

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the January 14, 2015
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 January 14, 2015 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	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 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 December 10, 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 RH. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances as of December 31, 2014: O&M checking acct: \$25,668.73; O&M money market acct: \$320,210.15; debt reserve acct: \$30,889.18; short-lived asset reserve acct: \$32,666.95.

Delinquent payment issues -- Liens

JMH reported that PWSD #13 is owed over \$300 not previously covered by liens by two property owners: BofA (for 5770 N LSD, \$316.80) and SPR (for 6508 S LSD, \$338.70). Two liens need to be filed this month, since these two non-liened amounts are greater than \$300.

Significant amounts are also owed the district by three other property owners: R&RB (6365 N LSD, \$665.20); E&MM (6142 S LSD, \$965.20); and JEK (6213 S LSD, \$2,022.80). There are liens already filed against these properties. E&MM recently made a payment of \$500 to the district, so a previous lien of \$316.80 will be released.

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	390.50
Ameren Missouri for TP (paid, DirectPay)	212.54

JWH, postage, monthly billing	74.80
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	41.64
AT&T (paid, preapproved)	41.44
Omnisite 2015 cell service	276.00
Grounds TP: road grading, \$1500 to be reimbursed by LTPOA	4,462.50
Misc: creating GIS maps of sewer system	2,300.00
Prof Onsite Installation & Services, concrete collars on 2 cleanouts	750.00
Missouri one call locate fees	29.90
Educational expense: attendance at MO One Call conference	286.84
TOTAL	9,833.16

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

JMH reminded everyone that at the Dec board meeting, the Board approved increasing the salary of our bookkeeper from \$22 to \$25/hr.

December Cash Flow Report

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

Sewer fees invoiced were \$17,430.40; sewer fees received were \$18,148.69; cash inflow was \$18,305.82; cash outflow was \$18,700.94; net cash flow for the month was -\$395.12. The monthly cash report is in Appendix A.

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 RL. On voice vote, the budget was approved. The 2015 budget is shown in Appendix B.

2014 Audit

The audit agreement from Daniel Jones was received by JMH. It will again be \$6,000.

Motion was made by RH to approve President Meyer signing the agreement. Second was by RL. On voice vote, the budget was approved.

Old Business

MO1Call activity

RL reported that inquiries are still coming in from Ameren to replace utility poles. RL provided maps for these jobs.

RL also reported that he had recently attended a MO One Call conference and that the location of sewer lines should be marked with a green dotted line and green flags. Then, after the area is marked, one is supposed to go online and report that the area was marked.

In terms of the sewer district's online GIS maps, different utilities have different color codes and sewer lines should be marked in green. Also our current map does not print well. It would be nice if the lines could be made bolder. JMH said she will talk to the SEMOGIS website guy and try to get him to make the visible lines thicker and dark green.

RL also said that we need tracer wires installed on the laterals for any new construction. Also need to use flags to mark lines. White flags could be used and painted green. Green flags, so they can be differentiated from other utility flags.

RL said many of the changes did not affect us, but did affect other utilities. They even had specific instructions in terms of how to make the dotted lines.

USDA-RD documents

JMH reported she sent to USDA-RD proof of insurance, 2015 budget, and a list of officers. We still owe them Minutes where budget was approved.

New sewer installation

New house being built on south side has not contacted RL yet. The bid for sewer equipment has expired, but he has not yet received any response from them.

2015 Election

RH was in the sewer office on Dec 16 from 8-10am. No candidates registered. RH said he will be in the sewer office on Jan 20, 3-5pm for candidates to register.

Meeting Time

There was a discussion of changing the meeting time from 7pm to something earlier, since none of our normal attendees have day jobs. The consensus of the board was that we hold the Feb. meeting at 4pm. This would be beneficial in that it would be daylight and perhaps warmer at 4pm.

Road to TP

RH reported that the first time he made the trip to the TP using the newly re-graveled road he had a hard time navigating the two lower "water" breaks. He contacted Red Oak and they did add crushed stone to the breaks and that did seem to help some.

Flow update

JMH discussed graphs of treatment plant discharge volumes for 2013 and 2014. Although the plant has operated since late 2011, discharge data before 2013 is suspect due to flow meter problems.

The conclusion drawn from the data was that we don't see the seasonality we expected based on occupation of the houses. We expected to see max usage in June through August for both years. While we do see highest usage in 2014 for Jun thru Oct, for 2013 we see max

usage Jan thru May. Average flow rate for the 2 year period was about 20,000 gallons per day. Design capacity is 75,000 GPD. One of the graphs is shown at the top in Appendix C.

New ammonia spec

JMH presented a graph of ammonia measurements made by Dave for 2011 thru 2014. The graph is shown at the bottom of Appendix C. Ammonia concentration is important because MDNR is planning on lowering the ammonia limit from 1.4 mg/L to 0.6 mg/L for May-Oct and 2.8 mg/L to 2.1 mg/L for Nov-Apr. The new specs will go into effect when our operating permit is renewed in 2016.

While we were always below the current ammonia limit, we were above the new proposed limit a few times in the summers of 2012 and 2013. We also had one value above the proposed limit in winter (Jan) 2014.

