

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the December 17, 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 December 17, 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 5:35 p.m.

**Roll Call of Directors**

The following directors were present.

Marilyn Meyer  
Bob Quigley  
Cheryl Miller  
John Fechter

Also in attendance were Ron Huber and Linda Blaha (volunteers) and Janet Hirsch (PWSD#13 bank administrator).

**Approval of Agenda**

John made a motion to approve the agenda, seconded by Cheryl. 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 November 13, 2024. On a voice vote, the minutes were approved.

**Treasurer's Report**

*Delinquent Payment Issues.*

Marilyn will contact Nathen, who is in charge of LTPOA building permits, about ways to share information about requested permits with PWSD#13.

*Invoice Approval.*

Janet read the Invoices for Approval report dated 12/17/2024 (copy attached). The total for all of the invoices was \$24,430.27. This includes \$16,560.00 transferred to the Short-Lived Assets Reserve account. Cheryl made a motion to pay the invoices. Bob seconded. The motion was passed on a voice vote.

The Board discussed the charges for the camera inspection at 7802 Mohawk Trail. Some questions were not answered in WRM's report. Cheryl will contact WRM to get the questions answered, and will email other Board members with an update.

*Financial Reports.*

Marilyn read Joan's report of the account balances as of December 16, 2024. Joan had previously emailed these to board members. The O&M checking account (account number ending in 8161) balance was \$30,139.39. The Commercial checking/surplus account (account number ending in 7801) balance was \$33,791.86. The Short-Lived Asset Reserve account (account number ending in 0378) balance was \$98,638.24. The Replace and Extension account (account number ending in 2007) balance was \$32,577.76. The CD balances were the same as reported last month: certificate number ending in 9136 was \$122,776.74, certificate number ending in 9138 was \$265,980.82, and certificate number ending in 9139 was \$106,392.32. Interest will next be added on December 27.

*Budget.*

Janet submitted a proposed budget for 2025-2026. The Board briefly discussed. John made a motion to approve the budget as submitted. Bob seconded. The motion passed on a voice vote. The approved budget will be submitted to USDA, along with a copy of these minutes documenting approval (as a condition of the district's loan).

**Collection System**

*Water Resources Management (WRM) Report.*

The WRM invoice was for the monthly fee, visits and/or repairs to six properties, and the purchase of ten floats and three pumps. Board members requested details on some repairs; Cheryl volunteered to contact WRM for this information.

**Old Business**

None.

**New Business**

*Voicemails*

Some customers have complained that their voicemails are not being returned. The sewer district’s phone in the Sales Office is equipped with voicemail; this system seems to be the source of the complaints. This voicemail is intended for billing questions only, but customers may be leaving other messages as well. Currently, Jenny (bookkeeper) monitors the messages and answers the billing questions. The Board decided to have Linda monitor the voicemail as well, and handle any non-billing messages. She will begin on January 1. Marilyn will notify Jenny of the change in procedure.

*Gate in Treatment Plant Fence*

The LTPOA will install a gate in the treatment plant fence in order to improve access to the siphon for the dam.

**Adjournment**

John made a motion to adjourn. It was seconded by Bob and approved on a voice vote. The meeting adjourned at 7:15 p.m.

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

Carol Kohlen  \_\_\_\_\_  
Recording Secretary