

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the February 16, 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 5:08 p.m. on February 16, 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	Absent
Wayne Evans	Present

Also in attendance were Frances Hovis (Treasurer), Rich Hirsch (former board director), Lynn Goetz, recording secretary. Janet Hirsch was absent.

Approval of Agenda

Motion was made by Rick and seconded by Wayne 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 Wayne to accept the regular session minutes of the January 19, 2016. On voice vote minutes were approved.

Treasurer's Report –Frances Hovis for Janet Hirsch

Delinquent payment issues

No lien issues for this month.

Invoice approval - The following payment requests were submitted for Board approval.

PWSD#13 Invoices presented for approval Feb 15 2016 -- O&M Account

date	Description	invoice amt.
2/1/2016	Electric utility at WWTP	193.66
2/1/2016	Electric utility at sewer office	59.54
2/1/2016	phone at sewer office	46.94
2/1/2016	Sewer user fee at sewer office	72.00
2/1/2016	WWPT Operator	1,105.00
	monthly fee	775.00
	6051 S LSD service call, 1/11/16, pump hours=557	180.00
	6064 N LSD service call, insp new construction existing system, needs work	90.00
	7736 Lakeview service call, insp new installation, did not pass	60.00
12/28/2015	Postage, monthly billing	77.70
2/7/2016	Bookkeeper services	550.00
	 Total	 <u>2,104.84</u>

Recommended that these invoices be approved for payment. Motion made by Rick, seconded by Wayne to accept. Motion approved.

Financial reports

The cash flow report for January 2016 was presented. Sewer fees invoiced were \$17,459.64; sewer fees received \$22,278.20; total overdue accounts \$11,577.45. Cash inflow from sewer user fees \$22,278.20 with interest of \$146.03 for a total cash inflow of \$22,424.23. Total cash outflow was \$14,637.21; net cash flow for the month is \$7,787.02. The monthly cash report is in Appendix A. Motion made by Wayne, seconded by Rick to accept report. Motion approved.

Marilyn reported that a check from Bank of America was left at the office door for \$1,373.40. This is for delinquent sewer bills for 5770 N. Lakeshore. This amount is not included in reports presented tonight.

Frances reported the bank balances as of January 2016; O&M checking account \$48,224.67; O&M Surplus \$321,942.73; Debt Reserve account \$43,495.34, Short lived Asset Reserve account \$48,959.81.

Old Business

MO1 Call Activity - Rick reported no activity for the month.

Orton issue – Letter from our attorney, Bob Sweeney, to Glen Orton regarding the damage Orton caused at 6223 S. Lakeshore Dr., was read. Mr. Sweeney stated that a lien of \$450, plus \$250 attorney fees, and \$27 recording fee was filed. The lien is for \$727.

This lien does not include the \$133.05 the customer owes for past due sewer fees at the residence.

Collection System Operation Update

5774 S. Lakeshore – problem was resolved.

6051 S. Lakeshore - not known if problem was fixed. Might have a call back.

6064 N. Lakeshore AA Quick to give bid and re-inspect. \$90 for 1 ½ hrs. work. No trip charge

7736 Lakeview Homeowner has moved in.

Rick and Rich visited on Jan.30 due to homeowner call.

Control panel-to-tank cable used only red wire and bottom (stop) float both stopped and started the pump. This is wrong. Conclusion: wiring was faulty and needs to be redone. Homeowner said he would contact contractor.

Rick revisited site after the electrician rewired the system. System seemed to operate correctly. System needs to be inspected by Dave Axton to confirm.

There was discussion on having a list of reliable contractors available to new homeowners when considering having work done. Marilyn and Rick will contact various homeowners for their input and opinions on contractors who did recent installations.

Treatment Plant Operation

WET test – Rich explained the WET (Water Effluent Toxicity) test. All good. It needs to be done once every permit period, which is 3-5 years.

I & I report - Inflow/Infiltration report. We have 242 homes on line

New Business

Road to treatment plant – Discussion on the road and what needs to be done. Nothing definite was decided.

Opening on Sewer Board – Rick's term is up in April 2016. Discussion on how to improve our public relations to get new board members. It was suggested to put a notice in the newsletter explaining the board duties better. If directors cannot be found there is the possibility that the sewer district could be absorbed by the Jefferson County Sewer District (JCSD) and we would lose control and rates could be higher.

Other news – Four lots were purchased at Tishomingo with the possibility of someone building. They wanted to know the cost of buying into the sewer system. It would probably be about \$10,000 or more, plus \$3,000 connection fee, and \$72 a month service fee. But the district will rebate back \$2,750 upon successful inspection of the installation..

Adjournment

Motion made by Wayne, seconded by Rick, to adjourn. Meeting closed at 6:30 p.m.

Respectfully submitted,

Lynn Goetz,
Recording Secretary

January 2016 O&M Cash Report

Sewer Fees Invoiced	\$ 17,459.64
	<u>\$ 17,459.64</u>
 Sewer Fees Received	 <u>\$ 22,278.20</u>
 Overdue Amounts:	
30 days overdue	<u>\$ 2,145.84</u>
60 days overdue	<u>1,095.86</u>
90 days overdue	<u>827.20</u>
> 90 days overdue	<u>7,508.55</u>
Total overdue amounts	<u>\$ 11,577.45</u>
 Cash Inflow	
Sewer User Fees	\$ 22,278.20
Interest	146.03
	<u>22,424.23</u>
 Cash Outflow	
Accounting	568.75
Treatment Plant Operator	2,041.91
Utilities - electric (treatment plant)	205.53
Utilities - electric (office)	33.52
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	
Lein recording fees	
Liability insurance	
Maintenance and Repair	
USIC Locating Services	50.00
Missouri One Call	13.00
Omnisite (1 year pump alarm monitoring)	276.00
AA Quick (5774 SLSD)	600.00
Missouri Lawyers Media (election ad)	51.00
Postage	85.49
Bank Fees (ACH debit)	14.00
	<u>14,637.21</u>
 Net Cash Flow	 <u>\$ 7,787.02</u>