

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the July 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 5:05 p.m. on July 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	Present

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

Approval of Agenda

Motion was made by RL 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 June 10, 2015 meeting were emailed to the Directors prior to the meeting. Motion was made by RH to approve the regular session Minutes as written. Second was by KJ. On voice vote, the regular session Minutes were approved.

New board member

New board member Brian Stephens signed the oath document to support the Constitution of the United States and the State of Missouri, etc. The signed doc was given to Marilyn for filing. Brian was welcomed to the board.

Treasurer's Report

FH reported the balances as of June 31, 2015: O&M checking acct: \$47,972.81; O&M money market acct: \$321,004.92; debt reserve acct: \$36,702.99; short-lived asset reserve acct: \$32,707.47.

Delinquent payment issues -- Liens

JH reported that the district received \$2,800 from the sale of the house at 6213 S LSD. JH recommended releasing all of the liens on the house at 6213 S LSD.

Currently, there are three homeowners that owe the district more than \$300 not already covered by liens: 6223 S LSD (\$170+\$450), 5902 S LSD (\$386), and 5770 N LSD (BofA, \$396).

Two liens were recommended for the 5902 address and the 5770 address.

Invoice approval

The following payment requests were submitted for Board approval.

Payee -- from O&M Account

Invoice amt

WRM, WWTP Operator ^a	4,700.00
Bookkeeping services	593.75
Ameren Missouri for TP (paid, DirectPay)	287.83
JH, postage, monthly billing	78.05
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	13.35
AT&T (paid, preapproved)	46.94
Missouri One Call	19.50
USIC Locating Service	90.00
D Wallen, grass cutting at TP	215.00
AA Quick: Repair broken 1.5" cleanout at 7736 Lakeview ^b	675.00
AA Quick: 2 tanks pumped: 6244 N LSD & 5933 Lake Tish Rd	360.00
Daniel Jones Assoc, yearly audit	6,000.00
TOTAL	13,151.42

a) The price includes normal TP service plus inspection of 82 tanks at \$40 each.

b) AA Quick: 7736 Lakeview. Dug up & repaired 1.5" cleanout access that was broke (we had to cut out all fittings due to them being glued too close together to make repair). Installed steel frame & cover to prevent future damage

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

There was also a customer refund of \$72 to Sansone due to overpayment for sewer service for the house at 5730 N LSD.

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

June Cash Flow Report

JH handed out the cash flow report for June, 2015, prepared by our bookkeeper.

Sewer fees invoiced were \$17,350.54; sewer fees received were \$20,254.20; cash inflow was \$20,395.36; cash outflow was \$12,986.29; net cash flow for the month was \$7,409.07. The monthly cash report is in Appendix A.

Communications with D Martin, USDA-RD

1) Monthly cash reports (like the one in Appendix A) are no longer required to be sent to USDA-RD. Only a yearly report is required that will be prepared by our bookkeeper.

2) A cash flow summary for the O&M checking acct. and the short-lived asset reserve acct. This will show the transfer of any funds from the SLAR acct to the O&M checking acct.

Audit Report

Because we borrowed \$2.9 million from the federal govt, we are required to get a specific (and more expensive) audit each year.

Old Business

MO1 Call activity

RL reported that calls/month were: 6 for Apr, 6 for May, and 3 for June.

In June the 3 notices were: 2 std service calls at \$25 each and 1 emergency call at \$40 for a total of \$90. The emergency call was for utility pole replacement due to a storm that took out power to much of the south LSD area.

7728 Lakeview Leak

RH reported that the broken cleanout (CO) was repaired by AA Quick (AAQ), who not only repaired the CO but also put the CO in a metal housing protected with a concrete collar. This would discourage future damage to the CO. The bill for this work from AAQ was \$675. When the district had Steven Kruep put protective collars on 10 COs, he charged the district \$375 for each CO. So RH proposed that the district charge the homeowner of 7728 Lakeview \$300 for the damage. This was agreeable to the board. RH will write up the necessary docs stating the evidence that the owner's contractor was responsible for the damage (and that neither the property owner nor his contractor had called MO One Call before excavating.) The docs will be sent to our bookkeeper who will issue the invoice.

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.

Max Flow rates under high water conditions

RH discussed the relationship of liquid level in the recirculation tank at the TP with maximum discharge rate. As the level in the tank rises, the potential discharge rate increases. A discharge rate of 52 gal/min equals 75,000 gal/day, which is the design capacity of the plant.

Level in Recirc tank	PUMP TIME ON (min)	PUMP TIME OFF (min)	Maximum discharge rate (gal/min)*
< 3'7"	0.00	9.25	0.0
3'7" -> 6'2"	2.25	7.00	73.0
6'2" -> 7'1"	2.25	3.50	117.4
> 7'1"	2.25	3.50	234.8

*Assumes each pump operates at 50gal/min

Collection system operation update

Inflow & Infiltration

RH reported that there was a power failure on the south side from about 9pm on 6/16 to about 9am on 6/17. Over 4 inches of rain fell on 6/16. When the power resumed on 6/17, many high level alarm sounded on the STEP systems. This most likely occurred due to inflow/infiltration problems (i.e., Cracks in basement wall with floor drain hooked to STEP tank; Inline old septic tank with cracked lid; Outside gutter hooked to STEP tank; etc.) Here is a list of houses that had alarms:

6482 S. Lakeshore, Critchlow	5929 S. Lakeshore, Boaz
5933 S. Lakeshore, Ryan	5961 S. Lakeshore, Mills
5978 S. Lakeshore, Alexander	5981 S. Lakeshore, Whiteman

These systems may have higher pump hrs due to handling excess water.

