

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
November 15, 2016
Regular Session of the Board of Directors

The Board of Directors of Public Water District #13, Jefferson County, Missouri met in regular session on November 15, 2016 at 5706 N. Lakeshore Drive, Hillsboro, MO. The meeting was called to order at 5:21 p.m.

Roll Call of Directors

The following directors being present or absent as indicated.

Marilyn Meyer	Present
Brian Stephens	Present
Wayne Evans	Present
Jim Timmersman	Excused Absence
Lora Thomas	Absent

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

Approval of Agenda

Motion was made by Brian, seconded by Wayne to approve the agenda. All directors present voted to approve the agenda.

Approval of Minutes of Past Meeting

A motion was made by Wayne, seconded by Brian, to accept the minutes of the meeting conducted on October 18, 2016. On voice vote the minutes were approved.

Financial reports – Janet Hirsch and Frances Hovis

Janet presented the cash flow report for October 2016 prepared by the district's bookkeeper. Sewer fees invoiced amounted to \$17,572.92; sewer fees received were \$15,186.60. Total overdue amounts are \$14,328.26. Cash inflow from sewer user fees amounted to \$15,187.60, with interest of \$158.57, for a total cash inflow of \$15,346.17. Total cash outflow was \$27,261.40. Net cash flow for the month was (\$11,915.23).

Treasurer's Report

Frances reported the balances as of October 31, 2016; O & M checking account \$66,991.41; O & M surplus \$323,161.99; Debt Service Reserve Restriction, \$52,243.67; Short lived Asset Reserve Account \$49,052.44.

Invoice Approval – Janet

The following payment requests were submitted for Board approval.

PWSD #13 invoices presented for approval November 2016 – Short Lived Reserve Account

Date	Description	Invoice Amount
11-1-16	AA Quick Pump out STEP tanks 6051 & 6097 SLD	\$ 350.00
	Total	350.00

PWSD #13 Invoices presented for approval November 2016 – O&M Account

Date	Description	Invoice Amount
11-1-16	Electric utility at WWTP	\$ 171.46
11-1-16	Electric utility at sewer office	11.82
11-1-16	Phone at sewer office	40.00
11-1-16	Sewer user fee at sewer office	72.00
11-4-16	WWTP Operator	985.00
	Monthly fee	\$775.00
	7720 Circle, replaced 12" shutoff lid	15.00
	5757 SLSD, replaced 24" shutoff lid	15.00
	WWTP, cleaned all RS filters	180.00
10-26-16	Postage, monthly billing	74.80
11-3-16	Bookkeeper services	534.80
11-8-16	USIC locating services, October 2016	51.50
11-1-16	Lakenen Insurance, commercial package	4,163.00
11-1-16	Lakenen insurance, terrorist coverage	15.00
11-1-16	Grounds wwtp, Dale Wallen	215.00
	Grass cutting	215.00
11-1-16	AA Quick	1,400.00
	Dug up & repaired cleanout port next to Road on sch 40 main line near 5876 NLSD	
	Total	<u>7,733.98</u>

A motion was made Wayne, seconded by Brian, to approve the financial and treasurer's reports. On voice vote the reports were approved.

Following presentation of that report, Marilyn led a discussion regarding several liens that have been placed against properties due to unpaid sewer bills. At the conclusion of that discussion Marilyn advised she would make contact with the involved parties and encourage them to make satisfactory arrangements to address this problem.

Old Business

There are two issues related to MO1 Call Activity. MO1 was formerly known as Dig Rite. MO1 charges \$1.30 per call received. USIC charges \$25.75 per site location. There were two occasions when USIC was here, to mark lines – 5856 NLSL and 5765 NLSL – and the invoices totaling \$51.50 were received.

