

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the
January 21, 2020
Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri, met in regular session January 21, 2020, at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:01 p.m.

Roll Call of Directors

The following directors were present.

Marilyn Meyer
Cheryl Miller
Bob Quigley

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

Cheryl Miller made a motion to approve the agenda (attached), seconded by Bob Quigley. On a voice vote the agenda was approved. Some agenda items were carried forward from December. The December meeting was cancelled because of hazardous weather.

Approval of Minutes

Motion was made by Bob and seconded by Cheryl to approve the minutes of the meeting conducted on November 19, 2019. (Again, there was no meeting in December.) On a voice vote the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported that one customer became eligible for a lien this month:

- 5902 South Lakeshore

Bob made a motion to file a lien on 5902 South Lakeshore. Cheryl seconded. The motion was approved on a voice vote.

Invoice Approval.

Janet distributed the Invoices for Approval report dated 12/17/2019 (attached). The total was \$19,711.15. The Board had already approved these invoices for payment via email on December 17, 2019. As noted above, the December meeting was cancelled because of the weather.

Janet then distributed the Invoices for Approval report dated 1/21/2020 (attached) and explained the items on the report. The total was \$3014.85. Cheryl made a motion to pay the invoices. Bob seconded. The motion was approved on a voice vote.

Financial Reports.

Frances Hovis reported the balances in the district's accounts on November 30 and December 31, 2019.

At the end of November, O & M checking balance was \$50,719.95. Debt Service Reserve Restriction was \$88,891.80. Surplus account was \$379,704.36. The Short-Lived Assets account balance was not reported in November.

Frances then reported the balances as of December 31, 2019. O & M checking balance was \$41,117.46. Debt Service Reserve Restriction was \$90,005.65. Surplus account was \$379,946.23. Short-Lived Assets account was \$114,279.19.

Approval of Budget for 2020.

Janet distributed copies of the proposed Annual Operating Budget (attached). The total amount budgeted was the same as in 2019, although a few items were adjusted up or down based on the actual expenses incurred in 2019. After some discussion, the Board decided not to adjust the amount allocated for insurance expenses, even though 2019 expenses had been less. This was the only change to the proposed budget. The revised total cash outflow was \$206,247.00. This resulted in a net cash flow surplus of \$5481.00.

Bob made a motion to approve the 2020 Operating Budget as amended. Cheryl seconded. The motion passed on a voice vote.

Collection System.

Water Resources Management (WRM) Report.

WRM invoice. WRM charges this month were for routine maintenance and a cleaning of the RSF filters. Rich noted the routine maintenance as listed on the invoice includes "laboratory sample analysis." Rich questioned whether WRM is now doing the analysis only quarterly (instead of monthly), since that is now the reporting requirement. The Board requested that Rich contact WRM and find out.

5700 S Lakeshore. In November, the homeowner at 5700 S Lakeshore contacted AAQuick for repair service. AAQuick did follow procedure, however, and forward the request to WRM. Rich noted that AAQuick had recently done work at that address, and that is probably why the homeowners had contacted AAQuick. Carol Kohnen will include a reminder in the newsletter that homeowners should contact WRM for sewer issues.

Integrity Septic and Sewer Company. Marilyn reported that WRM is now recommending Integrity Septic and Sewer Company for the types of repairs that AAQuick formerly provided the district. She also noted that WRM has a new technician who can perform minor repairs that might involve digging by hand. If that tech determines that excavating or other heavy equipment is required, WRM will contact Integrity Septic and Sewer.

Treatment Plant Operation.

Treatment Plan Work. As noted above, WRM cleaned the treatment plant filters in December 2019.

Rich commented that there are loose caps lying around the gravel pits at the treatment plant. These caps are meant to disperse the effluent through the gravel. The Board requested that Rich contact WRM and inform them of this situation.

UV Lamp Update.

Rich distributed bids from TG Rankin Co (Chesterfield, Mo.) for upgrading the UV system. Rich noted that the wiring on the modules has been improved. They should be more water-tight. Total on the quote from Rankin is \$1613.90. However, the units must be shipped to California and this quote does not include shipping costs. Rich will contact Rankin again for more details about shipping and approximate costs.

Cheryl made a motion to proceed with upgrading the UV units. Bob seconded. On a voice vote, the motion was approved.

Old Business.

MO 1Call Activity.

Janet reported that MO 1Call/USIC billed for locating services at the following addresses.

- 7756 Mohawk Trail
- 5709 South Lakeshore Drive [This request was actually submitted by Holloran Contracting, for the road repair at the south side bridge.]

Water Resources Management Contract.

Marilyn distributed copies of PWSD#13's contract with Water Resources Management.

New Business.

New home at 7752 Fairview Questions. This is a proposed teardown and rebuild. The owners were requesting information about turning off power to the control panel/STEP tank.


PWSD#13 was also contacted by the homeowner at 5794 North Lakeshore regarding a proposed addition to the residence. They may need to move parts of the sewer system.

See handout (attached) prepared by Rich Hirsch for more details.

Election April 2020. Janet announced that no one has filed for the two open seats on the Board, currently held by Bob Quigley and Lora Thomas. On behalf of the Board, she asked Bob to continue to serve and he agreed. On behalf of the Board, Marilyn thanked Bob. Lora was not present.

Adjournment

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



Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President