

**PUBLIC WATER SUPPLY DISTRICT #13**  
**Minutes of the October 20, 2025**  
**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 20, 2025.

**Call to Order**

The meeting was called to order by Vice President Denny Schaab at 5:03 p.m.

**Roll Call of Directors** The following directors were present.

Cheryl Miller  
Denny Schaab  
John Fechter on speaker phone

Linda Blaha was absent. Marilyn Meyer retired and there is an empty director position. Also in attendance were Tammy Knuth (Treasurer), Steve Carey (volunteer), Rich Hirsch (former director), and Janet Hirsch (PWSD#13 bank administrator), and Ron Huber (volunteer).

**New Business**

*New Board Member*

Steve Carey was asked to join the board. He accepted the position. John made the motion to appoint Steve Carey to the PWSD#13 board of directors. Cheryl seconded the motion. The motion passed on a voice vote.

**Approval of Agenda**

Motion was made by Denny and seconded by John to approve the agenda. The agenda was approved on voice vote.

**Approval of Minutes of Previous Meeting**

Motion was made by Cheryl and seconded by Steve to approve the minutes of the regular meeting conducted on August 18, 2025. On a voice vote, the minutes were approved.

**Treasurer's Report**

*Invoice Approval*

Janet read the list of invoices that were approved by email last month and the list of invoices to be approved. Both are attached. Motion was made by Steve and seconded by Cheryl to approve payment of all the invoices. The motion passed on a voice vote.

Janet asked Cheryl to sign the generator maintenance contract with Southeast Services. This will hold our price at the same level (\$635) for the next four years. This was approved at the last meeting, but Southeast didn't receive it. The form should be included with the \$635 payment.

Cheryl asked the board to approve the purchase of 15 new sewer service signs. Denny made the motion to purchase the signs and John seconded the motion. The motion passed on a voice vote.

*Financial Reports*

Tammy reported account balances as of October 16, 2025.

O&M checking account (xxx 8161)	\$42323.34
Commercial checking/surplus account (xxx7801)	\$33,964.21
Short-Lived Asset Reserve account (xxx 0378)	\$108,421.60
Replace and Extension account (xxx2007)	\$39,350.10
CD balances	
Debt Serv Res xxx9136	\$127,305.95
O&M surplus xxx9138	\$275,792.81
O&M surplus xxx9139	\$110,317.12

**USIC Report**

Cheryl read John's report that there were seven calls for marking at \$37.92 each and that is consistent with activity this time of year.

**Collection System**

Cheryl is acting as primary responder for after-hours service calls. Ron, Denny, and Steve will serve as backup.

**Treatment Plant**

*Flowmeter*

Rich reported that on September 29 the flowmeter was rewired by Jeff of Vandevanter Engineering using the conduit installed by Happy Grass. The flowmeter displayed the discharge as 10 to 12 gal/min, a reasonable value. Rich also zeroed the totalizer because it had been displaying an error message.

#### *Road*

The road to the treatment plant has become overgrown with tree limbs and bushes. Steve reported that it is scheduled to be trimmed by the LTPOA.

#### *Missouri Operating Permit*

Janet reported that PWSD#13 was issued the new operating permit for the treatment plant. It was issued Oct 10 and will be valid 11/1/25 - 10/31/2030. All our operating permits are posted at the website.

Significant changes from our last permit . . .

- Removal of reporting levels of oil & grease in effluent
- Removal of need for Whole Effluent Toxicity (WET) test (was once per permit cycle)
- Addition of influent monitoring of BOD and TSS quarterly
- reporting of effluent *E. coli*: no reporting zero quantity, must be <limit
- Must submit renewal application >180 days before 10/31/2030
- Requires operator "D certification" (lowest level), no longer "C certification"

On Factsheet page 8: new section specifies Operational Control Testing daily for

- Precipitation
- Flow, influent or effluent
- Ph of influent
- Temperature of aeration basin?

And twice/year for

- Pressure – squirt height in sand filter

The Factsheet also contains the statement on page 1 "A Factsheet is not an enforceable part of an operating permit."

#### **Old Business**

##### *New Secretary*

We still have no volunteer to be secretary. Janet will ask for a volunteer in the next "this week . . ." email blast.

##### *Email Billing*

Jennie and Janet sent out the Oct email invoices to 240 customers. Four customers received paper invoices. Janet recommended no fee be charged for the paper invoice. Everyone agreed.

