

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the March 11, 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 4:35 p.m. on March 11, 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
Rich Hirsch	Present
Rick Lippitt	Present
Ken Jost	Present
Larry Schmidt	Absent

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

Approval of Agenda

Motion was made by KJ and seconded by RH 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 February 11, 2015 meeting were emailed to the Directors prior to the meeting. Motion was made by RL to approve the regular session Minutes as written. Second was by KJ. On voice vote, the regular session Minutes were approved.

Treasurer's Report

FH reported the balances as of February 28, 2015: O&M checking acct: \$37,411.41; O&M money market acct: \$320,464.61; debt reserve acct: \$32,825.76; short-lived asset reserve acct: \$32,679.98.

Delinquent payment issues -- Liens

JH reported that PWSD #13 is owed over \$300 not previously covered by liens by three property owners: JK (for 6213 S LSD, \$316.80), JJ (for 6644 S LSD, \$364.26), and RW/LT (for 7628 Lakeview, \$316.80).

Due to major payments, liens should be released on the property at 6142 S LSD.

Motion made by RH to file the three liens. Second was by KJ. On voice vote, the motion was approved.

Our bookkeeper has been working with the homeowner at 5693 Lake Tishomingo Rd over a check lost by the bank. An agreement has been reached.

Invoice approval

The following payment requests were submitted for Board approval.

Payee -- from O&M Account

Flo Systems: parts for new home installation, 5774 S LSD

Invoice amt

\$3,782.05

WRM, WWTP Operator	895.00
Bookkeeping services	666.05
Ameren Missouri for TP (paid, DirectPay)	194.87
CPA services	175.00
JWH, postage, monthly billing	75.82
Sewer user fee for office	72.00
Ameren Missouri for Sewer Office	73.75
AT&T (paid, preapproved)	56.01
RH: Thermostat & filter for sewer office furnace	110.95
FH: Envelopes	1.78
TOTAL	6,103.28

The new thermostat was purchased to allow controlling the temperature setting in the sewer office remotely by cell phone or computer. This saves a trip to the sewer office early in the day to turn up/down the temperature. This will also help with the meeting since the furnace will come on less frequently during the meeting. The furnace blower is extremely loud and makes listening to the audio tape of the meeting difficult.

ATT has increased the price of phone service from \$44 to \$56. We thank FH for contacting ATT and explaining the fee increase to the board. The ATT price seems like it may be higher than Charter phone service, so we may switch to Charter.

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

The District received an invoice from the MRWA to contribute \$100 for influencing water and wastewater legislation. The board felt that a public water supply district may not be permitted to contribute. In any case the board decided against making the donation.

February Cash Flow Report

JH handed out the cash flow report for February, 2015, prepared by our bookkeeper and required by our lender USDA-RD.

Sewer fees invoiced were \$17,447.15; sewer fees received were \$17,679.79; cash inflow was \$26,604.47; cash outflow was \$13,139.38; net cash flow for the month was \$13,465.09. The monthly cash report is in Appendix A.

Old Business

MO1Call activity

RL reported that he contacted USIC to determine the cost of having USIC mark our sewer lines. There is an annual fee of \$1500 plus \$20 per ticket. If marking takes over 1 hr, they will charge \$12 for each quarter hr. Liability on what they mark is limited to \$500.

There is a problem with marking the electrical line that runs from the control panel to the STEP tank. At this point USIC will ONLY mark the sewer pipe and not the electrical line.

RL will look into getting USIC to mark the conduit/electrical line in addition to the sewer pipes.

RL also said that USIC would receive calls from MO One Call directly and the district would get a report from USIC as to their activity.

New sewer installation

RL reported that FloSystems did not deliver the STEP tank yet. Other sewer equipment was delivered.

April 2015 Election

RL talked to CS about joining the sewer board. CS will talk to others about joining the Board.

RQ is also considering joining the board, as is JJ.

Treatment plant operation update**Distributing valve repair**

On Tuesday RH checked the distribution valve that was repaired in February and it seems to have a slight leak as there is still liquid present in the riser. RH watched the valve go through one complete cycle and it appears that there is a small amount of seepage around the gasket that separates the upper body from the lower body of the valve. RH will tighten the screws that compress the gasket. He did not see any leakage from the six unions.

Collection system operation update**Ruptured conduit at 6223 S LSD**

In January the homeowner at 6223 S LSD dug up the electrical conduit with his Bobcat and broke the conduit and the wire connecting the control panel to the STEP tank. Within days of digging up the conduit, the conduit and wiring were repaired by AA Quick Plumbing for \$450.

During February a bill for \$450 was sent to the homeowner with a letter explaining the bill.

MO One Call (Dig Right) was not called before the homeowner broke the conduit.

Adjournment

There being no other formal business to come before the Board, a motion to adjourn was made by RH and seconded by RL. Motion passed. Meeting ended at 5:45 pm.

Respectfully Submitted,

Rich Hirsch
Recording Secretary

Approved this 8th day of April, 2015.

Secretary
April 4, 2015

Chairman

APPENDIX A: February 2015 Cash Report

Sewer Fees Invoiced	\$ 17,447.15
Customer invoiced for damage to sewer system	450.00
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	\$ 17,897.15
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Sewer Fees Received	\$ 17,679.79
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Overdue Amounts:	
30 days overdue	\$ 2,607.00
60 days overdue	\$ 1,157.82
90 days overdue	\$ 847.60
> 90 days overdue	\$ 6,438.16
Total overdue amounts	\$ 11,050.58
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Cash Inflow	
Sewer User Fees	\$ 17,679.79
Interest	135.31
New Resident Connection Payment	6,027.37
Reimbursement from LTPOA (road repair near dam)	1,500.00
Insurance reimbursement for clean out damage	1,262.00
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	26,604.47
Cash Outflow	
Accounting	625.00
Treatment Plant Operator	775.00
Utilities - electric (treatment plant)	192.36
Utilities - electric (office)	70.31
Phone	41.47
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Maintenance & Repair	
Repair homeowner damage to sewer system	450.00
Replacement parts: valves, control panel, paint	244.42
Postage	75.82
Bank Fees (ACH debit)	14.00
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	13,139.38
Net Cash Flow	\$ 13,465.09
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