

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the April 20, 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 April 20, 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 5:10 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 Rick Hannick (customer liaison).

John had to leave early (approximately 6 p.m.).

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 March Meeting

Motion was made by Cheryl and seconded by Bob to approve the minutes of the meeting conducted on March 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 04/20/2021 (attached). She now shared the report on the screen and explained the items. The invoice total was \$3881.04. Motion was made by Bob and seconded by Denny to pay all invoices. On a voice vote, the motion was approved.

Financial Reports.

Frances reported the balances in the district's accounts as of March 31, 2021. The O&M checking balance was \$64,827.35. Debt Service Reserve Restriction was \$104,829.12. Short-lived Assets Reserve was \$111,885.81. Surplus Account was \$380,914.53.

Collection System

Water Resources Management (WRM) Report and Repair at 7752 Fairview.

WRM invoice (attached). The WRM invoice included the monthly fee and three visits to customers. The service visit to 7752 Fairview was discussed in some detail, as this location has had multiple problems recently. Rich noted that the description of the problem on WRM's invoice did not mention some issues that were present.

Several board members noted that there are continuing communication problems with WRM, although Cheryl commented that she was updated on all outstanding issues if she called the office for information.

Rich commented that it would be helpful to know more about the WRM technicians, especially their names and their certifications. Marilyn volunteered to get this information.

The previous home at 7752 Fairview was torn down and a new house erected. The sewer line at this address was severely damaged and has been repaired at the district's request. Several people have been investigating the issue. Bob and Cheryl spoke with the homeowner and examined the damaged line. The homeowner reported that a contractor was working in the area of the damaged line in August, 2020. Janet researched USIC records and discovered that they had last marked the lines in April of 2020. This was around the time the new foundation was dug. The Board suspects that the contractor, KJ Construction, neglected to call USIC to mark the lines, then damaged the sewer line. When the invoice for the repairs at this residence are received, the bill will be paid but the contractor will be asked to reimburse the district. The board secretary will write the contractor and request reimbursement, noting that the matter will be referred to an attorney if necessary. If the contractor does not pay, the board will instruct the district's lawyer to demand the reimbursement for the repairs as well as legal fees. Bob will contact the homeowner for additional information if necessary and to keep them informed. [Bob shared contact information for the contractor: KJ Construction; Kenneth Woolsey; 314-517-4047.]

Routine STEP Tank Maintenance by WRM.

When the district receives more information from WRM about the routine tank maintenance, Janet will inform all residents in a "This Week at Lake Tish" email. Board members noted that they want to know the name of the technician(s) who will be doing the work, how many residences they anticipate doing per day, what part of the neighborhood will be done first, and when they will be starting. Marilyn volunteered to get this information.

Treatment Plant Operation

UV Lamp Repair.

Rich reported that he installed the new ballasts at the treatment plant on April 3. However, one of the UV lamps needs to be replaced. He will take care of it.

Old Business

Missouri 1Call Activity and Question on Payment.

The invoice from 1Call, approved earlier in this meeting, was for one visit plus the annual fee of \$1688.26.

Pump Out Activity

Cheryl has modified the current pump-out list for Drain Surgeons based on recent reports of problems. The list will have eleven addresses.

Marilyn thanked Cheryl for filling out and sending in the DNR report.

Weekend Emergency Call Service Report.

Rick reported that there were two calls to the emergency number so far in April.

New Business

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

Marilyn reported that the revised ordinance was approved by the district’s lawyer. He had not notified her sooner because he had misplaced the paperwork.

Mowing at Treatment Plant.

Marilyn asked Rich to check to see whether the treatment plant area needs to be mowed. Rich agreed to do so.

Rich commented that there appears to be a problem with a distribution valve in gravel bed #2 at the plant. WRM should repair.

Letter from USDA Rural Development.

Marilyn reported that a letter arrived on the day of this meeting from Rural Development. They apparently need clarification on the district’s income and expenses. The board agreed to investigate further and then decide how to respond.

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