

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the August 12, 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 August 12, 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, board member).

Approval of Agenda

Motion was made by KJ and seconded by RL 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 July 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 KJ. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances as of July 31, 2015: O&M checking acct: \$39,866.55; O&M money market acct: \$321,141.24; debt reserve acct: \$37,672.88; short-lived asset reserve acct: \$32,354.36.

JH emailed a copy of the sales tax exemption certificate to all board members. Since we are a govt agency we do not pay sales tax. Recently Flo Systems mistakenly charged us sales tax.

Delinquent payment issues -- Liens

Currently, there are three homeowners that owe the district more than \$300 not already covered by liens:

- 6223 S LSD: owes \$512, \$62 in sewer fees and \$450 for AAQ's work to repair conduit homeowner dug up with his Bobcat. Last month he owed \$170 in sewer fees and \$450 for AAQ work, so he is paying a portion of his sewer fee bill. The board decided homeowner should be sent a letter informing him a lien will be filed unless he pays the complete bill.
- 7650 Lakemont owes the district \$309.60.
- 6644 S LSD: owes the district \$316.80. Total amount owed is \$712.80.

The filing of two liens was recommended, for the 7650 address and the 6644 address.

MM suggested that the district pay for the release of the liens against the property at 6213 S LSD, since we don't know who the title company was. FH suggested contacting the property owner to find out

where the closing was and who the title company was. The title co. should be responsible for paying to release the liens.

Invoice approval

The following payment requests were submitted for Board approval.

Payee -- from O&M Account	Invoice amt
WRM, WWTP Operator	865.00
Bookkeeping services	609.80
Ameren Missouri for TP (paid, DirectPay)	267.10
JH, postage, monthly billing	77.35
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	12.43
AT&T (paid, preapproved)	46.94
USIC Locating Service	125.00
D Wallen, grass cutting at TP	215.00
D Wallen, spraying herbicide	135.00
Mooney Landscape, sidewalk to sewer office ^a	1,560.00
Flo Systems, six 24-inch fiberglass riser lids	456.00
MLM, lien filing fees	49.00
TOTAL	4,490.62

a) District will be reimbursed for \$780 by LTPOA for sidewalk

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

July Cash Flow Report

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

Sewer fees invoiced were \$17,449.85; sewer fees received were \$15,646.08; cash inflow was \$15,801.51; cash outflow was \$23,816.42; net cash flow for the month was -\$8,014.91. The monthly cash report is in Appendix A.

Old Business

MO1Call activity

RL reported that there were 5 std service calls in July for a total of \$125. RL was contacted by USIC and informed that there was no tracer wire on the lateral line at 5774 S LSD. The general contractor said that he had installed a wire next to the lateral line, but that the end of the wire was not brought to the surface anywhere. USIC was instructed to do the best they could. The homeowner and contractor were told that the locating flags would only be approximate due to this problem.

Treatment plant operation update

Weeds at TP

RH reported that Dale Wallen did an excellent job cutting the weeds at the TP this last time.

Flow studies update

RH discussed the results obtained using dataloggers to record inflow and outflow measurements from July 3 to July 8. Interesting factoids include:

- * South-side produces more sewage than the north-side
- * As expected July 4 was the busiest day: at about 2pm influent flow from the south-side reached a maximum rate of 120 gal/min. Normally, flow rate from north or south side is 20 gal/min or less.
- * On July 8 we received about 1 inch of rain. Rain has two effects: 1) It falls into the open sand filters and so it immediately increases the effluent flow rate. 2) Rain also increases the north and south side influent rates. We have observed this before. Although it's a closed system from the STEP tank to the TP, rain always increases influent flow rates. This might be through old inline septic tanks that have cracked lids or floor drains that are connected to the tanks,
- * Design capacity of the plant is 75,000 gal/day. This is an effluent flow rate of about 54 gal/min. Normal effluent flow rate is about 20 gal/min.

VA/EAP program

JH reported that we received an email from an MRWA employee offering to help us update our Vulnerability Assessment/Emergency Action Plan (VA/EAP). This is required by our lender (USDA-RD). The district must provide USDA-RD a certificate stating that the district has an updated VA/EAP. It is very likely similar to the EAP Clarue Holland prepared for the dam.

Collection system operation update

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

BS reported that he met with Dave Axton (DA) to re-measure the scum and sludge of four systems that the board found problems with last month. The results of the retesting are presented Appendix B.

Retesting used two different sludge judges, DA's Pollardwater SLUDGE JUDGE Sampler (PWSJ) [https://www.pollardwater.com/pages_product/L1501013.asp] and Orenco-recommended TRUCORE SLUDGE SAMPLER (TCSJ) [<http://www.gag-simtech.com/>].

Both tools were tested side-by-side by BS and DA. BS said he thought the PWSJ was easier to use, mostly due to restricted access close to the tank filter and the 3" high ribs in the STEP tank.

