

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the**  
**August 16, 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 August 16, 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 was Janet Hirsch (PWSD #13 bank administrator), Frances Hovis (Treasurer), Rich Hirsch (former board director), Lynn Goetz, recording secretary.

**Approval of Agenda**

Motion was made by Lora 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 Meetings**

Motion made by Wayne and seconded by Lora to accept the regular session minutes of the July 19, 2016. On voice vote minutes were approved.

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

*Delinquent payment issues*

There are three homeowners that owe the District more than \$300 not already covered by liens.  
6160 N. Lakeshore. They owe \$380.60 (Marilyn had talked to homeowner and because of health circumstances, if she can keep amount owed under \$300, Board will not file lien. Will talk to our bookkeeper to see if payment was made)  
6142 S. Lakeshore. They owe \$1,670. There are previous liens in the amount of \$1,346.40. The difference is \$323.60 for new lien amount plus \$27 administrative fee.  
5902 S. Lakeshore. They owe \$1,745.20. There are previous liens in the amount of \$1,436.40. The difference is \$308.80 for new lien amount plus \$27 administrative fee.  
Recommended that liens be issued. Motion made by Brian and seconded by Wayne to proceed with a liens. Approved.

*Cash Flow Report*

Janet handed out the cash flow report for July 2016 prepared by our bookkeeper. Sewer fees invoiced were \$17,559.65; sewer fees received \$14,364.00; total overdue accounts \$12,691.82. Cash inflow from sewer user fees \$14,364.00 with interest of \$147.58 for a total cash inflow of \$14,511.58. Total cash outflow was \$20,381.82; net cash flow for the month is a negative \$5,870.24. The monthly cash report is in Appendix A. Wayne made a motion to accept report, seconded by Lora. Approved.

*Treasurer's Report – Frances*

Frances reported the balances as of July 2016; O&M checking account \$60,755.63; O&M Surplus \$322,746.21; Debt Reserve account \$49,325.05, Short lived Asset Reserve account \$49,020.88.

*Invoice approval –Janet*

The following payment requests were submitted for Board approval:

**PWSD#13 Invoices presented for approval August 2016 -- O&M Account**

date	Description	invoice amt
8/1/2016	Electric utility at WWTP	259.74
8/1/2016	Electric utility at sewer office	16.11
8/1/2016	phone at sewer office	46.94
8/1/2016	Sewer user fee at sewer office	72.00
8/1/2016	WWPT Operator	1,570.00
	monthly fee	775.00
	clean all RSF baskets at wwtp	240.00
	6395 SLSL, alarm, water in j-box, drilled, tested	125.00
	near 6016 NLSL, sewage in air relief valve pit, pumped	185.00
	6131 NLSL, replaced lid, repair j-box, pipe, cleaned filter	245.00
7/27/2016	Postage, monthly billing	76.84
8/14/2016	Bookkeeper services	543.75
	USIC locating services * see below	
8/1/2016	Grounds wwtp, Dale Walen	215.00
	grass cutting	215.00
8/1/2016	MLM, filing fees	24.50
	<i>Adam Evans</i>	<i>250.00</i>
	Total	<u>2,800.38</u>
		<i>3050.38</i>

*USIC - received no bill. authorized  
payment upto \$250.00*

Note: A bill from Adam Evans was included for \$250.00. A bill from USIC was not received. It was voted to approve a payment up to \$250. A motion was made by Jim, seconded by Brian to approve invoice payment. Motion approved.

Discussion concerning the increase on the phone bill at the sewer office. Frances will check into it.

**Old Business**

*MO1 Call* – no report of activity was received

*Collection System & Treatment Plant Operation*

*Dave's report* - Cleaned all RSF baskets at wwtp; 6359 S. Lakeshore – water in j-box, drilled and tested; near 6016 N. Lakeshore, sewage in air relief valve pit was pumped

*At 6131 N. Lakeshore* - replaced lid, repaired j-box, pipe, and cleaned filter. Homeowner has admitted he ruined the equipment. The board decided to charge the homeowner for the \$245 in repairs. Motion made by Jim, seconded by Wayne to send invoice. Motion approved. The \$245 will be charged against the 6131 NLSL account and become a part of accounts receivable. The

\$245 only covers the operator expense to make the repairs, not the equipment. Normally we don't charge for sewer lids. (Recommend that Dave obtain the more expensive lids (\$35) since they fit better than the cheaper lids.)

