

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
November 20, 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 November 20, 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 Denny Schaab. On a voice vote the agenda was approved.

Approval of Minutes

Motion was made by Denny and seconded by Bob to approve the minutes of the meeting conducted on October 16, 2018. On a voice vote the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported that two customers have accumulated more than \$300.00 in unpaid fees. She recommended that liens be filed on 6163 South Lakeshore Drive (first lien for this property), and 6751 South Lakeshore (second lien on this one). A motion to file the liens was made by Cheryl Miller and seconded by Bob Quigley. The motion was approved on a voice vote.

Invoice Approval.

Janet also distributed the "Invoices for Approval" report dated 11/20/2018 (see attached), and explained the items on the report. Lora gave details on the USIC bill. There were four calls, billed at \$27.32 each: 7728 Lakeview, 6163 South Lakeshore (requested by Ameren), 6080 North Lakeshore, and 5876 South Lakeshore.

The total of the listed invoices was \$6548.88. Several additional items were submitted at the meeting.

- Marilyn Meyer had a bill for the annual fee from the Missouri Department of Natural Resources (DNR). The amount was \$172.70. Janet recalculated the charges from DNR and verified the total.
- Marilyn also submitted a bill for membership in the Missouri Rural Water Association. The amount was \$200.00.

- Lora Thomas had a bill from Missouri One Call, covering services for July-September, 2018. The amount was \$24.70.
- Carol Kohlen had a receipt for the postage and charges to send the two certified letters, return receipt, to the owners of 5902 South Lakeshore, plus courtesy copies of the letters to the LTPOA. The amount was \$11.40.
- *Insurance Renewal.* Marilyn noted that our insurers were offering “terrorism coverage” for an additional \$15.00 premium. This would bring the total premium to \$4244.00. The Board discussed this coverage, then Bob made a motion to add it to our policy and Lora seconded. The motion was approved by a voice vote.

With these additions, the total for invoices submitted for approval was \$6972.68. Denny made a motion to approve all invoices. Lora seconded it. The motion was approved by voice vote.

Janet will update the “Invoices for Approval” report. (A copy of the revised report is attached.)

Janet next presented a proposal from the district’s bookkeeper. She has been paid at the rate of \$25.00 per hour for the past three years. She is requesting a cost-of-living raise of approximately 3%. This would be an increase in her hourly wage from \$25.00 to \$27.50. The Board discussed briefly. Cheryl made a motion to increase the hourly rate to \$27.50, to start in January 2019. Lora seconded. The motion was approved by voice vote.

Financial Reports.

Frances Hovis reported the balances in the district’s accounts as of October 31, 2018. O&M checking balance is \$90,056.97; Debt Service Reserve Restriction is \$75,780.45; Surplus Account is \$326,807.15. There is no new total for the Short-Lived Assets account this month. (Statements are quarterly for this account.)

Collection System.

Water Resources Management (WRM) Invoice and Reports. There was only one service call last month (6200 South Lakeshore). There was no trip charge for this service, perhaps because the technician was already on site to do the weekly flow reading and maintenance.

Broken or Missing Lids. A resident on Meadow Drive emailed PWSD#13 that he had noticed broken and missing lids. Rich visited Meadow to see the extent of the problem, then emailed WRM to replace the lids. Receiving no response, Rich sent a follow-up email. WRM still has not replied and the lids have not been replaced. Marilyn is going to call WRM.

Treatment Plant Operation.

UV Disinfection Unit Update.

There is currently a problem with the electrical cable that powers the UV lights. The GFCI on that circuit keeps flipping. Rich suspects that the cable is susceptible to damage because the lights are underwater. He is researching other disinfection systems to see whether there is a better design available. We need to either replace the electric cable or install a new system.

Old Business

New Hook Up. Marilyn reported that she is still trying to contact the owner of the new house at 6576 South Lakeshore. She has called and left messages numerous times. Two issues remain: there is no disconnect at the control panel, and the wrong size pipe was installed at the connection point. Rich noted that the control panel now has power. The system seems to be connected and the timer shows

four hours of use on the pump. The Board discussed whether to begin sending monthly bills to the owner's PO Box in High Ridge. Bob made a motion to begin sending a bill for \$72.00 to the PO Box. Denny seconded. The motion was approved by voice vote.

5902 S. Lakeshore. Carol read the "second notice" letter (copy attached) that was sent on November 1, 2018. That letter set November 30 as the deadline to respond. The Board will discuss this situation again at the December meeting, after the deadline has passed. It was noted that the homeowners will need the services of a plumber and an electrician in order to complete the installation.

5980 N. Lakeshore. Carol read aloud the letter (copy attached) that was sent to the new homeowner on November 7. This letter notified the homeowner that billing at \$70.00/month would begin in January, 2019, and explained why.

New Business.

Vice President for Board. On behalf of the rest of the Board, Marilyn asked Bob to serve as vice president. He accepted the office.

Missouri Operating Permit. The district has received the operating permit from DNR. The permit is good for five years, until 2023.

April Election. Denny's term will expire in 2019. The sewer district is obligated to run an ad in the local legal newspaper notifying the public that an election will be held in April, 2019, for a director's position and giving instructions on how to file as a candidate. If no candidates file for this office, the Board will appoint someone to fill the opening.

Janet explained that PWSD 13 has five subdistricts, each represented by a director.

- 1: from the dam to Block L, represented by Marilyn. Term expires in 2021.
- 2: from the dam to Block C, represented by Cheryl. Term expires in 2021.
- 3: from Block D to the front of the lake, represented by Lora. Term expires in 2020.
- 4: from Block M to the front of the lake, represented by Bob. Term expires in 2020.
- 5: Tishomingo Road and surrounding area, represented by Denny. There are very few houses in this subdistrict connected to the system. Term expires in 2019.

Question about Pumping STEP tank. A resident at 6786 South Lakeshore contacted the Board about having their tank pumped. The Board decided to request an inspection of the tank by WRM. If it needs to be pumped, AAQuick would then do the work.

Adjournment

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

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President