

Public Water Supply District # 1
Of Ralls County, Missouri
Open Regular Session Board of Directors Meeting
July 28, 2020

The Open Regular Session of the Board of Directors of Public Water Supply District No. 1 of Ralls County, Missouri was held July 28, 2020, at the District office, 3316 Market Street, Hannibal MO, beginning time 6:30 p.m. Ronda Barton served as Clerk of the meeting and attested that notice of the meeting was duly and timely posted.

The following were present by Roll Call: President, Frank Burch; Vice-President, Martin Judlowe; Directors, Robert Sergent, Danny Behl, and Charles Strode. Frank Burch and Charles Strode were absent. Also present were District Treasurer, Michelle Lehenbauer; District Clerk, Ronda Barton; Local Manager, LaDon Atkinson; Alliance Director of Operations, Tony Sneed; Alliance Operations Supervisor, Tyler Stuhlman; and District Engineer, Mark Bross, of Klingner & Associates; and District Attorney, Mark Piontek of Sandberg Phoenix & VonGontard P.C. Due to the national emergency in effect, a telephone conference was available for the public.

The meeting was called to order and presided over by President, Frank Burch.

Mr. Burch called for review of the June 23, 2020, Open Regular Session meeting minutes. Having no questions or discussion, Mr. Behl motioned to accept the **June 23, 2020, Open Regular Session** meeting minutes. Mr. Sergent seconded. All ayes. Motion carried.

Mr. Burch requested discussion on the District's **Treasury Report** and the **Other Financials**. Mr. Atkinson detailed each report as submitted; he noted the increased gallons sold for the month. With no further discussion on the submitted financial reports, Mr. Sergent motioned to approve the **Financials** as submitted. Mr. Behl seconded. All ayes. Motion carried.

Mr. Atkinson presented the revised **List of Bills** as submitted. Mr. Sergent motioned to approve the list as submitted. Mr. Strode seconded. All ayes. Motion carried. Mr. Bross noted by approving, included are the pay requests for Keokuk Contractor for the Lake Hannibal WW project to be paid with the Wastewater Account; and the booster station vendors' requests, to be paid from the Series 2019B loan funds.

The **Wire Transfer Resolution** was reported as submitted, with Mr. Strode motion to approve. Mr. Sergent seconded. All ayes. Motion carried.

The **Series 2019B Project Fund Disbursement** request, in the amount of \$169,157.64 was motioned to authorize Mr. Burch's signature by Mr. Sergent. Mr. Strode seconded. All ayes. Motion carried.

Mr. Atkinson reported on the **COVID 19 Response & Action** as submitted. Mr. Sneed noted staff will monitor for further USDA loan deferments needs; staff will stay in touch with the county commissioners regarding the CARES fund applications.

Decision
2-1

The **District Purchasing Policy** was submitted and discussed. Upon assurance it will codify what the board currently has in place and preserves all compliance needs, Mr. Strode motioned to approve as submitted. Mr. Sergent seconded. All ayes. Motion carried.

The *Legal Report* was given by Mr. Piontek. Discussion occurred regarding the **Multiple Resident – Kenison Request** for an extension until October 1, 2020 to install second meters. Mr. Sergent motioned to approve. Mr. Judlowe seconded. All ayes. Motion approved.

Mr. Piontek then referred to the required annual **Mo Code of Ethics – Update and Approval**. Upon discussion and clarification, Mr. Behl motioned to approve. Mr. Sergent seconded. All ayes. Motion carried.

The **Operations Report** was presented by Mr. Stuhlman as submitted. He reported the booster station is now operational; the software to control remotely will be installed on 7/29/20. The 8" PRV will be installed in conjunction with Bleigh Construction while they are doing work, at Minnow Creek Subdivision. In addition, there has been a 2" main on Highway 79, which is currently capped off as a temporary fix. A bid has been received from Lake Construction to complete the required bore in order to tie the main back into the system, in the amount of \$6,500. Mr. Sergent motioned to approve the bid. Mr. Judlowe seconded. Furthering with additions, Mr. Bross reported there will be a need to address ammonia requirements at Norwood Sand filter. Mr. Atkinson and he are looking into possible grants available.

The **Engineer's Report** was given by Mr. Bross as follows:

Water Plant/Water Supply Project Updates:

Project 1A) Reported as submitted, with no updates.

Project 1B) Reported as submitted. He noted the lime silo is having issues, and a new one is on the way as it is still under warranty.

Project 1C) Reported as submitted and previously discussed and pay request's approved.

Project 1D) Previously discussed.

