Public Water Supply District #13
Jefferson County, Missouri
Minutes of the May 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 on May 20, 2025.

Call to Order
The meeting was called to order by President Cheryl Miller at 5:02pm.

Roll Call of Directors
The following Directors were present.

Cheryl Miller
Denny Schaab
John Fechter
Marilyn Meyer

Also in attendance were Rich Hirsch (former Director), Janet Hirsch (PWSD#13 Bank Administrator), Linda Blaha, Ron Huber, and Steve Carey.

Approval of Agenda
The agenda was approved with a motion by Marilyn and seconded by Denny.

Approval of Minutes of the Previous Meeting
The previous minutes were approved with a motion by Marilyn and seconded by Denny.

Treasurer's Report
Delinquent Payment Issues.
Cheryl reported there were no customers eligible for a lien this month.

Invoice Approval.
Denny read the Invoices for Payment Approval Report dated May 20, 2025 (copy attached). The total was $2,674.09. Denny made a motion to pay the invoices and Marilyn seconded. The motion passed on a voice vote.

Missouri 1 Call Service.
Cheryl reported that John email the USIC invoice this month had 7 tickets totaling $265.44.

Collection System - Water Resources Report

Treatment Plant Operation and Maintenance
Rich reported he is working with Vandevanter Engineering about erratic reading on the Treatment Plant Discharge Flow Meters. See the attached TP Flow Meter Problems report by Rich Hirsch.
The Board is waiting for a cost estimate for a 25' trench (1' deep) and to run new cables through conduit.
Rich also discussed the Ultra Violet (UV) System that ensures purification of the water exiting the Treatment Plant. The UV system will be replaced in the Fall. A 3-bulb system will be installed.

Old Business
In Memory of.
Two spring flowering crabapples were purchased from donations and planted in honor of Carol Kohen and Bob Quigley.

Email Billing.
Janet Hirsch has been working on transitioning monthly billing to email billing (See attached Email Billing Report by Janet). Currently, supplies and postage to mail billing postcards costs $1600 annually. Email billing will cost about $216 annually. Another issue that will be eliminated is problems with mail delivery and customers not receiving their bill. Janet has been working on an email list of our customers. There are about 25 customers that do not have email. The plan is for a notice letter to be sent informing customers of the change and asking them to confirm an email address. A sample email bill was reviewed by the Board. Janet and Cheryl has been coordinating with Jennie to create the individual sewer invoices using Excel and mail merge in MS Word. A mail merge software license of $30 a year.

Payment for Repairs.
There is still a past due repair due from 5961 S Lakeshore Dr for $515.05 owed to the district.

Board Members.
A motion by John and seconded by Cheryl to appoint Denny Schaab as Vice President of PWSD#13. The vote passed unanimously.
A motion by John and seconded by Cheryl to appoint Linda Blaha as a Board Member of PWSD#13.
The Board discussed the search for Secretary and Treasurer.

New Business
No new business.

Adjournment
John made a motion to adjournment the meeting and it was seconded by Denny.
The next meeting is July 15, 2025 at 5pm

Cheryl Miller
President

meeting date 5/20/2025

Payee	Description	amount	payee total
Ameren	Electric utility at sewer office	15.70	
	Electric utility at WWTP	241.94	
			257.64
Answer National	Telemessage Service	35.00	
	outdials, 3	1.62	
			36.62
Charter	phone at sewer office	39.99	
			39.99
Jennie Kimmel	Bookkeeper services	432.00	
			432.00
PWSD#13	Sewer user fee at sewer office	72.00	
			72.00
Rick Hannick	Customer liaison	50.00	
			50.00
USIC	USIC locating services	265.44	
			265.44
USPS	Postage, monthly billing	120.40	
			120.40
Water Resources	monthly fee	775.00	
	6770 SLSD (Grimm) - alarm, replaced start float	125.00	
	5815 NLSD (Licari) - alarm, lots of grease, cleaned filter	250.00	
	5825 SLSD (Shea) - leak at 24"-lid, replaced disconnect	250.00	
			1,400.00
Grand Total		2,674.09	**2,674.09**

TP Flow Meter Problems

To Will Brushi, Vandevanter Engineering

[Will Bruschi visited our sewer treatment plant on May 2, 2025.]

