

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the June 16, 2020**  
**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 June 16, 2020. Because of the COVID-19 pandemic, this meeting was held online via the Zoom application. The meeting was called to order at 5:24 p.m.

**Roll Call of Directors**

The following directors participated in this meeting.

Marilyn Meyer  
Cheryl Miller  
Bob Quigley (technical issues limited participation)  
Denny Schaab

Also participating were Frances Hovis (treasurer), Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), Carol Kohnen (recording secretary), and Joan Jaeger.

**Approval of Agenda**

Cheryl Miller made a motion to approve the agenda (attached), seconded by Denny Schaab. On a voice vote, the agenda was approved.

**Approval of Minutes**

Motion was made by Cheryl and seconded by Denny to approve the minutes of the meeting conducted on May 19, 2020. On a voice vote, the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

Janet Hirsch reported that the customer at 7616 Lakeview became eligible for a lien. Cheryl made a motion to file the lien. Denny seconded. The motion was approved on a voice vote.

*Invoice Approval.*

Janet had previously emailed all meeting participants the Invoices for Approval report dated 6/16/2020 (attached). She now shared the report on the screen and explained the items. The total of all invoices was \$2,525.83. Cheryl made a motion to pay all invoices. Denny seconded. The motion was approved on a voice vote. Bob approved via email.

*Financial Reports.*

Frances Hovis reported the balances in the district's accounts on May 31, 2020. O & M checking balance was \$60,248.60. Debt Service Reserve Restriction was \$94,943.12. Surplus account was \$380,598.03. The Short-Lived Assets balance was not reported in May.

**Collection System**

*Water Resources Management (WRM) Report*

WRM invoice. WRM charges this month (copy of invoice attached) were for routine maintenance, the replacement of one lid, four house calls, and the purchase of six 12" lids.

### *Meter Reading Report.*

The project to read all the pump use meters, approved at the May board meeting, was completed by Joan Jaeger. Joan reported on her experiences and gave some suggestions for improving the process next time.

- Joan noted that this task requires physical strength and stamina; the terrain is hilly and sometimes slippery, some yards are not well-maintained, and sometimes the location of the meter is not obvious.
- The map provided by Rich was helpful.
- The meter reader should report anything out of the ordinary, such as the alarm light being on, or unusual odors.
- Sometimes residents or neighbors report suspicious symptoms to the meter reader.
- Joan suggested that the house number be written inside the CP box because sometimes the house address is difficult to ascertain.
- She also suggested that each newsletter contain the number(s) to call to report problems. Perhaps a sticker could be put on each CP box with the emergency number. Cheryl suggested including the emergency number on the monthly bills.

Members of the board thanked Joan for a job well done.

### *Pump Out List.*

Janet displayed the spreadsheet and graph of pump meter readings (attached), which she had previously emailed to board members. Cheryl discussed the data. The list was sorted by number of hours. The board discussed how many systems should be checked. Highest usage was agreed upon as one criterion. In addition, there are two residences showing zero on their meter. The board agreed that these should be checked as well. Denny moved that twenty-five residence systems should be assessed. Cheryl seconded. The motion was approved on a voice vote.

Cheryl suggested that the board create a checklist for these assessments. These procedures were suggested:

- Sludge judge
- Determine scum level
- Clean the filters
- Check the system, including the pump and connection
- Pump the tank if necessary
- Drill the j-box.

Cheryl volunteered to coordinate this project. She will create a checklist for the board's review and organize by location the addresses of the properties to be inspected. When the board has approved the checklist criteria, she will contact WRM to begin the assessments.

### *Treatment Plant Operations.*

#### *UV Lamp Repair.*

Rich reported that three of four UV lamps are currently working. This should be sufficient but he will take care of getting the non-working lamp repaired.

### **Old Business**

#### *Missouri 1Call Activity.*

Janet displayed the list of service calls by Missouri 1Call. There were three.

*Weekend Repair Issue.*

Cheryl and Denny reported on an emergency call this past Sunday (June 14). The resident was unable to get the necessary repairs until Tuesday. After WRM did complete the repairs, they neglected to contact the homeowner in a timely fashion. All members of the board agreed that weekend emergency calls are not being handled properly. Several suggestions were made including:

- Renegotiate the contract with WRM and include penalties for slow response.
- Investigate hiring a different operator.

Marilyn will contact WRM about weekend coverage. She will emphasize that the board finds it unacceptable to delay an emergency repair. The board is willing to pay overtime rates after-hours and on weekends.

Board members agreed that we must have a procedure for after-hour/weekend problems. This procedure must be clearly communicated to all customers.

*Pump Out Company.*

Integrity Septic and Sewer has been impossible to contact lately. The board agreed to investigate other pump-out companies. King and All-Weather were suggested.

**New Business.**

Marilyn noted that there will be a training session in August; she has additional information for anyone interested in attending. Also, she has the final audit report and will put a copy in the sewer office for board directors to review.

Marilyn offered to host the July meeting on her patio. She has enough room for everyone to social distance. The board agreed to this change of venue.

**Adjournment.**

Cheryl made a motion to adjourn. It was seconded by Denny and approved on a voice vote. The meeting adjourned at 6:28 p.m.

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

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