

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the September 15, 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 September 15, 2020. Because of the COVID-19 pandemic, this meeting was held online via the Zoom application. The meeting was called to order at 5:00 p.m.

Roll Call of Directors

The following directors participated in this meeting.

Marilyn Meyer
John Fechter
Cheryl Miller
Bob Quigley
Denny Schaab

Also participating were Frances Hovis (treasurer), Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), and Carol Kohnen (recording secretary).

Marilyn officially welcomed John Fechter to the board. Everyone joined in to welcome and thank John.

Approval of Agenda

Cheryl made a motion to approve the agenda (attached), seconded by Bob. On a voice vote, the agenda was approved.

Approval of Minutes

Motion was made by Bob and seconded by Denny to approve the minutes of the meeting conducted on August 18, 2020. On a voice vote, the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported that the customer at 6692 S. Lakeshore became eligible for a lien this month. Cheryl made a motion to file the lien and Bob seconded. The motion was approved on a voice vote.

Invoice Approval.

Janet had previously emailed all meeting participants the Invoices for Approval report dated 9/15/2020 (attached). She now shared the report on the screen and explained the items. Janet noted that the charge for tank pump-outs should be paid from the Short-Lived Assets fund. She also requested permission to use the district's charge card for the expenses to upgrade the treatment plant equipment used by the Omnisite system to 4G. The board discussed an annual subscription to Zoom (\$120.00), but decided against it. The total of all invoices was \$8058.14. Cheryl made a motion to pay all invoices except the proposed Zoom charge. Bob seconded. The motion was approved on a voice vote.

Financial Reports.

Frances Hovis reported the balances in the district's accounts on August 31, 2020. The O & M checking balance was \$61,374.46. Debt Service Reserve Restriction was \$97,894.81. Surplus account was \$380,693.71. Short-Lived Assets account was \$113,118.66.

Collection System

Water Resources Management (WRM) Report.

WRM invoice. WRM charges this month included the monthly fee and repairs to one customer's system. The repair involved a bad contactor switch. Rich noted that several contactors had been replaced recently and recommended that the district purchase more contactors.

Treatment Plant Operation.

The broken UV lamp is not essential to the functioning of the plant; it will be repaired at the end of October after the UV system is turned off for the winter.

Rich commented that the gravel beds look good.

Old Business

Missouri 1Call Activity.

Janet displayed the list (attached) of service calls by Missouri 1Call. There were four visits last month.

Weekend Emergency Call Service Report.

Cheryl reported on one instance when the call service did not call our liaison, Joan, when they should have. Cheryl talked to the manager at the call service to clarify that whenever an alarm sounds, Joan should be called.

Pump Out Service Drain Surgeons.

Drain Surgeons will start work on the next list of homes (nine locations) next Monday. Bob commented that the work itself seems very good, but he would like to see the sludge judge numbers. The other board members agreed. Bob will contact Drain Surgeons and request this information.

King Pump-Out Service.

King Septic is the other company chosen to do some trial pumpings for the district. They will be pumping six tanks this month. A disadvantage of King is that they do not provide emergency services.

The pump outs by Drain Surgeons and King Septic this month will complete the list of residences selected on the basis of pump hours.

New Business

Tank Check by WRM.

The board discussed other ways to be proactive in maintaining customers' systems. They agreed to create a list of items to be checked and/or serviced on a regular basis, such as the filters and pumps. Rich will email all board members a document from the tank manufacturer with suggested maintenance. Cheryl volunteered to create a checklist of items for the maintenance check. This will be discussed at the October meeting. Marilyn offered to get a price quote from WRM for these items when the list has been finalized.

Rock Barriers to Protect Lids.

The rocks donated by LTPOA will be used to protect particularly vulnerable sewer lids. Marilyn requested that the addresses of such lids be sent to her. The board will contract out the work of moving the rocks; several local landscapers will be contacted for quotes.

Adjournment

Bob made a motion to adjourn. It was seconded by Denny and approved on a voice vote. The meeting adjourned at 6:01 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President