

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the April 8, 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 4:35 p.m. on April 8, 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 (JH, 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 March 11, 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 RH. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances as of March 31, 2015: O&M checking acct: \$39,513.54; O&M money market acct: \$320,605.09; debt reserve acct: \$33,795.07; short-lived asset reserve acct: \$32,687.09.

Delinquent payment issues -- Liens

JH reported that there is one new homeowner eligible for a lien this month: SH (for 6463 S LSD, \$309.60). Liens are still pending for JJ (for 6644 S LSD, \$364.26), RW/LT (for 7628 Lakeview, \$316.80), and JK (for 6213 S LSD, \$316.80). These liens should have been filed in March, but were not. The JK property has recently been taken over by a bank.

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

Invoice approval

The following payment requests were submitted for Board approval.

Payee -- from O&M Account	Invoice amt
USIC annual fee for locating services (MO One Call)	\$1,500.00
WRM, WWTP Operator	1,110.00
Bookkeeping services	543.75

Ameren Missouri for TP (paid, DirectPay)	190.93
MO One Call locate fees	40.30
JH, postage, monthly billing	75.82
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	21.73
AT&T (paid, preapproved)	56.01
JH: postcard stock for monthly billing (yearly expense)	211.64
TOTAL	3,822.18

There was one customer refund of overpayment for sewer service presented for approval for owner Schoonover for 6178 S LSD.

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

March Cash Flow Report

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

Sewer fees invoiced were \$17,343.81; sewer fees received were \$18,798.41; cash inflow was \$18,951.33; cash outflow was \$16,696.28; net cash flow for the month was \$2,255.05. The monthly cash report is in Appendix A.

Old Business

MO1Call activity

RL reported that there was not much activity.

The contract with USIC was signed by President Meyer and returned to USIC. USIC will be contacted by MO One Call and will mark the sewer main lines, sewer lateral lines, and electrical conduit line from the control panel to the STEP tank. Flags placed by USIC will be green for sewer.

For the record, a motion was made by RH to give President Meyer the authority to sign the contract to have USIC mark the locations of sewer main lines, sewer lateral lines, and the electrical conduit. Motion seconded by RL. On voice vote, motion passed.

New sewer installation

RL reported that the STEP tank was finally delivered to the site, about 45 days after it was scheduled to arrive. The tank has not been buried yet. The 24" riser that will be used is still at the TP.

Treatment plant operation update

RH reported that Omnsite sent us "pump fault" alarms for CP1, CP2, and CP3 today. These were caused by a temporary loss of power at the TP. *[The Omnisite controller monitors the current going to each of the pumps and if there is no current draw when the pump should be pumping, an alarm is set.]*

There was a heavy rain on Tuesday that fell quickly (2.7" by RH's rain gauge). CP2 and CP3 went into a high level alarm state on Tues at 12:08 pm. The high level alarm state ended 17 hrs later on Wed at 5 am.

When RH went to the TP on Wed afternoon to reset the alarms, the level in the recirc tank was 5'6". Under normal conditions, the level in the recirc tank is 6'3". We have seen this before -- after a

heavy rain, high levels in the recirc tank are followed by low levels in the recirc tank. Also, following this heavy rain, lids for two flow meters were found off of their risers, one by 25 ft and the other by 5 ft.

Collection system operation update

6080 N LSD leak

At about 1630 on Sat 4/4/2015 JH received a call from RL that there was a leak in a riser at 6080 N LSD. RH investigated at about 1700.

The lateral line contains 3 risers, one at the street, one riser for the neighbor at 6084 N LSD, and one for the house at 6080 N LSD.

When opened, the leaking riser was full and contained suds and a small whirlpool. When the 6080 pump was OFF, the leak in the riser continued. When the valve in the leaking riser was closed, the leak stopped. The leak could also be stopped by shutting off the valve at the street.

That meant that the leak was between the local riser valve and the 6080 tank. It also meant that the check valve at the street was NOT working, otherwise when the 6080 pump was not running, the leak should have stopped.

RH looked at the STEP tank and it was pumped down, so RH asked Dave to try to get AA Quick plumbing to come out on Monday to do the repair, rather than on Easter Sunday. RH asked the owner of the 6080 property to not do laundry and minimize water usage and he agreed.

AA Quick did not show up on Monday, but did on Tuesday morning. They were able to dig up the riser and find the leak before the rains came.

Post mortem: Once again the check valve associated with the SOV had failed, the tightening rim/nut broke. Also once again AAQ needed to leave to get parts to do the repair. I'm not sure when they returned, but it was after a substantial rain. I checked on Wed at 10am and the hole had been back-filled and the system was operating normally.

6016 N LSD old septic

The homeowner at 6016 N LSD asked if his old septic was inline with his STEP tank and also if the old septic had been retired. On Mar 30 RH stopped by and determined that the old septic tank was NOT inline with the new STEP tank. Also RH determined that the old septic had NOT been properly retired.

7650 N LSD riser breakage

The homeowner left a message on the Sewer Office phone that a contractor had damaged his tank riser by running over the riser lid. I asked Dave to call the homeowner. Dave sent Dale over who discovered that the lid was heavily damaged and about 6 inches of a section of riser was destroyed. We emailed Dan Hufker about repair and he suggested using a "grade ring" and a 6 inch section of new riser. The situation was resolved when the homeowner (or his contractor) just shortened the riser. Dave put on a new lid. The tank seems fine now, though the lid is at ground level at one spot.

Operator Report

Dave flushed all of the RSF distribution lines of algae.

There was a charge of \$155 (\$65trip+1.5hr) for pumping down the STEP tank at 6223 S LSD in January. Recall that the homeowner dug up the electrical conduit with his Bobcat and broke the conduit and the wire connecting the control panel to the STEP tank. The pump-down was needed so the system could be used until repair of the conduit could be completed.

New Business

We are approaching summer and will soon have to decide what tank service will be done. Which tanks will need filters cleaned and which tanks will need scum and sludge measured?

New Sidewalk

JH proposed that the gravel walkway from the street to the Sewer Office be replaced with a concrete ramp. A 50/50 split with the LTPOA would be nice.

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 5:25 pm.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 13th day of May, 2015.

Secretary
May 8, 2015

Chairman

APPENDIX A: March 2015 Cash Report

Sewer Fees Invoiced	\$	17,343.81
Sewer Fees Received	\$	<u>18,798.41</u>
Overdue Amounts:		
30 days overdue	\$	<u>2,055.17</u>
60 days overdue	\$	<u>955.60</u>
90 days overdue	\$	<u>775.30</u>
> 90 days overdue	\$	<u>6,174.73</u>
Total overdue amounts	\$	<u>9,960.80</u>
Cash Inflow		
Sewer User Fees	\$	18,798.41
Interest		<u>152.92</u>
		18,951.33
Cash Outflow		
Accounting		841.05
Treatment Plant Operator		895.00
Utilities - electric (treatment plant)		194.87
Utilities - electric (office)		73.75
Phone		56.01
Office supplies		1.78
Sewer fee - office		72.00
USDA Principal and Interest		9,617.00
Debt Service Account		962.00
Maintainance & Repair		
Thermostat & filter for sewer office furnace		110.95
Parts for new home installation (5774 SLD)		3,782.05
Postage		75.82
Bank Fees (ACH debit)		<u>14.00</u>
		16,696.28
Net Cash Flow	\$	<u>2,255.05</u>