

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the**  
**August 20, 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 August 20, 2019, at 5706 North Lakeshore Drive, Hillsboro, MO 63050. The meeting was called to order at 5:00 p.m.

**Roll Call of Directors**

The following directors were present.

Marilyn Meyer  
Cheryl Miller  
Bob Quigley  
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**

Bob Quigley 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 Denny Schaab and seconded by Bob Quigley to approve the minutes of the meeting conducted on July 16, 2019. On a voice vote the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

There are no customers eligible for liens this month.

*Invoice Approval.*

Janet Hirsch distributed the "Invoices for Approval" report dated 8/20/2019 and explained the items on the report. The invoice total was \$2882.13. Bob made a motion to pay the invoices. Denny seconded. The motion was approved on a voice vote.

*Financial Reports.*

Frances Hovis reported the balances in the district's accounts as of July 31, 2019. O & M checking balance was \$43,932.57. Debt Service Reserve Restriction was \$84,882.61. Surplus account was \$378,753.99. There was no new total for the Short-lived Assets account because this account generates statement quarterly.

**Collection System.**

*Water Resources Management Report.*

Rich Hirsch distributed a copy of the invoice dated 8/7/2019 with his comments on some of the items. The district was billed for services at the following addresses in June.

- 5748 S Lakeshore
- 6104 N Lakeshore

- 5709 S Lakeshore
- 7652 Lakeview
- 6020 N Lakeshore (problem reported by 6016 N Lakeshore and listed as such on the invoice)
- 5774 S Lakeshore
- 6186 N Lakeshore
- Treatment Plant
  - Sprayed RSFs for weeds
  - Purchased weed killer

*Treatment Plant Operation.*

Treatment Plan Work.

UV Lamp Update.

The UV lights are working correctly. Rich reminded the Board that all of the UV lights are going to be serviced or replaced as necessary this fall.

Cheryl noted that WRM had updated the online quarterly Department of Natural Resources (DNR) report before the due date.

**Old Business.**

*MO 1Call Activity.*

Lora reported that the bill from MO 1Call/USIC was \$225.12, for locating services at these addresses:

- 7652 Lakeview
- 6508 S Lakeshore
- 5766 N Lakeshore (There were apparently two visits to this address.)
- 5978 S Lakeshore
- 5985 N Lakeshore
- 7813 Mohawk Trail.

Lora made a motion to pay the USIC bill as submitted. Bob seconded. The motion was approved by voice vote.

*AAQuick Bill for 6020 N Lakeshore.*

The Board had deferred paying a \$315.00 charge from AAQuick to repair the sewer line at this address because the line had been damaged by a contractor working on the house. Had the line been correctly marked by USIC, the contractor would have been responsible for the repair charge. Further investigation revealed, however, that a USIC technician reported “excavation site clear” when he visited on May 1. The same tech had correctly marked the sewer line on January 23, 2019. After some discussion, Cheryl made a motion to pay AAQuick \$315.00 for the work at 6020 N Lakeshore and to contact USIC for reimbursement. Lora seconded. The motion was approved by voice vote.

*5902 S Lakeshore.*

A WRM operator met with the homeowner on August 5, 2019, in order to inspect the sewer hookup. The operator reported that the system is correctly installed. Only one sink is currently connected to the system because the house is undergoing extensive renovations. The valve at the street is turned off. Rich suggested a re-inspection when the renovations have been completed. Marilyn reported that the homeowner had left a voicemail saying she had questions about the sewer bill.

**New Business.**

*Generac Contract.*

This is a maintenance agreement for the backup generator at the treatment plant. The Board discussed the importance of keeping the generator in good working order. Bob made a motion to accept the contract and pay the \$595.00 annual fee. Denny seconded. The motion was approved on voice vote.

*Jefferson County Sewer District Article in the Leader*

After a discussion of the article, the Board decided to send out an informational piece about PWSD13 to everyone on the "This Week at Lake Tish" email list. [Note: Denny Schaab wrote this, and Janet included it in TW@LT on August 22.]

*Crime Insurance Renewal.*

Marilyn reported that she is working on this renewal.

**Adjournment**

Bob made a motion to adjourn; it was seconded by Denny and was approved by voice vote. The meeting adjourned at 6:45 p.m.

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

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