

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the November 17, 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 November 17, 2020. Because of the COVID-19 pandemic, this meeting was held online via the Zoom application.

Call to Order

The meeting was called to order at 5:01 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), Carol Kohlen (recording secretary), and Rick Hannick (district liaison).

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 for October Meeting

Motion was made by Cheryl and seconded by Bob to approve the minutes of the meeting conducted on October 20, 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 11/17/2020 (attached). She now shared the report on the screen and explained the items. The total of all invoices was \$4,502.97. Bob made a motion to pay all invoices. John seconded. The motion was approved on a voice vote.

Financial Reports.

Frances reported the balances in the district's accounts on October 31, 2020. The O & M checking balance was \$65,549.30. Debt Service Reserve Restriction was \$99,887.28. Surplus account was \$380,757.16. Short-Lived Assets account was \$103,543.31.

Collection System

Water Resources Management (WRM) Report.

WRM invoice. WRM charges this month included the monthly fee, spraying weeds in the recirculating sand filters at the treatment plant, two phone calls, and three house calls. It was noted that WRM replaced the pump at 6051 South Lakeshore. Also, Rich commented on the multiple problems recently near the 5730-5740 addresses on North Lakeshore. Repairs involved replacing two different check valves and a coupling. Rich showed pictures of check valves and their connections and explained how they are supposed to work.

Treatment Plant Operation

Plant Pump #3.

Rich emailed WRM describing two problems at the treatment plant (pump#3 on control panel#3, and a possible float issue involving control panel 3). He requested that WRM investigate and repair, the next time they are cleaning the filters at the plant. (Filters are cleaned every three months.) Rich also commented that the gravel beds are looking good.

Old Business

Cheryl advised the board that follow-up letters had been sent to the homeowners whose tanks were pumped last month. Janet suggested that the letter sent to homeowners after their tank is pumped should note that homeowners would be responsible for the costs of any additional pump outs within a five-year period if their systems show evidence of misuse (wipes, excessive grease, etc.).

Board members discussed how to select the next group of tanks to be pumped. The number of pump hours has not been a very good predictor of tank condition. The next batch will be selected on the basis of how many people are living at the address. The board agreed that every tank should be pumped as part of the maintenance program.

Janet suggested that the board consider increasing the fee charged a homeowner if their tank must be pumped more than once in five years. The Sewer Use Ordinance [01-2010] would need to be changed.

Marilyn reported that she followed up on the suggestion at the last meeting to begin a list of recommended plumbers to do sewer installs on new construction. She has one company that was recommended by a lake homeowner.

Missouri 1Call Activity.

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

Weekend Emergency Call Service Report.

Rick Hannick will be the district liaison/emergency contact. Marilyn introduced him to the group at this meeting.

Pump Out Service Drain Surgeons.

Marilyn initiated a discussion of the services of Drain Surgeons and King Septic. After a brief discussion, the board decided to use Drain Surgeons for the remainder of the maintenance pump-out work. Bob agreed to continue to be the liaison with Drain Surgeons. He will give them four additional addresses this month.

King Pump-Out Service.

The board decided keep King Septic as a backup for pump-out work.

Integrity Septic and Sewer Service.

The board discussed whether to continue using Integrity for major repair work. Drain Surgeons could also perform this work. The board decided to postpone a decision while additional data is gathered.

New Business

April Election.

Janet displayed a map of the sewer district. She noted that the terms of two directors, Marilyn and Cheryl, are expiring. The sewer district is obligated to run an ad in the local legal newspaper notifying the public that these positions will be on the ballot in April, 2021, and giving instructions on how to file as a candidate. If no candidates file, the Board will appoint someone to fill each opening.

Vulnerability Assessment Form.

DNR requires that the district certify that there is a plan for emergencies. Marilyn noted that we do have an emergency plan, but it is time for it to be reviewed. Clarue Holland has volunteered to perform this task on behalf of the board. Marilyn will coordinate this work and contact DNR.

Cyber Ransomware Attack.

Janet had previously emailed the board some advice about cybersecurity from WaterISAC. *[WaterISAC describes their organization as “the international security network created by and for the water & wastewater sector.”]* Janet recommended that all sewer district data be backed up someplace safe. She noted that our bookkeeper performs regular backups of the data on her computer. Janet also gave some tips about how to deal with suspicious emails.

Rock Barriers to Protect Lids.

Marilyn is continuing to place bricks to protect vulnerable sewer lids. She reminded everyone to continue to send her addresses.

Adjournment

Bob made a motion to adjourn. It was seconded by John and approved on a voice vote. The meeting adjourned at 6:15 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President