

**PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the June 21, 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 June 21, 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
Jim Timmersman	Present
Wayne Evans	Present
Lora Thomas	Present

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

Approval of Agenda

Motion was made by Jim and seconded by Lora 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 Wayne and seconded by Lora to accept the regular session minutes of the May 17th meeting. On voice vote minutes were approved.

Financial Reports

Delinquent payment issues

There is one delinquent payment issue above the \$300 delinquent amount:
6160 N. Lakeshore for \$309.60.

Recommend that a lien be filed. Motion made by Jim, seconded by Wayne to approve lien.
Motion approved.

Cash Flow Report

The cash flow report for May was handed out. Sewer fees invoiced \$17,538.40 sewer fees received \$15,088.94, total overdue amounts \$11,709.22. Cash inflow from sewer user fees \$15,088.94; interest \$162.30 for a total cash inflow of \$15,251.24. Total cash outflow was \$14,085.90; net cash flow for the month is \$1,165.34.

Treasurer's Report – Frances

Bank balances reported as of May 2016; O&M checking account \$60,138.91; Debt Service Reserve Account \$47,381.56; Short Lived Asset Reserve Account \$49,001.07; O&M Surplus Account \$322,485.52.

Invoice approval

The following payment requests were submitted for Board approval.

PWSD#13 Invoices presented for approval June 21, 2016 -- O&M Account

date	Description	invoice amt,
6/1/2016	Electric utility at WWTP	271.58
6/1/2016	Electric utility at sewer office	13.67
6/1/2016	phone at sewer office	46.94
6/1/2016	Sewer user fee at sewer office	72.00
6/1/2016	WWPT Operator	2,241.62
	monthly fee	775.00
	electronic ballast	137.50
	4 o-ring channel	11.92
	4 wtr tgt grp	85.80
	4 wire harness	85.80
	repair uv system	210.00
	repair uv system trip charge	65.00
	troubleshoot uv system	60.00
	troubleshoot uv system trip charge	65.00
	7736 Meadow, alarm	60.00
	7736 Meadow, alarm trip charge	65.00
5/16/2016	WWPT Operator	620.60 duplicate amount
	2 uv lamps	192.20
	4 quartz sleeves	363.40
	labor to install 4 bulbs and quartz sleeves	65.00
5/25/2016	Postage, monthly billing	75.48
6/12/2016	Bookkeeper services	631.25
6/1/2016	USIC locating services	51.50
	Total	3404.04
	Amerigas - Tank rental	4,024.64
	Dale Wallen - grass cut treatment plant	98.00
		215.00
		<u>3717.04</u>

The total amount of \$4,024.64 was adjusted to \$3,404.04 since the \$620.60 amount was added in twice. Motion made by Jim, seconded by Wayne to accept the adjusted amount.

Additionally, a bill from Amerigas for tank rental for \$98.00 and a bill from Dale Wallen for \$215.00 for grass cutting at the treatment plant was added on. Motion made by Wayne, seconded by Lora to approve the amended invoice payments.

Old Business

MO1 Call - No report.

Collection System & Treatment Plant Operation

Dave's report- Charge was \$1,621.02 for May. He had to replace four (4) damaged UV lamps and ballast. He also sprayed weeds at treatment plant.

Rural Development Visit – Mike Hartman came to check things out. Was pleased with our operation, took pictures and checked out the meeting place. Everything looked good. This visit is done every 3 years.

Question from 6447 S. Lakeshore – Homeowner is convinced his tank is sinking into the earth. Wayne is going to check out the problem.

New Business

Road to treatment plant. Jim thought he could get a drawing or picture through his company of the road that we want to put in to the treatment plant.

Question from K-40 – refuses to pay a late payment charge of \$7.20 because he was out of town. It was decided to do nothing and just let the charge keep carrying over.

Thank you letter – A letter for Rick Lippitt was prepared thanking him for his years of service on the board.

Orton visit – He came to the LTPOA board about a mistake on lien release.

Meter reading project – Wayne questioned if there are any liability issues for people doing the readings. Marilyn will check with insurance. Persons doing the readings would need some form of ID. A letter will be drafted to leave at the houses concerning the reading.

Jerry Haas situation – Dale from Water Resources had checked the tank. The old tank is full and needs to be pumped. Homeowner will pay for the pumping.

Next meeting is July 19th.

Adjournment – Motion made by Wayne, seconded by Lora to adjourn at 6:08 p.m. Motion approved.

Respectfully submitted,

Lynn Goetz,
Recording Secretary

Chairman

May 2016 O&M Cash Report

Sewer Fees Invoiced \$ 17,538.40

Sewer Fees Received \$ 15,088.94

Overdue Amounts:

30 days overdue 2,154.40

60 days overdue 1,054.66

90 days overdue 888.85

> 90 days overdue 7,611.31

Total overdue amounts 11,709.22

Cash Inflow

Sewer User Fees \$ 15,088.94

Interest 162.30

15,251.24

Cash Outflow

Accounting 553.78

Treatment Plant Operator 1,165.00

Utilities - electric (treatment plant) 194.16

Utilities - electric (office) 11.57

Phone 47.09

Sewer fee - office 72.00

USDA Principal and Interest 9,617.00

Debt Service Account 962.00

Maintenance and Repair

USIC Locating Services 128.75

Red Oak Landscaping (WWTP) 512.50

Mooney Landscaping (WWTP) 375.00

Dale Walen (WWTP) 215.00

6420 NLD 1/2 of sewer repair 140.00

Postage 78.05

Bank Fees (ACH debit) 14.00

14,085.90

Net Cash Flow \$ 1,165.34