

PUBLIC WATER SUPPLY DISTRICT #6  
REGULAR MEETING MINUTES  
May 15<sup>th</sup>, 2018

A meeting of the Public Water Supply District #6 (PWSD6) was held on Tuesday, May 15<sup>th</sup>, 2018 at 7:00 PM, in the Conference Room of the PWSD6 offices, 6000 Kings Way Drive, House Springs MO 63051.

**Directors:** Present, President Richard Ortmann, Nancy Orphan, Mike Lammert and Mike Groppe were all present. Vice President Larry attended via teleconference.

**Others present:** Manager Tom Ward and Board Clerk JoAnn Thompson.

**Call to Order / Roll Call:** Richard Ortmann called the meeting to order at 7:02 p.m. and called Roll Call. Richard Ortmann, Mike Lammert, Mike Groppe, and Nancy Orphan all reported present.

**Approval of Agenda:** Richard Ortmann made a motion to approve the agenda; Nancy Orphan seconded. Unanimously approved.

**Approval of Minutes:** Mike Groppe made a motion to approve the minutes from April 17<sup>th</sup>, 2018 meeting; Mike Lammert seconded. Unanimously approved, Motion passed.

**Citizens to be Heard:** None

**Manager's Report:** Tom Ward presented the Manager's Report asking the board to review for any questions or concerns. Discussion Only.

**Approval of Bills by Ordinance #2674:** Nancy Orphan made a motion to approve Ordinance #2674 in the amount of \$49,285.95; Richard Ortmann seconded. Unanimously Approved. Motion passes.

**Approval of Treasury Report and Transfers between Enterprise Bank Accounts:** Richard Ortmann made a motion to approve the April 2018 Treasury Report and Transfers between Enterprise Bank Accounts; Nancy Orphan, Unanimously approved.

**OLD BUSINESS:**

- 1. Board Vacancy - Applications, April, 2018 Election Results - Oaths taken (Discussion and Motion to Approve):**  
Richard Ortmann made a motion to approve election results for Mike Lammert to continue to hold this seat, Nancy Orphan seconded, Unanimously Approved.
  
- 2. Board Nominations and Election of Officers (Discussion and Motion to Approve):**
  - Nancy Orphan nominated Richard Ortmann as President of the Board; Mike Lammert seconded. Unanimously approved.
  - Mike Lammert nominated Larry Briggs as Vice President of the Board; Mike Groppe seconded. Unanimously approved.
  - Mike Lammert nominated Mike Groppe as Secretary of the Board; Richard Ortmann seconded. Unanimously approved.
  
- 3. House on W. Four Ridge re-purposed (Discussion and Motion to Approve):** Discussion Only
- 4. Golf Tournament participation (Discussion and Motion to Approve):** Richard Ortmann made a motion to approve the Water District participating in this Golf Tournament authorizing payment for 4 players in the amount of \$400.00; Mike Groppe seconded, Unanimously Approved.
  
- 5. District Bank Accounts/Minimum Balances & Restricted/Unrestricted funds (Discussion and Motion to Approve):**

Nancy Orphan made a motion to:

- Authorize the Manager to adjust the three (3) checking writing accounts as shown in the Table below to maintain minimum account balances, for the purpose of reducing the amount that may be subject to Check fraud.
- Authorize the Manager to purchase a stand - alone crime policy that includes first and third party and three endorsements called Depositors Forgery and Alteration, forgery and alteration and Computer and funds transfer fraud from Affiliated Insurance \$100,000 limits with \$1,000 deductible the annual cost is \$398.00 or \$33.17 per month.

Richard Ortmann seconded the motion; Unanimously Approved.

