

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the October 20, 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 October 20, 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 Kohlen (recording secretary).

Approval of Agenda

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

Approval of Minutes

Motion was made by John and seconded by Bob to approve the minutes of the meeting conducted on September 15, 2020. On a voice vote, the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported no customers became eligible for a lien this month.

Invoice Approval.

Janet had previously emailed all meeting participants the Invoices for Approval report dated 10/20/2020 (attached). She now shared the report on the screen and explained the items. Marilyn noted that the crime insurance policy is mandated by the Department of Agriculture. Janet pointed out that the expense to upgrade our Omnisite service was less than previously expected; the fee for the upgrade in service included the upgraded equipment at no charge. The charges for STEP tank pumpouts will be made from the Short-Lived Assets account. The total of all invoices was \$9096.75. Cheryl made a motion to pay all invoices. Denny seconded. The motion was approved on a voice vote.

Financial Reports.

Frances reported the balances in the district's accounts on September 30, 2020. The O & M checking balance was \$64,458.32. Debt Service Reserve Restriction was \$98,925.28. Surplus account was \$380,724.91. Short-Lived Assets account was \$108,073.31.

Collection System

Water Resources Management (WRM) Report.

WRM invoice. WRM charges this month included the monthly fee, the cleaning of the RSF filters at the plant, and seven house calls. There was some discussion of the repairs necessary at 6051 South Lakeshore. King Septic pumped the STEP tank and noted that the pump seemed to be drawing too much power. Dave at WRM called Marilyn about some unusual damage to the system at that address. The cause of the problems has not been determined. WRM will make a return visit to repair the system.

Because of problems observed in several of the tanks that have been pumped, board members decided to send follow-up letters to customers after their tanks have been serviced. Bob volunteered to write a draft of a form letter that could be used to point out problems discovered during the pumping (such as wipes or other debris or excessive grease).

Treatment Plant Operation.

Rich noted that pump#3 on control panel#3 keeps blowing the breaker. This pump is not essential to the operation of the treatment plant but it should be fixed. Rich recommended having WRM replace the pump the next time they are cleaning the filters at the plant. Rich also explained to the board how the control panels and pumps at the treatment plant work.

Old Business

Missouri 1Call Activity.

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

Weekend Emergency Call Service Report.

Cheryl volunteered to write a note thanking Joan for her service as the liaison. Board members decided to advertise the position again. Janet will include an ad in the next "This Week" email. Carol will include the ad in the next *Tishomingo News*. Until the position is filled, calls will be routed to Cheryl. Denny will be first back-up. Marilyn will be second back-up.

Pump Out Service Drain Surgeons.

Bob will coordinate the pumping of four additional tanks with Drain Surgeons.

King Pump-Out Service.

Cheryl will send Marilyn a list of four additional systems for King to pump out. Marilyn will coordinate with King.

Cheryl suggested that the Board create a list of recommended plumbers to do sewer installs on new construction. Board members will contact the owners of recently-built houses for recommendations of plumbers.

Marilyn volunteered to write a note to Lora Thomas, thanking her for her service on the board.

New Business

Tank Check by Drain Surgeons.

Bob reported that Drain Surgeons quoted a price of \$140 per tank to inspect and clean pumps and filters.

Rock Barriers to Protect Lids.

Marilyn has given WRM list of broken lids to be replaced. She will also see that the new lids are protected in some way.

Adjournment

Bob made a motion to adjourn. It was seconded by Denny and approved on a voice vote. The meeting adjourned at 6:55 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President