

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the May 18, 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 May 18, 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 5:01 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 Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), Rick Hannick (customer liaison), and Carol Kohnen (secretary).

**Approval of Agenda**

John made a motion to approve the agenda (attached), seconded by Cheryl. On a voice vote, the agenda was approved.

**Approval of Minutes of April Meeting**

Motion was made by Bob and seconded by Denny to approve the minutes of the meeting conducted on April 20, 2021. On a voice vote, the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

Janet reported that one customer became eligible for a lien this month. The address is 5902 S. Lakeshore. Denny made a motion to file a lien on this property; Bob seconded. The motion was approved on a voice vote.

*Invoice Approval.*

Janet had previously emailed all meeting participants the Invoices for Approval report dated 05/18/2021 (attached). She now shared the report on the screen and explained the items.

There was a question about the Answer National charge, which was higher than usual. Cheryl volunteered to contact the company for clarification.

Marilyn asked for clarification on the USIC charges, which seemed high. John had contacted USIC about them and explained that there were nineteen calls last month, more than usual; another issue was that there were three calls to the same address.

Janet remarked that the bookkeeper's fee included a required update to the QuickBooks program. She also noted that the final address listed on the WRM invoice should read *South* Lakeshore, not North Lakeshore.

The invoice total was \$9324.50. Motion was made by Bob and seconded by John to pay all invoices. On a voice vote, the motion was approved.

#### *Financial Reports.*

On May 17, Frances submitted her resignation. She did not attend this meeting, but she had emailed the balances in the district's accounts as of April 30, 2021. The O&M checking balance was \$67,447.86. Debt Service Reserve Restriction was \$105,801.12. Surplus Account was \$380,945.84.

Frances agreed to serve through the end of the month, to give the Board time to find a new treasurer.

#### **Collection System**

##### *Water Resources Management (WRM) Report.*

The WRM invoice included the monthly fee, the purchase of weed killer and spraying weeds at the treatment plant, and six visits to customers.

Rich noted that several of the repairs last month involved bad floats. He has discovered some problems in the float cables. These issues may be age-related. Rich and Cheryl commented on two residences on WRM's report that seemed to have high sludge levels, considering that the tanks had been pumped recently. Cheryl also commented on the homeowner who had turned off power to his system by flipping the circuit breaker in his house. Rich noted recurring issues with the flex hose at 5774 S. Lakeshore.

##### *Knuth Repair Questions, Invoice.*

There have been a series of problems at this residence. There is still a question of whether the sewer lids are sealed well. The yard is wet, but this may just be from the recent rains. Cheryl has been monitoring this situation. Rich volunteered to order and install O-rings on the tank lids.

##### *Ewen Invoice and Yard Repair.*

Marilyn reported that she is awaiting a response from the Ewens (6108 N. Lakeshore) about any landscape repairs that may be necessary because of recent sewer repair work.

Rich noted that the check-valve at the street, where the branch line joins the main line, has probably failed, contributing to the problems at the Ewens. Bob commented that T. Hill is significantly less expensive than Drain surgeons. The Board decided to have Hill fix this check-valve the next time they are working in the neighborhood.

##### *Routine STEP Tank Maintenance WRM Report.*

From May 11–13, WRM performed routine maintenance on 27 tanks. The Board discussed how to handle the problems identified. Rich suggested that tanks with excessive grease should be pumped as soon as possible. Cheryl will confirm with WRM that the broken items noted on the report had been repaired.

Denny requested that WRM be clearer on their ratings of the basket condition. They should be using a limited number of terms that are clearly understood.

*Pump Out Activity.*

Drain Surgeons is currently working on a pump-out list of eleven addresses, of which they have done two. The Board decided that four addresses on North Lakeshore, identified as problematic by WRM, should take priority over those on the former list: 5722, 5843, 5856, and 5748. Bob will contact Drain Surgeons with these addresses. He will also remind them to record the requested data (sludge, scum, etc.) on each tank they pump. Bob will also find out why DS sometimes sends two techs on the truck, which is more expensive.

After Drain Surgeons pumps out the tanks identified by WRM as problems (and if they confirm the problems), Cheryl will send follow-up letters to the residents, notifying them of the problems and suggesting ways to prevent recurrence.

**Treatment Plant Operation**

*UV Lamp Operation.*

Rich reported that the new UV bulbs have arrived. He will install them at the treatment plant.

**Plant Maintenance**

Rich noted that weed management at the treatment plant is generally good, but he will follow up with WRM about the identified issue in one of the gravel beds.

**Old Business**

*Missouri 1Call Activity.*

The invoice from 1Call, approved earlier in this meeting, was for nineteen visits.

*Homeowners Communication.*

Marilyn thanked Janet for the notices in "This Week at Lake Tish" about the new tank maintenance program.

The Board discussed ways to provide information about the sewer system to residents at the upcoming LTPOA annual meeting in June. Cheryl volunteered to compose a one-page flyer with care and maintenance tips, mentioning the types of problems that have been encountered recently. She will have 100 copies made, and bring them to the meeting.

*Weekend Emergency Call Service Report.*

Rick reported that there had been two calls in April and only one call so far in May.

**New Business**

*Mowing at Treatment Plant.*

Rich reported that the grass at the treatment plant looks good.

*Treasurer Position.*

Frances has resigned her position as treasurer. The Board decided to offer the job to Joan Jaeger. Cheryl will contact Joan.

*Tool Kit.*

Since Cheryl, Bob and Rich have been doing investigative and minor repair work, Cheryl suggested that a tool kit be created and stored in the office. The Board agreed. Cheryl volunteered to work with Bob and Rich to develop a list of tools to be included.

**Adjournment**

John made a motion to adjourn. It was seconded by Cheryl and approved on a voice vote. The meeting adjourned at 6:40 p.m.

Carol Kohnen \_\_\_\_\_  
Recording Secretary

Marilyn Meyer \_\_\_\_\_  
President