

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the May 17, 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 5:05 p.m. on May 17, 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 (arrived at 5:20)
Jim Timmersman	Present
Wayne Evans	Present

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

Approval of Agenda

Motion was made by Jim 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

The minutes from the April 19th meeting were amended to read as follows:

Debt Service Reserve Account: \$45,438.20	Short Lived Asset Reserve Account	\$48,980.60
O&M checking account \$53,784.87	O&M Surplus Account	\$322,216.22

Motion made by Wayne and seconded by Jim to accept the regular session minutes of April 19, 2016 with corrections. On voice vote minutes were approved.

Financial Reports –Janet Hirsch and Frances Hovis

Delinquent payment issues

There are two properties above the \$300 delinquent amount:

- 6644 S. Lakeshore - Prior balance \$1,479.60, previously covered by liens \$1,083.60, new lien amount \$396
- 5902 S. Lakeshore - Prior balance \$1,486.60, previously covered by liens \$1,023.40, new lien amount \$ 463.20

Recommend that liens be filed.

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

The Orton lien has been released after payment of the \$727 that was due.

Financial Reports – Janet

Janet handed out the cash flow report for April, 2016. Sewer fees invoiced \$17,524.00; sewer fees received \$18,149.74, total overdue amounts \$10,737.42. Cash inflow from sewer user fees \$18,149.74; interest \$146.83 for a total cash inflow of \$18,296.57. Total cash outflow was \$12,642.29; net cash flow for the month is \$5,654.28.

Invoice approval- Janet

The following payment requests were submitted for Board approval

PWSD#13 Invoices presented for approval May 17, 2016 -- O&M Account		
date	Description	invoice amt
5/1/2016	Electric utility at WWTP	194.16
5/1/2016	Electric utility at sewer office	11.57
5/1/2016	phone at sewer office	46.94
5/1/2016	Sewer user fee at sewer office	72.00
5/1/2016	WWPT Operator	1,165.00
	monthly fee	775.00
	6541 SLSD, backup in basement	75.00
	6420 NLSL, backup in basement	120.00
	5812 NLSL, noisy system, replaced floats	135.00
	5937 SLSD, drilled jbox, tested system	60.00
4/27/2016	Postage, monthly billing	78.05
5/15/2016	Bookkeeper services	553.78
5/11/2016	USIC locating services	62.00 128.75
4/13/2016	Grounds wwtp, Red Oak Landscaping	512.50
	dam road rock repair	360.00
	rock	97.50
	rock pickup & delivery	55.00
4/20/2016	Grounds wwtp, Mooney Landscaping	375.00
	furnish & place 6 tons of 140# rip rap for eroded fence	
	post	375.00
5/1/2016	Grounds wwtp, Dale Walen	215.00
	grass cutting	215.00
	Grounds sewer office, Advanced Pest Control	30.00 X
	insecticide treatment of building	30.00
	Total	<u>3,352.75</u> 3,316.00

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

Treasurer's Report – Frances

Bank balances reported as of April 2016; O&M checking account \$59,136.22; Debt Service Reserve Account \$46,409.30; Short Lived Asset Reserve Account \$48,990.33; O&M Surplus Account \$322,344.22.

Old Business

MO1 Calls – Only charged for two phone calls.

Collection System & Treatment Plant Operation

Dave's report

- 6541 S Lakeshore – Homeowner stated backing up in basement. Found no issues.
- 5812 N. Lakeshore – Homeowner stated “noisy sewer system”. Had bad floats. Problem corrected.
Question: were floats replaced? Should more floats be ordered?
- 5937 S. Lakeshore – Drilled Jbox and tested system.

Concerning the report, it was suggested that more information should be given, the reason for the visit, and have ETM recorded.

Dave wanted the Board to designate what filters need to be cleaned this year. Janet presented a printout of pump usage saying that she felt more information is needed before a decision can be made. Each Elapsed Time Meter (ETM) on the system should be read. We have 241 connections to the sewer system. It would cost about \$40 for each tank to have the scum and sludge measured and filter cleaned if Dave did it. Rick made a motion, seconded by Jim, to have Wayne procure a procedure for getting readings. Motion approved.

Haas property – 6420 N. Lakeshore - Homeowner stated water backing up in basement after using the tub in basement. A lengthy technical discussion was held concerning the problem. Part of the problem could be from installation. The cleanout installed by the District was not properly glued. Rick made a motion, seconded by Jim, to measure the sludge in the old and new tanks. PWSD#13 will pay 1/2 of \$280 plumbing bill and pay to have existing tank checked to see if it needs to be pumped. Motion approved.

New Business

Files for new construction – Betzold did not want to give any information except for his phone number. The electrician did not want to work again with Orenco

Files have been set up for DNR and USDA-RD reports. WET tests are due every 3-5 years, whenever the permit is due.

Road to treatment plant – Clarue has sent an inquiry off to our DNR dam safety rep and she has heard nothing back. Part of the road is starting to erode because of all the rain. Will wait to hear from DNR.

New board member - Lora has agreed to serve on the Board replacing Rick Lippitt whose term expired.

Next meeting is scheduled for June 21, 2016, 5 p.m.

Adjournment – Rick made a motion, seconded by Jim to adjourn at 6:35. Motion approved.

Respectfully submitted,

Lynn Goetz,
Recording Secretary

Chairman

April 2016 O&M Cash Report

Sewer Fees Invoiced	\$ 17,524.00
	<u>\$ 17,524.00</u>

Sewer Fees Received	<u>\$ 18,149.74</u>
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Overdue Amounts:

30 days overdue	\$ 2,000.06
60 days overdue	1,241.45
90 days overdue	608.88
> 90 days overdue	<u>6,887.03</u>
Total overdue amounts	<u>\$ 10,737.42</u>

Cash Inflow

Sewer User Fees	18,149.74
Interest	<u>146.83</u>
	18,296.57

Cash Outflow

Accounting	481.25
Treatment Plant Operator	1,155.00
Utilities - electric (treatment plant)	174.17
Utilities - electric (office)	18.15
Phone	47.12
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Maintenance and Repair	
Missouri One Call	2.60
Postage	99.00
Bank Fees (ACH debit)	<u>14.00</u>
	12,642.29

Net Cash Flow	<u>\$ 5,654.28</u>
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