

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the September 9, 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 September 9, 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
Brian Stephens	Present
Rich Hirsch	Present
Rick Lippitt	Absent
Ken Jost	Absent

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

**Approval of Agenda**

Motion was made by RH and seconded by BS 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 August 12, 2015 meeting were emailed to the Directors prior to the meeting. Motion was made by BS 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 August 31, 2015: O&M checking acct: \$44,269.91; O&M money market acct: \$321,277.62; debt reserve acct: \$38,642.98; short-lived asset reserve acct: \$32,361.23.

**Delinquent payment issues -- Liens**

Currently, there are no homeowners that owe the district more than \$300 not already covered by liens. The homeowner at 6365 N LSD has paid his over-due bill of \$644.20, so the board voted to approve to release the liens.

**Lien release issues**

There was a lengthy discussion about who should file lien releases. At the meeting this issue was not resolved.

Currently, the policy of the district is to create lien releases and send the releases to the homeowner. It is then up to the homeowner to file the releases with the County Clerk. MM said that multiple lien releases can be combined for one homeowner.

**Invoice approval**

The following payment requests were submitted for Board approval.

<b>Payee -- from O&amp;M Account</b>	<b>Invoice amt</b>
WRM, WWTP Operator	925.00
Bookkeeping services	481.25
Ameren Missouri for TP (paid, DirectPay)	265.50
JH, postage, monthly billing	78.05
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	13.00
AT&T (paid, preapproved)	46.94
USIC Locating Service	100.00
D Wallen, grass cutting at TP	215.00
Toner for printing monthly invoices	158.29
Post office box rental, annual	56.00
Flo Systems, six 24-inch fiberglass riser lids	
MLM, lien filing fees	
<b>TOTAL</b>	<b>2,411.03</b>

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

### **August Cash Flow Report**

JH handed out the cash flow report for August, 2015, prepared by our bookkeeper. Sewer fees invoiced were \$17,758.41; sewer fees received were \$17,698.40; cash inflow was \$19,011.56; cash outflow was \$15,083.70; net cash flow for the month was \$3,927.86. The monthly cash report is in Appendix A.

### **Old Business**

#### **MO1Call activity**

JH reported that USIC carried out 5 regular locate calls in August.

#### **New sewer service at 7728 Lakeview**

In RL's absence RH reported that an invoice had been sent to the homeowner for \$7495.45 to cover the purchase of sewer equipment (\$4195.45), the standard hookup fee (\$3,000), and a cleanout repair (\$300). The contractor told the district that his check would be arriving shortly. When the check arrives RH will notify Flo Systems to order the equipment. \$2750 of the hookup fee will be returned to the homeowner after the equipment is installed and the installation has been inspected.

### **Treatment plant operation update**

#### **VA/EAP program**

JH reported that the district is required by our lender (USDA-RD) to certify that an updated Vulnerability Assessment/Emergency Action Plan (VA/EAP) exists for our Treatment Plant. Fortunately, the EAP that Clarue Holland had meticulously prepared for the dam contained much of the info needed to complete the VA/EAP for the TP. JH used much of that info to update the VA/EAP for the TP.

Motion made by RH to approve the VA/EAP prepared by JH and authorize MM to sign the certification document. Motion seconded by BS. Motion passed.

### **Collection system operation update**

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

BS reported that he and Dave Axton (DA) have not yet been able to synchronize their schedules to re-measure the scum and sludge of three systems that the board found problems with last month. All three tanks measured that gave sludge levels 18" or higher when tested last May.

#### **Exposed power cable at 6233 N LSD**

At 6233 N LSD BS encountered an exposed 120v cable running from the house to the control panel mounted on the tank in the yard. The board agreed this cable needs to be buried. RL contacted the homeowner and he said that he will bury the line himself and call RL when the work was complete.

### **Operator Report**

DA made special visits to two residences in September:

- 1) On 8/1/15 DA visited 6365 N LSD due to sewage backing up in the house. DA said he removed the STEP tank lid and moved the float so the system pumped down. DA then showed the homeowner that the system was not full. Most likely there was a blockage between the system and the house. The homeowner was notified.
- 2) On 8/4/15 DA visited 6447 S LSD due to call from homeowner. Homeowner believed that his tank had sunk 1.5 ft. DA said he checked and found that tank had not sunk.

### **New Business**

#### **TP License renewal**

RH will contact St Louis MO DNR about TP permit renewal. Our operating permit is scheduled to expire in Jan 27, 2016.

A new ammonia standard may require plant modifications.

#### **ACH Direct Deposit**

Motion made by BS to authorize MM to sign the automatic deposit contract renewal between PWSD #13 and EB&T.

Motion seconded by RH. Motion passed.

Additional signees of the contract were JH as Bank Administrator, FH as Treasurer, and RH as Director.

### **Adjournment**

There being no other formal business to come before the Board, a motion to adjourn was made by RH and seconded by BS. Motion passed. Meeting ended at 6:00 pm.

Respectfully Submitted,

Rich Hirsch  
Recording Secretary

Approved this 14<sup>th</sup> day of October, 2015.

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Secretary  
October 9, 2015

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Chairman

## APPENDIX A: August 2015 Cash Report

Sewer Fees Invoiced	\$	17,758.41
	\$	17,758.41
Sewer Fees Received	\$	17,698.40
Overdue Amounts:		
30 days overdue	\$	2,148.18
60 days overdue	\$	1,215.40
90 days overdue	\$	656.42
> 90 days overdue	\$	5,288.73
Total overdue amounts	\$	9,308.73

### Cash Inflow

Sewer User Fees	\$	17,698.40
Insurance payment for damage @ 6064 N LSD		1,162.00
Interest (estimated)		151.16
		19,011.56

### Cash Outflow

Accounting		600.00
Treatment Plant Operator		865.00
Utilities - electric (treatment plant)		267.10
Utilities - electric (office)		12.43
Phone		47.02
Sewer fee - office		72.00
USDA Principal and Interest		9,617.00
Debt Service Account		962.00
Maintenance & Repair		
USIC Locating Services		125.00
Mooney Landscape - replace office dirt path with concrete sidewalk		1,560.00
Flo Systems -- six 24" fiberglass lids		456.00
Lien filing fees		49.00
WWTP herbicide application		135.00
WWTP grass cutting		215.00
Postage		87.15
Bank Fees (ACH debit)		14.00
		15,083.70
<b>Net Cash Flow</b>	\$	3,927.86