

**ROUGH DRAFT**

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the  
September 20, 2016  
Regular Session of the Board of Trustees**

The Board of Directors of Public Water District #13, Jefferson County Missouri met in regular session at 5:00 p.m. on September 20, 2016 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
Jim Timmersman	Present
Wayne Evans	Present
Lora Thomas	Absent

Also in attendance was Janet Hirsch (PWSD #13 bank administrator), Frances Hovis (Treasurer), Rich Hirsch (former board director), Lynn Goetz, recording secretary.

**Approval of Agenda**

Motion was made by Jim and seconded by Wayne to accept the agenda. On voice vote, all Directors present were in favor of accepting the agenda.

**Approval of Minutes of Past Meeting**

The minutes of August 16 under the section "7728 Meadow" were amended to read as follows:

*Homeowner wants the old tank pumped. The Sewer District will decide when a tank should be pumped. The District will check the new tank for sludge and any in-line tank and pump both as needed. The District is not responsible for any damage occurring on the old tank at the time the step tank needs pumping. However the responsibility from the house to the step tank is the homeowner's responsibility. Motion made by Wayne, seconded by Jim to approve amended section. Motion approved.*

Motion made by Brian and seconded by Jim to accept the regular session minutes of the August 16, 2016 including the amended paragraph. On voice vote minutes were approved.

**Financial reports – Janet Hirsch and Frances Hovis**

*Delinquent payment issues*

There is one homeowner that owes the District more than \$300 not already covered by liens. 6644 S. Lakeshore. They owe \$1,796.40. There are previous liens in the amount of \$1,427.40.

The difference is \$369.00 plus \$27 administrative fee. (There is a possibility that the District might not receive the \$369 lien since the property is due to be sold on the courthouse steps on September 21, 2016 and our paperwork will not be filed in time.)

Recommended that a lien be issued. Motion made by Wayne and seconded by Jim to proceed with filing a lien. Approved.

*Cash Flow Report*

Janet handed out the cash flow report for August 2016 prepared by our bookkeeper. Sewer fees invoiced were \$17,475.38; sewer fees received \$19,143.10; total overdue accounts \$11,422.08. Cash inflow from sewer user fees \$17,475.38 with interest of \$168.22 for a total cash inflow of \$17,643.60.

Total cash outflow was \$13,620.94; net cash flow for the month is \$4,022.66. The monthly cash report is in Appendix A. Brian made a motion to accept report, seconded by Jim. Approved.

### *Treasurer's Report – Frances*

Frances reported the balances as of July 2016; O&M checking account \$63,538.84; O&M Surplus \$322,892.11; Debt Reserve account \$50,298.29, Short lived Asset Reserve account \$49,031.96.

Frances also reported on the follow up concerning the phone bill at the sewer board office. She contacted AT&T and they said our contract had run out (which we never signed) and they moved us up to month by month so that explains the \$172 a month. They agreed to credit our account for any amounts due us. We will now be charged \$25 plus taxes per month. This will probably take two billing cycles to correct.

### *Invoice approval – Janet*

The following payment requests were submitted for Board approval.

A motion was made by Wayne, seconded by Brian to approve invoice payment. Motion approved.

### **Old Business**

*MO1 Call* – They were called three times and a bill for \$77.25 from USIC was received.

6131 N. Lakeshore – Question was raised whether a bill for \$245 has been sent to property owner as noted in the August minutes. Not sure if this was done so Janet will instruct bookkeeper to send bill.

### *Collection System & Treatment Plant Operation*

*Dave's report* - 6233 N. Lakeshore, pumped, replaced float, tested system; 6347 S. Lakeshore, drained & drilled j-box, tested system; 7720 Circle, replaced lid; 6395 S. Lakeshore, replaced 3 lids; 7756 Meadow, replaced lid; 7700 Lakeview, screwed lid on; purchased 10 12" lids; did 15 home tank inspections.

### *Problem with flow meter*

On Tuesday 9/13 Dave reported a problem with flow meter FM1. FM1 measures influent flow from the north side into the TP. The problem was that instead of showing the total flow value, FM1 was showing the error message "INVALID TOTAL". FM1's instantaneous flow value looked OK.

The flow meter manual said INVALID TOTAL was due to "totalizer data in the memory was destroyed due to external noise. Corrective action: The error message disappears if you clear the totalizer count." The error may have been caused by a power surge or outage.

On 9/14 R & J Hirsch programmed FM1 to clear the totalizer count (set it to 0). For consistency they also set FM2 and FM3 to 0.

On 9/19 Rich checked the flows of FM1, FM2, and FM3 on 9/19 (Monday) for consistency. Readings at 11:15am on 9/19 were: FM1, "714" --> 71,400gal influent from north side; FM2, 902 --> 90,200gal influent from south side; FM3, 1838 --> 183,800gal discharge /5days = 36,760 gal/day average.

These readings are reasonable, so meter FM1 seems to be working again.

FM3 discharge is greater than FM1 + FM2 due to rain falling in open sand filters. (1" rain adds 9425 gal to the recirc tank)

### *Disinfection Unit Ballasts*

The ballasts in the UV disinfection unit are not all working but nothing will be done at this time. Three lights are as effective as five. Anything less than three, something will need to be done.

### *Tanks to be pumped*

Janet reported that of the 21 homes that were scheduled to have the tanks checked, Dave has checked 15. Of those only one needs to be pumped. Several filters were found to be dirty. Will wait until next month and all houses are checked to see if any more need pumping since we would receive a price break. We are still requesting that Dave record pump hours and list them on his invoice. Brian suggested that from the data Dave presented, look at all the dirty filters, correlate that to hours, add them all up and divide by the number and get an average hours that we need to clean filters at said hours. That would save us money by keeping the system running efficiently.

### *Omnisite New Battery*

Brian needs to send the old unit in and they will send the new one out.

### *Treatment Plant Generator Problem*

Rich Hirsch reported that the TP generator was not working during the Sep 1 power failure due to low oil pressure. The gen has a low oil pressure cutoff switch that prevents the gen from running if the oil level is too low.

The gen does a 12min test every Wed at 2pm. Last test was done on Aug 3, 2016.

On Sep 9 Rich drained the old oil and put in fresh 5W30 oil. He also changed the oil filter. The gen has only run a total of 59 hrs. It was installed in 5-2012. Hrs. run due to "exercise" should be 40, so actual run time during power outages should be about 19 hrs.

The propane level in the tank is 75 out of 100.

*Motion was made by Brian, seconded by Wayne to have Dave check the propane tank and generator once a month. Motion approved.* This will involve opening the side panel of the generator with the key at the base of the generator. Then press a few buttons to see if the generator was being exercised. Propane level might be more challenging to check as the gauge is at the top of the tank and wasps may be present. There is a ladder in the trailer.

### **New Business**

*Road to Treatment Plant* – Contract of \$14,085 was signed and work will begin on Monday, September 26. Discussion on having a rolled edge added that would cover the gravel/rocks on the edges to help with the flow of rain water. Marilyn will check on a cost run and the feasibility of having the rolled edge.

MRWA will hold a training session/conference at the Lake of the Ozarks. Brian was interested in possibly attending.

*New Vice Chairman* – Wayne Evans was designated to be vice chairman of the Board.

**Next meeting is October 18, 2016.**

**Adjournment** – There being no other formal business to come before the Board, a motion to adjourn was made by Wayne, seconded by Brian. Motion passed. Meeting ended at 6:25 p.m.