

PUBLIC WATER SUPPLY DISTRICT #6
REGULAR MEETING MINUTES
January 19, 2016

A meeting of the Public Water Supply District #6 (PWSD6) was held on Tuesday, January 19, 2016 at 7:00 PM, in the Conference Room of the PWSD6 offices, 6000 Kings Way Drive, House Springs MO 63051.

Directors: Present, President Rich Ortmann, Vice President Nancy Orphan, Larry Briggs.

Others present: District Manager Tom Ward.

Call to Order / Roll Call: Rich called the meeting to order at 7:00 p.m. Larry Briggs, Nancy Orphan, and Richard Ortmann reported present. Mike Lammert and Mike Groppe are absent.

Approval of Agenda: Nancy made a motion to approve the agenda as amended to include insurance premiums due before next meeting under approval of bills by ordinance (Item VI). Larry seconded. Unanimously approved.

Approval of Minutes: Nancy made a motion to approve the minutes from December 15, 2015. Larry seconded. Unanimously approved.

Citizens to be Heard:

1. Curtis Harshaw, Owner of Timber Ridge Mobile Home Community
Curtis Harshaw addressed the board with complaints regarding the general billing of the Timber Ridge Mobile Home as he thinks he is being overcharged. The complaint is per the Community being billed per the Master Meter vs the Community being billed per individual units. Curtis Harshaw stated he will pay the overdue security deposit, but requested that the Board consider changing the billing the Master Meter minimum per actual occupancy of the community (providing the water district with occupancy data monthly). Curtis Harshaw also complained regarding the past due amounts unpaid of \$936.76 and asked the board to consider as well. Curtis Harshaw stated that he would pay the past due deposit on the next business day. The Board will table this until after the deposit is paid in full as promised.
2. Daymond (Butch) and Nancy Graham, Graham Towne Investments (as well as Our Towne)
Butch and Nancy Graham introduced themselves to the board, explaining the history of their ownership with the trailer occupied by John Smith (recently deceased), but water was being billed in the name of John Pfiester. Nancy Graham noted this individual has since been incarcerated, and while she owns the property, she does not own the individual trailer therefore has no legal access to the trailer at this time. Her chief complaint is the ongoing past due bills, billing address, and continued billing of service for this account. After brief discussion of history detailing the facts, the board informed Nancy Graham the account will be reviewed and revised, as well as updating correct billing address.

Manager's Report:

Tom Ward read though the Manager's Report
Old Business items: None
New Business items: None

Regulatory:

Tom presented the Regulatory information noting Disinfection residuals averaged 1.0 mg/L Free residual (the same). All Bacteriological (Bac-t) tests results for December are "Absent" for Coliform bacteria. DNR Water Use Report submitted for 2015 (see enclosed). Tier II Report submitted for 2015 (see enclosed). Tom noted that there were no "trigger events" under Ground Water Rule, as well as no low water pressure events requiring boil water notices.

Other:

Property purchase (4472 W. Four Ridge): The original contract closing date of January 4th, 2016 was amended to January 14th, 2016 to accommodate the Seller's need to remove contents from home, which appears to be taking place by the presence of a roll off dumpster. On January 12th, I was informed by Realtor that the Seller is in process of securing a loan to pay off remaining balance on mortgage and a new closing date is agreed for January 28th, 2016. Liability insurance coverage is

automatic included when we take possession. The District has 30 days from closing date to decide if the house is to be covered under Property Casualty for wind, fire, hail and theft.

Newsletter: Customers began receiving the Newsletter on January 4th. The rate increase goes in effect February 1st, and customer will see new rates on March billing for February water usage.

Debt Service: The pre-approved debt service payment was complete by wire transfer and included on the January, 2016 Ordinance in amount of \$56,896.27 (see enclosed confirmation payment)

Billing software upgrade: Sequoyah billing software conversion is near completion to include the accounting features. A two day on-site training is to take place and the new software will be utilized for billing. The annual support agreement with In-Hance (old software) has not been renewed (annual cost of \$3,924). Sequoyah annual support is \$1,200 per year. Another savings we will see is in the billing postcard costs, where the return address label was eliminated to accommodate laser printing. The cost per postcard is reduced from \$0.064 to \$0.044, or approximately \$720 per year. Once we are comfortable with the operations of the billing software, the next step is to provide the customers on-line bill pay from the District website.

2016 General Municipal Election (Update): January 19th, 2016 is the last day for Candidate filings for Board seats representing PWSD6 sub-district #1 and sub-district #4 and certification must be made to County Clerk's office by January 26th, 2016.

MEC (Missouri Ethics Commission) Current Board members are not required to file Personal Financial Disclosures (PFD's) because the District has a Board approved Conflict of Interest Resolution on file with the MEC.

Water Loss Summary:

Tom provided the water loss summary details, Known water loss estimated at 11.7 % up from 6.6% last month.

Approval of Bills by Ordinance #2646: Larry made a motion to approve Ordinance #2646 in the amount of \$194,230.35 Nancy seconded Ordinance #2646 in the amount of \$194,230.35. Unanimously Approved.

Approval of Treasury Report and Transfers between Eagle Bank Accounts: Rich made a motion to approve the December 2015 Treasury Report and Transfers between Eagle Bank Accounts. Nancy seconded, Unanimously approved.

OLD BUSINESS:

1. None

NEW BUSINESS:

2. None

Board Members Comments: Board asked questions and discussed proposed House Springs Sewer Company. Nancy requested additional information regarding other Master Meter billing for discussion of HAMC account next month.

Closed Session (per Chapter 610.021(1), RSMo 2006) None

There being no further business, Rich made a motion to adjourn, Larry seconded. Unanimous approval, the meeting adjourned at 8:47 P.M.

Clerk of the Board

President Rich Ortmann