

PUBLIC WATER SUPPLY DISTRICT
Minutes of the
March 21, 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 March 21, 2017 at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:23 p.m.

Roll Call of Directors

The following directors were present

Marilyn Meyer – Chairman

Lora Thomas

Wayne Evans – absent

Jim Timmersman – absent

Brian Stephens – absent

Also in attendance were Frances Hovis, treasurer, Janet Hirsch (PWSD #13 bank administrator), Rich Hirsch, former board member, and Ray Lauer, recording secretary.

Approval of Agenda

Lora made the motion to approve the agenda as printed, and this was seconded by Marilyn

Approval of Minutes of February 2017 meeting

Lora made the motion to approve to approve the minutes of the February 21, 2017 minutes, and Marilyn seconded the motion.

Financial Reports

Janet reported there were no delinquent payments of more than \$300 during the month. Janet also presented the cash flow report for February 2017 as prepared by the district's bookkeeper. Sewer fees invoiced amounted to \$17,473.60 and sewer fees received amounted to \$16,381.60. Overdue amounts totaled \$14,271.82. Cash inflow from sewer user fees amounted to \$16,381.60 with interest of \$147.25 for a total cash inflow amounting to \$16,528.85. Total cash outflow amounted to \$15,846.90. Net cash flow for the month is shown as \$681.95.

Treasurer's Report

Frances reported the balances as of February 28, 2017. O&M checking account balance is \$51,645.51; Debt service reserve restriction is \$56,136.10; Short Lived Asset Reserve is \$65,060.33 and Surplus Account is \$323,683.55.

Invoice Approval – Janet

The following payment requests were submitted for Board approval.

3/2/17	Electric utility at WWTP		\$ 220.09
3/2/17	Electric utility at sewer office		22.99
3/1/17	Phone at sewer office		41.36
3/1/17	Sewer user fee at sewer office		72.00
3/2/17	WWPT Operator		1,767.05
3/2/17	monthly fee	775.00	
2/7/17	cleaned RS filters at WWTP	180.00	
2/21/17	7652 Lakeview, checked sewer lid	15.00	
2/21/17	6247 SLSJ, Jung, located sewer lines,		
	Spoke to owner	45.00	
	12 12-inch lids	277.20	
	12 24-inch lids	400.08	
	Freight	74.77	
2/28/17	Postage, monthly billing		74.80
3/19/17	Bookkeeper services		531.25
3/19/17	CPA services		240.00
3/1/17	USIC Locating, annual fee		1,500.00
2/25/17	Southeast Services, Inc., generator service		369.80
	Service call	150.00	
	Labor	190.00	
	Oil	19.80	
	Shop & miscellaneous supplies	10.00	
Total			\$ <u>4,839.34</u>

Lora made the motion, seconded by Marilyn, to approve the financial reports. Motion passed.

Old Business

Marilyn reported there was no M01 Call Activity

Collection System

Rich provided an explanation of the report from Water Resources Management. All RS filters at the treatment plant were cleaned, 2 men working for three hours. Also, Dave went to 7652 Lakeview to assess the damage to a sewer lid, caused by employees of a lawn care company.

On February 21, 2017, where there is an addition being built to the home at 6247 S. Lakeshore, the homeowner asked for a review of the Dig Rite markings to provide an opinion and make certain for plumbers of the location of the sewer lines. The homeowner, Jung, was interviewed and told about the different options in regards to possibly having to move the sewer line.

Rich also provided an overhead aerial view of Lot 10 and part of Lot 11, at the Jung residence, reflecting the location of the home as well as the location of the sewer line. This information is available from the PWSD #13 online map of our system.

Treatment Plant Operation

Omnisite Alarm System – Rich reported that Brian has probably not replaced the battery as the Omnisite is still signaling a “weak battery” alert. Also, with respect to the Plan for the UV System, the work has not been accomplished, and Brian needs to send the approval form to DNR.

Plan for the UV System - on March 21 Dave’s assistant, Dale, removed the UV bulb wiring harness from the plant so he can replace a faulty bulb socket.

Electronic Discharge Monitoring Reports (eDMRs) – Brian needs to send approval form to Missouri DNR.

Regarding the agenda issue about the ‘Report on Work to Prevent Erosion’, Rich reported there is no need for any additional work. Marilyn added that the LTPOA Board had authorized repairs at the location and paid the cost of repairs.

New Business

Marilyn inquired if everyone was satisfied with the letter which will be utilized to notify property owners about lien(s) that have been placed against their homes due to unpaid sewer bills. There was agreement. Ray reported two such letters had been sent after the February meeting.

Marilyn suggested that in the future the amount of the lien that has been assessed against a property should be included in the letter(s). This was agreed to and the recording secretary will indicate that information in future letters.

Rich then reported there was a service call to inspect the generator at the power plant and fix an oil leak and inspect the generator at the treatment plant. Southwest Services Inc., had charged \$150.00 plus \$190.00 for labor. Following this that firm had sent Janet a proposal to provide preventive maintenance and load testing on a semi-annual basis. If the District chooses to purchase a service contract, the \$150 service call charge will be dropped. Since there was not a quorum, at the meeting, Marilyn advised this matter will be presented for consideration at a later meeting.

There being no further business, the meeting was concluded at 6:01 p.m., following a motion from Lora and seconded by Marilyn.

Ray Lauer
Recording Secretary

Marilyn Meyer
Chairman