

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the October 16, 2024**  
**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 October 16, 2024, in the Lake Tishomingo Community House at 5698 Lake Tishomingo Road, Hillsboro, Missouri 63050.

**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  
Cheryl Miller  
Denny Schaab  
John Fechter

Also in attendance were Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), and volunteer Linda Blaha.

**Approval of Agenda**

John 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 Bob and seconded by John to approve the minutes of the regular meeting conducted on September 18, 2024. On a voice vote, the minutes were approved.

**Treasurer's Report**

*Invoice Approval.*

Janet read the Invoices for Approval report dated 10/16/2024. Marilyn advised that the Lakenen Insurance invoice for the crime policy should be removed from this month's Invoices Report. The revised total of all invoices was \$14,413.04 (copy attached). Denny made a motion to pay the invoices. John seconded. The motion was passed on a voice vote.

Marilyn noted that the owners of 5965 N Lakeshore and 5961 S Lakeshore will be billed for repairs to their sewer systems. She asked John to write explanatory notes to be included with the bills. Cheryl volunteered to assist.

Marilyn explained a new exclusion on the liability insurance policy. The Board discussed the district's possible exposure and then decided to accept the revised policy.

*Financial Reports.*

Marilyn read Joan's report of the account balances as of October 15, 2024. These had previously been emailed to board members. The O&M checking account (account number ending in 8161) balance was \$41,675.79. Replacement and Extension account (account number ending in 2007) was \$30,653.76. Surplus Account (account number ending in 7801) was \$33,754.96. Short-Lived Assets Reserve (account number ending in 0378) was \$108,613.24.

Interest was credited to the three CDs on September 27: interest of \$1,421.51 for a new total of \$122,776.74 for certificate number ending in 9136; interest of \$3,079.54 for a new total of \$265,980.82 for certificate number ending in 9138; and interest of \$1,231.81 for a new total of \$106,392.32 for certificate number ending in 9139.

**Collection System**

*Water Resources Management (WRM) Report.*

The WRM invoice was for the monthly fee, visits and/or repairs to six properties, and twenty-two maintenance pump-outs. Service calls were made to the following customers: 5965 N Lakeshore (3 visits), 5961 S Lakeshore (2 visits), 7716 Lakemont, 6221 N Lakeshore, 7752 Meadow, and 6067 N Lakeshore (2 visits).

Rich has examined a couple of floats that WRM replaced. He questions whether the appropriate grease is being used at installation. Cheryl volunteered to follow up with WRM.

### **Treatment Plant Operation and Maintenance**

Marilyn is still waiting for signed copies of the district's contract with WRM. Cheryl will contact them about this.

Cheryl reported that the third-quarter report has been submitted to DNR. Tests show no *E. coli* in effluent.

Rich commented that the UV system will be turned off on October 31. The system will be examined and repaired or upgraded over the winter.

### **Missouri 1Call Service**

The USIC invoice this month was \$110.46.

### **Old Business**

#### *Low Pump Hours at 7802 Mohawk Trail.*

This is apparently an in-line installation, although it was not included on the original list provided by the installers. The STEP tank looks as if it has never been used, which is not normal. Marilyn noted that if the old septic tank was metal, it may leak. John commented that it is the district's responsibility to make sure the system is functioning correctly.

There was some discussion of next steps. Rich will look for the clean-out. Once a means of access has been determined, a camera will be used to try to determine the status of the system.

#### *Barriers to Protect Lids.*

Bob is organizing the installation of the new signs/barriers. He is planning to begin this job in the coming week.

### **New Business**

#### *Pump Failure.*

Cheryl reported that the heavy-duty pump at 5775 S Lakeshore has failed. This pump was installed because of an unusually long and uphill run from the STEP tank to the sewer line. [This type of pump was also installed at 5876 S Lakeshore and is still working.] The Board raised several questions about the failed pump. Was it still under warranty? What caused the failure? Was the system being abused by the homeowners? Cheryl volunteered to pursue these questions with WRM.

#### *GIS Mapping.*

Janet reported that there will be an annual charge for the GIS system used to map our sewer system. The Board agreed that the mapping service is worthwhile. Marilyn inquired about the process and cost to update the maps.

#### *Election.*

Denny's position is due to be on the ballot in April, 2025. The appropriate pre-election steps will be taken (placing the notice/ad, etc.).

Marilyn, on behalf of the Board, thanked Cheryl for cleaning the Sewer/Sales Office.

The November meeting will be held on Wednesday, November 13.

### **Adjournment to Executive Session**

John made a motion to adjourn to executive session. It was seconded by Cheryl and approved on a voice vote. The regular meeting adjourned at 6:00 p.m.

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

Carol Kohlen *Carol A. Kohlen* \_\_\_\_\_  
Recording Secretary