

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the March 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 March 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**

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

**Approval of Minutes of Previous Meeting**

Motion was made by Bob and seconded by Denny to approve the minutes of the meeting conducted on February 21, 2023. 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 3/21/2023 (attached) and explained the items. The total of all invoices was \$4,796.06. John made a motion to pay the invoices. Bob seconded. The motion was passed on a voice vote.

*Financial Reports.*

Joan reported the account balances as of March 21, 2023. She noted that the amounts invested in CDs last month are not included, because they are not appearing on the online statements that she accesses. Joan will call the bank about this. The O&M checking account (account number ending in 8161) balance was \$57,278.42. Debt Service Reserve Restriction funds are now invested in a CD, as explained in the February meeting minutes. The balance in the new Replacement and Extension account (account number ending in 2007) was \$13,099.82. Surplus Account (account number ending in 7801) was \$33,264.99. Short-Lived Assets Reserve (account number ending in 0378) was \$109,686.45.

Marilyn reviewed the banking changes agreed upon at the February meeting and accomplished in March. Two CDs were purchased with funds from the Surplus Account and one CD from Debt Service Restriction. These are 13-month CDs earning 3.65% APY.

**Collection System**

*Water Resources Management (WRM) Report.*

The WRM invoice was for the monthly fee and repair visits to five customers. The repairs at 5783 S Lakeshore and 5800 N Lakeshore last month included equipment charges.

*Pump Outs for April WRM.*

Cheryl suggested that the board resume ordering maintenance pump outs in April this year. As decided at the January meeting, WRM will do the pump outs.

*Replacement Parts Order.*

Since WRM is not marking up the cost of replacement parts, the board decided to have WRM order replacement parts as necessary.

**Treatment Plant Operation and Maintenance**

Rich commented that the treatment plant was operating smoothly. The weeds in the gravel beds are under control.

**Weekend Activity**

There were no emergency calls to the customer liaison.

**Missouri 1 Call Service**

*USIC Invoice.*

The USIC invoice total was \$165.30.

**Old Business**

*Sales Office.*

Marilyn noted that the Sales Office needs to be cleaned up so that it can be used by the district as storage. Rich volunteered to find a home for the Christmas decorations that are currently stashed there. Then the building will be "bug-bombed" to eliminate wasps and some ladybug-like insects. After sweeping out and general cleaning, the space will be reorganized for more efficient storage.

**New Business**

*Policy for New Construction.*

Board members discussed ways to make customers aware of their financial responsibilities if sewer district lines or equipment are damaged as a result of construction, landscaping or other work done on their property. Cheryl volunteered to work on the wording of a policy statement. John will contact Ken Stojeba, LTPOA Building director, about giving this statement to residents who request a building permit. Marilyn volunteered to contact homeowners if construction activity is noticed before this new procedure goes into effect.

Janet described an email received from a builder who will be working at 7740 Meadow, requesting a letter certifying that the home "will not encroach on any sewer district easements." This needs further investigation. Janet will forward the email to all board members.

**Adjournment**

Bob made a motion to adjourn. It was seconded by Denny and approved on a voice vote. The meeting adjourned at 6:09 p.m.

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

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