

**PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the March 15, 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 March 15, 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	Present
Rick Lippitt	Present
Jim Timmersman	Present
Wayne Evans	Present

Also in attendance were Frances Hovis (Treasurer), Lynn Goetz, recording secretary.

**Approval of Agenda**

Motion was made by Brian 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 Meeting**

Motion made by Rick and seconded by Brian to accept the regular session minutes of the February 16, 2016. On voice vote minutes were approved.

**Treasurer's Report –Frances Hovis for Janet Hirsch**

*Delinquent payment issues*

Request to have liens issued on 5902 S. Lakeshore (Winslow) for \$308.80 and 6508 S. Lakeshore (Ramer) for \$345.33. The bookkeeper will prepare the liens. Brian asked for a delay on the Ramer lien until he can talk to him this week. Motion made by Rick, seconded by Wayne to post the liens contingent upon Brian's discussion with Ramer, which might solve that issue. Motion approved.

*Invoice approval*

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

date	Description	invoice amt.
3/1/2016	Electric utility at WWTP	171.02
3/1/2016	Electric utility at sewer office	38.05
3/1/2016	phone at sewer office	46.94
3/1/2016	Sewer user fee at sewer office	72.00
3/1/2016	WWPT Operator	1,015.00
	monthly fee	775.00
	585 NLSLD, alarm, water in j-box	120.00
	7736 Lakeview, reinspect. Not ready.	60.00
	6064 NLSLD, replaced STEP lid & lid at street	60.00
	Postage, monthly billing	79.10
	Bookkeeper services	587.53
	CPA services	210.00
	Legal services	277.00
	USIC locating services	62.00
	USIC annual fee	1,500.00
	Total	<u>4,058.64</u>

**Customer refund of connection fee -- new installation passed inspection**

3/2/2016	Breer, Bernard & Julie, 7736 Lakeview	2,750.00
	total	<u>2,750.00</u>

*Note:* The USIC for \$1,500 is an annual fee which allows us to be charged \$25 per marking unless there is something special or an emergency. This month's charge of \$62 is correct.

Recommend approval of \$2,750 refund to Breer. Rick stated that upon inspection they needed a disconnect and also to attach the J box inside the tank. They did this immediately. Motion made by Rick, seconded by Brian to approve invoices for payment as well as the refund to Breer. Motion approved.

#### *Financial reports*

The cash flow report for February 2016 was presented. Sewer fees invoiced were \$17,771.82; sewer fees received \$18,164.78; total overdue accounts \$10,438.79. Cash inflow from sewer user fees \$18,164.78 with interest of \$156.43 for a total cash inflow of \$18,321.21. Total cash outflow was \$12,975.04; net cash flow for the month is \$5,346.17. The monthly cash report is in Appendix A. Motion made by Wayne, seconded by Rick to accept report. Motion approved.

Bank Balance O&M checking, \$53,334.62    O&M Surplus \$322,079.45    Debt Reserve \$44,466.66  
Short Lived Asset Reserve \$48,970.20

#### **Old Business.**

Missouri One Call - nothing

#### **Collection system Operation Update**

- 6064 N. Lakeshore Lids damaged due to construction
- 7736 Lakeview Still needed quick disconnect. J Box not secured properly. Has been corrected and approved.
- 5985 N. Lakeshore – Alarm, water in J Box. Tested, now working properly.
- 6187 S. Lakeshore, Rocklage Discussion on high level alarms and ground water. A report from Rich was handed out. Why is there so much water in the treatment plant when there is heavy rain? Some downspouts are connected to the tank. Our system is not a closed system.

#### **Treatment Plant Operation**

- Clean Water Report – Received a 15 page report to fill out on Domestic Sludge reporting. Currently we do not move our slug. Only had to fill in front page which Dave did and now it is ready to turn in. At some point we will have to move sludge.  
Proposed State Operating Permit is to be filed every 5 years. We are required to post it in case anyone has questions or concerns and/or comments. Discussion on how to post.  
(1) Suggested to list on our website under sewer business and to contact Marilyn if anyone wants to see the full report. (2) Suggested to send out an email alert indicating that if anyone wanted to see the report to call Marilyn by March 20. **NOTE** *After the meeting, a careful reading of the cover letter that accompanied the proposed permit revealed that the permit was posted by MO DNR at their website. Also, that people are to send comments to MO DNR about the permit by March 21. PWSD#13 is not required to post it. No action was taken.*
- Received 12 page report revised standards from the Clean Water Act if anyone wants to see it.
- Need to have the words “Equal Opportunity” listed on the bottom of our stationery, which we already do.
- We belong to the Missouri Rural Water Association. For a voluntary payment of \$100 we can receive a legislative report of all that was filed. We are declining.

### **New Business**

- Report on compiling a list of new construction contractors – this is an ongoing project. Some information was received. Will continue working on it.
- Bookkeeper will prepare lien releases for the 5770 N. Lakeshore house so that it can be sold.
- Road to treatment plant – Discussion continued on possibilities. Road is getting bad. Suggestion to contact CEG which does our road repairs. An appointment will be set up.
- Mail Box – A sticker will be placed on the mailbox on the door frame that sewer bill payments cannot be put in this box. They may be dropped in the other mailbox, which is the official mailbox.
- There was a very nice article in the newsletter concerning an opening on the sewer board.

The next meeting will be April 19, 2016.

**Adjournment** - Rick made a motion, seconded by Jim to adjourn. Motion carried. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Lynn Goetz,  
Recording Secretary

Marilyn Meyer  
Chairman

## February 2016 O&M Cash Report

Sewer Fees Invoiced	\$ 17,771.82
	<u>\$ 17,771.82</u>
Sewer Fees Received	<u>\$ 18,164.78</u>
Overdue Amounts:	
30 days overdue	\$ 2,059.98
60 days overdue	864.40
90 days overdue	663.68
> 90 days overdue	<u>6,850.73</u>
Total overdue amounts	<u>\$ 10,438.79</u>
<b>Cash Inflow</b>	
Sewer User Fees	\$ 18,164.78
Interest	<u>156.43</u>
	18,321.21
<b>Cash Outflow</b>	
Accounting	550.00
Treatment Plant Operator	1,105.00
Utilities - electric (treatment plant)	193.66
Utilities - electric (office)	59.54
Phone	47.14
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Attorney fees	277.00
Postage	77.70
Bank Fees (ACH debit)	<u>14.00</u>
	12,975.04
<b>Net Cash Flow</b>	<u>\$ 5,346.17</u>