

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
September 18, 2018
Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri, met in regular session September 18, 2018, at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:02 p.m.

Roll Call of Directors

The following directors were present.

Marilyn Meyer
Cheryl Miller
Bob Quigley
Denny Schaab (left the meeting at 5:25 p.m.)
Lora Thomas

Also in attendance were Frances Hovis (Treasurer), Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), and Carol Kohnen (recording secretary).

Approval of Agenda

Bob Quigley made a motion to approve the agenda, seconded by Cheryl Miller. On a voice vote the agenda was approved.

Approval of Minutes

Motion was made by Lora Thomas and seconded by Bob Quigley to approve the minutes of the meeting conducted on August 21, 2018. On a voice vote the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported that no liens need to be filed this month.

Invoice Approval.

Janet also distributed the "PWSD#13 Invoices Presented for September 2018" report (see attached), and explained the items on the report. The total was \$2467.16. However, Frances Hovis requested authorization to purchase another roll of postage stamps. This added another \$49.00 to the total invoices, for a new total of \$2516.16. A motion was made by Bob and seconded by Denny to approve the invoices. The motion was approved by a voice vote.

Frances also pointed out that the AT&T charge for the district phone had increased this month, from \$44.76 to \$66.48. She had called AT&T about the increase and was told that the district is not eligible for a cheaper rate, and in fact the bill will rise slightly again next month, to around \$70.00. The AT&T representative suggested cell phone service as a cheaper alternative. The board agreed that a cell phone is not a viable option because cell phone service is too unreliable at our location. Frances also contacted Charter Communications/Spectrum. Charter would charge a \$99.00 installation fee and a monthly charge of \$29.99 (first year) or \$39.99 (thereafter). We could keep the same phone number.

Lora suggested we investigate magicJack [a VoIP system]. The cost is minimal; a year's phone service is about \$40.00. Current phone number can be ported. Emails are sent to a designated account (such as PWSD13@charter.net) with a sound file (.wav) attachment of the voicemail. Frances offered to buy a magicJack unit and give it a trial. Lora made a motion to authorize this purchase and trial use. Bob seconded it. The motion was approved by a voice vote. Further discussion ensued, resulting in an amended motion to also authorize Frances to contract with Charter if magicJack is not appropriate. Motion to amend made by Cheryl; seconded by Denny. Amended motion was approved by a voice vote.

Financial Reports.

Frances reported the balances as of August 31, 2018. O&M checking balance is \$86,797.59; Debt Service Reserve Restriction is \$73,718.20; Surplus Account is \$326,397.91. Frances noted that the Short-lived Asset Reserve account reports balances only quarterly, so she did not receive a statement this month.

New Business

There was no new business.

Old Business

Missouri One Call.

We were charged for 3 calls in June: 6508 S. Lakeshore, 7704 Lakemont, and 7662 Lakemont. The charge was \$27.32 for each call, resulting in a total of \$81.96.

Letter for 5902 S. Lakeshore Dr.

As authorized at the August 21, 2018, meeting a letter was sent (on August 30) to the owners of 5902 S. Lakeshore, reminding them of their obligation to connect to the sewer system and asking them to contact the board. Marilyn reported that there has been no response so far. The board will discuss further steps at the next meeting if the situation has not been resolved.

Collection Systems.

Water Resources Report. Rich Hirsch reported that only charge from Water Resources Management last month was the monthly fee.

Ground Water Infiltration Issue.

A homeowner reported issues with water backing up into their basement during the recent storms. The board discussed possible causes of this situation. Rich distributed a diagram that depicts the parts of a typical sewer hookup (copy attached) and explained the ways that rain/ground water could be getting into the sewer system. He explained that an excess load of rain water in the STEP tank would normally result in leakage from under the lid of the tank. But in this case, water is backing (uphill) into the basement. Rich noted that roots in the gravity line could cause a backup into the house. Resolution: the homeowner will hire a plumber to examine the line to the STEP tank and clear it if necessary.

Treatment Plant Operation.

Generator Problem. The generator is supposed to come on if there is no power for 5 minutes. The generator is supposed to run ("exercise") for 12 minutes every week, whether or not there is a power interruption. However, the generator has not run since May 23. Apparently the system encountered an error on that date and shut itself down. Rich cleared the error. This seems to have fixed the problem.

Contract for Maintenance of Generator.

Southeast Services, Inc. offers a maintenance service for the generator. Copy of contract is attached. The district had previously contracted for this service in 2017. Bob made a motion to purchase the maintenance agreement from Southeast Services for another year. Lora seconded the motion. It was approved on a voice vote.

Educational Opportunity

Marilyn explained an upcoming conference sponsored by the Missouri Rural Water Association.

DNR Certification

Marilyn received a draft copy of our permit and posted it in the office. Janet noted that the draft permit is also posted on the DNR website for public comment (until October 8). We should receive our actual permit some time after that.

Adjournment

Lora made a motion to adjourn; it was seconded by Cheryl and was approved by voice vote. The meeting adjourned at 6:08 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President