

PUBLIC WATER SUPPLY DISTRICT #13
May 16, 2017
Regular Session of the Board of Trustees

The Board of Directors of Public Water District #13, Jefferson County Missouri met in regular session at 5:10 p.m. on May 16, 2017 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
Wayne Evans	Present
Lora Thomas	Present

Also in attendance were Janet Hirsch (PWSD #13 bank administrator), Frances Hovis (Treasurer), Rich Hirsch (former board director), Lynn Goetz, substitute recording secretary.

Approval of Agenda

Motion was made by Brian 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 Brian to accept the regular session minutes of the April 18, 2017. On voice vote minutes were approved.

Financial Reports – Janet Hirsch and Frances Hovis

Delinquent payment issues

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

6508 S. Lakeshore. They owe \$316.80.

6142 S Lakeshore. They owe \$316.80.

Recommended that liens be issued. Motion made by Wayne and seconded by Brian to proceed with liens. Approved.

Invoice approval

PWSD#13 Invoices presented for approval May 2017 -- O&M Account

<u>date</u>	<u>Description</u>	<u>invoice amt</u>
5/1/2017	Electric utility at WWTP	201.20
5/1/2017	Electric utility at sewer office	12.99
5/1/2017	phone at sewer office	41.36
5/1/2017	Sewer user fee at sewer office	72.00
5/5/2017	WWPT Operator	1,357.51
5/5/2017	monthly fee	775.00
4/24/2017	wwtp, cleaned all RSF filters	180.00
	3 UV bulbs	370.29
	shipping	32.22
	Postage, monthly billing	78.20
	Bookkeeper services	588.06
	USIC locating services, Apr 2017	79.56
	Total	<u>2,430.88</u>

A motion was made by Brian, seconded by Wayne to approve payment of the invoices. Motion approved.

Cash Flow report

Janet handed out the cash flow report for April 2017 prepared by our bookkeeper. Sewer fees invoiced were \$17,506.98; sewer fees received \$15,082.36; total overdue accounts \$15,447.79. Cash inflow from sewer user fees \$15,082.36 with interest of \$147.71 for a total cash inflow of \$15,230.07. Total cash outflow was \$13,246.30; net cash flow for the month is 1,983.77. The monthly cash report is in Appendix A. Wayne made a motion to accept report, seconded by Lora. Approved.

The audit was finished and has been sent to USDA-RD.

A letter was read which Ray Lauer sent to DNR expressing the Board's regret on not sending in delinquent reports. All reports are in and we are now up to date.

Treasurer's Report –

Frances reported the balances as of April 2017; O&M checking account \$51,045.16; O&M Surplus \$323,955.22; Debt Reserve account \$58,083.12, Short lived Asset Reserve account \$65,086.62.

Old Business

MO1 Call - Received three calls. Two calls to 6473 S. Lakeshore; one call to 5800 N. Lakeshore.

Treatment Plant Operation

Dave's report – Cleaned three filters, bought 3 UV lamps.

UV Disinfection unit problems –

Rich reported that he went to the TP on May 16 to check the UV disinfection unit. At this point there are 3 of 4 lamps lit. The #2 lamp is out, in spite of Dave installing a new bulb. Dave said he thought it was due to a bad wire.

Rich said that when he questioned the quality of the Tipton Environmental (TE) system we have, Dave replied that he has a few Aquazul UV units, which is what the TE system is, TE just put their own name on it. He also said that the unit worked pretty well the first few years before the big catastrophic failure last year. He thought the wiring cables may have gotten damaged at that time.

When Rich checked the continuity of the cable between the Control Panel (CP) and the lamp socket, he found it was not good. Four wires are necessary to power the lamp and only one showed good conductivity between the CP and the lamp. So the "lamp harness assembly" will have to be replaced. Rich did this previously in 2014. In Rich's opinion the lamp connector is of poor quality and should have used corrosion-resistant connectors. Instead the connectors are steel and tend to rust.

An additional problem is that the #2 quartz sleeve has water in it. The seal is supposed to be maintained by an O-ring. The O-ring seems to fit OK and is pliable, so should not leak. There is also a cord grip that might be a source of water ingress. We'll have to explore this before the system gets put back into use.

Brian said that the solution might be to use silicone and Teflon based materials to waterproof the O-ring and cord grip. Water and electricity do not mix.

Omnisite Alarm System –

The Omnisite alarm system is working fine. During the heavy rains of April 29 and May 3 it sent alarms out when the water level in the recirculation tank rose above the high water float level.

Generator operation – the generator was on for 1 hour, 48 minutes during subdivision-wide power outage on April 30.

Collection System

Summer STEP tank inspection & service-

Inform Dave that when he does tank inspections four items are required: (1) check for hours, (2) measure level of sludge and scum, (3) clean filters and record condition, and (4) order pumping if necessary. The following properties are to be checked:

6751 S. Lakeshore 6131 N. Lakeshore 5959 N. Lakeshore 5693 Lake Tishomingo

Discussion on the policy of checking tanks was tabled to next month.

New Business

New Board member – Both Paul Wiegers and Peter Rola have declined. A new member is needed for the Board.

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 6:15 p.m.

Next meeting is June 20, 2017.

Respectfully submitted,

Lynn Goetz, Substitute Recording Secretary

Attachments – Appendix A

Appendix A

April 2017 O&M Cash Report

Sewer Fees Invoiced	<u>\$ 17,506.98</u>
Sewer Fees Received	<u>\$ 15,082.36</u>
Overdue Amounts:	
30 days overdue	1,946.92
60 days overdue	1,112.40
90 days overdue	594.49
> 90 days overdue	<u>11,793.98</u>
Total overdue amounts	<u>15,447.79</u>
Cash Inflow	
Sewer User Fees	\$ 15,082.36
Interest	<u>147.71</u>
	15,230.07
Cash Outflow	
Accounting	531.25
Treatment Plant Operator	1,005.00
Utilities - electric (treatment plant)	200.83
Utilities - electric (office)	17.37
Phone	41.40
Sewer fee - office	72.00
USDA Principal and Interest	9,617.00
Debt Service Account	962.00
Maintenance and Repair	
USIC	105.31
Southeast Services (maintenance agreement)	595.00
Postage	75.14
Bank Fees (ACH debit)	<u>24.00</u>
	13,246.30
Net Cash Flow	<u>\$ 1,983.77</u>