

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
March 19, 2019
Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri, met in regular session March 19, 2019, 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 Kohlen (recording secretary).

Approval of Agenda

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

Approval of Minutes

Motion was made by Lora and seconded by Bob to approve the minutes of the meeting conducted on January 15, 2019. (The February meeting was canceled because of the weather.) On a voice vote the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported that the customer at 6751 S Lakeshore is eligible for a lien. Denny Schaab motioned that a lien be filed. Lora seconded. The motion was approved on a voice vote.

Invoice Approval.

Janet distributed the "Invoices for Approval" report dated 2/18/2019 (see attached) and explained the items on the report. The invoice total was \$2790.58. The Board had previously approved these invoices via email; the February meeting had been canceled because of the weather. There was a brief discussion of the Water Resources Management invoice.

Janet next distributed the "Invoices for Approval" dated 3/19/2019 (see attached) and explained the items. The invoice total was \$3677.69. Payment for the \$824.00 charge by Water Resources for two effluent pumps will be transferred from the Short-Lived Assets account. Cheryl made a motion to pay all invoices. Bob seconded it. The motion was approved on a voice vote.

Financial Reports.

Frances reported the balances in the district's accounts as of February 28, 2019. O & M checking balance was \$89,233.02. Debt Service Reserve Restriction was \$79,772.46. Surplus account was \$327,613.72. There was no new balance for the Short-Lived Assets account.

Collection System.

Water Resources Management Report.

Rich Hirsch discussed the monthly invoices received in February and March (see attached) from Water Resources Management (WRM). The district was billed for services at the following addresses in January and February.

Invoice dated 2/4/2019:

7720 Lakemont. Drained splice box and replaced floats.

5712 S Lakeshore. Drained splice box. Checked floats and pump.

5730 N Lakeshore. Complaint of sewer odor (again). WRM technician could not find a problem. There were two issues with this service call. First, the WRM fee included a trip charge. Rich noticed that this was a regular maintenance service day – since the tech was already at the lake, he shouldn't have submitted a trip charge. When Rich pointed this out to WRM, the trip charge was removed. The second issue is that odor is a continuing problem at this address, and several WRM service calls had not resolved it. When Dave of WRM investigated, he found a break in one of the pipes. Dave contacted AAQuick, and the pipe will be fixed this week.

6644 S Lakeshore. Alarm call. WRM tech could not find a problem. Tech did not note hours of pump operation.

6047 N Lakeshore. Drained splice box and tightened wires.

Invoice dated 3/7/2019:

5774 S Lakeshore. Cleaned filter and all floats. Rich emailed WRM asking why the tank had not been sludge-judged if the filter was dirty. WRM replied that it had been, but that this hadn't been noted on the invoice. This led to a discussion about sludge-judging. The Board agreed that the tech should sludge-judge on every service call now and note the measurements on the invoice. This would enable some preventive maintenance.

Rich has requested that WRM always note the hours of labor on the invoice, and that the WRM technician sludge-judge the tank and record the measurements on every service call.

Treatment Plant Operation.

Treatment Plan Work.

The WRM invoice dated 3/7/2019 also included charges for work at the treatment plant. Cleaning and testing was performed on pumps #1 and #2. Pump#2 was not working. The filter was clogged. The WRM technician cleaned the filter and got the pump working again. When pump#1 was re-installed, the discharge line was broken. Technicians returned several days later and repaired pump#1 (no charge). They also cleaned the remaining five filter baskets. Pump#2 had stopped working again and was replaced.

Rich distributed a quote from Aquaazul to fix UV disinfection lights at the plant. The Board had previously approved the fees. This work will be done as soon as possible.

Rich also distributed a handout (see attached) illustrating a possible issue with the distribution valve for Recirculating Sand Filter (RSF) #2. However, the recent replacement of Pump #2 may have solved this problem. He will continue to monitor.

Old Business.

6576 S Lakeshore. No progress to report. Homeowner is aware of what must be done and is promising to take care of it.

5902 S Lakeshore. Rich found that the control panel for the STEP tank has been moved to the side of the house but the disconnect switch has not yet been connected. Marilyn contacted the homeowner and told him to take care of this as soon as possible. He agreed to do so. Marilyn will contact WRM and have Dave inspect the entire sewer installation at this residence when he is on site for his maintenance visit on April 1.

MO 1 Call Activity.

Lora reported two calls: 6612 S Lakeshore and 5985 N Lakeshore.

Adjournment

Denny made a motion to adjourn; it was seconded by Lora and was approved by voice vote. The meeting adjourned at 6:00 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President