Filter service / sludge judging--what tanks to pump in 2015

RH reported that Dave Axton (DA) has finished the 84 systems recommended for filter service and "sludge judging" this summer (all tanks were serviced last year in 2014). Criteria for testing was: a) Dirty tank filter in 2014; b) High scum or sludge layer (>12") measured in 2014; c) High pump hours.

Based on DA's results, there are 8 tanks that have over 18" of sludge and 3 tanks that were judged to have excessive scum. The table is in Appendix B.

Two tanks have already been pumped this yr based on DA's data: 5693 Lake Tish Rd (high sludge) and 6244 N LSD (high scum). (The 6244 N LSD tank was pumped last yr also, due to scum.)

Normally, any tank with a sludge level over 18" would be pumped, but unfortunately there were some inconsistencies in the results that made the board question the data. When the data was sorted on "annualized pump hrs", some of the systems with 18" of sludge did not have that many hrs.

Problems the board saw were:

1) The 5705 house had a CLEAN basket=1 in 2015, relatively low hrs (37 hrs since last yr), sludge=3" in 2014 -> 18" in 2015.

2) The 7636 house had a MODERATE basket=5 in 2015, relatively low hrs (42 hrs since last yr), sludge=24" in 2014 -> 18" in 2015.

3) The 6233 house had relatively low hrs (40 hrs average/yr since 2011), sludge=12" in 2014 -> 18" in 2015.

4) The 7650 house had relatively low hrs (13 hrs since last yr, 57 total hrs), sludge=13" in 2014 -> 18" in 2015.

5) The 5693 house had a measured scum level of 12" in 2014 and a scum level of 0" in 2015. Where did the scum go? Measurement is at a different location now--inlet port in 2014, vault port in 2015. Could the difference be that great? Should we pump the tank if there is no danger to the pump?

6) A disproportionate number of high sludge levels seem to have been found by operator "JA".

Based on these problems, the board decided to have DA verify the sludge/scum on the four tanks listed in items 1) -> 4) above before they are pumped.

BS volunteered to accompany DA when the new tests are performed. RH will contact DA and explain the problem. This will also introduce BS to DA.

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 6:35 pm.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 12th day of August, 2015.

Secretary
August 7, 2015

Chairman

APPENDIX A: June 2015 Cash Report

Sewer Fees Invoiced	\$	17,350.54
	\$	17,350.54
Sewer Fees Received	\$	20,254.20
Overdue Amounts:		
30 days overdue	\$	1,688.00
60 days overdue	\$	1,013.13
90 days overdue	\$	699.02
> 90 days overdue	\$	5,582.66
Total overdue amounts	\$	8,9382.81
Cash Inflow		
Sewer User Fees	\$	20,254.20
Interest		141.16
		20,395.36
Cash Outflow		
Accounting		443.75
Treatment Plant Operator		960.00
Utilities - electric (treatment plant)		279.89
Utilities - electric (office)		12.03
Phone		28.80
Sewer fee - office		72.00
USDA Principal and Interest		9,617.00
Debt Service Account		962.00
Maintenance & Repair		
USIC Locating Services		162.00
Propane tank annual rental (TP)		95.00
WWTP grass cutting		215.00
Postage		124.82
Bank Fees (ACH debit)		14.00
		12,986.29
Net Cash Flow	\$	7,409.07

APPENDIX B. 2015 Sludge / Scum results

STEP Tanks with excessive sludge

House no.	Street	Home owner	sludge 2014 (in)	sludge 2015 (in)	sludge increase (in)	scum 2014 (in)	scum 2015 (in)	scum increase (in)	tank pumped 2014?	tank pumped 2015?	Pump Hrs 2014	Pump Hrs 2015	Pump increase (hrs)	Basket Cond'n 2014	Basket Cond'n 2015	Notes 2014	Notes 2015	Serviced By
5693	Lake Tish Rd		1	26	25	12	0	-12		YES	363	458	95	10	5			ja
5903	N LSD		6	24	18	2	1	-1			323	417	94	10	5			ja
7668	Lakeview		6	20	14	18	1	-17	YES		299	404	105	5	5	NOTE 1		ja
5705	N LSD		3	18	15	1	0	-1			158	195	37	10	1			ja
5724	S LSD		6	18	12	1	0	-1			383	469	86	10	5			dk
6233	N LSD		12	18	6	0	0	0			850	148	-702	10	10		NOTE 2	ja
7636	Lakeview		24	18	-6	1	1	0			171	213	42	5	5			ja
7650	Lakemont		13	18	5	1	0	-1			44	57	13	5	10			ja

NOTE 1: "Scum is all grease, needs pumped"

NOTE 2: "Incorrect hrs 2014"

STEP Tanks with excessive scum

House no.	Street	Home owner	sludge 2014 (in)	sludge 2015 (in)	sludge increase (in)	scum 2014 (in)	scum 2015 (in)	scum increase (in)	tank pumped 2014?	tank pumped 2015?	Pump Hrs 2014	Pump Hrs 2015	Pump increase (hrs)	Basket Cond'n 2014	Basket Cond'n 2015	Notes 2014	Notes 2015	Serviced By
5700	S LSD		12	2	-10	4	12	8			272	357	85	10	1			dk
5959	N LSD		8	14	6	0	8	8			295	391	96	10	5			ja
6244	N LSD			12	12		2	2	YES	YES	266	376	110	10	10	NOTE 3		ja

NOTE 3: "Too thick to measure, needs pumped"