

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the March 16, 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 March 16, 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 5:03 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), Rick Hannick (customer liaison), and Carol Kohnen (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 for February Meeting

Motion was made by Bob and seconded by John to approve the minutes of the meeting conducted on February 16, 2021. On a voice vote, the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

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

Invoice Approval.

Janet had previously emailed all meeting participants the Invoices for Approval report dated 03/16/2021 (attached). She now shared the report on the screen and explained the items. The invoice total was \$1949.91. Motion was made by Cheryl and seconded by Bob to pay all invoices.

Financial Reports.

Frances reported the balances in the district's accounts as of February 28, 2021. The O&M checking balance was \$62,920.11. Debt Service Reserve Restriction was \$103,805.85. Short-lived Assets Reserve was \$111,807.86. Surplus Account was \$380,882.18.

Collection System

Water Resources Management (WRM) Report.

WRM invoice (attached). The monthly fee was the only charge on the WRM invoice. There were no customer phone calls or visits.

Routine STEP Tank Maintenance by WRM.

Marilyn shared a new Operations and Maintenance contract being proposed by WRM. Board members requested clarification of some provisions and suggested some changes in wording. Marilyn will contact WRM and update the Board on their conversation via email. Board members agreed to vote on accepting the revised contract via email.

This contract includes a section describing what is included in the routine maintenance servicing of STEP tanks. Marilyn reported that WRM agreed to work from our master list, updated to indicate which tanks have been pumped recently (and would therefore not be serviced by WRM now).

Janet emailed copies of the original (2011) contract with WRM to all board members.

If the revised contract is accepted, the Board wants to have some first-hand observation of the routine maintenance process. Bob and Cheryl volunteered to be observers.

WRM requested that residents be notified when their tanks are going to be inspected. They may need to prepare for the inspection in some way(s), such as providing access to an outside water faucet. A postcard will probably be used for this notification. WRM is going to provide a draft of the wording. Janet will also inform residents in the "This Week" email that inspections will be occurring in a particular area (e.g., "F Block").

The Board also decided to send a follow-up letter to residents after their tanks are pumped if any problems are identified.

Treatment Plant Operation

Rich reported on his February 24 visit to the treatment plant. He showed a picture of an "iceberg" in one of the gravel beds. After the ice had melted, Rich determined that one of the diffuser caps was askew. He fixed this. He observed no broken pipes in the beds.

UV Lamp Repair.

TG Rankin had offered to install the new UV lamp/ballasts, but they have not yet done so. Rich offered to do the work himself, by April 1 (which is when the UV system must be operational).

Old Business

Missouri 1Call Activity.

John is now receiving the list of service calls by Missouri 1Call. There was only 1 call this month.

Pump Out Schedule.

The Board decided to pause the pump-out program for now, and pump tanks on an as-needed basis. WRM will note on their routine maintenance tank inspection reports if a STEP tank needs to be pumped.

Weekend Emergency Call Service Report.

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

New Business

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

Marilyn reported that she has not yet had a response from the district's lawyer on this matter.

Annual Audit.

Marilyn noted that the annual audit documents have been submitted by our bookkeeper.

Adjournment

Marilyn thanked John for hosting these Zoom meetings.

John made a motion to adjourn. It was seconded by Bob and approved on a voice vote. The meeting adjourned at 6:12 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President