##### *Sewer Office Telephone Answering Machine*

As Cheryl reported in August that the messages are often distorted and difficult to understand. Denny and Cheryl solved that problem by installing a new answering machine that announces date of the call and the phone number of the caller.

##### *Past Due Payment 7657 Lakemont McKenna*

The customer's father is paying off the delinquent amount. The current balance due is \$554.

##### *Wastewater Conference and Courses*

MRWA held a wastewater conference and training courses Oct 1-2 in St Charles. PWSD#13 is a member organization, and we have \$500 budgeted for educational/professional expenses. Denny Schaab and Steve Carey attended the board training course. Steve will report on it at the next meeting.

##### *Appreciation for Joan and Marilyn*

Discussion was tabled until the next meeting.

#### **Next Meeting**

November 17, 2025 at 5pm.

#### **Adjournment**

Steve made a motion to adjourn, seconded by Cheryl. The meeting adjourned at 6:05 pm.

Cheryl Miller, President

Janet M Hirsch, Acting Secretary

meeting date	9/15/2025
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Payee	Description	Sum of invoice amt
<b>Ameren</b>	Electric utility at sewer office	18.78
	Electric utility at WWTP	323.06
<b>Ameren Total</b>		<b>341.84</b>
<b>Answer National</b>	Telemessage Service	35.00
	outdials, 2	1.08
<b>Answer National Total</b>		<b>36.08</b>
<b>Charter</b>	phone at sewer office	40.00
<b>Charter Total</b>		<b>40.00</b>
<b>Jennie Kimmel</b>	Bookkeeper services	400.00
<b>Jennie Kimmel Total</b>		<b>400.00</b>
<b>PWSD#13</b>	Sewer user fee at sewer office	72.00
<b>PWSD#13 Total</b>		<b>72.00</b>
<b>Rick Hannick</b>	Customer liaison	125.00
<b>Rick Hannick Total</b>		<b>125.00</b>
<b>Stacey Dempsey</b>	Customer refund	72.00
<b>Stacey Dempsey Total</b>		<b>72.00</b>
<b>USIC</b>	USIC locating services	339.76
<b>USIC Total</b>		<b>339.76</b>
<b>USPS</b>	Post office box annual renewal	188.00
<b>USPS Total</b>		<b>188.00</b>
<b>Water Resources</b>	monthly fee	775.00
	herbicide	100.00
	wwtp - sprayed weeds	125.00
	7800 Mohawk (Armbruster) - alarm, reconnected discharge line and replaced pump	250.00
	6431 SLSD (Ericka Richards) - alarm, after Cheryl & Ron reconned discharge line, ck'd system	62.50
	6163 NLSD (Matt Schweiss) - alarm, cleaned very dirty filter basket	187.50
	6163 NLSD (Matt Schweiss) - alarm, replaced start float	187.50
	5774 SLSD (Silhavy) -alarm, replaced broken discharge hose	62.50
	6186 NLSD (Fulford) - odor, no odor, no leak found	62.50
<b>Water Resources Total</b>		<b>1,812.50</b>
<b>Grand Total</b>		<b>3,427.18</b>

meeting date

10/20/2025

Payee	Description	amount	payee total
Ameren	Electric utility at sewer office	18.78	
	Electric utility at WWTP	367.24	386.02
Answer National	Telemessage Service	35.00	
	Outdials	0.54	35.54
Charter	phone at sewer office	40.00	40.00
Denny Schaab	educational expense: MWRA seminar	140.00	
	digital answering system for sewer office	25.54	165.54
Happy Grass	Installation of conduit for flowmeter at wwtp	338.00	338.00
Jennie Kimmel	Bookkeeper services	464.00	464.00
Lakenen Insurance	crime policy (1 yr)	680.00	680.00
PWSD#13	Sewer user fee at sewer office	72.00	72.00
Southeast Services	semi-annual generator service	635.00	635.00
Steve Carey	educational expense: MWRA seminar	200.90	200.90
USIC	USIC locating services	265.44	265.44
Vandevanter Engineering	rewiring of flowmeter at wwtp	2,250.50	2,250.50
Water Resources	monthly fee	775.00	
	6097 SLSD (Knoll) - alarm, had customer reset inside breaker	250.00	
	6464 NLSD (Wieggers) - alarm reconnected pump wire	187.50	
	7696 Lakeview (Fuller) - alarm, checked system	187.50	
	float switch, purchased 20	979.00	
	wwtp - cleaned RSF filters	625.00	3,004.00
Grand Total		8,536.94	8,536.94