

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the September 19, 2022**  
**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 19, 2022, in the Lake Tishomingo Community House at 5698 Lake Tishomingo Road, Hillsboro, Missouri 63050.

**Call to Order**

The meeting was called to order at 7:00 p.m.

**Roll Call of Directors**

The following directors were present.

Marilyn Meyer  
Bob Quigley  
John Fechter (had to leave at 7:30 because of a prior commitment)  
Cheryl Miller  
Denny Schaab

Also in attendance were Joan Jaeger (Treasurer), Janet Hirsch (PWSD#13 bank administrator), and Rich Hirsch (former director).

**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 Previous Meeting**

Motion was made by John and seconded by Bob to approve the minutes of the meeting conducted on August 16, 2022. 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 9/19/2022 (attached) and explained the items. The total of all invoices was \$3,448.99. Cheryl made a motion to pay the invoices. Denny seconded. The motion was passed on a voice vote.

Marilyn bought forward a recommendation from Janet that a raise in pay be considered for Jennie, the district bookkeeper. Janet provided information on Jennie's most recent raise (January 2019) and cost-of-living figures since then. The Board decided to raise the bookkeeper's hourly rate and several figures were considered. After a brief discussion, Bob made a motion to raise the rate to \$32/hour, effective October 1. Cheryl seconded. The motion was approved on a voice vote. Marilyn instructed Carol to write Jennie a note thanking her for her work and notifying her of the new hourly rate.

*Financial Reports.*

Joan reported the account balances as of September 19, 2022. The O&M checking balance was \$57,824.21. Debt Service Reserve Restriction was \$121,585.18. Surplus Account was \$381,602.84. Short-Lived Assets Reserve was \$98,339.11.

**Collection System**

*Water Resources Management (WRM) Report.*

The WRM invoice was for the monthly fee, four repair visits to customers, one maintenance visit to a customer, and work at the treatment plant to clear the gravel beds of weeds.

Rich noted that many recent repairs involve replacing the floats. Many of the Orenco floats (on and off, but not alarm floats) used when the system was installed are now failing. (These can be identified by a paper label that says Orenco.) The alarm floats had been replaced earlier and are generally in better condition. Rich suggested that any time WRM is servicing

a tank they replace the on and off floats if they are Orenco. The Board agreed with this strategy. Cheryl will contact WRM with these new instructions.

*Order for Polylok Lids.*

Rich will order two or three polylok lids.

**Treatment Plant Operation and Maintenance**

At the treatment plant, only three of the four UV lamps are working. Rich will investigate.

**Weekend Call Activity**

Marilyn noted that Rick is still taking emergency calls but he is unable to make site visits. He calls a Board member, usually Cheryl. Cheryl reminded the Board that the original concept of the liaison was to handle all problems/issues up to authorizing emergency pump-outs (which require the approval of a Board member). Janet will solicit volunteers again in ThisWeek.

**Missouri 1 Call Service**

*USIC Invoice.*

The USIC invoice total was \$231.42, for seven service calls. John recommended payment of the invoice.

**Old Business**

*Alarm Information.*

The Board decided to design a sticker to be applied to each STEP tank Control Panel, instructing homeowners how to silence the alarm and reminding them to report the alarm to WRM. The sticker would include the WRM phone number and the emergency/after-hours number. Bob designed a first draft of the sticker. Cheryl volunteered to adjust it for the size of sticker we could use, and to solicit quotes for producing the stickers.

Bob called Rural Development about a letter they sent regarding the district’s cash flow. However, the person who handles this issue was not available. Bob left a voicemail but has not heard back. He will call again.

**New Business**

*Policy Statement for Home Repairs.*

A customer recently inquired about holding the contractor who installed the STEP tanks responsible for later plumbing problems at a residence. The Board decided to notify the homeowner that the contractor’s warranty period on the original install was only one year. Cheryl will notify the homeowner.

Another customer asked whether PWSD#13 was considering expanding to other nearby residences. Cheryl will reply via email that expanding is not being considered at this time.

**Adjournment**

Denny made a motion to adjourn. It was seconded by Bob and approved on a voice vote. The meeting adjourned at 8:35 p.m.

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

Carol Kohlen  \_\_\_\_\_  
Recording Secretary