

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the January 19, 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 January 19, 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	Absent
Rick Lippitt	Present
Jim Timmersman	Present

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

Approval of Agenda

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

Approval of Minutes of Past Meetings

Motion made by Rick and seconded by Jim to accept the regular session minutes of the December 15, 2015. On voice vote minutes were approved.

Treasurer's Report – Janet Hirsch and Frances Hovis

Delinquent payment issues

There are eleven homeowners that owe the District more than \$100. A person becomes eligible for a lien when he owes over \$300 to the district. For this month there is no one eligible for liens.

There is only one person that owes \$300 over previous liens. He owes \$578.30 which is \$450 in damages which he caused plus \$128.30 in sewer fees.

Invoice approval –Janet

The following payment requests were submitted for Board approval.

PWSD#13 Invoices presented for approval Jan 19, 2016 -- O&M Account

<u>date</u>	<u>Description</u>	<u>invoice amt.</u>
1/4/2016	Electric utility at WWTP	205.53
1/4/2016	Electric utility at sewer office	33.52
1/1/2016	phone at sewer office	46.94
1/1/2016	Sewer user fee at sewer office	72.00
1/1/2016	WWPT Operator	2,041.91
	monthly fee	775.00
	5774 SLSL service call	60.00
	5774 SLSL service call, broken discharge line repair	125.00
	WET test - once per permit cycle	926.91
	WWTP alarm pump fail CP1, CP2	155.00
12/28/2015	Postage, monthly billing	78.75
1/17/2016	Bookkeeper services	568.75
1/5/2016	USIC Locating Services	50.00
12/31/2015	Missouri One Call	13.00
12/16/2015	Certified postage	6.74
1/1/2016	Omnisite notification system, 1-yr cell phone fee	276.00
1/1/2016	AA Quick	600.00
	5774 SLSL, dug up & replaced check valve at street	
1/1/2016	Missouri Lawyers Media, election ad	51.00
	Total	<u><u>4,044.14</u></u>

Recommended that these invoices be approved. Motion made by Rick, seconded by Jim to accept. Motion approved.

A refund is due customer for overpayment of \$72. Recommend to approve this refund. Motion made by Rick, Seconded by Jim to accept. Motion approved.

A “thank you” was received thanking the Board for their patience from Joann and Terry Thorpe. Apparently they had gotten a little behind in accounts due to some health issues.

Financial reports

Janet handed out the cash flow report for December, 2015 prepared by our bookkeeper. Sewer fees invoiced were \$17,458.85; sewer fees received \$16,155.05; total overdue accounts \$11,806.10. Cash inflow from sewer user fees \$16,155.05 with interest of \$154.22 for a total cash inflow of \$16,309.27. Total cash outflow was \$33,860.81; net cash flow for the month is a negative \$17,551.54. The monthly cash report is in Appendix A. Motion made by Rick, seconded by Jim to accept report. Motion approved.

(Note: \$9,617 is paid every month to repay our loan; \$4,063 paid once a year for liability insurance; \$16,560 is paid once a year to the short lived asset reserve account as required by MO DNR.) It is expected that there will be a positive net cash flow for the year. We just were hit hard this month.

Frances reported the balances as of December 2015; O&M checking account \$41,734.43; O&M Surplus \$321,814.89; Debt Reserve account \$42,524.87, Short lived Asset Reserve account \$48,950.09.

Old Business

MO1 Call Activity - only received two calls in December. In addition to marking sewer lines they also mark electric lines from panel to tank.

Property at 6223 S. Lakeshore Dr. The Board has not received the \$450 by the due date of December 31, 2015 for damages caused by the property owner. It was decided to proceed as stated in the December minutes and have our attorney, Bob Sweeney, issue the lien with attorney fees and any court costs directly to the homeowner with a copy of the letter being sent to the Board.

Collection System Operation Update

5774 S. Lakeshore Dr. Rich gave an explanation of sewer connection. Discussion on sewer problem at this property. AA Quick came and dug up and replaced check valve for \$600. Question is who should pay the bill. It was decided the Board will pay for the repair because the installation was inspected and approved by the district representative.

It was suggested that on new installs we should have a recommended list of people to call that can be given to the homeowner. Unfortunately there is not a dedicated list of individuals – various companies/people have been called to do the work.

Treatment plant operation

WET test – we passed.

High level alarms – Janet provided a graph explaining the alarm system during the 6 inch rain event December 26-28. We were in high level alarm for 43 hours during the rain. Normally we have a 27,000 gallon flow per day. Design capacity is 75,000 gallons. During this rain event it was up to 72,000 gallons.

Sewer System Operation

Rich handed out a packet of information detailing the treatment facility flow diagram and explained the operation of the plant.

New Business

Missouri Rural Water is having their 50th anniversary conference in Branson, March 1-3. They will hold their annual business meeting on March 3.

2016 Election Today was the last day to file for a position for PWSD#13, 5th sub-district. No one has filed. Therefore there will be no election here on April 16.

Wayne Evans has agreed to join the Board.

Next meeting will be the third Tuesday, February 16, 2016, 5 p.m.

Janet gave a copy of the application for renewal of the permit. It gives a good overview of the entire system; also a list of all the computer things going.

Rick made a motion, seconded by Jim to adjourn at 6:28 p.m. Motion approved.

Respectfully submitted,

Lynn Goetz
Recording Secretary

Chairman

December 2015 O&M Cash Report

Sewer Fees Invoiced	\$ 17,458.85
	<u>\$ 17,458.85</u>
Sewer Fees Received	<u>\$ 16,155.05</u>
Overdue Amounts:	
30 days overdue	<u>\$ 2,417.80</u>
60 days overdue	<u>1,211.60</u>
90 days overdue	<u>749.79</u>
> 90 days overdue	<u>7,426.91</u>
Total overdue amounts	<u>\$ 11,806.10</u>
Cash Inflow	
Sewer User Fees	\$ 16,155.05
Interest	154.22
	<u>16,309.27</u>
Cash Outflow	
Accounting	737.50
Treatment Plant Operator	1,075.00
Utilities - electric (treatment plant)	206.33
Utilities - electric (office)	14.37
Phone	47.01
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Short Lived Asset Reserve Account	16,560.00
Lien recording fees	49.00
Liability insurance	4,063.00
MO Dept of Natural Resources annual fee	183.16
MRWA annual dues	125.00
Office supplies (computer repair parts)	57.74
Postage	77.70
Bank Fees (ACH debit)	14.00
	<u>33,860.81</u>
Net Cash Flow	<u>\$ (17,551.54)</u>