

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
February 21, 2017
Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri met in regular session February 21, 2017 at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:00 p.m.

Roll Call of Directors

The following directors were present

Marilyn Meyer – Chairman

Wayne Evans

Jim Timmersman

Brian Stephens – (Departed at 5:19 p.m. for family event)

Lora Thomas

Also in attendance were Frances Hovis, treasurer, Janet Hirsch (PWSD #13 bank administrator), Rich Hirsch, former board of director, and Ray Lauer, recording secretary.

Approval of Agenda

Wayne made a motion to approve the agenda as printed, and Lora seconded. All directors voted to approve the agenda.

Approval of Minutes of January 2017 meeting

Bryan made the motion, seconded by Jim, to approve the minutes of the January 17, 2017 minutes. All directors, on a voice vote, approved the minutes.

Financial Reports

Janet reported there was one delinquent payment issue during the past month for over \$300.00. Janet also presented the cash flow report for January 2017 as prepared by the district's bookkeeper. Sewer fees invoiced amounted to \$17,459.97 and sewer fees received amounted to \$22,216.52. Overdue amounts totaled \$13,543.65. Cash inflow from sewer user fees amounted to \$22,216.52 with interest of \$168.05 for a total cash inflow amounting to \$22,384.57. Total cash outflow amounted to \$13,458.72. Net cash flow for the month is shown as \$8,925.85.

Treasurer's Report

Frances reported the balances as of January 31, 2017. O&M checking account balance is \$47,497.01; Debt service reserve is \$55,163.47; Short Lived Asset Reserve is \$65,297.83 and Surplus Account is \$323,569.47.

Invoice Approval – Janet

The following payment requests were submitted for Board approval.

| | | |
|-----------|---|-------------------|
| 2-1-2017 | Electric utility at WWTP | 220.09 |
| 2-1-2017 | Electric utility at sewer office | 49.24 |
| 2-1-2017 | Phone at sewer office | 41.36 |
| 2-1-2017 | Sewer User fee at sewer office | 72.00 |
| | WWPT Operator | 2,018.00 |
| | Monthly fee | 775.00 |
| 1/3/2017 | 6131 NLSL (Ricotta) install new pump, drill splice box | 120.00 |
| 1/8/2017 | 6187 SLSD (Rocklage) inspected leak at street, called AA Quick | 155.00 |
| 1-10-2017 | Prepared annual I&I report for DNR | 25.00 |
| 1-11-2017 | 7668 Lakeview (Frauenfelder) alarm, drilled splice box | 125.00 |
| | 2 effluent pumps | 818.00 |
| 1-11-2017 | AA Quick | 1,502.00 |
| 1-11-2017 | 6187 SLSD (Rocklage) repair 2-in force main. Existing fitting Not properly installed. Had to repair line live Pump truck called to suck up sewage present due to opening A live sewer line | 1,450.00 |
| | Parts | 52.00 |
| 2-1-2017 | Postage, monthly billing | 76.50 |
| 2-1-2017 | Bookkeeper services | 821.71 |
| 2-1-2017 | USIC locating services, January 2017 | 51.50 |
| 1-12-2017 | 6247 SLSD (Jung) room addition | 25.75 |
| 1-25-2017 | 7728 Meadow (Simon) retaining wall | 25.75 |
| 2-21-2017 | Marilyn Meyer, reimbursement | |
| | Three liens filed | 73.50 |
| | Marilyn Meyer – reimbursement | 24.50 |
| | Najbart, lien released | 24.50 |
| | Copy of release | 2.00 |
| 2-1-2017 | checks, treasurer | |
| | Total | <u>\$2,952.40</u> |

PWSD#13 Invoices presented for approval February 2017 – Short Lived Asset Reserve Account

| <u>Date</u> | <u>Description</u> | <u>invoice amount</u> |
|-------------|---|-----------------------|
| 2-1-2017 | Dean reimbursement for Hawks Septic Service | |
| 11-9-2016 | Pump out STEP tank 6048 SLSD (Dean) | 200.00 |
| | Original invoice presented at Jan 2017 BofD mtg | |
| 1-11-2017 | AA Quick | |
| 1-11-2017 | Pump truck needed due to above issue | 250.00 |
| | 6187 SLSD (Rocklage) | |
| | Total | <u>450.00</u> |

A motion was made by Jim and seconded by Bryan to approve the financial reports. On a voice vote the motion was approved.