Collection System

Rich Hirsch reported on the leaking 24" riser near 5876 North Lakeshore Drive. Leak was repaired on October 18, 2016 by employees of AAQuick (AAQ) for \$1400. AAQ determined the leak was due to a break in the main sewer line in the 24" riser between the cleanout wye and the main line shutoff valve. Lid was broken. There was no gushing, no puddles, but the riser was full and liquid started to flow out of the hole in the lid when Rich was there.

There was no obvious reason for the break. Since the lid was broken it is reasonable there was vehicular traffic in the area, according to Rich. Some previous breaks were due to PVC pipe not being bedded properly when installed. In some cases native (rocky) soil was used.

Rich also relayed information about a pump problem at 6048 South Lakeshore Drive. The homeowner had the STEP tank overflow one time or possibly twice, so they called in a waste pumper to empty the tank. Pumper employee told the homeowner they should contact PWSD#13. Dave found the tank pump was not pumping, probably due to the bottom float switch getting stuck on the bottom of the STEP tank. Dave raised the float a bit and drilled junction box (box was filled with water which caused the alarm.)

A discussion of this matter ensued and at the conclusion Wayne made a motion to reimburse the homeowner up to \$200 as reimbursement for the cost charged by the pumper. This was seconded by Brian. Motion passed.

Treatment Plant Operation

First, there is still a problem with the Omnisite Alarm System. Bryan stated he will take care of getting this corrected.

Rich Hirsch then provided information regarding the UV Disinfection Unit. Rich saw Dave the day previous to this meeting and Dave reported he re-installed ballast that was replaced by mistake. At this point it is unknown what ballasts were installed in the unit and if one or two are working. Dave said when he gets two new lamps, he will install them to make sure the system works (that is, that all 4 lamps light). Then the system will be shut down for the season. The UV unit is to be operated only between April and October.

Brian stated he visited the treatment plant on October 23 and saw a few issues with the UV set up. First, each sleeve needs a rubber gasket around the end furthest away from the electrical hook up. Glass to metal contact is never a good thing. Second, we will need to put new O-rings in at least one of the bulb/quartz sleeves. There is dirt residue on the inside of the quartz sleeve indicating that water has been inside, which is a bad thing. A new wire connection for the bulb itself may need to be installed due to corrosion.

Third, air is circulating through the enclosure box good now. Rich believes that if the vent was clogged, that is the reason for the ballast going bad. Regarding the wiring, everything looked OK to Brian. Brian said he personally would change out some of the wire connections, but that is his opinion. Fourth, Brian believes that when they get the new ballast installed he will be able to get all 4 bulbs going, but we will need to address items 1 and 2 before firing it up in 2017.

Next, Rich reported there is erosion occurring in and around the treatment plant due to siphon being utilized to lower Lake Tishomingo. He stated before the siphon is used again there are three areas to build up with rock to prevent further damage.

- 1) – area where the siphon empties.
- 2) – area where the stream turns just upstream of the culvert pipe in the treatment plant
- 3) – area where stream exits the culvert pipe in the treatment plant.

Rich will address this matter and suggest the LTPOA Board members approve paying the cost of the rock, and will present this information at the December LTPOA meeting.

New Business

Janet reported she was provided information via Email from USDA Regional Director regarding filing of annual reports. First, a proposed budget and projected cash flow is to be submitted for review no later than November 30, 2016.

Also, there are stipulations on information required to be submitted no later than March 1, 2017. These include the approved annual budget, a Statement of Budget, Income and Equity, Form RD 422-3 Balance Sheet or Equivalent, Governing Body Information, Insurance Verification, Verification of Records and copies of bank statements relative to Reserve Accounts.

Also, Janet reported that DNR wants DMRs (Discharge Monitoring Reports) sent via the Postal Service.

Janet presented copies of a proposed budget for calendar year 2017. After review and a brief discussion, the proposed budget will be reworked.

There being no further business, a motion was made by Bryan and seconded by Wayne to adjourn. The motion passed and the meeting ended at 6:16 p.m.

Ray Lauer
Recording Secretary

Chairman