PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the June 17, 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 June 17, 2025.

Call to Order
The meeting was called to order by Vice President Denny Schaab at 5:02 p.m.

Roll Call of Directors The following directors were present.

Cheryl Miller
Denny Schaab
Linda Blaha
Marilyn Meyer

Also in attendance were Joan Jaeger (Treasurer), Rich Hirsch (former director), and Janet Hirsch (PWSD#13 bank administrator), Ron Huber (volunteer), and Steve Carey (volunteer).

Approval of Agenda
Motion was made by Cheryl and seconded by Linda to approve the agenda. The agenda was approved on voice vote.

Approval of Minutes of Previous Meeting
Motion was made by Denny and seconded by Linda to approve the minutes of the regular meeting conducted on May 20,2025. On a voice vote, the minutes were approved.

Treasurer's Report

Invoice Approval.
Janet read the Invoices for Approval report dated 6/17/2025 (copy attached). The total for all the invoices was $6450.78. Motion was made by Cheryl and seconded by Denny to approve payment of the invoices. The motion passed on a voice vote.

Financial Reports
Joan reported the account balances as of June 16, 2025.

O&M checking account (xxx 8161)	$35,003.33
Commercial checking/surplus account (xxx7801)	$33,896.18
Short-Lived Asset Reserve account (xxx 0378)	$109,943.14
Replace and Extension account (xxx2007)	$38369.05
CD balances	
certificate xxx9136	$126,126.75
certificate xxx9138	$273,238.22
certificate xxx9139	$109,295.00

The CDs' interest will be paid at the end of July.

Delinquent Payment Issues.
Janet reported that four customers became eligible for a lien this month.

lake address	Prior Balance 5/31	covered by liens	diff	new lien amt
7647 Lakemont Dr	928.00	408.60	519.40	**519.40**
6692 S Lakeshore Dr	2844.00	2316.60	527.40	**527.40**
7616 Lakeview Dr	4015.80	3488.40	527.40	**527.40**
5902 S Lakeshore Dr	7192.40	6679.00	513.40	**513.40**

Motion was made by Denny and seconded by Cheryl to approve filing these four liens. The motion passed on a voice vote.

The customer at 6751 SLSD is paying off the balance due at $400 per month. This represents a good-faith effort and as such will not be charged any additional late fees.

USIC Report
John Fechter was absent. Janet read his report that the USIC invoice this month was for 10 standard visits.

Collection System
A new house was built at 5725 NLSD (Harber). Cheryl will check the pump hours to determine if they have connected to and are using the sewer system.

Cheryl responded to a customer complaint of odor and alarm at 7716 Meadow. The alarm was from the inline septic. The customer plans to pay for the removal of the inline septic and connection directly from the house to the sewer system.

Treatment Plant
The discharge flowmeter was serviced by Vandeventer Engineering and needs new wiring from the meter to the display. Steve will have Happy Grass dig the trench about 25 feet long and 8 inches deep. and install the 1-1/2-inch O.D. conduit. Vandeventer will do the wiring.

Old Business
Email Billing
Janet reported that we have email addresses for all but 3 customers:

Beauchaine, Regina	6365 N Lakeshore Dr
Blackwell, Norma Jean	7616 Lakeview Dr
Dillman, John S.	6687 S Lakeshore Dr

For the August 1 billing, customers will be sent a paper invoice, the notice of change to email billing (attached), and the Direct Pay form. Email billing will begin September 1 using the new email address pwsd13billing@gmail.com.

Payments for Repairs.
The homeowner at 5961 S Lakeshore owes $515.05 to the district for repairs. Cheryl reported that the homeowner will pay the full amount.

Search for Secretary and Treasurer
No one has volunteered yet.

New Business
Operating Permit
Janet reported the background of the application for renewal:

6/30/2023	Operating Permit expired
8/29/2023	PWSD#13 submitted application for renewal
1/10/2024	MO DNR acknowledge receipt of application and requested additional information
1/19/2024	PWSD#13 submitted requested information
6/12/2025	MO DNR began review of application and requested "location of influent sampling" and confirmation to proceed
6/162025	WRM submitted "location . . . " information

Cheryl will contact MO DNR and confirm PWSD#13 application for renewal.