Old Business

Rich reported he visited the treatment plant this date (February 21) and after leaving encountered Dave and they discussed the several issues.

First, Dave said he will try to do better reporting the pump hours when he or Dale visit a property. For January 2017 he reported pump hours for Ricotta's residence (3481 hours) but not for two other sites that were serviced.

Next, at TP RSFs 1 and 3 there is lots of vegetation growing in them and look bad. Dave said he will have some "assistants" report here and remove the grasses before spring.

Also, there have been a number of systems where the alarm sounds and the STEP tank overflows, because the effluent pump runs too slowly to empty the tank relative to the flow coming in. Dave said he is able to solve this problem by removing the Flow Control Disc in the Discharge Assembly. The disc has a ¼ inch hole in it. The Orenco catalog says that the flow controller disc is present "to equalize flow in pressurized distribution laterals at varying elevations and/or lengths. The orifice size of the flow control disc is dependent upon many factors."

Dave said the generator seems to be working well. Last exercise was the previous Wednesday, 2:00 p.m. to 2:14 p.m.

Finally, Rich reported water from the mystery drain hose that empties into the creek at the back of the treatment plant still has no odor and is perfectly clear, adding it is still believed the water is dam seepage or ground water.

Collection System

Employees of Water Resources Management addressed five issues. On 12/1/16 home owner of 5730 North Lakeshore advised while doing laundry it was noticed water was coming out from the lid on top of the tank. Inspection revealed someone had turned off the power to the system. When power was restored, the system was pumped down and after additional checking, found the system operated properly. The jbox was drilled.

On 12/2/16 the property owner of 5844 North Lakeshore Drive called to report sewage was coming up in the yard. The alarm had not sounded. Inspection revealed the check valve was broken. It was dug up and the check valve and ball valve were replaced because they were a union. They were replaced as individual parts as the Tri-valve has a reputation for breaking frequently.

Then on 12/30/16 the homeowner at 6131 North Lakeshore Drive reported he "still had water coming out from the lid on his tank." After inspection the work included installing a new pump, as the old pump was burned up, and had to pump the system down. The splice box was full of water and a hole was drilled in the bottom to drain the water.

Then on 1/8/17 the resident at 6187 South Lakeshore Drive notified there was sewage flow from the green lid near the street. Upon inspection it was revealed the shut off valve was leaking. Further inspection by AA Quick revealed the bad backfill was from the initial installation.

Finally, on 1/11/17 the alarm at the residence at 7668 Lakeview sounded. Board member Brian Stephens responded and checked the system. It appeared that at one time it was full of sewage but was not at the time of inspection. Workers visited site and pumped down to normal level and the alarm continued to sound. The pump was pulled, floats checked and the intake screens were cleaned. The splice box was filled with water, so a hole was drilled in the bottom of the splice box to drain the water. Then the system was found to be operating properly.

New Business

Chairman Meyer addressed the issue of the number of liens that have been placed against properties as the result of non-payment of sewer bills. She suggested a letter be prepared to be sent to those individuals so they are aware of the issues they face because of these liens. After discussion it was decided that mailing such letters is a worthwhile idea. Secretary Lauer volunteered to prepare a suggested letter and have it reviewed by the board members before finalizing that proposal.

Also, the chairman there should be a list maintained of the number of pump outs of the systems and Janet advised she retains this information.

Adjournment

There being no further business to be addressed a motion was made by Wayne, seconded by Lora, to adjourn the meeting. There was agreement and the meeting was concluded at 5:56 p.m.

Ray Lauer
Recording Secretary

Marilyn Meyer
Chairman