

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the December 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 December 15, 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 5:03 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 November Meeting

Motion was made by John and seconded by Bob to approve the minutes of the meeting conducted on November 17, 2020. On a voice vote, the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported three customers became eligible for liens this month. Marilyn reported that one of those customers had contacted her and was making arrangement to pay off their debt. The remaining two residences are 7647 Lakemont and 5902 S Lakeshore Dr. Bob made a motion to file liens on these two properties. Denny seconded. The motion pass on a voice vote.

Invoice Approval.

Janet had previously emailed all meeting participants the Invoices for Approval report dated 12/15/2020 (attached). She now shared the report on the screen and explained the items. Janet noted that the annual transfer of \$16,560 from Short-Lived Assets to the O&M account is included this month. Bob reported that he had received an invoice from Drain Surgeons on the day of the meeting. That invoice (\$490) was added to the total on the Invoices for Approval report. The revised total of all invoices was \$27,546.22. Bob made a motion to pay all invoices. Denny seconded. The motion was approved on a voice vote.

Financial Report and Budget Approval.

Janet presented and explained several documents (attached) tracking the district's spending over the past several years, then displayed a proposed budget for 2021 and explained the line items.

Included on the handout of charts and graphs are the totals in the district's bank accounts as of December 15, 2020: The O&M checking balance was \$81,347. Debt Service Reserve Restriction was \$100,849. Surplus account/O&M#2 was \$380,788. Short-lived Assets account was \$100,603.

Janet noted that the Debt Service Reserve account was mandated by USDA and the Short-Lived Assets account was required by Missouri DNR.

The proposed 2021 budget was very similar to the current year's budget, with two additions. The new customer liaison position is budgeted at \$1,000 and the new emergency answer service is budgeted at \$410.

After some discussion, Cheryl made a motion to accept the budget as proposed. John seconded. The motion was approved on a voice vote.

Collection System

Water Resources Management (WRM) Report.

WRM invoice. WRM charges this month included the monthly fee, flushing the RSF lateral lines and cleaning the RSF screens at the plant, and four house calls.

There was some discussion of more recent problems (for which the district will be billed next month) at 6482 S Lakeshore and 6108 N Lakeshore. Rich commented that the repair done by Drain Surgeons at 6108 was a learning experience for everyone involved. Rich also provided two informative documents (attached) about troubleshooting the system: the Diagnostics Chart for STEP Maintenance and the Control Panel Troubleshooting Chart.

Treatment Plant Operation

Plant Pump #3.

Pump #3 has not yet been repaired. WRM will perform the repair.

UV Lamp Repair.

Rich reported that the UV lamp will be repaired before the spring.

Old Business

Missouri 1Call Activity.

Janet displayed the list (attached) of service calls by Missouri 1Call. There were five visits last month. Board members noted that 1Call should be contacted before any digging is done. The Board agreed that "emergency" service should be requested when an immediate repair is necessary.

Weekend Emergency Call Service Report.

Rick Hannick, district customer liaison, reported that one of his calls involved a customer who was upset at what he saw as a continuing problem. Cheryl volunteered to visit the customer to make sure that WRM had done the repair and that the customer was now satisfied. She will also try to determine what is causing the frequent high-water alarms at this site.

Pump Out Schedule.

The Board decided to have Drain Surgeons pump out tanks at five additional locations. Bob will forward them the addresses. He will also check with Drain Surgeons to see whether the cold weather will impact their pumping over the winter.

New Business

Ordinance No. 01-2010 Article 5 Section 17.

Marilyn suggested two changes to this ordinance, to bring it up to date. The first was to eliminate the actual dollar amount that the customer will be charged if more than one pump-out is necessary in a five-year period. The dollar amount would be replaced by a phrase such as "tank pump out cost." The second change is to note that tank inspections and pump outs will be performed "when needed." The Board will consider appropriate wording and address this issue again in January. The proposed changes will then be sent to the district's attorney for review.

Cheryl will modify the letter sent to customers noting the condition of their tank after a pump out, to explicitly mention the possible charge for more than one pump-out in a five-year period.

There was also a discussion about having someone other than WRM perform regular maintenance tasks. Board members will research other possibilities and discuss again next month.

Commercial Insurance for 2021.

The commercial insurance policy has been renewed.

April Election.

Marilyn has posted on the sewer office window a note regarding applying for an open Board seat. So far, no one has contacted her.

Adjournment

Bob made a motion to adjourn. It was seconded by John and approved on a voice vote. The meeting adjourned at 6:25 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President