LTPOA Annual Meeting Presentation
Items to be presented:

- Recent loss of Carol Kohnen (Secretary) and Bob Quigley (Vice President)
- Secretary and Treasurer needed
- Upcoming change to all email billing (50 copies of "Coming Soon Notice of Change" available for customers). Steve will request email addresses from customers listed above if they vote at the meeting.

Sales Office Telephone Answering Machine
Customers report that the answering machine will not record messages. Cheryl to talk to Jennie about deleting messages.

Sales Office Termite Prevention
Rottler pest control left a message that the weeds at the back of the Sale Office need to be cut so they can service the termite prevention devices. Cheryl will contact Happy Grass about taking care of this.

Adjournment
Cheryl made a motion to adjourn, seconded by Linda. The meeting adjourned at 6:12pm.

Cheryl Miller
President

Janet Hirsch
Acting Secretary

Homeowners: COMING SOON

PWSD#13
5706 N Lakeshore Dr
Hillsboro MO 63050

NOTICE: Change to Sewer Billing

August 1, 2025

Name
Billing address
City ST zip

Dear PWSD#13 Customer,
Enclosed is your invoice for sewer service at service address during the month of July. **This letter serves as notice that future invoices will be sent electronically to your preferred email address.**

Due to postal delays and lost mail, customers have faced issues receiving their sewer invoices in a timely manner. To assist our users in managing their payments promptly and avoiding unnecessary late fees, we are implementing an electronic billing system.
Public Water Supply District #13 will transition to electronic invoices September 1. Your sewer user invoice will be sent to: youremail@server.com

To receive your invoice at a different email address, send your preferred email address to pwsd13billing@gmail.com or the postal address provided above. If you do not have an email address you may submit your cell phone number with the carrier name and receive the sewer invoices via text message. Any change to your email address must be received by the district by August 10, 2025. Should you prefer to continue to receive a postcard invoice, an additional fee will apply. Additionally, all customers are encouraged to consider automatic payments through Bill Pay or Direct Pay. These methods are easy to set up and can be canceled whenever necessary.

Bill Pay
Bill Pay is available through your bank. Arrange for your bank to automatically send the sewer user fee each month before the due date.

Direct Pay
With Direct Pay you authorize the sewer district to withdraw the monthly sewer fee from your bank account. Complete and submit the enclosed form to enroll.

The PWSD#13 Board of Directors, composed of five of your Lake Tishomingo neighbors, oversees the sewer district. We recognize the importance of the central sewer system for our community's health and encourage timely submission of sewer payments to avoid late fees. Thank you for cooperating with the change to the billing system.

PWSD#13 Board of Directors

Payee	Description	amount	payee total
Ameren	Electric utility at sewer office	15.80	
	Electric utility at WWTP	231.21	
			247.01
Answer National	Telemessage Service	35.00	
	Outdials	2.70	
			37.70
Charter	phone at sewer office	39.99	
			39.99
Jennie Kimmel	Bookkeeper services	494.00	
			494.00
PWSD#13	Sewer user fee at sewer office	72.00	
			72.00
Rick Hannick	Customer liaison	50.00	
			50.00
Southeast Missouri Regional Planning	SEMOGIS annual hosting fee	1,000.00	
			1,000.00
USIC	USIC locating services, 10 tickets	379.20	
			379.20
USPS	Postage, monthly billing	117.60	
			117.60
Vandevanter Engineering	Flowmeter service call	924.00	
			924.00
Water Resources	monthly fee	775.00	
	5815 NLSD (Licari) - alarm, reattached pump, replaced stop-float	156.25	
	5933 SLSD (Marten) - determined no inline tank. Learned that Cheryl had determined it earlier.	31.25	
	6072 NLSD (Kimmel) -alarm, replaced start-float	125.00	
	6472 NLSD (Carnie) - Alarm, uncovered lids buried in mulch, replaced start- and stop-floats	250.00	
	floats, purchased 11 ($56 each)	616.00	
	lid, 12", purchased 4 ($40 each)	160.00	
	pump for STEP tanks,20 gpm, 115v, purchased 2 ($487.89 each)	975.78	
			3,089.28

TOTAL	6,450.78	**6,450.78**