

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the August 17, 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 August 17, 2021. Because of the COVID-19 pandemic, this meeting was held outside, in the Lake Tishomingo Improvement Association pavilion at 5698 Lake Tishomingo Road, Hillsboro, Missouri 63050.

**Call to Order**

The meeting was called to order at 5:05 p.m.

**Roll Call of Directors**

The following directors were present.

Marilyn Meyer  
John Fechter  
Cheryl Miller  
Bob Quigley  
Denny Schaab

Also in attendance were Joan Jaeger (treasurer), Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), Rick Hannick (customer liaison), and Carol Kohnen (secretary).

**Approval of Agenda**

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

**Approval of Minutes of July Meeting**

Motion was made by John and seconded by Bob to approve the minutes of the meeting conducted on July 20, 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 read the Invoices for Approval report dated 08/17/2021 (attached) and explained the items.

The total of all invoices was \$10,163.12. Marilyn noted that this total included charges from Water Resources Management for repairs at 6013 N. Lakeshore and 6223 S. Lakeshore. The systems at these addresses were damaged by contractors working at the sites. The Board discussed how to handle repair expenses for damage done by homeowners or their contractors. Board members agreed that the homeowner is responsible for the repairs in these situations. If the repair is done on behalf of PWSD#13 (by WRM or Drain Surgeons, for example), the sewer district will pay the charges, then bill the homeowner for reimbursement. Bob made a motion to pay the invoices as presented. John seconded. The motion passed on a voice vote.

*Financial Reports.*

Joan reported the balances in each of the district's accounts as of August 17, 2021. The O&M checking balance was \$60,899.29. Debt Service Reserve Restriction was \$108,761.24. Surplus Account was \$381,041.86. Short-Lived Assets Reserve was \$103,438.33.

**Collection System**

*Water Resources Management (WRM) Report.*

The WRM invoice included the monthly fee, four problem or repair visits to customers, and system maintenance visits to sixty-seven residences. Except for the charges for repairs (previously discussed, Rich reported no major concerns with any items billed by WRM this month.

Rich provided several interesting and informative handouts about recent problems and issues. One handout documented the installation of riser extensions at 7752 Fairview; these risers will allow the homeowner to add topsoil to the area. Rich also distributed a handout with a diagram and photos illustrating how the STEP tank filters, floats and pumps work. He noted that the pump filter screen at 6454 S. Lakeshore was still dirty after WRM's maintenance visit. Perhaps the WRM technicians forgot to clean this screen?

Cheryl reported a persistent odor problem at 7760 Fairview. Rich and Cheryl will further investigate.

John reported on his conversation with the homeowner at 7728 Meadow. There was some confusion about how an inline septic tank works with the STEP tank, which led to a misconception about how often either or both of these tanks must be pumped. The Board discussed briefly. John will clarify with the homeowner.

*Routine STEP Tank Maintenance WRM Report.*

**No-Access Tanks and Follow-up Letters.**

Cheryl reported that WRM has now finished all routine maintenance/inspections (except for the customers still on the No-Access List).

Marilyn distributed a draft of the letter to be sent to homeowners whose tanks have not yet been inspected because of access issues. Board members suggested a few modifications. The list of no-access properties will be updated.

*Pump Out Activity Drain Surgeons Report.*

Cheryl reported that Drain Surgeons has pumped out fifty-nine tanks.

*Follow-up Letters and 2 Invoices.*

The letter sent to homeowners if problems are identified when their tanks are pumped usually advises them to be more careful with their sewer system. However, if the homeowner has lived there for three years or less, this admonishment is not included.

The two invoices for repairs due to contractor/homeowner negligence were discussed earlier, during invoice approval.

**Treatment Plant Operation**

*Plant Maintenance.*

No report.

**Old Business**

*Missouri 1Call Activity.*

John reported that there were two calls last month.

*Weekend Emergency Call Service.*

Rick reported that there had been no emergency calls.

**New Business**

*Electrical Connection at 7716 Meadow.*

Rich distributed a handout summarizing the electrical issue at 7716 Meadow. WRM has determined that there is a short between the home’s circuit breaker and the STEP tank disconnect switch/control panel at this address. Repairing this is the homeowner’s responsibility. The Board also agreed that the homeowner can move the control panel from the yard to the house as they have requested (at their own expense). Marilyn volunteered to contact the homeowner.

*Pump Out Research.*

Janet and Cheryl plan to analyze the data gathered so far from WRM and Drain Surgeons. All board members will be invited to a meeting to discuss the data and analysis.

**Adjournment**

Bob made a motion to adjourn. It was seconded by Denny and approved on a voice vote. The meeting adjourned at 6:43 p.m.

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

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