According to eng. Tim Robbs, we should have more difficulty meeting the spec in winter than summer because the ammonia-eating bacteria are greatly retarded by cold temperatures.

One suggestion Tim had, was to shut down one of the filters. This would generally raise the temperature in the remaining two filters because of increased throughput. If we shutdown the tallest filter (#1) this would also help an unrelated problem -- manifold pipes breaking due to freezing. But we don't seem to have a problem meeting the spec in winter, so shutting down a filter would not really help us.

Dead Control Panel

Dave called on Jan 13 and reported that CP3 was completely dead. RH looked at the panel on Jan 14 and found that the Uninterruptable Power Supply (UPS) had failed. The UPS supplies power to the CP, so when the UPS fails the Logic Controller (PLC) loses power and everything shuts down.

The Omnisite dialer did not give us a warning of the failure, because Omnisite receives its signals from the PLC and the PLC was dead. Also, RH found a new broken manifold pipe in RSF #1.

I&I Report to MDNR

RH wrote a letter to MDNR on Inflow & Infiltration, which they had requested and is due in Nov. every year.

Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by RL and seconded by RH. Motion passed. Meeting ended at 8:15 pm.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 11th day of February, 2015.

Secretary
February 7, 2015

Chairman

APPENDIX A. December 2014 Cash Report

Sewer Fees Invoiced	\$ 17,430.40
Sewer Fees Received	\$ 18,148.69
Overdue Amounts:	
30 days overdue	2,601.46
60 days overdue	1,252.10
90 days overdue	789.80
> 90 days overdue	5,761.55
Total overdue amounts	\$10,404.91

Cash Inflow

Sewer User Fees	\$ 18,148.69
Interest	157.13
	\$ 18,305.82

Cash Outflow

Accounting	434.50
Treatment Plant Operator	895.00
Utilities - electric (treatment plant)	197.57
Utilities - electric (office)	32.31
Phone	41.42
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
MO Rural Water Assn dues Deeds	120.00
Liability Insurance (1 yr)	3,925.00
Ad for Apr 2015 election	53.00
Maintenance & Repair	
Force main repair, replace cleanout, pump sewage	2,262.00
Postage	75.14
Bank Fees (ACH debit)	14.00
	\$18,700.94

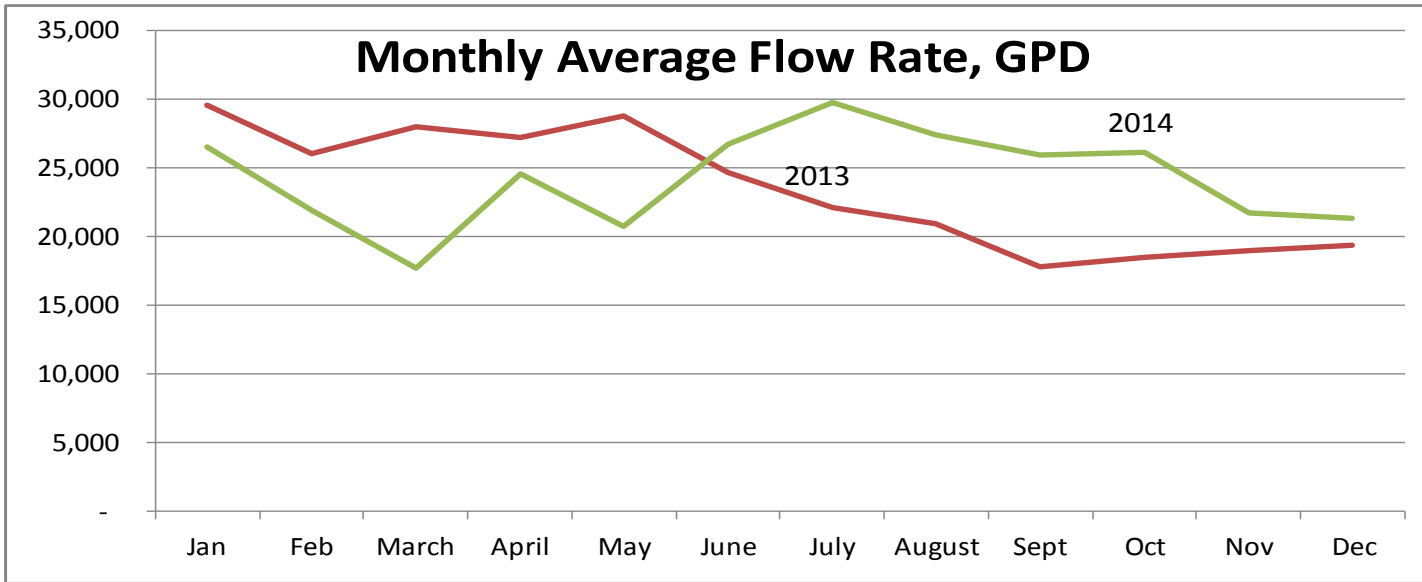
Net Cash Flow

\$ (395.12)

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

APPENDIX C. WWTP Discharge for 2013 - 2014



Monthly Average Ammonia for 2011-2014

