

PUBLIC WATER SUPPLY DISTRICT #13
June 20, 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 5:05 p.m. on June 20, 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	Absent
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, Steve Matzker, lake resident.

Approval of Agenda

Motion was made by Wayne and seconded by Lora 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 May 16, 2017. On voice vote minutes were approved.

Financial Reports – Janet Hirsch and Frances Hovis

Delinquent payment issues

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

7756 Meadow Dr. They owe \$351.02

5821 N. Lakeshore. They owe \$351.40

6644 S. Lakeshore. They owe \$316.80

5902 S. Lakeshore. They owe \$332.00

Recommended that liens be issued. Motion made by Lora and seconded by Wayne to proceed with liens. Approved. Cost is \$27 to file a lien.

Cash Flow report

Janet handed out the cash flow report for May 2017 prepared by our bookkeeper. Sewer fees invoiced were \$17,506.60; sewer fees received \$16,106.84; total overdue accounts \$16,034.73. Cash inflow from sewer user fees \$16,106.84 with interest of \$164.19 for a total cash inflow of \$16,271.03. Total cash outflow was \$13,009.99; net cash flow for the month is \$3,261.04. The monthly cash report is in Appendix A.

Treasurer's Report –

Frances reported that our bank, Eagle Bank, was taken over by Enterprise Bank and new names were given to our accounts. She will check into this since the names of the accounts were mandated when we got the government loan. Frances reported the balances as of May 2017 with the new names; Commercial DDA (O&M checking account) \$54,145.07; Millennium MMA (O&M Surplus) \$324,101.68; Business Saving (Debt Reserve account) \$59,053.49, Business Saving (Short lived Asset Reserve account) \$65,095.98.

Invoice approval

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

date	Description	invoice amt
6/1/2017	Electric utility at WWTP	318.65
6/1/2017	Electric utility at sewer office	13.64
6/1/2017	phone at sewer office	41.36
6/1/2017	Sewer user fee at sewer office	72.00
6/1/2017	WWPT Operator	1,074.00
6/1/2017	monthly fee	775.00
5/5/2017	5856 NLSD (Steen) power connected, called AAQuick	60.00
5/5/2017	5875 NLSD (?) replaced pump	90.00
5/9/2017	7716 Lakemont (Mattina) replaced float	75.00
5/22/2017	Wire connectors & o-rings for UV electrical connections	74.00
6/1/2017	Postage, monthly billing	76.50
6/1/2017	Bookkeeper services	443.75
6/1/2017	USIC locating services, May 2017	106.08
6/1/2017	Reimburse JM Hirsch, invoices attached	215.62
4/17/2017	Laser toner cartridge for sewer invoices	188.64
5/21/2017	Flex seal for UV electrical connections	14.99
6/1/2017	Cable Glands Joints for UV electrical connections	11.99
6/1/2017	Amerigas, propane tank annual rental	101.00
5/31/2017	Daniel Jones Assoc, audit	6,000.00
	Total	<u>8,462.60</u>

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

Old Business

MO1 Call - Received four calls.

Treatment Plant Operation

UV Disinfection

Rich reported that finally all four UV lamps are working. Since the UV disinfection unit was turned on in late March 2017 only three lamps have been working. Rich stated that he found three problems: 1) One ballast had only one of two circuits working, 2) the #2 lamp wiring harness had a badly corroded socket, and 3) the #2 cord grip was not water tight and leaked. To fix he replaced the ballast, installed a new wiring harness and used silicone sealant on the #2 cord grip. He also tested the "used" ballasts in the storage trailer by installing the ballasts in the UV unit control panel. Ballasts that did not light the lamps hung on the installation rack were discarded.

Influent analysis is done every quarter by Dave and reported to DNR.

Collection System

Dave made three calls:

5/5/17 5856 N.LSD (STEENO): Discovered leak at shutoff valve pit near STEP tank. Also discovered electrical disconnect switch pulled to cut power to system. Since power was off, system overflowed. Restored power, system turned on, pumped down, checked splice box, system seems to be operating correctly. AAQ called to repair leak. No pump hrs were reported. 1 hr, \$60.

5/9/17 5856 N.LSD: AAQ responded to call about leak at shutoff valve pit. Dug up valve box and found check valve was broken, removed and replaced.

5/5/17 5875 N.LSD (NO SUCH ADDRESS); responded to alarm call, found pump unscrewed from the discharge pipe, reconnected pump, wouldn't pump, replaced with a new pump, checked system, system operating correctly, checked splice box, full of water, drilled hole in bottom of splice box and draining, system working properly. No pump hrs were reported. 1.5 hr, \$90

5/9/17 7716 Lakemont (MATINA); alarm call, found bottom float was defective, replaced float, pumped system down, checked splice box, drilled hole in bottom of splice box, checked system, system operating correctly. No pump hrs were reported. 1.25 hr, \$75

Summer STEP tank inspection & service- as noted in last month's minutes, four properties were to be checked: 6751 S. LSD, 6131 N. LSD, 5959 N. LSD, 5693 Lake Tish Rd. Only one, 6131 N. LSD was recommended for pumping. Janet had compiled a report regarding pump hours. The average is 77 hours per year, with this residence reporting 1,713 hours.

Rich gave a handout "What's in a Valve Box" that contained pictures of what pipes and valves might be in a shutoff valve pit like the one that leaked at 5856 N LSD.

New Business

Wayne reported that all required reports have been sent to DNR.

New board member – Steve indicated he is willing to serve on the Board.

Adjournment – There being no other formal business to come before the Board, a motion to adjourn was made by Wayne, seconded by Lora. Motion passed. Meeting ended at 6:15 p.m.

Next meeting is July 18, 2017.

Respectfully submitted,

Lynn Goetz, Substitute Recording Secretary

Attachments –