

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the December 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 7:05 p.m. on December 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	Absent
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 Rich Hirsch 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 November 12, 2014 meeting were emailed to the Directors prior to the meeting. Motion was made by RH 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 November 30, 2014: O&M checking acct: \$42,889.98; O&M money market acct: \$320,065.46; debt reserve acct: \$29,920.31; short-lived asset reserve acct: \$16,101.38.

Delinquent payment issues -- Liens

JMH reported that PWSD #13 is owed over \$300 by four property owners. There are liens already filed against these properties. One new lien needs to be filed this month, since non-liened amounts owed are greater than \$300. The property is at 7628 Lakeview and the amount owed is \$351.66.

Invoice approval

The following payment requests were submitted for Board approval.

Payee -- from O&M Account	Invoice amt
WRM, WWTP Operator	\$895.00
Bookkeeping services	434.50
Ameren Missouri for TP (paid, DirectPay)	197.57
JWH, postage, monthly billing	75.14
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	32.31

AT&T (paid, preapproved)	41.44
Ad for April 7, 2015 election	53.00
Lakenan insurance, commercial package	3,925.00
AA Quick Repair leak at 6064 N LSD storage frame	2,262.00
MRWA dues cleanouts	120.00
TOTAL	8,107.96

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

RH commented on the AA Quick repair: He said that they did the job fast and it seemed like a good job, but he was surprised at the cost. They fixed a leak for the district in Sep and only charged \$400. But that job involved only PVC pipe on a lateral line and this job involved repairing the main polyethylene line which required more exotic parts and techniques.

Funding of the Debt Asset Reserve Fund.

JMH said that the USDA-RD mandates that the district transfer \$16,560 from the O&M account to the short-lived asset reserve acct before the end of the year. FH said she thought that this could be done online.

Bookkeeper wages increase

JMH said that the district's bookkeeper requested a wage increase from \$22/hr to \$25/hr. For accounting, the budgeted amount for 2014 was \$7200. We only spent \$6000, so there is money available for the increase. JMH recommended that the Board grant the increase.

Motion was made by RH to approve increasing the hourly wage of the bookkeeper to \$25. Second was by MM. On voice vote, the increase was approved.

2015 Budget

USDA-RD requires that the district submit an annual budget for 2015. JMH presented the 2015 budget, which is shown in Appendix B.

The 2015 budget is similar to the 2014 budget with a few exceptions:

- 1) TP Operator services: We spent much more in 2014 for than was budgeted for due to sludge measurement/tank inspection. Since we do not expect to inspect every tank in 2015, we budgeted less than we spent in 2014, but more than we budgeted for in 2014.
- 2) Insurance: Cost of insurance increased by \$300.
- 3) Leak repair: The 2014 budget had no budgeted amount for leaks. For 2015 \$3000 will be budgeted for leak repair/prevention.
- 4) Cleanout protection: Budgeted amount is \$750

Total cash outflow for 2015 is projected to be \$205,924, which leaves us with a cash flow surplus of \$1,673.

Motion was made by RH to approve the budget. Second was by MM. On voice vote, the budget was approved. [After the meeting was held LS and RL approved of the budget by email -- RH.]

Old Business

MO1 Call activity

RL reported by email that 8 inquiries came in from Ameren to replace utility poles. RL provided maps for these jobs.

JMH said that the as-built plans have been converted into maps that are online at the SEMOGIS website. This will make it easier for excavators to locate the district's pipes.

2015 Election

The 2015 election will take place on Apr 7. This year there are two openings on the board, for subdistricts 1 and 2.

JMH sent the ad into *The Countian of Jefferson County* and it will appear the week of Dec 7.

The sewer office will be open on Dec 16 between 8am and 10am and on Jan 20 between 3pm and 5pm to receive candidates.

This year candidates must fill out form 5120 attesting that the candidate is not currently aware of any delinquency in the filing or payment of any state or local tax.

Flow update

RH discussed high level alarms that occurred at the WWTP on Dec 6, 2014 following a heavy rain. Total rain for Dec 4 & 5 was 1.94 inches. On Dec 6 between 7pm and midnight:

- CP3 went into a high level alarm state twice, once for 141 min and again after 75min for 43 min for a total of 3hr and 4min.
- CP2 went into a high level alarm state twice, once for 6min and again after 5min for 13min for a total of 19min.
- CP1 did not go into a high level alarm state during this time period.

These differences are most likely due to the way the float levels are set--the high level alarm float in CP3 is set lower than in CP2 or CP1.

Crushed cleanout at 6064 N LSD.

A sewer leak was reported at 9am on Dec 3 due to a broken cleanout adjacent to the road at 6064 N LSD. This was one of the COs on the list of 12 high-risk COs destined to be protected with a concrete collar. Unfortunately, this CO had not been done yet.

When RH got to the CO he observed waste liquid flowing out of the ground alongside the CO. After 15 min. or so, the flow stopped and he removed the screw-on lid from the CO. The liquid level was down about 1 foot from the top of the CO. There were no observable cracks in the PVC pipe and the CO could be physically moved from side to side pretty easily, so it was likely that the CO was broken at the base where the CO attached to the main sewer line. In the ground there was a tire track that crossed over the CO.

