

PUBLIC WATER SUPPLY DISTRICT #13  
Minutes of the  
December 20, 2016  
Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri met in regular session December 20, 2016 at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:03 p.m.

**Roll Call of Directors**

The following directors being present or absent as indicated.

Marilyn Meyer	Present
Wayne Evans	Present
Lora Thomas	Present
Jim Timmersman	Excused Absence
Brian Stephens	Absent

Also in attendance were Janet Hirsch (PWSD #13 bank administrator), Frances Hovis (Treasurer), Rich Hirsch (former board of director) and Ray Lauer, recording secretary.

**Approval of Agenda**

Motion was made by Wayne, seconded by Lora to approve the agenda. All directors present voted to approve the agenda.

**Approval of Minutes of November 2016 meeting**

Motion was made by Wayne, seconded by Lora to accept the minutes of the meeting conducted on November 15, 2016. On voice vote the minutes were approved.

**Financial reports – Janet Hirsch and Frances Hovis**

Janet reported there were no delinquent payment issues over \$300.00. Janet also presented the cash flow report for November 2016 prepared by the district's bookkeeper. Sewer fees invoiced amounted to \$17,531.20; sewer fees received amounted to \$18,224.20. Overdue amounts totaled \$13,291.78. Cash inflow from sewer user fees amounted to \$17,531.20 with interest of \$158.57, for a total cash inflow of \$17,689.77. Total cash outflow is reported as \$18,769.88. Net cash flow for the month is shown as (\$1,080.11).

**Treasurer's Report**

Frances reported the balances as of November 30, 2016. O&M checking account balance is \$51,463.29; Debt Service reserve is \$53,216.50; Short Lived Asset Reserve is \$48,712.48; Surplus Account is \$323,294.80.

**Invoice Approval – Janet**

The following payment requests were submitted for Board approval.

Date	Description	Invoice Amount
12-1-16	Electric utility at WWTP	\$ 187.54
12-1-16	Electric utility at sewer office	16.61
12-1-16	Phone at sewer office estimate	40.00
12-1-16	Sewer user fee at sewer office	72.00
12-7-16	WWTP Operator	2,042.69
	Monthly fee	775.00
11-10-16	6048 SLSD, drilled j-box, reset pump float	125.00
11-30-16	6048 SLSD, checked system	125.00
11-18-16	6131 NLSL, unclogged line, sludge = 1 ft.,	152.50
11-18-16	7728 Lakeview, corroded line in j-box, repair	92.50
	UV Lamp & sleeves	740.19
11-22-16	Install one uv bulb	32.50
11-29-16	Postage, monthly billing	75.48
12-18-16	Bookkeeper services	731.25
12-9-16	USIC locating services, October 2016	77.25
11-10-16	Grounds wwtp, Dale Wallen	215.00
	Grass cutting	215.00
12-7-16	AA Quick	582.60
	5844 NLSL, replaced 1 ¼" ball + check	
	Valve on sewer line	525.00
	Parts	57.60
12-1-16	MO DNR Annual fee, 241 @ \$.80	192.80
12-1-16	MRWA annual dues	128.00
	Transfer to Short Lived Asset Reserve Account	16,560.00
	Total	<u>20,921.22</u>

**Customer refunds of overpayment for sewer service presented for approval December 2016**

Kurt Will	72.00
Brian King	72.00
Total	<u>144.00</u>

A motion was made by Wayne, seconded by Lora, to approve the financial and treasurer's report, and on a voice vote the reports were approved.

**Old Business**

USIC locating services was requested at three addresses, 5800 NLSL, 6464 NLSL and 6431 SLSD but then an invoice was submitted for \$309.00. This is obviously for some past services and the matter will be corrected after clarification is reviewed in next month's bill.

Rich Hirsch reported the Infiltration report - Discharge Monitoring Report (DMR) is due January 28, 2017.

It was mentioned that DNR wants DMRs sent via Email and this directive will be followed.

Janet then presented the PWSD #13 Budget and Projected Cash Flow numbers for January to December 2017. After discussion and review, Wayne made the motion to approve the budget, and this was seconded by Lora. On a voice vote this issue was approved. A copy of the budget will be added to the minutes to be retained on file.

### **Collection System**

Rich reported on the bill that was received from Water Resources Management, totaling \$2,042.69, for work at three locations. On 11/10/16 work was performed at 6048 SLSD that consisted of the system being pumped completely. No alarm was sounding, tanks were empty and discovered circuit breakers were off, the splice box was full of water so a hole was drilled in the bottom of the splice box. The bottom float appeared to be stuck, so the bottom float tension was shortened. Then the pump operation was checked manually by manipulating the floats and the system checked out OK.

At 6131 NLSL work was done on 11-18-16 where all operating equipment was checked, the tank was pumped down and then troubleshooted the system and discovered clog in the line. Opened line at 90 degree joint and unclogged the line; sludge judged tank of 1' of sludge.

Then at 7728 Lakeview all operating equipment was checked, the tank was pumped down, and the pump line was found to be corroded in the junction box. The wire was stripped back and a new connection was made with wire nuts.

Rich then reported that an invoice from AAQuick was received, the total being \$582.60, for services performed at 5844 NLSL. Rich contacted Dave to inquire about this matter and was informed the property owner called on 12-2-16 in the afternoon and stated that what he believed was sewer water was coming up in the yard, it was gray colored and smelled bad. Owner did not contact AAQuick directly. Rich inquired of Dave if the issue involved a valve pit, and if the pit was leaking sewage. Rich received a response that according to the technician that handled this issue, "nothing was properly bedded and over time the ground settled around the valve". The valve/ball valve that had broken is known as a tri-check (everything in a union/all in one) and these are known to be very unforgiving. So the slightest movement will cause them to break. When the repair was made at this address the technician did not replace it with another tri-valve due to their reputation for frequent breakage. Instead it was repaired with individual parts.

### **Collection System**

Based on the amount of sludge measured in STEP tanks, four tanks should be pumped. The addresses are 6751 SLSD, 6131 NLSL, 5959 NLSL and 5693 Lake Tishomingo Road. Brian said he would contact AAQuick to have this work performed, but has not yet done so.

### **Treatment Plant Operation**

The Omnisite Alarm System is to be updated, and the UV disinfection unit continues to have problems. Brian is to address these issues and report back to the board.

### **New Business**

Marilyn reported that two openings exist on the Board of Directors and in accordance with Missouri Law, notice publication of this notice is being made by publication of the openings in the *Countian*. The election is scheduled for April 4, 2017. The ad will list the qualifications for someone interested in making themselves available for the open positions. Individuals willing to run for the positions can report to the sewer office between 3:00 and 5:00 p.m. on Tuesday, January 17, 2017. To register at any other time, a call must be made to the sewer office.

### **Adjournment**

There being no further issues, a motion was made by Wayne and seconded by Lora to end the meeting. Adjournment took effect at 6:01 p.m.

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Ray Lauer  
Recording Secretary

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Marilyn Meyer  
Chairman