

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the July 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 July 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 5:08 p.m.

Roll Call of Directors

The following directors were present.

Marilyn Meyer
Bob Quigley
Cheryl Miller

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

Approval of Agenda

Marilyn noted that the finance discussion under Old Business would be postponed until the next meeting. Cheryl made a motion to approve the amended agenda, 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 Cheryl to approve the minutes of the meeting conducted on June 20, 2023, as well as the minutes of the special meeting held on May 31. On a voice vote, the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet reported that three customers were eligible for liens: 6692 S Lakeshore, 7616 Lakeview, and 5902 S Lakeshore. Cheryl made a motion to place liens on these properties. Bob seconded. The motion was passed on a voice vote.

Invoice Approval.

Janet read the Invoices for Approval report dated 7/18/2023 (copy attached). There was some discussion of the repair charges at 6259 S Lakeshore. The homeowner reported that the damage was done by a tree services company. Cheryl will investigate and find out which company. The district will pay WRM then recover the funds from the company that caused the damage. The total of all invoices was \$3,893.16. Bob made a motion to pay the invoices. Cheryl seconded. The motion was passed on a voice vote.

Financial Reports.

Joan reported the account balances as of July 18, 2023. The O&M checking account (account number ending in 8161) balance was \$51,250.35. Replacement and Extension account (account number ending in 2007) was \$16,092.92. Surplus Account (account number ending in 7801) was \$33,365.18. Short-Lived Assets Reserve (account number ending in 0378) was \$109,928.64.

Marilyn distributed a report with the account balances in the CDs held by the district.

Collection System

Water Resources Management (WRM) Report.

The WRM invoice was for the monthly fee, visits to six customers, the purchase of herbicide, STEP tank maintenance inspections at 8 addresses, and cleaning RSF filters and spraying weeds at the treatment plant.

The Board discussed the WRM reports on the STEP tank maintenance inspections. There was a question about including a cleaning of the filters as part of the inspection process. Cheryl volunteered to ask WRM for their input on the inspections and the process.

WRM recommended pumping the STEP tank at 7722 Mohawk as a result of the inspection. Cheryl volunteered to write a letter to the homeowners warning of the condition of the tank and reminding them that any pump out at this time will be at their expense.

Request for Replacement Lid.

The customer at 6131 N Lakeshore Dr has requested a replacement lid. The lid is located very close to the driveway and shows evidence of being driven over. Marilyn visited the site and notified the homeowner that the district will replace the lid after it has been protected from vehicles. Also, if the replacement lid breaks, it will be replaced at the homeowner's expense.

Check 3 Low Hour Tanks.

There are three customers whose systems are showing low (or no) pump hours. Efforts to make appointments for the customers with WRM have been unsuccessful. Cheryl volunteered to make appointments and visit the homeowners herself to do the first diagnostic step.

Treatment Plant Operation and Maintenance

Rich had inspected the treatment plant and noted that the propane level for the generator was fine and the generator is working as it should. Also, all four UV bulbs are working. The weeds along the fence have been sprayed and are dying back.

Weekend Activity

There was one call to the customer liaison.

Missouri 1 Call Service

USIC Invoice.

The USIC invoice total was \$236.98.

Old Business

5973 S Lakeshore Update.

No new information.

Finance Discussion.

This discussion was postponed because the full Board was not present at this meeting.

New Business

New Construction Permit for Jefferson County.

Marilyn distributed the new form.

Tree Trimming Along Road to Treatment Plant.

The Board solicited bids for clearing the edges of the road two feet back. Two bids were received. The lower bid fulfilled all the Board's requirements. Bob made a motion to accept this bid; Cheryl seconded. The motion was approved on a voice vote.

Replace PWSD#13 Mailbox.

The district's bookkeeper suggested replacing the current mailbox with a locking one. Rich volunteered to handle this. Bob made a motion to install a locking mailbox and Cheryl seconded.

Debit Card.

Marilyn volunteered to get the district debit card renewed, so that Janet can continue to use it when she mails the monthly billing postcards. Marilyn will also talk to Jennie about possible ways to cut down on the number of postcards mailed each month.

Adjournment

Bob made a motion to adjourn. It was seconded by Marilyn and approved on a voice vote. The meeting adjourned at 6:21 p.m.

Marilyn Meyer _____
President

Carol Kohner  _____
Recording Secretary