

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the May 13, 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 May 13, 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	Present
Larry Schmidt	Resigned due to health issues

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 April 8, 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: \$41,610.08; O&M money market acct: \$320,736.85; debt reserve acct: \$34,764.09; short-lived asset reserve acct: \$32,693.81.

Delinquent payment issues -- Liens

JH reported that there are no homeowners who have an unpaid sewer bill greater than \$300, so there are no homeowners eligible for liens this month.

Invoice approval

The following payment requests were submitted for Board approval.

Payee -- from O&M Account	Invoice amt
WRM, WWTP Operator	1,445.00
Bookkeeping services	411.15
Ameren Missouri for TP (paid, DirectPay)	217.56
USIC (MO One Call) locate fees	25.00
JH, postage, monthly billing	76.50
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	11.90

AT&T (paid, preapproved)	56.01
Advance Pest Control	30.00
D Wallen, grass cutting at TP	215.00
AA Quick Plumbing, leak repair at 6104 N LSD (Note 1)	750.00
AA Quick Plumbing, leak repair at 6080 N LSD (Note 2)	628.00
TOTAL	3,938.12

Note 1: AA Quick, dug force main line & found leak on compression coupling & found ck valve was bad. Found another cheap compression coupling on other side of ck valve & installed new ck valve, ball valve, & two new compression couplings. Pumping.

Note 2: AA Quick, dug up & replaced existing ck valve & ball valve on grinder station force main. Ck valve was split. We had to replace both due to being installed so close together in pit. Parts 178, labor 450.

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

There was one customer refund of overpayment for sewer service presented for approval for owner Hicks for 5709 S LSD for \$72.

Motion was made by RH to pay refund. Second was by RL. On voice vote, payment was approved.

April Cash Flow Report

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

Sewer fees invoiced were \$17,379.53; sewer fees received were \$16,390.67; cash inflow was \$16,536.17; cash outflow was \$14,581.59; net cash flow for the month was \$1,954.58. The monthly cash report is in Appendix A.

Old Business

MO1Call activity

RL reported that Jason (USIC) came out and met with RL and RH. After some wasted effort, Jason was able to figure out a way to mark the underground path of the cable/conduit from the control panel on the house to the STEP tank using a clamp-on inductive loop.

A few days later RL and RH met with Jason again when USIC marked the lateral and control lines for Mr Toscano. Jason was at first confused since he did not expect to find multiple tanks on the same lateral line. Again Jason was able to mark the lines.

Surprisingly, Jason was even able to mark a section of the gravity pipe from the STEP tank towards the house. We previously believed none of the gravity pipe would have a tracer wire because the gravity pipe is the responsibility of the homeowner. Flags placed by USIC will be green for sewer pipe and red for the electrical lines.

USIC also marked the sewer and electrical lines for Mr Orton. This could have been a problem as there was no SOV riser as Mr Orton had removed the riser by accident in 2012. But Mr Orton told USIC where the riser had been and USIC was able to find the tracer wire by digging in the dirt.

New sewer installation

RL reported that the homeowner told him they had to be moving in soon, but there has been no update

on connecting to the sewer system. There were flags put up by USIC along S LSD that marked the sewer main line in anticipation of connecting the lateral line.

Sidewalk to Sales/Sewer Office

JH reported that she received a proposal from Mooney Landscapes:

"The new sidewalk will be 23 feet long and 3.0 feet wide, and it will angle up to North Lakeshore drive to lessen the slope, so that steps can be eliminated. I have also included a new concrete pad to be poured over the existing flagstone pad, that will match the level of the wood deck. A PVC strip drain will be installed to the right side of the new pad, connected to a 4" Sched 30 PVC pipe, which will be routed beneath the sidewalk and drain toward the lake, near the boulders at the edge of the woods. I have included demolition of the existing wood tie steps, removal of the gravel, and laying new sod in this area."

"I have quoted standard brushed concrete versus exposed aggregate finish, with the aggregate being Meramec C gravel. Both quotes include six sack mix concrete, steel rebar reinforcement, all forming, pouring, and finishing. Piers will be advanced beneath the sidewalk at ends and in the midpoint."

