

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the January 19, 2021
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 January 19, 2021. 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 5:04 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).

Approval of Agenda

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

Approval of Minutes for December Meeting

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

Treasurer's Report

Delinquent Payment Issues.

Janet Hirsch reported that two customers became eligible for liens this month. Marilyn reported that both of these had contacted her and are making arrangements to pay off their debts. No liens were filed this month.

Invoice Approval.

Janet had previously emailed all meeting participants the Invoices for Approval report dated 01/19/2021 (attached). She now shared the report on the screen and explained the items. There was some discussion of charges for repair work at two addresses, 5903 N Lakeshore and 6108 N Lakeshore. Rich displayed some slides with photos and explanations. There was some confusion at Drain Surgeons about whether a call from WRM is authorization to repair. Bob will contact them and clarify. Also, the Drain Surgeons repair at 5903 does not appear to have fixed the problem. Bob will discuss this with Drain Surgeons as well. Janet noted that the report did not include an invoice which had just arrived the afternoon of the meeting. Board members agreed to hold that invoice for next month. They also agreed that from now on only invoices received by the Friday before the meeting will be considered for payment that month.

Janet pointed out that the report indicated that charges for the three pump outs and the two new pumps for the treatment plant should be paid from the Short-Lived Asset Reserve account, not Operation and Maintenance (O & M). The total of all invoices was \$12,167.73. Bob made a motion to pay all invoices. John seconded. The motion was approved on a voice vote.

Financial Report and Budget Approval.

Frances reported that she had not yet received updated bank balances from the district bookkeeper. [The account balances were emailed to all board members the day after the meeting and were as follows. The O&M checking balance was \$51,567.61. Debt Service Reserve Restriction was \$101,881.85. Short-lived Assets Reserve was \$115,767.86. Surplus Account was \$380,820.62.]

Collection System

Water Resources Management (WRM) Report.

WRM invoice. WRM charges this month included the monthly fee, six house calls, one phone conversation, the purchase of 24" lids, floats, and two pumps, and labor to install the new pump #3 on RSF#3 at the treatment plant.

Rich pointed out that the system at 5953 S Lakeshore was brought online for the first time; WRM opened the valve at the street and checked the system. Another unusual situation was encountered this month at 6072 N Lakeshore. (This charge will be on next month's invoice.) The alarm was failing to sound. Rich investigated and discovered that old wiring was used during the initial install. The homeowner contacted an electrician, who corrected the issue and commented that not only was the wiring old, some of it was not even rated for exterior use.

Treatment Plant Operation

Pump #3 Repair.

WRM has replaced pump #3.

UV Lamp Repair.

Rich reported that he is arranging with TG Rankin to do necessary rewiring for the new UV lamp. It will be done before April 1.

Old Business

Missouri 1Call Activity.

Janet displayed the list (attached) of service calls by Missouri 1Call. There were four calls and two charges this month.

Weekend Emergency Call Service Report.

Cheryl reported that there were no calls to the emergency number last month.

Pump Out Schedule and Report.

Cheryl reported sending three letters regarding recent pump outs. Thirty-one residences have been pumped so far as part of the maintenance program. Two pump outs have not yet been invoiced: 7668 Lakeview and 6213 S Lakeshore. Bob will check with Drain Surgeons about these. Marilyn noted that access to water is required for a pump out.

Marilyn reported that WRM is adding staff trained in inspecting tanks. This service will be considered later in the spring.

The Board decided not to schedule any pump outs this month.

Cheryl also noted that quarterly and annual reports to the state of Missouri are due soon. WRM will handle submitting these reports.

New Business

Ordinance No. 01-2010 Article 5 Section 17 Approval.

Marilyn read the proposed revised ordinance (attached). Cheryl made a motion to approve the revised ordinance. Denny seconded the motion. It was approved by a voice vote. Marilyn will forward it to the district's attorney.

T. Hill Construction.

Marilyn contacted Trevor Hill of T. Hill Construction about doing some of the district's repairs. This would be some of the work currently being performed by Drain Surgeons. Hill's rates seem less expensive than Drain Surgeons. Trevor noted that he has done work for WRM. He wants to know more about the sewer system before making any commitments. Marilyn suggested having a (socially-distanced) meeting with him. Marilyn, Bob, Cheryl and Rich volunteered to meet. Marilyn will schedule.

April Election.

No candidates applied to run for the Board, so we will not have an April election.

Adjournment

Bob made a motion to adjourn. It was seconded by Denny and approved on a voice vote. The meeting adjourned at 6:14 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President