

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the December 20, 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 December 20, 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 5:00 p.m.

**Roll Call of Directors**

The following directors were present.

Marilyn Meyer  
John Fechter  
Cheryl Miller  
Denny Schaab

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

**Approval of Agenda**

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

**Approval of Minutes of Previous Meeting**

Motion was made by Denny and seconded by John to approve the minutes of the meeting conducted on November 21, 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 12/20/2022 and explained the items. She noted a change on the insurance expense and the addition of an item for the purchase of stamps. Cheryl explained that the pump purchase on WRM's invoice was higher than normal because WRM's regular supplier was out of stock and a more expensive brand of pump had to be purchased locally. The revised Invoices for Approval report is attached. The total of all invoices was \$26,631.46. Cheryl made a motion to pay the invoices. Denny seconded. The motion was passed on a voice vote.

*Financial Reports.*

Janet read Joan's report on the account balances as of December 20, 2022. The O&M checking balance was \$61,022.07. Debt Service Reserve Restriction was \$125,518.58. Surplus Account was \$382,115.36. Short-Lived Assets Reserve was \$94,646.43.

*Overdue Notices.*

Marilyn noted that monthly collections are still less than monthly billings, largely because of two customers. She also initiated a discussion of how much to bill the customer at 7704 Lakemont, the victim of a recent house fire. The board decided to adjust the billing in the same way as was done for the last house fire (5890 N Lakeshore).

*Budget.*

Janet distributed several reports (attached) describing recent activity in the district's four accounts, and proposed 2023 budgets for the Short-Lived Assets Reserve (SLAR) and O&M accounts. She noted that the SLAR budget was informational and for planning purposes only. The O&M budget is required by USDA-RD and must be submitted to them. The proposed 2023 O&M budget is very similar to the 2022 budget, with minor adjustments. After some discussion, Cheryl made a motion to accept the 2023 budget as proposed. Denny seconded. The motion was approved by voice vote.

**Collection System**

*Water Resources Management (WRM) Report.*

The WRM invoice was for the monthly fee, three repair visits to customers, repair parts, and a pump for the treatment plant. Rich had no comments on the report or invoice. There were no questions from the board.

**Weekend Call Activity**

There was one call to the weekend emergency number. It concerned the leak due to damage to the cleanout valve at 5821 S Lakeshore.

**Missouri 1 Call Service**

*USIC Invoice.*

The USIC invoice total was \$66.12.

**Old Business**

*Election April 4, 2023*

The last day for candidates to file for the April 4 election is December 27. Marilyn commented that no one has expressed interest so far.

**New Business**

*Damage to Cleanout at 5821 SLSD.*

Rich distributed an updated report (attached), based on Cheryl’s original email, on the damage to the cleanout at 5821 S Lakeshore. A vehicle accident that occurred at that location around 1 a.m. on Sunday, December 11, resulted in a sewage leak. A temporary cap was applied to the damaged cleanout until the final repair was completed on Tuesday, December 13. There was no direct flow into the lake. As soon as the site dries out sufficiently, the area will be leveled, seeded and strawed. The board is trying to determine who is responsible for this damage so that they can be held responsible for the repair costs.


*Next Meeting.*

The next meeting will be held on Tuesday, January 17, beginning at 5 p.m.

**Adjournment**

Cheryl made a motion to adjourn. It was seconded by Denny and approved on a voice vote. The meeting adjourned at 6:19 p.m.

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

Carol Kohnen  \_\_\_\_\_  
Recoding Secretary