

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the January 19, 2026
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 January 19, 2026.

Call to Order

The meeting was called to order by Cheryl at 5:03 p.m.

Roll Call of Directors The following directors were present.

Cheryl Miller
John Fechter
Linda Blaha
Steve Carey

Denny Schaab was absent. Also in attendance were Tammy Knuth (treasurer), Rich Hirsch (former board member), Janet Hirsch (PWSD#13 bank administrator), Ron Huber (volunteer), and Jane Durnin (potential secretary).

Approval of Agenda

Motion was made by Linda 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 Steve and seconded by Linda to approve the minutes of the regular meeting conducted on December 15, 2025. The motion passed on a voice vote.

Financial Reports

Invoice Approval

Janet read the list of invoices to be approved, attached. Motion was made by Linda and seconded by John to approve payment of all the invoices. The motion passed on a voice vote.

Cheryl reported back account balances as of January 16, 2026.

O&M checking account (xxx 8161)	\$23,559.95
Commercial checking/surplus account (xxx7801)	\$34,012.67
Short-Lived Asset Reserve account (xxx 0378)	\$125,003.94
Replace and Extension account (xxx2007)	\$45,130.40
CD balances	
Debt Serv Res xxx9136	\$128,509.25
O&M surplus xxx9138	\$278,399.62
O&M surplus xxx9139	\$111,359.84

Overdue Invoices – Liens

No customers are eligible for liens.

USIC Report

John reported that there were no calls for marking in December.

Collection System

Cheryl reported that there was a backup in the house at 6233 NLS. The resident replaced a 20-amp breaker with a 30-amp breaker.

Treatment Plant

Rich reported that the vegetation has been trimmed on the road to the treatment plant.

Old Business

Email Billing

Jennie and Janet sent out the Dec email invoices to 240 customers. (Total customers = 243.)

Five customers received paper invoices:

- Norma Jean Blackwell – nursing home, no email address
- Gary Ryan – elderly single man, daughter requested paper invoice.
- Stan & Virginia Schweiss – elderly couple, rec'd note from the wife "cannot deal w/ change"
- Mary Leiweke – died, family does not seem to be monitoring the email, and amount due is \$216
- Tamara Alvey – after email bounced

Four customers received approaching-\$300-lien warning letters

- Steve Fuller
- Tanis Dolan
- Jim Miller
- Dave & Joanne Ross

Repair payments

Cheryl reported that the district received \$1533.46 (via ACH 1/16/26 as requested by) customer at 7688 Lakeview. Received \$106.65 for 24" lid from customer at 6208 NLSL.

Fraud Protection of Bank Accounts

Cheryl reported that fraud protection is working well. Cheryl is primary while Denny is away.

Rate Review by MRWA

We expect MRWA to request information in March

Appreciation for Joan and Marilyn

Cheryl will coordinate the date for a thank-you gathering.

PWSD#13 Election

No candidates filed for the two board positions up for election April 7, 2026. Deadline for filing the election certificate is January 27, 2026. Cheryl will file the certificate.

Proposed Adoption of Muni-Link Online Payment Portal

John and Janet attended an additional meeting with the MuniBilling rep. Janet and Jennie sent him samples of our invoices and customer data. We never received a formal proposal from MuniBilling.

The Muni-Link rep told us of several sewer districts that recently switched from MuniBilling to Muni-Link. John contacted the districts and determined that MuniBilling was having serious problems. John consulted all the board members and they agreed to implement the motion passed at the November meeting approving the use of the Muni-Link customer portal. Cheryl signed the contract on 1/5/26. John will follow up with Muni-Link.

MRWA Wastewater Conference and Courses

Steve spoke of the importance of observing the requirements of the Sunshine Law and that in response to information requests from customers, the district is only required to provide requested existing documents.

When a request for information is received, the district's record keeper must respond within 3 days to advise the customer of "how long" and "how much" to produce the document. The cost will be based on \$50/hr document retrieval fee for the person that does the work. Motion was made by Cheryl and seconded by John to appoint Linda record keeper. The motion passed on a voice vote.

Honorarium Proposal

Steve made a motion seconded by John to table discussion of honoraria. The motion passed on a voice vote.

New Business

Cheryl, Ron, and John responded to a call about a leak on the lakefront patio at 5973 SLSD. The STEP tank was full and dirty. It and 5981 SLSD were manually pumped down. There appears to be a leak in the riser containing the shut-off valve near the 5973 SLSD STEP tank. WRM will repair the leak next week.

Board approval to buy new checks and stamps

Linda made a motion to approve purchase of checks and stamps, seconded by John The motion passed on a voice vote.

Next Meeting

February 16, 2026 at 5pm.

Adjournment

Linda made a motion to adjourn, seconded by Steve. The meeting adjourned at 6:13 pm.

Cheryl Miller, President

Janet M Hirsch, Acting Secretary

Invoices

meeting date 1/19/2026

Payee	Description	amount	payee total
Ameren, via ACH	Electric utility at sewer office	52.00	
	Electric utility at WWTP	272.76	
			324.76
Answer National	Telemessage Service	35.00	
	outdials, 1	0.54	
	Patching minutes, 1.00	0.54	
			36.08
BridgeTower Media	election ad	50.47	
			50.47
Charter, via ACH	phone at sewer office	40.00	
			40.00
Donald & Rhonda Kidwell	Customer refund	45.60	
			45.60
Jennie Kimmel	Bookkeeper services	477.50	
			477.50
Omnisite	Omnisite notification system, 1-yr cell phone fee	455.00	
			455.00
PWSD#13, via ACH	Sewer user fee at sewer office	72.00	
			72.00
Steve Carey	Non-washable pens	13.53	
			13.53
Water Resources	monthly fee	775.00	
	6473 SLSD (Hindricks) - odor, everything ok	62.50	
	5925 NLSD (S Fitzgerald) - alarm, cleaned filter & pump screen	125.00	
	6020 SLSD (Hunter) - alarm, reset breaker in house	125.00	
	wwtp cleaned all RSF filters	625.00	
			1,712.50
Grand Total		3,227.44	3,227.44