

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the April 18, 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 April 18, 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 Bob. On a voice vote, the agenda was approved.

**Approval of Minutes of Previous Meeting**

Motion was made by Cheryl and seconded by Bob to approve the minutes of the meeting conducted on March 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 4/18/2023 (attached) and explained the items. The total of all invoices was \$6,268.55. Bob made a motion to pay the invoices. John seconded. The motion was passed on a voice vote.

*Financial Reports.*

Joan reported the account balances as of April 18, 2023. The O&M checking account (account number ending in 8161) balance was \$60,072.43. Replacement and Extension account (account number ending in 2007) was \$13,190.61. Surplus Account (account number ending in 7801) was \$33,290.42. Short-Lived Assets Reserve (account number ending in 0378) was \$109,805.45.

**Collection System**

*Water Resources Management (WRM) Report.*

The WRM invoice was for the monthly fee and repair visits to five customers.

Rich and Janet commented that the sticker applied to their control panel last year was darkening, apparently due to mold. They checked with some neighbors and found that some stickers were still fine and other were darkening to various degrees. The Board discussed possible causes, such as exposure to rain and the roughness of the control panel surface. They agreed to keep an eye on the situation. If the stickers are eventually replaced, resistance to mold will be added to the requirements.

Some customers are calling the emergency number during the day. This had caused some confusion at our call service, Answer National. Cheryl will contact Answer National to amend the script, adding something like "Please call (WRM phone number) to report your problem" if they receive a call for emergency service during normal business hours.

The PWSD#13 sewer use ordinance states that owners must get permission from the sewer board before hooking up to the sewer system or modifying their hook-up. Then the district should inspect the sewer installation and connection. There are several rebuilds/renovations now in progress or being planned that could impact the sewer system. A major landscaping project currently in progress is concerning because no one has contacted the Board about requirements regarding the sewer system. Cheryl volunteered to talk to the contractors on-site next week.

#### *Pump Outs for April WRM.*

Cheryl reported that last year there were eleven maintenance pump outs and five emergency pump outs. She has created a list of eighteen residences to be pumped as part of the maintenance program in 2023. Two of these have in-line tanks, so this will be twenty tanks. The Board agreed to send WRM the entire list with the request that all work be done this summer.

Cheryl also initiated a discussion about tanks that showed evidence of harmful practices such as excessive grease/oil, debris as from wipes, etc. at their last inspection. The Board decided that these systems of concern should be inspected this summer. The inspection will include sludge-judging, checking and cleaning the filters, recording pump-hours, and a recommendation on whether to pump the tank. Photos will be taken of problems if the recommendation is to pump, and the Board will send the owners a letter notifying them of the problems and reminding them that the cost of an extra pump out is the owner's responsibility. Cheryl has a list of thirteen homes that should be inspected. She will send this list to WRM, instructing them to complete the inspections this summer.

Janet will send Carol an article for the newsletter reminding residents of "no flush" items.

#### *Replacement Parts Order.*

No update.

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

Rich reported that the treatment plant looks good. He recently replaced a broken pipe at the plant.

The UV system must be operational from April to October. It is performing well so far. All four UV lamps are working.

#### **Weekend Activity**

There were no emergency calls to the customer liaison.

#### **Missouri 1 Call Service**

*USIC Invoice.*

The USIC invoice total was \$2160.79. The annual fee was included in this month's invoice.

#### **Old Business**

*Sales Office.*

Some of the holiday decorations being stored in the sales office have been given away. A few remain. Cheryl volunteered to dispose of these.

The sales office will then be "bug-bombed." Then Marilyn will organize cleaning the space.


#### **New Business**

No new business was discussed.

#### **Adjournment**

Bob made a motion to adjourn. It was seconded by Cheryl and approved on a voice vote. The meeting adjourned at 6:18 p.m.

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

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