

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the July 21, 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 July 21, 2020. Because of the COVID-19 pandemic, this meeting was held online via the Zoom application. The meeting was called to order at 4:59 p.m.

**Roll Call of Directors**

The following directors participated in this meeting.

Marilyn Meyer  
Cheryl Miller  
Bob Quigley  
Denny Schaab

Also participating 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 (attached), seconded by Cheryl Miller. On a voice vote, the agenda was approved.

**Approval of Minutes**

Motion was made by Cheryl and seconded by Bob to approve the minutes of the meeting conducted on June 16, 2020. On a voice vote, the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

Janet Hirsch reported that the customer at 5902 South Lakeshore became eligible for a lien. Cheryl made a motion to file the lien. Bob seconded. The motion was approved on a voice vote. Marilyn reported that it had not been necessary to file the lien on 7616 Lakeview that had been approved at the last meeting, because the customer paid in full.

*Invoice Approval.*

Janet had previously emailed all meeting participants the Invoices for Approval report dated 7/21/2020 (attached). She now shared the report on the screen and explained the items. The total of all invoices was \$4710.39. Denny made a motion to pay all invoices. Bob seconded. The motion was approved on a voice vote.

*Financial Reports.*

Frances Hovis reported the balances in the district's accounts on June 30, 2020. The O & M checking balance was \$57,077.73. Debt Service Reserve Restriction was \$95,970.81. Surplus account was \$380,629.23. Short-Lived Assets was \$114,518.66.

## **Collection System**

### *Water Resources Management (WRM) Report.*

WRM invoice. WRM charges this month included the monthly fee, nineteen house calls, and maintenance at the treatment plant. Five of the house calls were to address issues identified during the meter-reading project. The descriptions of the work done at two other addresses (5818 S Lakeshore and 6072 N Lakeshore) were not clear. Rich will follow up with WRM and/or the homeowners.

### *Cost for Service and Alternative Service Cost.*

Marilyn investigated whether it would be less expensive to have a plumber (instead of WRM) do repairs at residences. Her figures indicated that WRM is cheaper.

### *Treatment Plant Operation.*

#### *UV Lamp Repair.*

Rich reported that the non-working UV lamp has not yet been repaired. However, the remaining three lamps are taking care of the effluent. Cheryl noted that the discharge had been tested just last week and it was fine.

## **Old Business**

### *Missouri 1Call Activity.*

Janet displayed the list (attached) of service calls by Missouri 1Call.

### *Weekend Call Plan.*

#### *Liaison Choice.*

Cheryl reported that six residents contacted her for information about the liaison position, but only two followed through. Cheryl and Bob interviewed these two applicants. Each candidate displayed many strengths and skills. After some discussion, the board decided to offer the position to Joan Jaeger. Once Joan accepts, Cheryl will contact the other applicant as well as the other four people who had expressed interest and tell them that the position has been filled. Cheryl also volunteered to create a folder of materials for the liaison to use.

### *Answering Service.*

Marilyn reported on her research into Answer National. Their service seems comprehensive and their charges are reasonable. The board discussed the services and the costs, then agreed to contract with Answer National to provide answering services for PWSD#13. Marilyn will contact Answer to set this up.

The board also discussed developing a script for the answering service operators to use. If the caller does not have an emergency, for example, they should be directed to call WRM during regular business hours. The Answer National operator will provide the WRM phone number. If there is an emergency, the operator will tell the caller that someone from the sewer district will contact them soon, and call the district liaison with the caller's information. Cheryl volunteered to start work on the script for the operator.

### *Information for Residents.*

The new after-hours service will be announced in This Week and posted on the website (Janet) with a follow-up notice in the next issue of *Tishomingo News* (Carol). The WRM office number and the after-hours answering service number will be printed on the billing postcards, as well. Homeowners will be advised not to try to solve any issues with their sewer system themselves.

#### Starting Date.

The board set August 1, 2020, as the starting date for the liaison position and the answering service contract.

#### **New Business**

##### *Pump Out Schedule.*

Marilyn, Cheryl, and Bob interviewed representatives from King Septic Service and Drain Surgeons. They reported to the board that both companies seemed to have excellent record-keeping and reporting practices. After board members discussed additional aspects of the services available from each company, Denny made a motion to use Drain Surgeons for emergency repairs. Bob seconded. The motion was approved on a voice vote.

The board also decided to further explore using Drain Surgeons to pump the tanks with the highest pump readings as identified in the recent meter-reading project. Cheryl will identify several addresses that need to be pumped and Bob will contact Drain Surgeons to set up a trial. He will ask that they sludge-judge before pumping, to generate some data about whether high pump readings indicate high sludge levels. If the trial goes well—for PWSD#13 and for Drain Surgeons—the board will explore contracting with Drain Surgeons to service the rest of the residences on the “high use” list.

Janet will prepare and distribute a list of all houses that have the STEP tank attached to the old septic tank. These sites would require pumping both tanks.

##### *Rock Barriers to Protect Lids.*

Marilyn reported that Steve Blaha, president of the LTPOA, offered PWSD#13 some large stones that were left over from work LTPOA had done. These stones could be used to protect vulnerable sewer lids. Board members agreed to start a list of sites that could use a stone to protect a lid.

#### **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