

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the**  
**August 21, 2018**  
**Regular Session of the Board of Directors**

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri, met in regular session August 21, 2018, at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:05 p.m.

**Roll Call of Directors**

The following directors were present.

Marilyn Meyer  
Cheryl Miller  
Denny Schaab  
Lora Thomas

Also in attendance were Frances Hovis (Treasurer), Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), and Carol Kohnen (recording secretary).

**Approval of Agenda**

Lora Thomas made a motion to approve the agenda, seconded by Denny Schaab. On a voice vote the agenda was approved.

**Approval of Minutes**

Motion was made by Denny and seconded by Lora to approve the minutes of the meeting conducted on July 17, 2018. On a voice vote the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

Janet Hirsch distributed a report titled "A/R Aging Summary" (attached). The report listed all homeowners in arrears on their sewer fees as of July 31, 2018. No one has accumulated over \$300 in additional fees since last month, so no additional liens are necessary.

However, Janet pointed out that the property at 5902 S. Lakeshore, which was purchased by the current owners in June of 2017, is currently in arrears for the "non-connected" fees since that time. In addition, it appears that the new owners are using the house occasionally. This is problematic since they have not connected to the sewer system. Lora made a motion for the board to send a letter to the homeowners reminding them of the obligation to connect to the sewer system. Cheryl Miller seconded the motion. On a voice vote the motion was approved. The Board secretary was tasked with writing a draft of the letter, then sending it to Board members for comment or changes.

*Invoice Approval.*

Janet also distributed the "PWSD#13 Invoices Presented for Approval August 2018" report (see attached), and explained the items on the report. The total is \$2566.82. A motion was made by Lora and seconded by Denny to approve the invoices. The motion was approved by a voice vote.

Note. Any sewer district customer who wants to receive the monthly bill by email instead of postcard can request this change by sending an email to [pwsd13@charter.net](mailto:pwsd13@charter.net). There is also a form available on the website that can be filled out and mailed in.

#### *Financial Reports.*

Frances Hovis reported the balances as of July 31, 2018. O&M checking balance is \$81,608.61; Debt Service Reserve Restriction is \$72,756.20; Surplus Account is \$326,190.13. Francis noted that the Short-lived Asset Reserve account reports balances only quarterly, so she did not receive a statement this month.

#### **Old Business**

##### *Missouri One Call.*

We were charged for 9 calls in June: 6576 S. Lakeshore (twice), 5985 N. Lakeshore, 6013 N. Lakeshore, 6048 S. Lakeshore, 5724 S. Lakeshore, 5712 S. Lakeshore (twice), and 5730 N. Lakeshore.

##### *New House.*

Several new houses have successfully connected to the sewer system recently, but there are some questions about the status of the new house at 6576 S. Lakeshore. The homeowner has indicated that the system is installed. Rich Hirsch expressed some doubts. See photos attached. Rich volunteered to do a walk-through with the homeowner at the site before we contact Water Resources Management and request the formal inspection. The board agreed that this would be our next step.

##### *Treatment Plant Operation.*

Water Resources Management Invoice. Copy attached. Two addresses were serviced in July: 6136 N. Lakeshore and 6208 N. Lakeshore. In addition, there is a \$25.00 charge (new this year) for preparing the 2017 I & I report.

##### *Treatment Plant Gravel Bed Vegetation Update.*

Marilyn contacted Dave Axton (Water Resources Management) about the excessive weed growth in the gravel beds. Dave made sure that the weeds were killed and pulled. Marilyn will contact Dale Wallen to mow the areas around the gravel beds soon.

#### **New Business**

Review of MO Operating Permit Draft.

Rich led off the discussion with some history. Our first operating permit was for 5 years (2011-2016). Then we had an interim permit (because DNR is moving all the systems in the same watershed to the same permit periods); the interim permit just expired (2016-2018). The new permit will again be for 5 years (2018-2023).

Janet had thoroughly read the draft document and pointed out the following proposed changes:

- New: "The use or operation of this facility shall be by or under the supervision of a Certified "C" Operator." Formerly we were required to use a Certified "D." Note: Dave Axton is Certified "A."
- New: "Sampling and Reporting Frequency was reduced to quarterly due to the low flows of the facility and the *consistent compliance history*." (italics mine) Formerly we were required to do monthly analyses.
- New: "Changes in this permit include the removal of Oil & Grease limits, which were replaced with monitoring only requirements."

- New: “BOD & TSS Percent Removal” now must be reported as a percentage. We must remove at least 85%. Formerly we reported the actual measurements. Janet examined our past data and found that our BOD removal percentage was 96 – 100%; our TSS removal was 93 – 100%.
- New: “The permittee shall also submit a [Maintenance and Repair] report via the Electronic Discharge Monitoring Report (eDMR) Submission System annually.” This is the first time that the report has to be submitted. Our plan has been pretty general in the past. One suggestion for the new plan was to update our figures on the number of hours of operation at each house. This might help us anticipate service and repair needs.

Janet will email the Environmental Specialist at MO DNR on behalf of the board. She will say that we have no objections and have forwarded the report to Water Resources Management to review.

**Adjournment**

Denny made a motion to adjourn; it was seconded by Lora and was approved by voice vote. The meeting adjourned at 6:23 p.m.

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

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