

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
January 17, 2017
Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri met in regular session January 17, 2017 at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:00 p.m.

Roll Call of Directors

The following directors were present.

Marilyn Meyer
Wayne Evans
Jim Timmersman
Brian Stephens
Lora Thomas

Also in attendance were Frances Hovis, treasurer and Ray Lauer, recording secretary.

Approval of Agenda

Wayne made a motion to approve the agenda, and this was seconded by Brian. All directors voted to approve the agenda.

Approval of Minutes of January 2017 meeting

Motion was made by Brian, and seconded by Wayne to approve the minutes of the meeting conducted on January 17, 2017. On a voice vote the minutes were approved.

Financial Reports

Janet Hirsch, PWSD #13 bank administrator, was not available to attend the meeting but provided data through Marilyn Meyer. There were three delinquent payment issues, totaling \$401.10, \$396.00 and \$386.00. A motion was made by Wayne, seconded by Jim, to file liens against the property owners. On a voice vote, the motion was approved.

Also Janet provided information regarding the cash flow report for December 2016, the information having been compiled by the district's bookkeeper. Sewer fees invoiced amounted \$17,497.87; sewer fees received amounted to \$18,834.74. Overdue amounts totaled \$13,446.38. Cash inflow from sewer fees amounted to \$17,497.87 with interest of \$154.90, for a total cash inflow of \$17,652.77. Total cash outflow amounted to \$31,514.22. Net cash flow for the month is reflected as (\$13,861.45).

Treasurer's Report

Frances reported the balances as of December 31, 2016. O&M checking account balance is \$41,230.30; Debt Service reserve is \$54,189.51; Short Lived Asset Reserve is \$65,283.51; Surplus Account is \$323,427.00.

Invoice Approval

Again, Janet provided the below data through Marilyn.

Date	Description	Invoice Amount
1-1-17	Electric utility t WWTP	\$ 187.54
1-1-17	Electric utility at seer office	64.51
1-1-17	Phone at sewer office	8.15
1-1-17	Sewer user fee at sewer office	72.00
	WWPT Operator	1,155.00
	Monthly fee	775.00
12-1-16	5730 NLSL, checked system, drilled box	125.00
12-2-16	5844 NLSL, coordinate repair, check valve	30.00
12-6-16	6258 SLSL, checked system, drilled box	45.00
12-13-16	wwtp: flushed all RSF lines, 2 men	180.00
12-29-16	Postage, monthly billing	78.20
1-14-17	Bookkeeper services	437.50
1-6-17	USIC locating services, December 2016	25.75
12-16-16	Missouri Lawyers Media, election ad	52.00
1-1-16	Postage, treasurer	47.00
1-1-16	Omnisite notification system 1-yr cell phone fee	276.00
1-1-16	Omnisite cell phone replacement: 3G unit	247.22
1-1-16	Payment to J. Dean, reimbursement for pump out	200.00
	Total	<u>2,850.87</u>

Customer refunds of overpayment for sewer service presented for approval 2017

Kurt Will	144.00
Total	144.00

A motion was made by Brian, seconded by Wayne, to approve the financial and treasurer's reports. On a voice vote the reports were approved.

Old Business

A written report provided by Rich Hirsch indicated he called Southeast Services on January 16 and asked for a determination of the problem with the generator, recalling that he saw lots of oil at the base of the generator on December 28. A service tech representative reported the source of the leak was the oil filler cap was off. He added oil, replaced the cap and ran the unit for a short time and the generator seemed to be working well.

Also, Rich had written an email earlier advising that on January 2, 2017 he had visited the treatment plant and observed there is a 4 inch black corrugated drainage pipe leading into the creek that has water coming out of it. Rich has no idea where the water that this pipe drains is coming from. It does not smell like sewage so it is probably ground water. Rich has never noticed this pipe previously so it is most likely the erosion of the creek due to running the siphon uncovered the pipe.

Also Rich reported the Omnisite auto dialer gave pump fail alarms recently so he wanted to see if there was a problem. Pumps were all pumping and everything seems to be OK.

Collection System

Brian read the report during the meeting and related there were three residences that had matters resolved: 5730 N. Lakeshore Drive, water was coming out through the lid; 5844 North Lakeshore Drive, owner reported sewage problem, and the check valve was observed to be broken. At 6258 South Lakeshore Drive, alarm had sounded. System when checked was found to be working properly.

There still needs to be four (4) pump outs scheduled and Brian stated he would take care of this.

Also, clock hours on the pumps need to be checked.

Treatment Plant Operations

Brian reported the Omnisite Alarm System hardware had been updated and a cell phone replaced with a 3G unit. Brian also reported repairs need to be done to the UV disinfection unit, and he will take care of arranging this. He will also check on the battery needed for the system, and the generator repairs that should be addressed.

New Business

Marilyn reported the election to replace board members is scheduled for April 4, 2017. However no one has yet filed as a candidate and no one can register after 5:00 p.m. the date of this meeting. As a result, there will be no election held and the board will continue with the same members at present.

Marilyn also reminded board members about the scheduled meetings of the Missouri Rural Water Association scheduled in Branson between the dates of February 28, 2017 thru March 2, 2017, should anyone wish to attend.

There being no further business, Brian made a motion to adjourn and this was seconded by Jim. The meeting was adjourned at 5:37 p.m.

Ray Lauer
Recording Secretary

Marilyn Meyer
Chairman