7728 Meadow - Homeowner wants the old tank pumped. The board agreed that a homeowner cannot dictate when a tank should be pumped. The district will tell the homeowners when and if the tanks need to be pumped. We will check the new tank for sludge and check old tank and pump both

*(This paragraph will be amended and finalized at the next meeting).*

*As a courtesy, because there are two tanks, we will pump original tank, at the time the step tank needs to be pumped; but we are not responsible for any damage occurring on the old tank, at the time the step tank needs pumping. However the responsibility from the house to the step tank is the homeowner's responsibility.* Motion made by Jim, seconded by Wayne.

*Disinfection unit* Ballasts in the UV disinfection unit control panel at the TP keep failing. There are now only 3 of 4 lamps lit. The last ballast installed lasted less than two months. One ballast has circuitry to light two lamps. Brian will check out the unit.

#### **New Business**

*Road to treatment plant* – the road is 398 ft. with 18' turn-around. DNR wanted to make sure water is directed off the road away from the back of the dam. CEG will do the paving. Marilyn will prepare a letter explaining why we need the road repaired. Motion made to pave road by Brian, seconded by Lora.

*Meter reading project/sludge report* – Janet passed out a summarized list of the pump hour highs and lows for homes to check sludge/scum levels and clean filters. Recommend to take three readings if sludge is over 18 inches.. Dave will do the check. The Board wants ETM pump hours recorded any time the operator provides service to a residence. Referring to the list, attached, the houses to be checked are from Miller down to Moslander and Zone and Droege. Janet will send Dave Axton the list. Marilyn will give Dave his instructions.

*Omnisite* – The Omnisite alarm system at the treatment plant uses the ATT cellular network. ATT is discontinuing 2G service. Omnisite will replace our 2G unit with a 3G unit. They want us to send in the 2G and then the 3G replacement will be sent. Brian will handle.

**Next meeting is September 20, 2016.**

**Adjournment** – There being no other formal business to come before the Board, a motion to adjourn was made by Brian, seconded by Lora. Motion passed. Meeting ended at 6:30 p.m.

Respectfully submitted,

Lynn Goetz,  
Recording Secretary

\_\_\_\_\_  
Chairman

Attachments: Cash Report  
Pump Hour Report

## July 2016 O&M Cash Report

Sewer Fees Invoiced \$ 17,559.65

Sewer Fees Received \$ 14,364.00

**Overdue Amounts:**

30 days overdue 2,734.20

60 days overdue 941.20

90 days overdue 837.80

> 90 days overdue 8,178.62

Total overdue amounts 12,691.82

**Cash Inflow**

Sewer User Fees \$ 14,364.00

Interest 147.58

14,511.58

**Cash Outflow**

Accounting 443.75

Treatment Plant Operator 1,680.00

Utilities - electric (treatment plant) 249.23

Utilities - electric (office) 13.00

Phone 172.20

Sewer fee - office 72.00

USDA Principal and Interest 9,617.00

Debt Service Account 962.00

**Maintenance and Repair**

USIC Locating Services 231.75

MO One Call 22.10

Dale Walen (WWTP) 335.00

Legal fees 280.00

Audit 6,000.00

Postcard stock for invoices 212.61

Postage 77.18

Bank Fees (ACH debit) 14.00

20,381.82

Net Cash Flow \$ (5,870.24)

