

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the December 11, 2013
Regular Session of the Board of Trustees**

The Board of Directors of Public Water District #13, Jefferson County Missouri met in regular session at 7:00 p.m. on December 11, 2013 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	Absent
John Johnston	Absent

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

Approval of Agenda

Motion was made by Rick Lippitt and seconded by Rich Hirsch 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 November 13, 2013 meeting were emailed to the Directors prior to the meeting. Motion was made by Rich Hirsch to approve the regular session Minutes as written. Second was by Rick Lippitt. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances for November 30, 2013: O&M checking acct: \$10,587.28; O&M money market acct: \$318,473.81; debt service reserve acct: \$18,316.50; capital equipment replacement acct: \$16,560. During December this year a new account was set up to be used to replace capital equipment. This account was mandated by MO DNR. Once a year \$16,560 will be added to the account.

During Nov. 2013 money was transferred from the O&M checking acct to the O&M money market acct to earn interest on the funds.

Delinquent payment issues

New Liens

The balance due the district for sewer service not covered by an existing lien has exceeded \$300 for two homeowners: D. Lowery (S LSD) and EGM/MLM (S LSD). DL owes a total of \$1,840, with \$308.80 not covered by an existing lien. EGM & MLM owe a total of \$633.60, with \$316.80 not covered by an existing lien.

Invoice approval

The following payment requests were submitted for Board approval in December.

Payee

Invoice amt

Liability & property insurance for 1 year	\$3800.00
Bond counsel fee for Apr 24, 2012 closing	2000.00
WRM, WWPT Operator	805.00
Bookkeeping services	506.00
Grass cutting, trimming along creek at WWTP on 8/18 & 10/17	430.00
Ameren Missouri for TP (paid, DirectPay)	212.51
MRWA dues for 2014	118.00
JWH, postage, monthly billing	73.92
Sewer user fee for office	72.00
Ad for Apr 8, 2014 election	49.00
AT&T (paid, preapproved)	41.44
Ameren Missouri for Sewer Office	<u>28.90</u>
TOTAL	\$8,136.77

Motion was made by Rick Lippitt to approve payment of the invoices. Second was by Rich Hirsch. On voice vote, payment was approved.

JWH reported that included with the invoice from bond counsel (Gilmore & Bell, G&B), there was a form related to our tax-free bond that was to be filled out annually. The sender did not state when the form was due or where to send it. G&B did say they had a department that would fill out the form for us. Donna Martin (USDA-RD) said she had no knowledge of the form.

November Cash Flow Report

JWH handed out the cash flow report for November, 2013 prepared by the bookkeeper and required by our lender USDA-RD.

Sewer fees invoiced were \$17,358.27; sewer fees received were \$17,631.66; cash inflow was \$17,736.05; cash outflow was \$10,268.78; net cash flow for the month was \$7,467.27. The monthly cash report is in Appendix A.

2014 Operations Budget

JWH introduced and explained the 2014 operations budget. This budget is shown in Appendix B. For Jan thru Apr, we are to pay our lender interest only (\$6980/month). After that we pay our lender interest plus principal (\$9617/month). There was a discussion of the budget.

Motion was made by Rick Lippitt to approve the budget. Second was by Rich Hirsch. On voice vote, the budget was approved.

The Board was in agreement that the user fee should not be changed. For one thing, the amount paid to our lender each month is increasing by 38% (\$6980 → \$9617). Also we expect increased home tank maintenance fees as the systems age.

Old Business

MO1Call activity

RL reported that there is very little activity in Nov., some from Ameren, not much from Charter.

Collection system operation update

RH presented a list of main sewer line cleanouts that need protection. These were based on a survey conducted by RL, RH and JWH. The list follows:

Cleanouts that need protection

Item	Address	Nearest house	Distance from road (ft)	Needs protection		Pipe size	Code no.	Comment
				Concrete collar	PVC collar			
Northside								
1	6244 N LSD	Evans	1	1		3"	7	
2	6143 N LSD	Williams	4	1		3"	12	End of driveway
3	6064 N LSD	Droege/Marshall	2	1		3"	13	
4	5856 N LSD	Kline	4	1		2"	17a	
Southside								
	7706							
5	Mohawk	Betzold	10	1		1.25"	30	In parking area
6	6065 S LSD	Hemmer	1	1		2"	45	
7	5953 S LSD	Kreilick	5	1		2"	48	In parking area
8	5763 S LSD	Neuner	3.25	1		2"	51a	
9	5724 S LSD	Juedemann	3	1		1.5"	53	
	7700							
10	Fairview	Ryan Sr	6	1	1	1.5"	26	
	7722							
11	Mohawk	Covington	2		1	1.5"	33	
12	7712 Circle	Steen	4		1	1.5"	47	

New Business

2014 Election Resolution, issues

JWH stated that an ad had been placed in the *Countian of Jefferson County* that PWSD #13 has two director positions opening up in sub-districts 3 and 4. The filing period is Dec 17 through Jan 21, 2014, with filings to be handled by the Secretary of PWSD #13 at the sewer office.

