

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
July 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 July 18, 2017 at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:24 p.m.

Roll Call of Directors

The following directors were present:

Marilyn Meyer, chairman
Wayne Evans
Steve Matzker
Lora Thomas – Excused Absence
Brian Stephens – ABSENT

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

Wayne made a motion, seconded by Steve, to approve the agenda as printed. The directors present voted to approve the agenda.

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 June 2017 as prepared by the district's bookkeeper. Sewer fees invoiced amounted to \$17,520.00 and sewer fees received amounted to \$8,806.20. Overdue amounts totaled \$16,572.91. Cash inflow from sewer user fees amounted to \$18,806.20 with interest of \$168.99 for a cash inflow amounting to \$18,975.19. Total cash outflow amounted to \$19,090.68. Net cash flow for the month is shown as -\$115.49.

Treasurer's Report

Frances reported the balances as of June 30, 2017. O&M checking account balance is \$59,965.71; Debt Service Reserve is \$60,032.56; Short Lived Asset Reserve is \$65,114.71 and Surplus Account amounts to \$324,234.87.

Invoice Approval – Janet

The following payment requests were submitted for Board approval.

7-1-2017	Electric utility at WWTP		276.12
7-1-2017	Electric utility at sewer office		13.41
7-1-2017	Phone at sewer office		41.36
7-1-2017	Sewer user fee at sewer office		72.00
6-30-2017	WWPT Operator		1,150.00
6-30-2017	Monthly fee	775.00	
6-5-2017	6355 SLSD, replace small lid	30.00	
6-9-2017	4 step tanks inspected	160.00	
6-14-2017	7647 Lakemont, service call	185.00	
6-26-2017	Postage, monthly billing		75.48
7-17-2017	Bookkeeper services		518.75
7-7-2017	USIC locating services		132.60
6-21-2017	Reimburse JM Hirsch, invoices attached, keys		7.48
7-13-2017	Grounds, wwtp, Dale Wallen, grass cutting		515.00
	Total		2,802.02

A motion was made by Wayne, seconded by Steve to approve the financial reports. On a voice vote the motion was approved.

Old Business

There was no report of MO1 Call Activity

Collection System

There was a discussion about the protocol that should be followed when the step tank needs to be pumped. It was decided that Dave Axton will have the authority to call AA Quick directly when this issue surfaces in the future.

Treatment Plant Operation

Dave Axton submitted his report for the month of June. The billing totaled \$1,150.00, broken down as follows: The monthly certified operator services and laboratory sample analysis was \$775.00; on 6/5/17 the small green sewer lid was replaced at 6355 LSD, \$30.00. Then on 6/9/17 tanks were serviced at 6715 SLSD, 6131 NLSD, 5959 NLSD and 5693 Lake Tishomingo Road. The work consisted of cleaning the filters, measuring sludge depths, and checking the pump hours. At 6715 SLSD the water was found to be black but clean. At 6131 SLSD there was a hard crust on top, and lots of wipes and towels were floating. It is recommended this tank be pumped. Total for those services on 6/9/17 amounted to \$160.00

Then on 6/14/17 the alarm call was received at the Cobb residence, 7647 Lakemont Drive. The alarm was not sounding but the red light was on. It was discovered the stop float was bad and it was replaced.

Dave checked the splice box, pumped the system down to make certain the float was operating correctly. The cost for these services was \$185.00.

Dave also supplied a copy of the DMR Sampling Summary for the month of June 2017. The form had been forwarded to the St. Louis Regional DNR Office

Rich then provided an explanation on how the pump and float operate and provided a scale model of this equipment for viewing. He also showed the manner the scum layer is measured, and how a sludge judge or a similar tool is used to measure the thickness of the sludge.

New Business

Janet presented a listing of tasks that need to be done, and the names of the board members assigned to the various tasks. Under the administrative area, there needs to be some to take responsibility to monitor the telephone messages left on the office recorder, and then relay the messages to the bookkeeper or operator, and respond to customers. Marilyn consented to assume this responsibility.

Under the Technical Operations section a board members is needed to serve as the primary contact with operator Dave Axton and to review Dave's reports. Steve advised he will take this responsibility.

Janet also mentioned that under the Technical Operations section there is no one assigned to interact with customers on new and dormant installations, and after discussion, it was decided this role is not necessary at this time. However, the recent sale of the Lowery house at 5902 SLSD will require this service soon.

Marilyn then mentioned that \$500.00 has been budgeted for attending seminars, training or conferences should any board member desire to avail themselves to such initiatives.

Adjournment

There being no further matters for action, Steve made a motion to adjourn the meeting, and this was seconded by Wayne. The meeting was adjourned at 6:35 p.m.

Ray Lauer
Recording Secretary

Marilyn Meyer
Chairman