

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the November 21, 2023
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 November 21, 2023, online via Zoom.

Call to Order

The meeting was called to order at 5:00 p.m.

Roll Call of Directors

The following directors were present.

Marilyn Meyer
Bob Quigley
John Fechter
Cheryl Miller
Denny Schaab

Also in attendance were Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), Carol Kohnen (secretary), and Joan Jaeger (treasurer). Joan joined the meeting a few minutes late.

Approval of Agenda

Cheryl made a motion to approve the agenda, seconded by Bob. On a voice vote, the agenda was approved.

Approval of Minutes of Previous Meeting

Motion was made by Cheryl and seconded by Bob to approve the minutes of the meeting conducted on October 17, 2023. On a voice vote, the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet reported that two customers became eligible for liens this month: 6751 S Lakeshore and 5705 N Lakeshore. Denny made a motion to place liens on these properties and Cheryl seconded. The motion was passed on a voice vote.

Invoice Approval. Insurance Renewal.

Janet read the Invoices for Approval report dated 11/21/2023 (copy attached). The total of all invoices was \$7,271.66. Bob made a motion to pay the invoices. Denny seconded. The motion was passed on a voice vote.

Marilyn explained a proposed change to the district's insurance. Increasing the deductible from \$1,000 to \$5,000 would lower the premium by \$456. After a brief discussion, the Board decided to stay with the original deductible.

Financial Reports.

Joan had emailed the account balances as of November 20, 2023, to all attendees prior to the meeting. Marilyn pointed out that the totals for the CDs are included in this report. She also noted that next month's report will break out the interest earned. The O&M checking account (account number ending in 8161) balance was \$62,519.53. Replacement and Extension account (account number ending in 2007) was \$13,190.61. Surplus Account (account number ending in 7801) was \$33,466.48. Short-Lived Assets Reserve (account number ending in 0378) was \$105,998.18. Current balances for the 3 CDs are as follows: \$117,469.32 in certificate number ending in 9136; \$101,793.17 in certificate number ending in 9139; and \$254,482.93 in certificate number ending in 9138.

Collection System

Water Resources Management (WRM) Report.

The WRM invoice was for the monthly fee, visits to five customers, spraying weeds at the treatment plant, and purchasing herbicide.

Pump Outs.

Cheryl reported that last spring she had sent a list of 20 addresses to WRM for maintenance pump outs. WRM has not yet sent any progress reports or bills. After a brief discussion, the Board decided to request monthly billing. Cheryl will notify WRM of this request.

There was an issue recently with an attempted maintenance pump out at 7614 Lakemont. WRM could not access the tank because the resident had installed a putting green on the top of it. When Cheryl contacted the resident, he stated that he wanted to be present for the pump out and that he would provide access; however, he was not currently available. Cheryl responded that his pump out may have to be delayed until next year.

Treatment Plant Operation and Maintenance

Rich discussed the issues at the treatment plant that he had described in his previous email (attached). He volunteered to work with WRM to address these problems.

Weekend Call Activity

There was one call to the customer liaison, from 6233 N Lakeshore.

Missouri 1 Call Service

USIC Invoice.

The USIC invoice total was \$238.35.

Old Business

The other board members thanked Cheryl for submitting the DNR report.

5973 Discussion.

Bob Sweeney, PWSD#13 attorney, composed a letter to the customer at 5973 S Lakeshore explaining the district’s position on the repairs necessary at this property. John reviewed the letter and requested a few minor changes. The letter says that the party at fault will be responsible for all costs associated with the analysis and repair of the problem. The letter will also request a list of dates acceptable to the property owner for the repair work. A response by December 8 will be required. Sweeney will sign the letter.

Ken Marschuetz will do the analysis and repair work under contract with the Board. His contract will be reviewed by board members, then by Bob Sweeney.

New Business

None.

Adjournment

Bob made a motion to adjourn. It was seconded by John and approved on a voice vote. The meeting adjourned at 5:48 p.m.

Marilyn Meyer _____
President

Carol Kohlen  _____
Recording Secretary