RH read the resolution authorizing participation in the county-wide election to be held on Apr 8, 2014. RH. The title of the resolution was read again by RH.

Motion was made by Rich Hirsch to approve the resolution. Second was by Rick Lippitt. On voice vote, the motion was approved. The resolution is in Appendix C.

Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by Rick Lippitt and seconded by Rich Hirsch. Motion passed. Meeting ended at 7:42 p.m.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 11th day of December, 2013.

Secretary
January 6, 2014

Chairman

APPENDIX A. November 2013 Cash Report

Sewer Fees Invoiced	\$ 17,358.27
Sewer Fees Received	\$ 17,631.66
Overdue Amounts:	
30 days overdue	1,831.21
60 days overdue	1,072.30
90 days overdue	603.15
> 90 days overdue	4,544.80
Total overdue amounts	\$8,050.46

Cash Inflow

Sewer User Fees	\$ 17,631.66
Interest	104.39
	\$ 17,736.05

Cash Outflow

Accounting	704.00
Treatment Plant Operator	865.00
Utilities - electric (treatment plant)	214.42
Utilities - electric (office)	15.92
Phone	41.31
Sewer fee - office	72.00
USDA Interest	6,980.00
Debt Service Account	962.00
Postage	74.91
Bank Fees (ACH debit)	14.00
Maintenance and Repair	
Plow stakes	134.14
Safety rope and hook	8.27
Gate valve wrench	8.65
	\$ 10,268.78

Net Cash Flow

\$ 7,467.27

APPENDIX B.

PWSD #13 Operations Budget, Jan - Dec 2014	Annual	Monthly
Cash inflow		
Sewer User Fees	206,400	17,200
Interest	1,200	100
total cash inflow	207,600	17,300
Cash outflow		
USDA Interest only, \$6980, Jan - Apr	27,920	2,327
USDA Principle & interest, \$9617, May - Dec	76,936	6,411
short lived asset reserve (must be >= \$16,560)	16,560	1,380
Treatment Plant Operator	15,000	1,250
Debt Service Account	11,544	962
Accounting	7,200	600
Audit	6,500	542
wwtp grass cutting	5,000	417
Insurance	4,500	375
Maintenance/replacement of sewer equipment	3,600	300
Legal	3,000	250
Utilities - electric	3,000	250
MO DNR Annual Permit	3,000	250
Propane	1,500	125
Postage & printing	1,200	100
Sewer fee for office	864	72
Office supplies	600	50
Sewer office phone	600	50
Educational expenses	500	42
Recording fees - easements & liens	450	38
Miscellaneous	408	34
Sewer office electric utility	300	25
Omni Site, annual cell phone carrier for wwtp	250	21
Bank Fee (ACH debit)	168	14
MRWA fees	120	10
Bank Fee - overdraft	120	10
PO Box rent	<u>44</u>	<u>4</u>
total cash outflow	190,884	15,907
Net cash flow, surplus (+) or deficit (-)	16,716	1,393

APPENDIX C.

RESOLUTION NO. 2013-12-11

**PUBLIC WATER SUPPLY DISTRICT 13
JEFFERSON COUNTY, MISSOURI**

RESOLUTION ESTABLISHING ELECTION

WHEREAS, the Public Water Supply District 13 has two three year Board Member positions becoming vacant in 2014, and

WHEREAS, Chapter 190 of the Missouri Statutes provides for an election of Board Members at the election scheduled for April 8, 2014, and

WHEREAS, the Board Member for District 3's term expires in April of 2014, and

WHEREAS, the Board Member for District 4's term expires in April of 2014, and

WHEREAS, the Public Water Supply District 13 wishes to declare the positions to be open to election,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

RESOLVED, that Public Water Supply District 13 Board hereby declares an election for April 8, 2014, to elect the following Board Members:

One Board Member, for a term of three years, to be elected from District 3.

One Board Member, for a term of three years, to be elected from District 4.

RESOLVED, that the filing dates for candidacy for this election shall be December 17, 2013 through January 21, 2014, with filings to be handled by the Secretary of Public Water Supply District #13 of Jefferson County, Missouri, at their office at 5706 N. Lakeshore Dr, Hillsboro, Missouri.

RESOLVED, in the event there are only two candidates who file for these vacancies, the District shall suspend the election for such positions and declare the candidates to be unanimously elected to such positions, the same to be sworn into office at the next regular Board Meeting following the election.

This Resolution, dated and effective this 11th day of December, 2013, was approved by a majority of the Board Members.

Chairman

Secretary