When you were here, you redid the connections in the jbox of the discharge flowmeter pit. You said there was substantial degradation of the 6 wires that connect the meter body to the meter readout. You tried to trim back the insulation to good wire, but it was difficult. The flowmeter is type Toshiba LF620F.

On May 19 I visited the TP & unfortunately the flowmeter displayed: "0.0 gal/min | Empty Alarm". I assume that there is still a connection problem as I can see effluent coming out of the TP. Unfortunately, I did not look at the discharge flowmeter after you redid the connections until today. (The immediate readings would not have meant anything since the pumps had been turned off for 3 hrs.)

Your suggestion was to install new cable(s) to replace the degraded cables. To replace the degraded cables, we were to replace the ¾ inch conduit currently in place with 1.25" ID conduit. There is also a problem with splices in the jbox. The new installation would connect the meter readout directly to the meter body without splices or a jbox.

Is this still a reasonable plan. Is it likely that the "Empty Alarm" message is caused by bad wiring? Or is there just a setting that is wrong.

I believe you were going to send me an estimate to run new cables thru conduit that we will install.

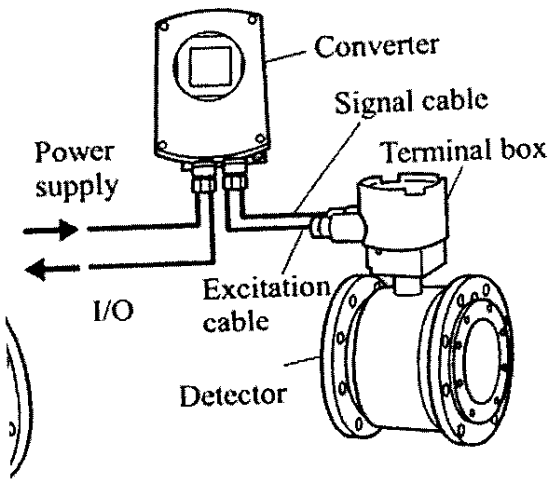
Thanks,

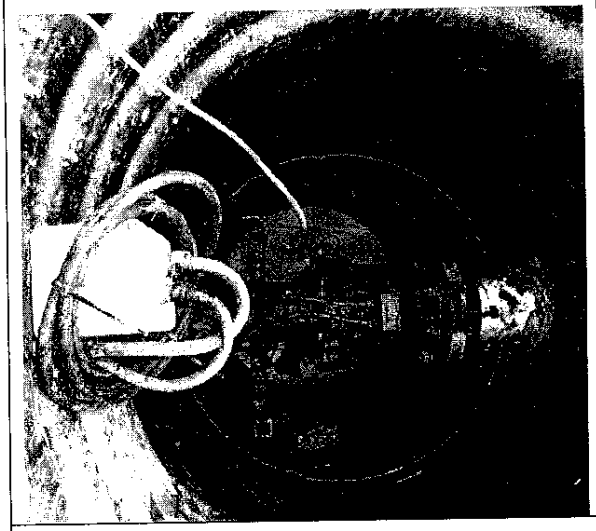
Rich Hirsch

PWSD#13 of Jefferson County Missouri

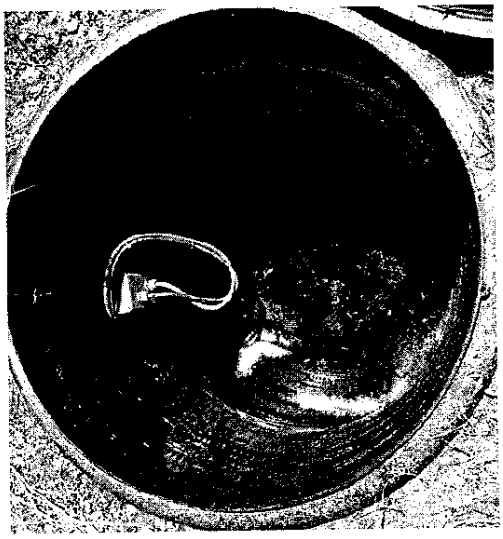
Rich.hirsch@gmail.com

Here are some relevant illustrations:

