

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the February 11, 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 4:05 p.m. on February 11, 2015 at 5706 N. Lakeshore Dr., Hillsboro, Missouri.

**Roll Call of Directors**

The following Directors being present or absent as indicated:

Name	Present/Absent
Marilyn Meyer	Present
Rich Hirsch	Present
Rick Lippitt	Present
Ken Jost	Present
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 RL and seconded by RH 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 January 14, 2015 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 KJ. On voice vote, the regular session Minutes were approved.

**Treasurer's Report**

FH reported the balances as of January 31, 2015: O&M checking acct: \$26,941.63; O&M money market acct: \$320,341.74; debt reserve acct: \$31,857.60; short-lived asset reserve acct: \$32,673.66.

**Delinquent payment issues -- Liens**

JMH reported that PWSD #13 is owed over \$300 not previously covered by liens by four property owners: BofA (for 5770 N LSD, \$396.00), JSN (for 6374 S LSD, \$320.47), SW (for 5902 S LSD, \$301.60), and SPR (for 6508 S LSD, \$417.90). Four liens need to be filed this month, since these four non-liened amounts are greater than \$300.

Motion made by RL to file the four liens. Second was by RH. On voice vote, the motion was approved.

Total amount owed the District as of January 31, 2015 was \$10,947.15. Of that amount, \$6,806.60 is covered by liens.

**Invoice approval**

The following payment requests were submitted for Board approval.

Payee -- from O&M Account	Invoice amt
WRM, WWTP Operator	\$775.00
Bookkeeping services	625.00
Ameren Missouri for TP (paid, DirectPay)	192.36
JWH, postage, monthly billing	75.82

Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	70.31
AT&T (paid, preapproved)	41.44
RH: Replacement 6-zone distribution valve	135.60
RH: Parts for repair of 6-zone valve	25.67
RH: Parts for repair of 6-zone valve	17.23
RH: Replacement UPS for control panel at WWTP	52.95
RL: Paint and Flags for MO One Call marking	12.90
AA Quick: Repair of homeowner damage at 6223 S LSD -- repair conduit & reconnect wires in STEP tank due to homeowner damaging conduit w/ tractor.	450.00
<b>TOTAL</b>	<b>2,546.35</b>

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

### **January Cash Flow Report**

JMH handed out the cash flow report for January, 2015, prepared by our bookkeeper and required by our lender USDA-RD.

Sewer fees invoiced were \$17,452.00; sewer fees received were \$18,865.02; cash inflow was \$19,009.05; cash outflow was \$20,426.12; net cash flow for the month was -\$1,417.07. The monthly cash report is in Appendix A.

### **Old Business**

#### **MO1Call activity**

RL reported that Jan-Feb has been very busy with about 30 calls, most involving the replacing of old utility poles. The company doing the work agreed that since the new poles would be next to the old utility pole, it would not be necessary to use flags and paint to mark the sewer and conduit lines. Also there were a couple of ATT and homeowner calls.

RL said he talked to a USIC employee who was in the subdivision marking lines for Ameren, ATT, and Charter. RL is now awaiting a call back from USIC to see what it would cost PWSD #13 to have USIC mark our sewer lines. Also to determine if MO One Call calls USIC directly, if MO One Call calls PWSD #13 and we would be responsible pass the info on to USIC.

#### **New sewer installation**

RL reported that \$6,027.37 was received from the owners of the new house being built at 5774 S LSD. This is to cover equipment cost and part of the installation cost. The equipment is on order and should be delivered in Feb or early March.

KJ agreed to help RL with this and contact USIC to get pricing and procedures info.

#### **Treatment plant operation update**

##### **Distributing valve repair**

On Jan 27, 2015, Dave called from the TP saying that one of the distributing valves had a split and was leaking badly. He asked if we had a spare. We did not.

After looking at the valve RH determined that the leak was from the valve body gasket and so we could just get the valve body and some gaskets from a sprinkler company for \$120.

Dan Hufker indicated that the complete valve with unions, etc. was \$358 from Orenco.

The plan was to open up the valve at the TP. If we were lucky we could just replace the gasket. If we were unlucky, we would have to replace the valve body.

As it turned out we just replaced the gasket, but had trouble retightening all of the six union connections so they were leak-free. Access to the middle unions was cramped and difficult.

Both RH and Dave worked on the unit. RH will check in a week to see if the leak is truly fixed.

### **Manifold pipe repair**

RH replaced one broken manifold pipe in the far right RSF (#1). The pipe was shattered due to freezing. Broken pipes were found in RSF #1 last winter also.

The design plans showed that each manifold pipe should have had two orifices up and then one orifice down for the length of each pipe. This is so the pipe would drain when not under pressure. Unfortunately, the RSFs were built with two pipes having ALL orifices up and then one pipe with ALL orifices down. So water remains in two-thirds of the pipes and those pipes are susceptible to freezing and breakage.

### **Collection system operation update**

#### **Ruptured conduit at 6223 S LSD**

The TP operator Dave called RH at about 11am on Saturday Jan 31. On Friday morning, Jan 30, the homeowner at 6223 S LSD dug up the electrical conduit with his Bobcat and broke the conduit and the wire connecting the control panel to the STEP tank.

On Friday afternoon he called Dave and told him the electrical connection was broken.

On Sat morning Dave's assistant Dale pumped the tank down so the sewer system could be used and to allow time for the electrical connection to be restored. Dave arranged for AA Quick Plumbing to come out and make the repair as soon as possible.

AA Quick Plumbing arrived and started work on Monday Feb 2 at 10am. There were two workmen. RH spoke to one and gave him a color-coded wiring diagram. RH saw him again as he was leaving at about 12n. He said the system was restored and working again.

The moral of the story is: Call MO One Call (Dig Right) before you dig, so the electrical lines and pipes can be marked.

The bill for the repair from AA Quick was \$450. Because the damage was due to the homeowner digging without calling MO One Call, the District had no choice but to bill the homeowner for the repair. There was an additional charge of \$120 paid to the TP operator for pumping down the STEP tank on Sat. morning. The District covered that cost.

RH will write an explanation of the bill and include it with the bill to be sent to the homeowner.

### **Adjournment**

There being no other formal business to come before the Board, a motion to adjourn was made by RH and seconded by RL. Motion passed. Meeting ended at 5:28 pm.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 11<sup>th</sup> day of March, 2015.

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Secretary  
March 9, 2015

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Chairman

## APPENDIX A. January 2015 Cash Report

Sewer Fees Invoiced	\$ 17,452.00
Sewer Fees Received	<u>\$ 18,865.02</u>
Overdue Amounts:	
30 days overdue	2,571.30
60 days overdue	<u>1,151.06</u>
90 days overdue	914.99
> 90 days overdue	<u>6,309.80</u>
Total overdue amounts	\$10,947.15
<b>Cash Inflow</b>	
Sewer User Fees	\$ 18,865.02
Interest	<u>144.03</u>
	<u>\$ 19,009.05</u>
<b>Cash Outflow</b>	
Accounting	390.50
Treatment Plant Operator	895.00
Utilities - electric (treatment plant)	212.54
Utilities - electric (office)	41.64
Phone	41.40
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Missouri One Call	29.90
Professional Education Conference	286.84
SE MO Regional Planning Commission for GIS sewer map	2,300.00
OmniSite Monitoring (one year service)	276.00
Profess. Onsite Installation (concrete collars for 2 COs)	750.00
WWTP road grading	4,462.50
Postage	74.80
Bank Fees (ACH debit)	<u>14.00</u>
	<u>\$20,426.12</u>
<b>Net Cash Flow</b>	<u>\$ (1,417.07)</u>