TREASURER'S REPORT (Total Cash on Hand)				Ordinance 2674		May 2018 Ordinance for April 2018 Business		
Checking/Savings Accounts	Acct #	Beginning Balance	Interest	Debit & Transfer	Deposits & Transfers	Ending Balances	Minimum Balances (Restricted)	Amount Un-Restricted CIP
Surplus Fund Savings**	*9449	\$ 934,991	\$ -	\$ -	\$ 10,000	\$ 944,991	\$ 150,000	\$ 794,991
Operations Checking	*0635	\$ 586,672	\$ 72	\$ (106,134)	\$ 97,032	\$ 577,643	\$ 100,000	\$ 477,643
Replacement & Extension Sav**	*3644	\$ 695,051	\$ -	\$ -	\$ -	\$ 695,051	\$ 250,000	\$ 445,051
Sinking Fund-Rockwood Bank	*0101	\$ 582,671	\$ 75	\$ -	\$ 14,532	\$ 597,277	\$ 250,000	\$ 347,277
Meter Deposit Savings**	*3636	\$ 158,628	\$ -	\$ -	\$ -	\$ 158,628	\$ 158,628	\$ 0
Construction Fund Checking	*9853	\$ 54,543	\$ 7	\$ -	\$ -	\$ 54,549	\$ -	\$ 54,549
Bond Reserve Savings**	*3652	\$ 582	\$ -	\$ -	\$ -	\$ 582	\$ -	\$ 582
Meter Deposit Checking	*4768	\$ 40,005	\$ 5	\$ (1,306)	\$ 2,020	\$ 40,724	\$ 40,724	\$ -
							\$ -	
<b>Total/All Funds Balances</b>		<b>\$ 3,053,144</b>	<b>\$ 159</b>	<b>\$ (107,440)</b>	<b>\$ 123,584</b>	<b>\$ 3,069,447</b>	<b>\$ 949,352</b>	<b>\$ 2,120,094</b>

TREASURER'S REPORT (Total Cash on Hand)						After Transfers are Completed		
Checking/Savings Accounts	Acct #	Beginning Balance	Interest	Debit & Transfers	Deposits & Transfers	Ending Balances	Minimum Balances (Restricted)	Amount Un-Restricted CIP
Surplus Fund Savings**	*9449	\$ 944,991			\$ 477,642	\$ 1,422,633	\$ 150,000	\$ 1,272,633
Operations Checking	*0635	\$ 577,642		\$ (477,642)		\$ 100,000	\$ 100,000	\$ -
Replacement & Extension Sav**	*3644	\$ 695,050			\$ 52,049	\$ 747,099	\$ 250,000	\$ 497,099
Sinking Fund-Rockwood Bank	*0101	\$ 597,277		\$ (250,000)	\$ 250,000	\$ 597,277	\$ 250,000	\$ 347,277
Meter Deposit Savings**	*3636	\$ 158,628			\$ 35,724	\$ 194,352	\$ 194,352	\$ -
Construction Fund Checking	*9853	\$ 54,549		\$ (52,049)		\$ 2,500	\$ -	\$ 2,500
Bond Reserve Savings**	*3652	\$ 582				\$ 582	\$ -	\$ 582
Meter Deposit Checking	*4768	\$ 40,724		\$ (35,724)		\$ 5,000	\$ 5,000	\$ -
							\$ -	
<b>Total/All Funds Balances</b>		<b>\$ 3,069,443</b>	<b>\$ -</b>	<b>\$ (815,415)</b>	<b>\$ 815,415</b>	<b>\$ 3,069,443</b>	<b>\$ 949,352</b>	<b>\$ 2,120,091</b>

The Table above represents what the Treasurers Report will look like once Transfers are made to adjust for minimum balances.

**NEW BUSINESS:**

- 1. Use for FMLA - Family Medical Leave Act (Discussion and Motion to Approve):** Discussion Only

**Board Members Comments: None**

**Closed Session (per Chapter 610.021(1), RSMo 2017)** Richard Ortmann made a motion to go into closed session at 8:08 PM according to 610.021(1), RSMo 2017; Mike Groppe seconded. Richard called a roll call vote: Richard Ortmann, Mike Lammert, Nancy Orphan, Mike Groppe, and Larry Briggs all voted Aye, motion approved.

Open Session resumed at 8:18 PM

There being no further business, Richard Ortmann made a motion to adjourn, Mike Groppe seconded. Unanimous approval, the meeting adjourned at 8:18 P.M.

Clerk of the Board JoAnn Thompson

President Richard Ortmann