

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the**  
**May 21, 2019**  
**Regular Session of the Board of Directors**

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri, met in regular session May 21, 2019, at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:01 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**

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

**Approval of Minutes**

Motion was made by Cheryl Miller and seconded by Lora to approve the minutes of the meeting conducted on April 16, 2019. On a voice vote the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

Janet Hirsch reported that one customer was eligible for a lien this month: 5902 S Lakeshore. Denny made a motion that a lien be filed. Lora seconded. The motion was approved on a voice vote.

*Invoice Approval.*

Janet distributed the "Invoices for Approval" report dated 5/21/2019 (see attached) and explained the items on the report. The invoice total was \$8,811.15. There was a discussion of an invoice from AA Quick for a repair at 6020 N Lakeshore. The damage had been done by a contractor. The Board decided that the property owner, not the district, should be billed for the repair. Denny made a motion not to pay this charge and to notify AA Quick that the homeowner should be billed. Lora seconded. The motion was approved on a voice vote. Frances will contact AA Quick with the correct billing information. The revised invoice total was \$8496.15. Lora made a motion to pay the approved invoices. Denny seconded. The motion was approved on a voice vote.

*Financial Reports.*

Frances reported the balances in the district's accounts as of April 30, 2019. O & M checking balance was \$43,304.49. Debt Service Reserve Restriction was \$81,842.86. Surplus account was \$378,038.88. No statement for the Short-Lived Assets account. There were two returned checks last month. Frances will remind our bookkeeper to bill to the customers any nonsufficient-funds fees that were charged to the district.

**Collection System.***Water Resources Management Report.*

Rich Hirsch discussed the monthly invoice dated April 29, 2019 (see attached) from Water Resources Management (WRM). The district was billed for services at the following addresses in April.

- 5712 S Lakeshore
- 6233 N Lakeshore
  - Rich noted that the sludge level is 12” and the Board should consider pumping the STEP tank soon.
- 6186 N Lakeshore
- 5902 S Lakeshore
  - The Board has been trying to work with the owners of this property for many months in order to get their house properly connected to the sewer system. Dave Axton of WRM inspected the system on April 17 and noted that it was still NOT connected.
  - After some discussion, the Board decided to instruct our attorney to write a letter to the homeowners requiring their compliance.
  - Denny made a motion to authorize the attorney to send a letter to the homeowners requiring them to properly connect to the sewer system within three weeks (of the date of the letter). Lora seconded. The motion was approved on a voice vote.
  - As president of the Board, Marilyn will contact the attorney about this letter.

*Treatment Plant Operation.*

Treatment Plan Work.

UV Lamp Update.

Rich reported that two of the UV lights are working correctly.

**Old Business.***MO 1 Call Activity.*

Lora reported one call, to 6454 S Lakeshore.

*Treatment Plant Mowing.*

Dale has cut the grass at the plant. He is now cutting brush and killing weeds in the area.

**New Business.**

The Board asked Denny Schaab to serve another term. He agreed. All present applauded.

**Adjournment**

Cheryl made a motion to adjourn; it was seconded by Lora and was approved by voice vote. The meeting adjourned at 5:45 p.m.

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

Marilyn Meyer  
President

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