

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the May 19, 2020
Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri, held their regular monthly meeting on May 19, 2020. Because of the Covid-19 pandemic, this meeting was held online via the Zoom application. The meeting was called to order at 5:05 p.m.

Roll Call of Directors

The following directors participated in this meeting.

Marilyn Meyer
Cheryl Miller
Bob Quigley
Denny Schaab
Lora Thomas

Also participating 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 (attached), seconded by Denny Schaab. On a voice vote, the agenda was approved.

Approval of Minutes

Motion was made by Bob Quigley and seconded by Cheryl Miller to approve the minutes of the meeting conducted on February 18, 2020. On a voice vote, the minutes were approved. [Note: because of the Covid-19 pandemic, the Board did not meet in March and April. All business was conducted via email.]

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported that the customer at 6160 N Lakeshore became eligible for a lien. Denny made a motion to file the lien. Cheryl seconded. The motion was approved on a voice vote.

Invoice Approval.

Janet had previously emailed all meeting participants the Invoices for Approval report dated 5/19/2020 (attached). She now explained the items on the report. She pointed out the proposed payment of \$6000.00 to Daniel Jones & Associates for audit services and recommended that this expense be approved for payment when PWSD#13 receives the audit. The total of all invoices was \$11,870.05. Cheryl made a motion to pay all invoices except for the Daniel Jones, and to pay Jones when the audit is received. Bob seconded. The motion was approved on a voice vote.

Financial Reports.

Frances Hovis reported the balances in the district's accounts on April 30, 2020. O & M checking balance was \$65,763.16. Debt Service Reserve Restriction was \$93,981.12. Surplus account was \$380,565.80. The Short-Lived Assets balance was not reported in April.

Collection System

Water Resources Management (WRM) Report

WRM invoice. WRM charges this month (copy of invoice attached) were for routine maintenance, the replacement of two lids, and seven house calls.

Treatment Plant Operation.

Rich shared on his screen a photo of a sewer line installation, pointing out the check valve, the shut-off valve, and the riser above the shut-off valve. He noted that the two valves are close together. If the riser is pushed down (as by a vehicle driving over or parking on it), it may crush the check valve, necessitating a repair. Rich shared another photo, illustrating another frequently damaged part of the system, the clean out.

Rich requested authorization to purchase two UV bulbs for the treatment plant. Cheryl made a motion to purchase and Bob seconded. The motion was approved by voice vote.

Other Issues.

Board members discussed the recent work by Integrity Sewer and Septic (ISS). They agreed that ISS seems to be working out. Several directors commented on ISS's attention to restoring landscaping after a repair.

Janet had previously emailed all participants a report (attached) with information on STEP tanks that had been pumped, average pump use, and annual pump rate distribution. She reminded the Board that the district has not recorded all pump meter readings since 2016. Knowing the pump readings would enable the Board to have STEP tanks pumped proactively. (The more hours the pump has run, the more the system has been used; high usage makes problems more likely.) Janet proposed that the Board hire someone to record the pump hours at each residence. Cheryl volunteered to organize this project. Board members discussed appropriate pay. Denny made a motion to hire someone to record all pump meter readings, for \$500 to be paid when the work is completed. Bob seconded. The motion passed on a voice vote. Janet will run a "help wanted" in the next This Week at Lake Tish. Janet then noted that in 2016 the Board decided to pump all in-line old septic tanks when the attached STEP tank is pumped. (There are approximately 27 of this type of installation.) The current Board agreed to let this decision stand.

Old Business

Missouri 1Call Activity.

Janet had previously emailed the list of calls made by MO 1Call/USIC in April (attached). Locating services were provided at the following addresses.

- 5748 S Lakeshore
- 7756 Mohawk Trail
- 7752 Fairview
- 6064 N Lakeshore

WRM Weekend Call Issue.

The Board continued their discussion of how to handle emergencies that occur on weekends. The next step is to gather more information from some service providers. Lora will verify that MO 1-Call will respond to emergency requests on weekends. Marilyn will contact Integrity Sewer.

New Business

Bob suggested that the Board arrange for sewer lids that are in danger of damage by vehicles be protected by large rocks. There was general agreement to investigate this strategy.

The Board decided to hold the June meeting online via Zoon.

Adjournment

Cheryl made a motion to adjourn; it was seconded by Bob and approved by voice vote. The meeting adjourned at 6:05 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President