Lake Hannibal WWTP Disinfection System:

Project 2A) Reported as submitted. Pay requests were previously discussed and approved. An update on the project was given; Mr. Bross will write a letter to Mo DNR in regard to August deadline with no issue with short extension anticipated.

Returning to Project 1A) C&S Construction has identified a fitting at the bay crossing main was leaking and has repaired.

For *Other Old Business*, the information for a new **District Website** was reported as submitted. Upon discussion, Mr. Behl motioned to approve Immense Impact LLC to set-up the new website for \$299.00, along with the annual fee of \$515.40. Mr. Strode seconded. All ayes. Motion carried.

The **Quarterly Newsletter** discussed last month, was submitted for review. Upon discussion regarding distribution costs for postage vs. utilizing other methods, it was agreed to provide availability on the bills and mail at customer request.

The **Water Treatment Production Costs** as of April 2020 were reported as submitted by Mr. Sneed. Comparisons with other similar entities were discussed, however due to debt service


payments the district costs will be higher. Discussion occurred regarding contacting Marion County; will need price per thousand and a main will need to be installed in order to serve them. Discussion occurred on remaining loan funds once all current projects relating to plant, booster, and PRV installs are completed; it was noted several meters need to be replaced.

Finalizing *Other Old Business*, Mr. Atkinson clarified the **Generator Maintenance Agreement** discussed last month, and Luby Equipment Services was awarded the annual agreement in the amount of \$4,950.

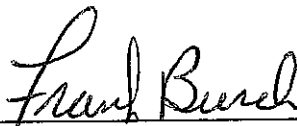
For *Other New Business*, the **Mo Code of Ethics Update and Approval** was previously addressed. Finalizing, Mr. Atkinson submitted the **Customer Request for Adjustment**. Mr. Strode motioned to approve. Mr. Sergent seconded. All ayes. Motion carried.

The **US Cellular Request for Service Response** was noted in *Other and Informational*.

Having no further items for discussion, Mr. Burch requested a motion to adjourn; Mr. Sergent motioned to adjourn the Open Regular Session. Mr. Strode seconded. All ayes. Motion carried. Meeting adjourned at 7:15 p.m.



Ronda Caley Barton, District Clerk



Frank Burch, President

RALLS COUNTY PWSD #1 BOARD MEETING
July 28, 2020

ENGINEER'S REPORT

1. Project Name: Water Plant/Water Supply

- A. Water Main – Punchlist is completed.
 - (1) C&S Issue – Nothing new to report
- B. Water Plant - There are still a couple of minor punchlist items to be completed and several items for us to complete to gain final approval of construction from DNR for both the water plant, water mains, and wells. These include vents at remaining air release valve vaults and photo documentation of the completed clear well vent. A checklist has been provided to staff and they are working on it.
- C. Booster Pump Station – The pump station pad and piping have been completed by Lake Construction. Their work is finished. The pump station has been set and anchored in place. Richards Electric starts work on 7/22 and should be completed with electrical work by the time of the meeting. We expect the SCADA and controls upgrade to be installed the week of the meeting and hopefully we will be starting up the pump station that week as well. There are a few action items for the meeting:
 - 1. We received the invoice from Precision Systems for the pump station equipment at a cost of \$145,350.00. We recommend payment.
Action Item: Approve Precisions Systems invoice for \$145,350.00 – Board Approval, President Signature
 - 2. We received the invoice from Lake Construction for \$18,950, which includes a valve cut in and reducer that the District staff had them install while they had their excavation equipment onsite. Their work is complete. We recommend payment.
Action Item: Approve Lake Construction Company Pay Estimate #1 (FINAL) for \$18,950.00 – Board Approval, President Signature
- D. Pressure reducing valves – The 6" PRV has been installed near the Hannibal Airport and has been functioning for nearly 3 weeks. The 8" PRV will be installed just east of the Route 36 tower next.

2. Project Name: Lake Hannibal WWTP Disinfection System

- A. Keokuk Contractors has purchased the UV equipment and awaiting delivery in early August. They have installed the bypass piping and manholes for the UV system and should begin on the UV structure this week. They have submitted two (2) pay requests since they were not aware of when the District's meeting was. Pay Request #1 is for materials (invoice has copies of invoices for materials) and Pay Request #2 is for site work completed through 7/15/2020. We recommend approval of both pay requests.
Action Item: Keokuk Contractors, Inc. Pay Request #1 - \$24,221.70 (materials) – Board Approval, President Signature
Action Item: Keokuk Contractors, Inc. Pay Request #2 - \$13,345.20 – Board Approval, President Signature

*Quab -
Decisions
8A-1*

3
3
3