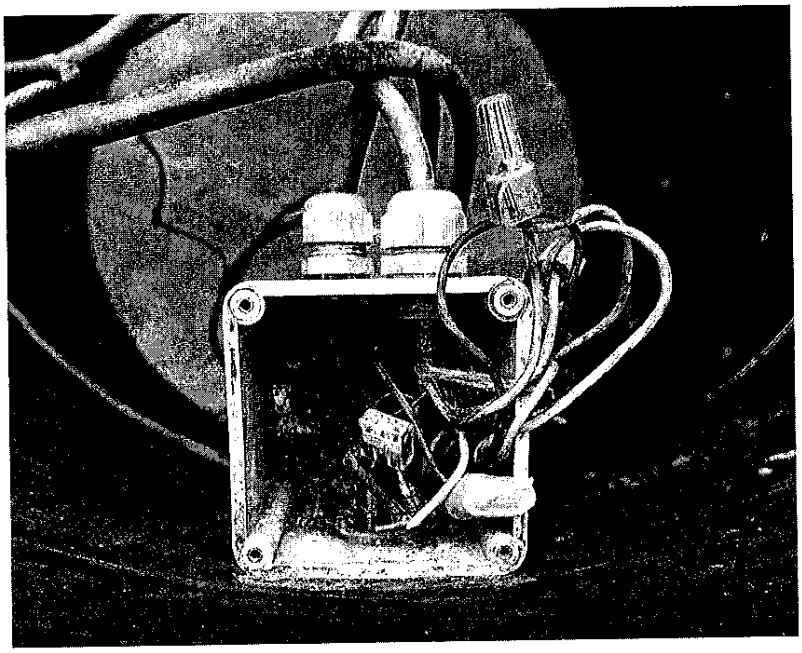




Discharge Flow Meter (FM3) is 6" flow meter. Shown in pit.



Pit is normally full of water. For Will's visit I used a sump pump to remove most of the water from the pit.



Email Billing Report

By Janet Hirsch
May 20, 2025

At the last board meeting, the consensus was that due to the problems with postal deliveries, we should switch to all-email monthly sewer invoices. We have 242 sewer accounts. Based on the database I use for "this week . . ." mailings, we have email addresses for 217 (90%). That leaves 25 accounts without email addresses.

POSTCARD BILLING
The average annual cost for postcard billing is $1600.[1]

EMAIL BILLING
The expected annual cost for email billing would be $216.[2]

ACTION PLAN
I suggest that we send out a msg to all sewer customers stating that the sewer district will be switching to all electronic monthly billing. This is because the sewer board wants to

- deliver invoices in a timely manner and
- save the expense of printing and mailing

As an incentive to those 25, I suggest we impose a charge for postal billing, for example $1/month. This would have to be approved by the board.

This msg can be either a letter sent by postal mail to all customers or by email to 217 and by postal mail to the remaining 25.

---

[1]POSTCARD COSTS
Analysis of the billing costs shows that the district spends about $135 per month mailing 215 postcards:

Cost per postcard	
Postage	$.56
Index card stock	$.06
Total	$.62
Total monthly cost	$133
Total annual cost	**$1600**

[2]EMAIL COSTS

Annual s/w license	$ 30	
Postcards for 25 customers		$186
Total annual cost	**$216**	

Jennie currently creates individual sewer invoices using an Excel spreadsheet and mail merge in MS Word. She then prints the invoices on index card stock.

If we switch to all-email billing, she would still create the invoices the same way. But they would be individual email messages. By default, MS Word allows customizable email messages but always uses the default "from" address. We don't want the invoices to come from any address except pwsd13@charter.net. That means we would have to purchase a license for email merge software.

The software I use for "this week . . ." is the Mail Merge Toolkit from MAPILab. This is an addin for Microsoft Word. The license is $30 per year. It is fully customizable, allowing for creation of a separate email message for each recipient and specifying the "from" address.