

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the February 21, 2023**  
**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 February 21, 2023, 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  
Bob Quigley  
John Fechter  
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**

Cheryl 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 Cheryl and seconded by John to approve the minutes of the meeting conducted on January 17, 2023. On a voice vote, the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

Janet reported that two customers became eligible for a lien this month:

6751 S Lakeshore  
5902 S Lakeshore.

Denny made a motion to place liens against these properties. John seconded. The motion was approved on a voice vote.

*Invoice Approval.*

Janet read the Invoices for Approval report dated 2/21/2023 (attached) and explained the items. The total of all invoices was \$4,084.47. John made a motion to pay the invoices. Denny seconded. The motion was passed on a voice vote.

*Financial Reports.*

Joan reported the account balances as of February 21, 2023. The O&M checking balance was \$53,909.11. Debt Service Reserve Restriction was \$126,575.82. Surplus Account was \$382,881.54. Short-Lived Assets Reserve was \$109,686.45.

**Collection System**

*Water Resources Management (WRM) Report.*

The WRM invoice was for the monthly fee and two repair visits to customers. Janet mentioned that the wording on the invoice for the repair at 7736 Lakeview was puzzling ("broken force main replumbed"). Apparently, the work was done by a new hire at WRM; he is not yet familiar with the terms normally used to describe our system's problems/repairs. Cheryl had a photo of the work that was done. [Rich later clarified that the part that was replaced was a split PVC pipe that connected the STEP tank pump to the discharge assembly.]

*Replacement Parts Order.*

Rich will order some lids to be stored in the office.

### **Treatment Plant Operation and Maintenance**

Rich commented that the treatment plant was operating smoothly. The gravel beds look good. On a humorous note, an Ameren employee sent to replace the electric meter at the treatment plant could not find the existing meter.

### **Weekend Activity**

There was one emergency call to the customer liaison.

### **Missouri 1 Call Service**

*USIC Invoice.*

The USIC invoice total was \$231.42.

### **Old Business**

*Letter Sent to Owner 7728 Meadow*

The Board had considered sending a letter to the customer at 7728 Meadow regarding some damage to a drainage pipe that the customer claimed was caused by the installation of the STEP tank and sewer lines. John contacted the owner and resolved the problem, so a letter was not necessary.

A brief discussion was held concerning responsibility for damage to a lateral line at 5794 N Lakeshore. A contractor was doing construction work next door at 5800 N Lakeshore, and their heavy equipment apparently drove over the STEP tank area at 5794 and damaged the lateral line. Landscaping had covered the sewer lids at 5794. Also, the lines had not been marked by USIC because this property was not having work done.

### **New Business**

*Bank Account Decisions*

Marilyn had researched CD investment options at the bank. She explained her findings to the Board; the banker had recommended 13-month CDs currently being offered at an attractive rate. Janet had examined current accounts and contracts for restrictions and requirements. She recommended that a new account, "Replacement and Extension" be established to receive the required monthly deposits of \$962 from O&M that had been going into the Debt Service Reserve Restriction account, because Debt Service Reserve Restriction has exceeded its required balance. Janet also noted that any CDs purchased must use the same names as the accounts from which the funds were invested. If multiple CDs are purchased from the same account, they can be differentiated by adding "A," "B," etc. to the end of the account name.

After discussion, the Board decided to leave the O&M and the Short-Lived Assets Reserve accounts as they are. These moneys are accessed regularly. The new Replacement and Extension account will be established with the funds currently in Debt Service Reserve Restriction over \$115,400 (the mandated balance), and will receive the required monthly deposits from O&M from now on, as noted previously. The \$115,400 remaining in Debt Service Reserve Restriction will be invested in a CD. Also, two CDs will be purchased from the Surplus account, one for \$250,000 and one for \$100,000. The remaining balance of about \$32,000 will remain in the Surplus account for unanticipated expenses. All the CDs will be 13-month.

John made a motion stipulating these requirements; Cheryl seconded. The motion was passed on a voice vote.

*Raffle Basket for LTIA*

Members of the Board decided to donate items to create a gift basket for the LTIA raffle. A sewer district flyer will be tucked into the basket.

*Loan Update*

Marilyn noted that the district still owes \$1,767,029 on the Department of Agriculture loan. The final year of the loan will be 2047.

**Adjournment**

John made a motion to adjourn. It was seconded by Cheryl and approved on a voice vote. The meeting adjourned at 6:05 p.m.

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

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