online last name	first name	street no	street	2014 pump hours	base pump rate (hr/yr)	all-time pump rate (hr/yr)	2015 pump hours	2015 pump rate (hr/yr)	2016 pump hours	2016 pump rate (hr/yr)	2016 pumped	Comments
7/1/2015 Silhavy	Matthew & Erin	5774 S Lakeshore Dr			1463	1463						High ETM due to back pressure from bad check valve at street. Repaired by AAO in 12/2015
9/22/2011 Miller	James & Beverly	6233 N Lakeshore Dr		850	314	327	148	-685	1581	1301	?? 2015	Miller's had power cable on surface of ground and unprotected pool. RL talked to them about burying cable. ETM should be verified.
9/13/2011 Tedrick	William D & Pnyll	6013 N Lakeshore Dr		285	101	297	363	84	1441	979		system checked
9/9/2011 Dierzbicki	Daniel & Donna	6208 N Lakeshore Dr		240	88	284	439	194	1381	860		DA recently visited, filter cleaned
9/9/2011 Ricotta	Alan V	6131 N Lakeshore Dr		851	309	386	1347	489	1881	485		ETM should be verified.
10/13/2011 Scanlin	Roxanna	6709 S Lakeshore Dr		56	20	145			693	329		ETM should be verified, system checked
9/16/2011 Fitzgerald	Steve	5925 N Lakeshore Dr		1154	409	384	1515	373	1863	327		
9/12/2011 Marschuetz	Ken	6136 N Lakeshore Dr		520	189	229			1113	281		
10/25/2011 Dean	Jimmy J	6048 S Lakeshore Dr		140	47	131			619	271		
9/19/2011 Schweiss	Matthew	6163 N Lakeshore Dr		500	183	206			996	235		
10/3/2011 Lane	Tim & Patricia	6751 S Lakeshore Dr		163	57	109	268	126	523	231		
10/29/2011 Hadley	Gary & Christl	6051 S Lakeshore Dr		333	115	156			739	219		
9/8/2011 Feager	Eugene & Elaine	7600 Lakeshore Dr		194	71	130	739	200	635	208		
10/24/2011 Knoll	Barry R & Mary O	6097 S Lakeshore Dr		608	205	202			961	198		
10/20/2011 Rola	Peter	6213 S Lakeshore Dr		210	71	87	210	0	413	180		
10/27/2011 Whitman	Marlene	5981 S Lakeshore Dr		620	209	180	674	85	874	159		
9/2/2011 Huber	Ron & Mary Anne	7720 Lakeshore Dr		537	196	179	698	155	873	158		
9/2/2011 Lipitt	Richard & Gall	6308 N Lakeshore Dr		355	131	134	466	123	696	154		
9/29/2011 Roberts	Robert & Erin	5693 Lake Tishomingo Rd		363	127	130	458	116	627	151		2015
9/20/2011 Moslander	Susan	5959 N Lakeshore Dr		295	105	115	391	103	555	149	?? 2015	
9/29/2011 LTPQA	Sales Office	5706 N Lakeshore Dr		406	142	86			412	3		not read, why?
11/17/2011 Hopper	Millon & Katherine	6383 S Lakeshore Dr		351	122	0			13	2		
10/4/2011 Brnk	Gary & Janet	6704 S Lakeshore Dr		8	3	3			55	1		
9/19/2011 Holleran Properties	Charles & Shelby	5985 N Lakeshore Dr		52	18	11			194	1		
9/27/2011 Reneski	Patricia A	5770 N Lakeshore Dr		191	67	40			194	1		not read, why?
10/5/2011 Niemeyer	Glen & Stephanie	7736 Fairview Dr		97	34	0			125	1		not read, due to fence
9/28/2011 Knopf	Ryan & Melissa	5714 N Lakeshore Dr		92	32	26			125	0		check when remodeling done
10/31/2011 Spowal	Shelby & Charles	5813 S Lakeshore Dr		124	42	26			4968	0		
9/29/2011 Reneski	Julie & Brett	5777 N Lakeshore Dr		4967	1755	1033			37	0		
1/23/2016 Braer	Kendra	7739 Lakeview Dr		49	18	10			49	0		not connected
9/13/2011 Sweaney	James	6057 N Lakeshore Dr		0	0	0			0.13	0		suggest AA Quick inspect/repair
0/14/2011 Zone	Charles & Rosem	5953 S Lakeshore Dr		0	0	0			0.19	0		not read, why?
9/1/2011 Ott	Timothy J	7788 Mohawk Trail		0.16	0	0				0		not connected
10/10/2011 Potter	Marie	6456 N Lakeshore Dr		1	0	0			0.13	0		not connected
9/12/2011 Lowery	John & Georgia	5883 N Lakeshore Dr		0.13	0	0			0.89	0		recheck
9/1/2011 Ott	Donna	7802 Mohawk Trail		0.99	0	0			0.13	0		not connected
9/13/2011 Diege	Chris & Deborah	5902 S Lakeshore Dr		1	0	0			2.11	-7		recheck
10/13/2011 Kaucher	Kenneth & Laurer	6054 N Lakeshore Dr		248	90	17			82.2	-79		new house, determine if online & inspect recheck
	David	7756 Meadow Dr		122	43	48	326	261	231.8	-83		recheck