

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the April 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 April 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	Present
Rick Lippitt	Absent
Jim Timmersman	Present
Wayne Evans	Absent

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

**Approval of Agenda**

Motion was made by Brian 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 Meeting**

Motion made by Brian and seconded by Jim to accept the regular session minutes of the March 15, 2016. On voice vote minutes were approved.

**Financial Reports –Janet Hirsch and Frances Hovis**

*Delinquent payment issues*

There are three delinquent payment issues.

- Orton owes \$489.25 (\$277 attorney fee, \$212 sewer and late fees) in addition to \$450 lien for damages
- 6644 S. Lakeshore - \$316.80
- 5902 S. Lakeshore - \$386

Recommend that liens be filed. Regarding Orton, wait until charges are over \$300.

Motion made by Brian, seconded by Jim to approve liens. Motion approved.

Question was brought up about knowing when property goes up for sale on the courthouse steps. A good time to check is in August when taxes have not been paid. They are also listed in *The Countian*. It would be good to have a representative there.

*Financial Reports – Janet*

Janet handed out the cash flow report for March, 2016. Sewer fees invoiced \$17,536.58; sewer fees received \$17,514.76; total overdue amounts \$10,952.07. Cash inflow from sewer user fees \$17,514.76; interest \$156.71 for a total cash inflow of \$17,671.47. Total cash outflow was \$14,374.81; net cash flow for the month is \$3,296.66.

Received a letter from Kevin Hinkebein, area specialist with USDA. They reviewed our annual financial reports and we are in compliance with all the rules. We are to be commended (so stated letter).

*Invoice approval- Janet*

The following payment requests were submitted for Board approval.

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

<b>date</b>	<b>Description</b>	<b>invoice amt</b>
4/1/2016	Electric utility at WWTP	174.17
4/1/2016	Electric utility at sewer office	18.15
4/1/2016	phone at sewer office	46.94
4/1/2016	Sewer user fee at sewer office	72.00
4/1/2016	WWPT Operator	1,155.00
	monthly fee	775.00
	6541 SLSD, system overflow	140.00
	clean all RSF filters at wwtp	240.00
3/31/2016	Missouri One Call	2.60
3/28/2016	Postage, monthly billing	78.40
4/10/2016	Bookkeeper services	501.85
	<b>Total</b>	<u><b>2,049.11</b></u>

Recommended that these invoices be approved for payment. Motion made by Brian, seconded by Jim. Motion approved.

*Treasurer's Report – Frances*

Bank balances reported as of March 2016; O&M checking account \$53,334.62; Debit Service Reserve Account \$44,466.66; Short Lived Asset Reserve Account \$48,970.20; O&M Surplus Account \$322,079.45.

**Old Business**

MO1 Calls – Only charged for two phone calls.

**Collection System & Treatment Plant Operation**

*Dave's report*

- Lab sample analysis \$775. Did all normal tests. All came within limits.
- 6541 S. Lakeshore – system overflow, backing up in home. Re-set control breakers. System working properly.

*Jerry Haas* – Had someone come out on his own. One pipe not connected to system. What was coming up in basement was ground water. Therefore he did not pursue it any further.

*Proposed State Operating Permit* – we have not received a final copy.

**New Business**

--- **Ramer resolution** - Court summons was received and sent to our attorney Bob Sweeney. A motion was made by Brian, seconded by Jim to approve the following resolution allowing Marilyn to sign the consent judgement:

- Resolution # 2016419 A resolution authorizing the chairperson to execute a certain consent judgment.

--- **Files for new construction** - have received some names for previous installation and a file has been set up. Specifics for installation of new construction should be posted on website.

---- **Files for DNR and Dept. of Ag Reports** – Marilyn has prepared and organized various files so that it is known when reports are due. Sludge report to be given to everyone.

--- **Road to treatment plant** – Red Oak did a temporary repair for \$500. No bid was received from Red Oak for permanent repair. CEG Paving presented a bid of \$14,085 and a bid for a quick fix of \$3,750. After much discussion it was decided to hold off for now on paving the road. A motion was made by Brian, seconded by Jim, to start talking to DNR about permits and paving the road. Motion approved.

--- **Rich reported** that he went down to the treatment plant on Monday April 18 and made the following observations:

1) Road to treatment plant is much improved. Dips were not as deep, less scary. **BUT** there are lots of large loose rock on the main part of road and in dips. No small rock to help stabilize the road and make driving easier. Not a long lasting solution to the road problem.

2) UV Disinfection station - Problem was that LEDs on front panel indicated one of four lamps was not functioning (#2). To fix he installed one new ballast (there are 2 ballasts, each feeding 2 lamps). This had no effect. When two power cables were swapped, lamp #4 was indicated as not functioning. This means problem is not with ballast but with lamp or connector or cable

3) Gravel beds have lots of growing plants in them. Suggest checking after Dave's next visit to see if he removes most.

4) Large rock added to stabilize fence post. Looks good, channel not blocked but post protected. We'll have to see if rock moves. Could not take photos that day.

--- **The Board** really needs to pursue getting a new board member since the term for Rick L. is officially over.

The next meeting will be May 17, 2016.

Brian made a motion, seconded by Jim to adjourn at 6:20 p.m. Motion approved.

Respectfully submitted.

Lynn Goetz  
Recording Secretary

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Chairman



## March 2016 O&M Cash Report

Sewer Fees Invoiced	<u>\$ 17,536.58</u>
	<u>\$ 17,536.58</u>
Sewer Fees Received	<u>\$ 17,514.76</u>
Overdue Amounts:	
30 days overdue	\$ 2,199.60
60 days overdue	884.46
90 days overdue	756.86
> 90 days overdue	<u>7,111.15</u>
Total overdue amounts	<u>\$ 10,952.07</u>
<b>Cash Inflow</b>	
Sewer User Fees	\$ 17,514.76
Interest	<u>156.71</u>
	17,671.47
<b>Cash Outflow</b>	
Accounting	797.53
Treatment Plant Operator	1,015.00
Utilities - electric (treatment plant)	171.02
Utilities - electric (office)	38.05
Phone	47.11
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
<b>Maintenance and Repair</b>	
USIC Annual Fee	1,500.00
USIC Locating Services	62.00
Postage	79.10
Bank Fees (ACH debit)	<u>14.00</u>
	14,374.81
<b>Net Cash Flow</b>	<u>\$ 3,296.66</u>