

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the June 10, 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 5:05 p.m. on June 10, 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

Also in attendance was Janet Hirsch (JH, PWSD #13 bank administrator) and Frances Hovis (FH, Treasurer), Brian Stephens (BS, homeowner).

Approval of Agenda

Motion was made by RH and seconded by KJ 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 May 13, 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 May 31, 2015: O&M checking acct: \$43,531.40; O&M money market acct: \$320,864.27; debt reserve acct: \$35,733.07; short-lived asset reserve acct: \$32,700.30.

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	960.00
Bookkeeping services	443.75
Ameren Missouri for TP (paid, DirectPay)	279.89
USIC (MO One Call) locate fees	162.00
JH, postage, monthly billing	75.82
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	12.03
AT&T (paid, preapproved)	28.80

Amerigas propane tank annual rental	90.00
D Wallen, grass cutting at TP	215.00
FH, postage for Treasurer	49.00
TOTAL	2,393.29

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

May 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 \$17,387.03; sewer fees received were \$16,659.84; cash inflow was \$16,801.00; cash outflow was \$14,603.30; net cash flow for the month was \$2,197.70. The monthly cash report is in Appendix A.

Audit Report

Three copies of the audit report carried out by D Jones Co were received. JH has an online copy. Two copies will be stored in the sewer office. MM will keep one copy. A copy of the audit was sent to USDA-RD by our bookkeeper.

Old Business

MO1 Call activity

RL reported that USIC marked sewer lines on six properties for \$162 since the last meeting. This includes a "project" charge of \$12.

Sidewalk to Sales/Sewer Office

JH reported that we are on Mooney Landscapes list to replace the existing gravel walkway to the building with a curved sidewalk. The new sidewalk will be 23 ft long and 3 ft wide and will angle up to N LSD to lessen the slope, so that steps can be eliminated. At the LTPOA meeting last night, the LTPOA agreed to pay one-half (\$780) of the cost of the new sidewalk (\$1,560).

Treatment plant operation update

Weeds at TP

RH reported that D Wallen did a good job cutting weeds in the field at the TP, but needs to do a better job trimming around the control panels and riser lids. MM said she would talk to Mr. Wallen about this.

Inflow and outflow analysis

JH presented graphs and discussed recent flow data using flow data recorded by the TP operator.

Ammonia levels

JH reported that the ammonia analyses continue to be below the current and proposed specs. Ammonia specifications for the TP will be lowered in 2016 when the plant license is renewed.

BS described ways he controls ammonia levels in fish tanks he manages for the Wash U medical school genetics research. The board was relieved to learn that if the TP has to be modified to meet the new specs, there are options that should not be too expensive or difficult to implement.

Collection system operation update
New sewer installation at 5774 S LSD

RL reported that the homeowner told him Dave inspected the new installation yesterday and that everything was fine. RH will check with Dave to confirm. RL said that the homeowner is anxious to receive the \$2750 refund owed them by the District.

7728 Lakeview Leak

FH saw and smelled a leak on June 3 on Lakeview. She traced the leak to a cracked 1.5" cleanout (CO). The CO is located on a lot being cleared in preparation for construction. The top of the CO had a black smudge on it, like the edge of the CO had been hit by a tire. Next to the CO was a cracked fiberglass snow stake. Neither the property owner nor his contractor had called MO One Call before excavating.

The leak was repaired by AA Quick plumbing. AAQ also put the CO in a metal housing protected with a concrete collar. This should discourage future damage to the CO.

Filter service / sludge judging

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

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

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

Operator Report
New Business

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 6:27 pm.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 8th day of July, 2015.

Secretary
July 2, 2015

Chairman

APPENDIX A: May 2015 Cash Report

Sewer Fees Invoiced	\$ 17,387.03
	<u>\$ 17,387.03</u>

Sewer Fees Received	<u>\$ 16,659.84</u>
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Overdue Amounts:

30 days overdue	<u>\$ 2,109.53</u>
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60 days overdue	<u>\$ 1,098.86</u>
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90 days overdue	<u>\$ 701.70</u>
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> 90 days overdue	<u>\$ 7,228.60</u>
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Total overdue amounts	<u>\$ 11,138.69</u>
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Cash Inflow

Sewer User Fees	\$ 16,659.84
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Interest	141.16
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<u>16,801.00</u>

Cash Outflow

Accounting	406.25
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Treatment Plant Operator	1,445.00
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Utilities - electric (treatment plant)	217.56
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Utilities - electric (office)	12.08
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Phone	56.01
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Sewer fee - office	72.00
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USDA Principal and Interest	9,617.00
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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

Missouri One Call	25.00
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AA Quick Plumbing repair	1,378.00
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Advanced pest control (office)	30.00
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WWTP grass cutting	215.00
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Postage	81.40
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Bank Fees (ACH debit)	14.00
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<u>14,581.59</u>

Net Cash Flow	<u>\$ 2,197.70</u>
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