

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the July 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 5:05 p.m. on July 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
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 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 Jim and seconded by Wayne to accept the regular session minutes of the June 20th meeting. On voice vote minutes were approved.

Financial Reports

Delinquent payment issues

There are three homeowners that owe the district more than \$300 not already covered by liens.

6160 N. Lakeshore for \$308.80

7650 Lakemont for \$309.60

6223 S. Lakeshore for \$305.85

Recommend that liens be filed. Discussion was held regarding 6160 N. Lakeshore as there are extenuating health issues involved. Marilyn has agreed to talk to them before a lien is filed.

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

Cash Flow Report

The cash flow report for June was handed out. Sewer fees invoiced \$17,469.49 sewer fees received \$18,590.50, total overdue amounts \$11,130.68. Cash inflow from sewer user fees \$18,590.50; interest \$152.41 for a total cash inflow of \$18,742.91. Total cash outflow was \$14,383.70; net cash flow for the month is \$4,359.21. Motion made by Wayne, seconded by Jim to approve report. Motion approved.

Treasurer's Report – Frances

Bank balances reported as of June 2016; O&M checking account \$67,501.51; Debt Service Reserve Account \$48,353.37; Short Lived Asset Reserve Account \$49,011.14; O&M Surplus Account \$322,618.05.

Invoice approval

The following payment requests were submitted for Board approval.

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

date	Description	invoice amt
6/29/2016	Electric utility at WWTP	249.23
6/29/2016	Electric utility at sewer office	13.00
7/1/2016	phone at sewer office	46.94
7/1/2016	Sewer user fee at sewer office	72.00
7/1/2016	WWPT Operator	1,680.00
	monthly fee	775.00
	7756 Mohawk, replaced/redrilled shutoff valve lids	125.00
	5929 SLSD, water backup in house, breaker off	90.00
	electronic ballast	135.00
	wwtp, replaced 2 ballasts	155.00
	5929 SLSD, breaker tripping	125.00
	5961 SLSD, replaced 2 broken shutoff valve lids	125.00
	5929 SLSD, electrical work	150.00
6/29/2016	Postage, monthly billing	77.18
7/17/2016	Bookkeeper services	443.75
7/12/2016	USIC locating services	231.75
7/1/2016	Legal services, Jan-Jun 2016	280.00
6/27/2016	JMH: postcard stock for monthly billing	212.61
7/1/2016	Grounds wwtp, Dale Walen	335.00
	grass cutting	335.00
6/30/2016	Daniel Jones Assoc, audit	6,000.00
		<i>MO1 bill 22.10</i>
	Total	<u>9,641.46</u> <i>9663.56</i>
	<i>monthly</i> Customer refund of connection fee -- sale of residence	
	Hejnal	72.00
	total	<u>72.00</u>

Motion made by Jim, seconded by Wayne to approve invoice payment. Motion approved.

Additionally, a bill from MO1 was added in the amount of \$22.10. Motion made by Brian, seconded by Jim to approve the amended invoice total of \$9,663.56. Motion approved.

It was also recommended to approve a refund of \$72.00 for monthly fee due to sale of residence. Motion made by Jim, seconded by Wayne to approve refund. Motion approved.

Old Business

MO 1 Calls - 9 calls were received. Discussion was held on the way invoices are being received, as several people receive some of the bills.

We have to submit to Jefferson County our annual operating budget to the Missouri Ethics Commission. Our bookkeeper took care of that so we are good until June 30, 2018. The new operating permit is hanging in the office.

Collection System & Treatment Plant Operation

- *Dave's report*- Questions have been asked of Dave about his reports. The issues have been resolved. He also was aware of new DNR guidelines and said we are in compliance.
- *DNR guidelines* – Brian does DMR monthly reports sampling water and it is sent to DNR.

New Business

- Road to treatment plant – Jim presented a drawing of the proposed new road to the treatment plant. We have a bid of \$14,085 from CEG for asphalt paving. This needs to be put on the LTPOA agenda for approval.
- Meter reading project – Wayne said the north side was done today except for 17 homes. Went well. The report should show the date when the reading was done.
- OmniSite control panel – we have to upgrade system from 2G to 3G by the end of the year. Brian will meet with Rich concerning this.

Next meeting is August 16, 2016.

Adjournment – Motion made by Wayne, seconded by Brian to adjourn at 5:55 p.m. Motion approved.

Respectfully submitted,

Lynn Goetz,
Recording Secretary

Chairman

June 2016 O&M Cash Report

Sewer Fees Invoiced	\$ 17,469.49
Sewer Fees Received	\$ 18,590.50
Overdue Amounts:	
30 days overdue	1,440.86
60 days overdue	924.00
90 days overdue	716.02
> 90 days overdue	<u>8,049.80</u>
Total overdue amounts	<u>11,130.68</u>
Cash Inflow	
Sewer User Fees	\$ 18,590.50
Interest	<u>152.41</u>
	18,742.91
Cash Outflow	
Accounting	631.25
Treatment Plant Operator	2,241.62
Utilities - electric (treatment plant)	271.58
Utilities - electric (office)	13.67
Phone	47.10
Sewer fee - office	72.00
Amerigas (office)	98.00
Lien filing and removal fee	73.50
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Maintenance and Repair	
USIC Locating Services	51.50
Dale Walen (WWTP)	215.00
Postage	75.48
Bank Fees (ACH debit)	<u>14.00</u>
	14,383.70
Net Cash Flow	<u>\$ 4,359.21</u>