16/2014	6100 N LSD	0"	0"	6	Clean		WHY SUCH LOW HOURS?
8/28/2014	7802 Mohawk Tr	6"	0"	0.89	New		LOW HRS, BUT HI SLUDGE
8/28/2014	7768 Mohawk Tr	0"	0.5"	0.16		New system	WHY SUCH LOW HOURS? NOT A NEW SYSTEM

## APPENDIX B. October 2014 Cash Report

Sewer Fees Invoiced	\$	17,404.78
Sewer Fees Received	\$	15,981.45
Overdue Amounts:		
30 days overdue		2,251.30
60 days overdue		1,190.93
90 days overdue		713.21
> 90 days overdue		5,460.22
Total overdue amounts		\$9,615.66

### Cash Inflow

Sewer User Fees	\$	15,982.45
Interest		145.25
	\$	16,127.70

### Cash Outflow

Accounting		495.00
Treatment Plant Operator		1,435.00
Utilities - electric (treatment plant)		210.89
Utilities - electric (office)		11.81
Phone		41.44
Sewer fee - office		72.00
USDA Principal and Interest		9,617.00;
Debt Service Account		962.00;
Missouri One Call		9.10;
AA Quick Plumbing leak repair		400.00;
Flo Systems (2 discharge, 2 float assemblies)		454.34;
TG Rankin (6 riser lids, 4 UV lamps)		478.28;
Lakelan Insurance Co. (crime insurance)		803.00
Postage		85.60;
Bank Fees (ACH debit)		14.00;
	\$	15,089.46

### Net Cash Flow

\$ 1,038.24