

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the September 21, 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 September 21, 2021. Because of the COVID-19 pandemic, this meeting was held in the Lake Tishomingo Community House at 5698 Lake Tishomingo Road, Hillsboro, Missouri 63050.

**Call to Order**

The meeting was called to order at 5:01 p.m.

**Roll Call of Directors**

The following directors were present.

Marilyn Meyer  
Cheryl Miller  
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**

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

**Approval of Minutes of August Meeting**

Motion was made by Cheryl and seconded by Denny to approve the minutes of the meeting conducted on August 17. On a voice vote, the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

Janet reported that one customer – 5902 S. Lakeshore – became eligible for a lien this month. Denny made a motion to place the lien; Cheryl seconded. The motion passed on a voice vote.

In addition, the customer at 5840 N. Lakeshore is in arrears and the home is for sale. The PWSD#13 bookkeeper sent a warning to the resident on September 1, informing them that a lien would be filed unless they paid the balance due of \$314.40 by September 21 (the date of this meeting). Payment has not been received. Cheryl made a motion to place a lien for the amount owed; Denny seconded. The motion passed on a voice vote.

*Invoice Approval.*

Janet read the Invoices for Approval report dated 09/21/2021 (attached) and explained the items. She noted that one line item billed by USIC was in error, and was not included in the total.

The total of all invoices on the report was \$5,353.49. Denny made a motion to pay the invoices. Cheryl seconded. The motion was passed on a voice vote.

*Financial Reports.*

Joan reported the balances in each of the district's accounts as of September 21, 2021. The O&M checking balance was \$73,088.56. Debt Service Reserve Restriction was \$110,685.24. Surplus Account was \$381,074.22. Short-Lived Assets Reserve was \$101,638.33.

## **Collection System**

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

The WRM invoice included the monthly fee and nine problem or repair visits to customers. Rich briefly explained some of the repairs WRM made last month. He also noted that WRM had neglected to note pump hours on the invoice.

Because of the persistent odor problem at 7760 Fairview, WRM is going to perform a plumbing smoke test.

Rich described his recent inspection of the treatment plant and provided a handout with photos. He concluded that WRM is appropriately maintaining the treatment plant. Also, the grass looks good but Rich will keep an eye on it.

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

#### Follow-up Letters

In a final effort to contact them, customers at the following addresses have received follow-up letters stating that their sewer systems have not been inspected because of one or more issues with access. They have not yet responded.

- 6692 S. Lakeshore
- 7616 Lakeview
- 7784 Fairview
- 6420 N. Lakeshore
- 5981 N. Lakeshore
- 6751 S. Lakeshore
- 6701 S. Lakeshore
- 6709 S. Lakeshore
- 7762 Circle Dr.
- 7620 Forest Ln.
- 5821 S. Lakeshore
- 6447 S. Lakeshore

### *Pump Out Activity Drain Surgeons Report.*

Cheryl reported that Drain Surgeons has a list of tanks to be pumped. They expect to be able to continue to pump into the fall.

## **Treatment Plant Operation**

### *Plant Maintenance.*

Rich requested permission from the Board to dispose of a manual transfer switch that had been purchased at the time of the initial installation of the treatment plant. This switch is not being used. The Board approved the request to dispose of the switch.

### **Old Business**

#### *Missouri 1Call Activity.*

Janet reported that there were seven calls last month (report attached). As noted earlier, USIC had included a call at a home not on our sewer system (this residence is on Highway BB). John Fechter, district liaison to USIC, had advised not to pay this charge. Joan will contact John about whether to include a note with the check to USIC, noting the discrepancy.

#### *Weekend Emergency Call Service.*

Rick reported that there had been one emergency call.

**New Business**

*Pump Out Research.*

Janet reported on her initial analysis of the data collected by WRM and Drain Surgeons (DS). She developed methods to address six objectives (below).

1. Select next tanks to pump. Janet ranked the results by sludge level and listed the top thirteen for pumping out next. Cheryl is sending addresses for pump-outs to Drain Surgeons.
2. Compare data reported by WRM and Drain Surgeons. Of 26 tanks for which she had reports from both WRM and DS, Janet found eight cases in which WRM measured a lot more sludge than DS and three cases in which WRM measured less sludge than DS. There were 15 cases with no difference, or with incomplete data.
3. Identify consistently problematic customers. Janet suggested reviewing the visual inspection notes for foreign materials and/or a thick grease layer. These tanks may need to be inspected more often.
4. Identify connection problems. Janet ranked results by pump hours, sludge and scum. She identified four customers with low hours or no sludge/scum. This suggests that these houses may not be properly connected to the STEP tank and/or have a problem with the pump. Cheryl volunteered to contact WRM and have them inspect the systems at the four identified addresses: 6067 N. Lakeshore, 5973 S. Lakeshore, 7768 Mohawk, and 7802 Mohawk.
5. Establish maintenance procedures. Janet suggested further research and analysis to identify categories of users. The Board could then set different frequencies of maintenance inspections by category.
6. Identify relationship between sludge and pump hours. Janet’s analysis did not identify a relationship. She suggested that the further research and analysis with regard to establishing categories of customers (objective 5, above) may be helpful. Also, now that this round of inspections has been completed, she will include the data from previous pump hour readings for further analysis.

*GIS Mapping.*

The district currently has a map of the sewer system on a GIS (Geographic Information System) map of the area. Jefferson County will be taking new, higher resolution photos for their GIS maps early in 2022 and is offering access to this data for a yearly fee of \$500. The higher resolution photos are very attractive. However, Janet noted that we would get very little additional value (since we would still be mapping our old sewer system data—there would be no increase in accuracy there). There would be an additional expense to export the data from the current system and import it to the new system, then the annual fee from now on. The Board agreed to stay with the map we have.

**Adjournment**

Denny made a motion to adjourn. It was seconded by Cheryl and approved on a voice vote. The meeting adjourned at 6:12 p.m.

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

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