

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the**  
**April 18, 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 on April 18, 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, chairman  
Wayne Evans  
Lora Thomas  
Brian Stephens

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

**Approval of Agenda**

Brian made a motion, seconded by Lora, to approve the agenda as printed. All directors present voted to approve the agenda.

**Ratification and Approval of Minutes of February and March Meetings**

A quorum was not present at the March meeting, so it was necessary to approve the minutes of the February meeting as well as the March meeting. After consideration of these matters a motion was made by Wayne and seconded by Brian to approve the minutes of the February meeting. A vote was taken and all directors present voted to approve those minutes. Then a motion was made by Lora and seconded by Wayne to approve the minutes of the March meeting. All voted to approve this issue.

**Financial Report**

Delinquent Payment Issues – Janet reported there were no \$300.00 liens sought this past month. Janet then presented the cash flow report for March 2017 as prepared by the district's bookkeeper. Sewer fees invoiced amounted to \$17,505.68 and sewer fees received amounted to \$16,955.60. Overdue amounts totaled \$14,559.60. Cash inflow from sewer user fees amounted to \$16,955.60 with interest of \$163.27 for a total cash inflow amounting to \$17,118.87. Total cash outflow amounted to \$15,405. Net cash flow for the month is shown as \$1,713.72.

**Treasurer's Report**

Frances reported the balances as of March 31, 2017. O&M checking account balance is \$49,337.01; Debt service reserve is \$57,110.10; Short Lived Asset Reserve is \$65,074.14 and Surplus Account amounts to \$323,831.01.

### Invoice Approval – Janet

The following payment requests were submitted for Board approval

4/1/2017	Electric utility at WWTP	\$ 200.83
4/1/2017	Electric utility at sewer office	17.37
4/1/2017	Phone at sewer office	41.36
4/1/2017	Sewer user fee at sewer office	72.00
4/5/2017	WWPT Operator	1,005.00
4/4/2017	Monthly fee	775.00
3/6/2017	7802 Mohawk, (Potter) Replaced 12" lid	30.00
3/24/2017	WWTP, replaced plug of UV socket	150.00
3/24/2017	WWTP installed post & wire to hold gate open, top of dam	20.00
3/28/2017	5730 NLS (Vineyard) replaced 12" Lid	30.00
3/28/2017	Postage, monthly billing	75.14
4/16/2017	Bookkeeping services	531.25
4/12/2017	USIC Locating services, March 2017	105.31
Total		<u>2,048.26</u>

A motion was made by Brian and seconded by Lora to approve the financial reports. On a voice vote the motion was approved.

### Old Business

Lora reported there was no MO1 Call Activity for the previous month.

### Collection System

No information to report.

### Treatment Plant Operation

Rich reported on information that had been provided by Dave Axton, for the Wastewater Operation Field Report. On 3/6/17 Dave checked all operating equipment. All control panels were found to be OK. He also collected the final effluent samples, all were very clear and there were no visible problems.

Then on 3/12/17 he checked all operating equipment. Dave pulled some weeds and found all control panels were OK. The final effluent was very clear and there were no visible problems.

Dave reported that on 3/20/17 he checked all operating equipment. Pulled some weeds and checked all control panels and all were found to be OK. The final effluent was very clear and there were no visible problems.

Finally on 3/28/17 Dave checked all operating equipment. He also installed all UV lights, as the #2 bulb was burned out. The new connector that had been spliced is working without issues. He also sprayed and pulled more weeds. The final effluent was found to be very clear, and there were no visible problems. Dave completed the March DMR Sampling Summary. (This was later forwarded to the St. Louis Regional DNR office.)

Rich also reported there is a need to replace the battery on the Omnisite monitoring auto dialer and we are awaiting the right size replacement. Also, Dave will order additional UV bulbs, and it is best to have some spares. This will be taken care of.

At this time Marilyn mentioned that a company had sent a proposal for generator insurance. That firm, Southeast Services, Inc., 13701 Southeast Drive, Desoto, MO. proposed performing maintenance twice yearly at six-month intervals and address a number of checks as outlined in the proposal. The cost would be \$595.00. After a lengthy discussion about this matter Brian made a motion to engage in the contract for a one-year period. This was seconded by Wayne and by a voice vote, there was agreement on the motion.

#### **New Business**

Marilyn mentioned that she had received a warning letter from DNR for failure to submit DMRs for September and December 2016, and that she had sent an email to Brian asking that he turn in those reports. The forms were brought to the meeting and were then signed by Wayne. A written response was required to explain the reason for not submitting the documents, and there was a warning the PWSD #13 would be considered to not be in compliance until the violations were addressed. Ray Lauer volunteered to prepare the letter of response and did so, attaching the DMRs from the indicated months. (The letter was mailed to meet the deadline of April 25, 2017.)

Next Marilyn reported that board member Jim Timmersman had submitted his resignation due to his work commitments, and asked for suggestions on who might fill the vacancy or possible names of property owners who might have an interest in serving on the board. After discussion it was agreed that Janet would place an article in the upcoming LTPOA newsletter, asking for a volunteer. It will also be cited that there is a danger if the board would not have a full complement possibly the responsibility of the sewer board duties would be taken over by Jefferson County and property owners would lose local control over our sewer system.

#### **Adjournment**

There being no additional business to discuss a motion was made by Wayne and seconded by Brian to end the meeting. The meeting concluded at 6:28 p.m.

Ray Lauer  
Recording Secretary