"Our prices for the work are \$1,560 for the standard finish, and \$1,710 for the exposed aggregate finish." -- John Mooney, Mooney Landscapes, LLC

This proposal was presented to the LTPOA Board at the 5/12 meeting with these recommendations:

- PWSD#13 pay 100% of the cost
- LTPOA board approve the project
- Accept bid for \$1560, standard finish

MM reminded the Board that when MM, RH, JH, and S Blaha (SB, LTPOA Pres) had met at the Sales Office, SB agreed that the cost would be split 50-50 between the LTPOA and PWSD#13. After some discussion, it was agreed that:

- Mooney should be told to proceed with the project
- Mooney would be paid by PWSD#13, since material purchases are tax exempt
- MM would talk to the LTPOA Board about paying one-half of the cost.

A motion was made by RH to accept the proposal and ask the LTPOA to pay one-half of the project's cost. Motion was seconded by KJ. Motion passed.

Treatment plant operation update

RH reported that the plant seems to be operating well.

JH reported that the ammonia analyses continue to be below the current and proposed specs.

Collection system operation update

6104 N LSD leak

RH reported that Dave informed him of the leak after it was repaired. The leak was discovered in a SOV riser near the STEP tank. Two problems were found: 1) A leaking polyethylene thermal weld (may have leaked since weld was first made); 2) Check valve failure (usually the "nut" part splits). Repair was done by AA Quick on 4/13.

Filter service / sludge judging

RH handed out a spread sheet listing approximately 84 systems recommended for filter service and "sludge judging" in summer 2015 (all tanks were serviced in 2014).

Criteria for being on the list are: a) Dirty tank filter; b) High scum or sludge layer (>12") measured in 2014; c) High pump hours (ETM).

A refined, updated list will be passed onto Dave for comment/additions/corrections.

New Board Member

RL has talked to a number of potential candidates to replace Larry Schmidt on the sewer board, without any commitment. The Board consensus was that if possible, we should try to get a younger member of the community involved, since the average age of the current sewer board member is somewhat north of 60.

Operator Report

- 3-30-15: Call from homeowner at 6357 NLSL about sewer backup. Checked system for problems, pumped system down, turned out homeowner had partial clog in line from house. \$125
- 4-08-15: Call from homeowner at 6136 NLSL for alarm, appeared to have significant rain water in system, pumped system down, drained and dried splice box, drilled hole in splice box. Replaced 8" grn lid on shutoff at street. \$140
- 4-23-15: Call from homeowner at 5929 SLSD for alarm. Homeowner had turned power off for extended period, tank was full, splice box under water, pumped system down, dried splice box, drilled hole in splice box and instructed homeowner not to turn power off to system to prevent re-occurrence. \$125 charge

New Business

MM called Charter about phone service, FH called ATT about phone service. Board discussed penalty payments, contract issues, more. Conclusion: FH will call ATT to get older, cheaper rate that another ATT rep told her was not available. Then, in May 2016, when ATT contract is up, we should consider switching to Charter.

Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by RL and seconded by KJ. Motion passed. Meeting ended at 5:48 pm.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 10th day of June, 2015.

Secretary
June 1, 2015

Chairman

APPENDIX A: April 2015 Cash Report

Sewer Fees Invoiced	\$ 17,379.53
	<u>\$ 17,379.53</u>

Sewer Fees Received	<u>\$ 16,390.67</u>
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Overdue Amounts:

30 days overdue	<u>\$ 2,107.44</u>
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60 days overdue	<u>\$ 1,419.56</u>
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90 days overdue	<u>\$ 702.00</u>
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> 90 days overdue	<u>\$ 6,659.06</u>
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Total overdue amounts	<u>\$ 10,888.06</u>
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Cash Inflow

Sewer User Fees	\$ 16,390.67
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Interest	145.50
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<u>16,536.17</u>

Cash Outflow

Accounting	543.75
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Treatment Plant Operator	1,110.00
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Utilities - electric (treatment plant)	190.93
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Utilities - electric (office)	21.73
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Phone	52.42
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Sewer fee - office	72.00
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USDA Principal and Interest	9,617.00
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Lien filing fees	98.00
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Customer refund (overpaid at closing)	72.00
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Debt Service Account	962.00
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Maintenance & Repair	
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Missouri One Call	40.30
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Locating Service - flat fee	1,500.00
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Postage	75.82
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Postcards for printing sewer invoices	211.64
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Bank Fees (ACH debit)	14.00
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<u>14,581.59</u>

Net Cash Flow	<u>\$ 1,954.58</u>
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