AA Quick Plumbing was called. Two AA guys arrived onsite at about noon and hand-dug around the CO to determine what was needed to repair the CO. By 2pm they had put together a temporary fix to stop the leak.

The main AA guy said that he would most likely be able to find the parts he needed and finish the repair the next day. They did come back the next day and finished the repair. A couple of days later the guy that was hired to protect the CO showed up and put a concrete collar around the CO.

As to who damaged the CO, we don't know. The damage most likely occurred at about 8am, but it could have happened earlier, since there would be no observable sewer flow unless there was a home pump in operation. There has been heavy construction work in the area and the damage could be related to high traffic in the area.

Cleanout Protection

The remaining two cleanouts received protective concrete collars during the last month.

New STEP system

MM suggested that we look into buying two Roth STEP tanks instead of one if we can get a good deal on the delivery cost of the second tank since it is likely we will need a second tank within the next year.

As it turns out Dan Hufker (Orenco rep) emailed that there would be no cost savings on the second tank. So the decision was made not to pursue this..

Disconnection fee for house demolition

A homeowner contacted the District with a question. He may buy a neighbor's house and tear it down. Since the house is gone, there is no need for the sewer equipment. The question is, would there be a disconnection fee?

This is a unusual situation for which the District has no experience and does not seem to be covered by an existing ordinance.

After some discussion, the consensus was that under any circumstances the property owner would be responsible for paying for the equipment, whether or not it was used.

The board also agreed that Bob Sweeney should be consulted on this issue -- if there is anything a property owner can do to relieve them of the obligation to pay \$72/mo for sewer service or \$70/mo for just the equipment.

November Cash Flow Report

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

Sewer fees invoiced were \$17,421.86; sewer fees received were \$16,053.25; cash inflow was \$16,185.41; cash outflow was \$19,520.33; net cash flow for the month was \$3,334.92. The monthly cash report is in Appendix A.

Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by RH and seconded by MM. Motion passed. Meeting ended at 8:09 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 14th day of January, 2014.

Secretary
January 8, 2014

Chairman

APPENDIX A. November 2014 Cash Report

Sewer Fees Invoiced	\$ 17,421.86
Sewer Fees Received	\$ 16,053.25
Overdue Amounts:	
30 days overdue	2,350.06
60 days overdue	1,207.10
90 days overdue	771.65
> 90 days overdue	5,693.55
Total overdue amounts	\$10,022.36

Cash Inflow

Sewer User Fees	\$ 16,053.25
Interest	132.16
	\$ 16,185.41

Cash Outflow

Accounting	495.00
Treatment Plant Operator	3,755.00
Utilities - electric (treatment plant)	197.99
Utilities - electric (office)	11.64
Phone	41.43
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Jefferson County Recorder of Deeds	24.50
Grass cutting at WWTP	355.00
Customer refunds	109.00
Parts for STEP tank repair	20.99
Parts for UV lamp storage hangers	18.28
Install 10 concrete collars on main sewer line cleanouts	3,750.00
Postage	76.50
Bank Fees (ACH debit)	14.00
	\$19,520.33

Net Cash Flow

\$ (3,334.92)

APPENDIX B. Proposed Budget for 2015

Description	2014 budget	2014 actual	2015 budget
Cash inflow			
Sewer User Fees	206,400	206,766	206,400
Interest	1,200	1,668	1,200
total cash inflow	207,600	208,434	207,600
Cash outflow			
Accounting	7,200	6,068	7,200
Admin	600	214	600
Admin PO Box	44	44	44
Audit	6,500	6,000	6,500
Bank Fee - overdraft	120	120	120
Bank Fee (ACH debit)	168	168	168
Educational expenses	500	435	500
Equipment	-	635	-
Grounds wwtp	5,000	1,334	5,000
Insurance	4,500	4,728	4,800
Legal	3,000	264	3,000
Miscellaneous	408	-	-
MO DNR Permit (due in 2016)	3,000	-	-
MO DNR req'd short lived asset reserve (must be >= \$16,560)	16,560	16,560	16,560
MRWA fees	120	120	120
Postage & printing	1,200	918	1,200
Recording fees - easements & liens	450	417	450
Repair -- protection of cleanouts	-	3,750	750
Repair leaks	-	7,657	3,000
Repair/maintenance	3,600	1,239	3,600
Treatment Plant Operator	15,000	22,336	19,000
USDA Interest only, \$6980, Jan - Apr 2014	27,920	27,920	-
USDA Principle & interest, \$9617, May - Dec 2014, all of 2015	76,936	76,936	115,404
USDA req'd debt service account	11,544	11,544	11,544
Utilities - electric wwtp & office	3,000	3,041	3,100
Utilities - Omni Site, annual cell phone carrier for wwtp	250	276	300
Utilities - Propane gas & tank rental	1,500	92	1,500
Utilities - Sewer fee for office	864	864	864
Utilities - Sewer office phone	600	497	600
 total cash outflow	 190,584	 194,177	 205,924
 Net cash flow, surplus (+) or deficit (-)	 17,016	 14,258	 1,676