

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
October 16, 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 October 16, 2018, 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
Cheryl Miller
Bob Quigley
Denny Schaab
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 September 18, 2018. On a voice vote the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported that there are no delinquent payment issues this month.

Invoice Approval.

Janet also distributed the "PWSD#13 Invoices Presented for October 2018" report (see attached), and explained the items on the report. The total was \$5003.07. However, Janet noticed that one charge had been entered twice. This was subtracted out, giving a new total of \$4805.17.

The invoice total for the month was unusually high, which generated some discussion. The increase was mostly due to a large bill (\$2150) from Water Resources Management (WRM), our plant operator. Rich Hirsch noted that some of the expense was for periodic maintenance (cleaning filters \$360.00 and cleaning RSF lines, also \$360.00) and that these charges are reasonable. However, Rich expressed dissatisfaction with the \$365.00 charge for work at 5925 N. Lakeshore. PWSD13 was recently assigned a new technician from WRM and there was some speculation by board members that a lack of experience caused the job to take an unusually long time. A second issue is that the technician did not track down the problem causing the sewage odor near 5730/5740 N Lakeshore. He reported checking the system at 5730 and reported that it was "running okay." However, AAQuick later determined that it was necessary to dig up a pump and replace the check valve on the pump line. A third issue was with repairs at 7620

Forest Lane. The WRM technician charged \$140.00 for repairs, but AA Quick came out later (at an additional charge of \$350.00) to actually fix the problem. Board president Marilyn Meyer is going to discuss these charges with WRM, especially the large number of hours billed for the work at 5925 N. Lakeshore.

A motion was made by Denny and seconded by Bob to approve the invoices. The motion was approved by a voice vote.

Financial Reports.

Frances reported the balances as of September 30, 2018. O&M checking balance is \$89,479.70; Short-Lived Assets is \$81,553.84; Debt Service Reserve Restriction is \$74,818.45; Surplus Account is \$326,599.11.

Frances then reported on the new phone service. As requested by the Board last month, Fran investigated the magicJack service. She discovered several issues (delay in transferring phone number, need for electrical and computer/Internet connections) and also found many negative reviews and some law suits reported online. She decided to go with Charter. The new line has already been installed and appears to be working well. The charge will be \$29.99/month for the first year, then \$39.99 thereafter. The contract with Charter was authorized by the Board at the September 18, 2018, meeting.

Generator Maintenance Plan. As approved last month, the district has entered into a one-year maintenance contract with Southeast Services for the generator at the treatment plant. Rich reported that Southeast is performing the first service visit tomorrow (October 17).

Insurance Renewals. The district's Commercial Crime Policy is due. The charge is \$803.00. Marilyn made a motion to pay for this insurance; Cheryl seconded. Approved by voice vote.

Marilyn reported that it is time to apply for the renewal of our "Commercial Package" insurance, which expires at the end of December. This policy insures the district's equipment, including tanks at each house, and equipment at the plant. Lora made a motion to apply for the renewal of the commercial package; Bob seconded. Approved by voice vote.

Collection System.

Water Resources Management Invoice and Reports. The Board had discussed the WRM invoice in some detail before invoices were approved for payment earlier in this meeting. There was no additional discussion at this time.

Old Business

New Hook Up. Marilyn reported that she is still trying to contact the owner of the new house on South Lakeshore. The hook-up has not been done. Marilyn will address the issues earlier identified by Rich.

5902 S. Lakeshore. The Board has had no response to the letter sent on August 30, 2018, which explained the necessity to connect to the sewer system and requested that the homeowner contact the Board to discuss options. The Board decided to send a "second notice," again giving the homeowners 30 days to contact the Board. The secretary will compose a letter and circulate it to board members for comments/approval. This second notice will include a cc: to the LTPOA. The letter will be sent to the Tower Road address (as in the assessor's record) and the S. Lakeshore address. Both letters will be sent

certified mail, return receipt. Motion to send second notice as described above made by Bob, seconded by Lora, approved by voice vote.

5980 N. Lakeshore. After a fire destroyed this residence last year, the Board approved a temporary suspension of sewer bills. Now the property has been sold. The Board discussed when sewer payments should resume. All agreed to begin billing at the \$70.00 not-hooked-up rate in January, 2019. The secretary will compose a letter to the new homeowner explaining this decision (charges are for equipment, not just service; paying off a bond; several other houses in the same situation). The secretary will circulate the draft letter to the board members for comments/approval.

New Business. Marilyn announced that the Board needs a vice president. This will be on next month's agenda.

Adjournment

Cheryl made a motion to adjourn; it was seconded by Denny and was approved by voice vote. The meeting adjourned at 6:10 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President