Both SJs gave similar but variable results. There are a lot of variables to control. BS recommended making multiple measurements and averaging the results. At least should be made. If measurements are inconsistent or close to the pump-out target of 18", more measurements should be made and the and average reported.

Measurement thru the inlet riser produced different results than measurements thru the pump vault riser. Since we are concerned about plugging the filter (which could damage the pump) and sending sludge to the TP, results from the pump vault are the numbers that should be recorded.

BS reported that for the first tank retested, previous measurement made by JA was 18" of sludge, when DA measured it this time it was 8". DA suggested the reported 18" value was a typo.

All four tanks measured that gave sludge levels 18" or higher when tested last May were tested by JA on North side. Retesting gave lower sludge values. (see Appendix B for actual values.)

Of the four tanks tested, only one had scum and then, only 1". Scum measurements were made with the Orenco scum gauge.

BS saw a number of inlet tees that were underwater. RH said that if the tees are underwater, the middle (ON) float is misadjusted.

Since all four tanks retested had less sludge now that originally measured in May, the board decided that the remaining three tanks listed with high sludge levels should also be retested, rather than just pumped. BS will contact DA to arrange for that to happen.

The board also decided we need a meeting with DA next spring to decide what systems to test. We could possibly use "annualized hours" (AH) to tell what systems to test (i.e., AH = 2015hrs - 2014hrs). Any house with high annualized hours would be "sludge judged". Or we could possibly use total hrs, but some houses have artificially high hrs due to problems such as an internal leak.

Exposed power cable at 6233 N LSD

At one of the houses retested BS encountered an exposed 120v cable running from the house to the control panel mounted on the tank in the yard. BS suggested we bury this cable. The board agreed. RL will contact the homeowner to get this done.

The homeowner (HO) said that the contractor (TGB) guys were going to bury the cable directly and not use conduit. The HO wanted the wire buried in conduit and TGB never did.

The house went online Sep 2011. The district sent out a letter at the beginning of the warranty period and the HO never said anything about the wire never being buried. He did however, complain about TGB taking gravel from him and not replacing it. Consensus of board was to bury JM's wire.

Operator Report

New Business

MRWA quilt block

JH finished her quilt block that will be donated to the MRWA to be assembled into a quilt for their 50 yr anniversary.

Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by RH and seconded by KJ. Motion passed. Meeting ended at 6:35 pm.

Respectfully Submitted,

Rich Hirsch
Recording Secretary



Approved this 9th day of September, 2015.

Secretary
September 6, 2015

Chairman

APPENDIX A: June 2015 Cash Report

Sewer Fees Invoiced	\$	17,449.85
	\$	17,449.85
 Sewer Fees Received	 \$	 15,646.08
Overdue Amounts:		
30 days overdue	\$	1,971.60
60 days overdue	\$	1,239.05
90 days overdue	\$	679.69
> 90 days overdue	\$	5,820.94
Total overdue amounts	\$	9711.28
 Cash Inflow		
Sewer User Fees	\$	15,646.08
Interest (estimated)		155.43
		15,801.51
 Cash Outflow		
Accounting		593.75
Treatment Plant Operator		4,700.00
Utilities - electric (treatment plant)		287.83
Utilities - electric (office)		13.35
Phone		46.94
Sewer fee - office		72.00
USDA Principal and Interest		9,617.00
Debt Service Account		962.00
Maintenance & Repair		
USIC Locating Services		90.00
Missouri One Call		19.50
AAQ Repair at 7736 Lakeview		675
AAQ pumpouts:6244,NLS & 5933 Lake Tish Rd		360 ^a
WWTP grass cutting		215.00
Postage		78.05
Daniel Jones audit		6,000.00
Bank Fees (ACH debit)		14.00
Refund customer overpayment at closing		72.00
		23,816.42
 Net Cash Flow	 \$	 (8,014.91)

a) Pumpout costs are to be deducted from short lived asset reserve fund

Appendix B: Scum and Sludge Results for Retested Tanks

annualized pump rate (hr/yr)	House no.	Street	Sludge (in)			Scum (in)			Tank pumped		Pump Hours			Basket Condition 1 = clean 5 = moderate 10 = dirty		comments 2015	Serviced By
			2014	2015 Note 1	increase	2014	2015	increase	2014	2015	2014	2015	increase	2014	2015		
41	7636	Lakeview	24	18→16	-8	1	1	0	no	??	171	213	42	5	5	RETEST 8/10 orig = 18	ja, da
12	7650	Lakemont	13	18→14	1	1	0	-1	no	??	44	57	13	5	10	RETEST 8/10 orig = 18	ja, da
40	6233	N LSD	12	18→8	-4	0	0	0	no	??	850	148	-702	10	10	RETEST 8/10 orig = 18 incorrect hrs 2014	ja, da
42	5705	N LSD	3	18→7	4	1	0	-1	no	??	158	195	37	10	1	RETEST 8/10 orig = 18	ja, da

Note 1: Sludge was measured twice in 2015: First number was determined by JA; second number was retest by DA & BS