PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the July 15, 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 July 15, 2025.

Call to Order
The meeting was called to order by Vice President Denny Schaab at 5:01 p.m.

Roll Call of Directors The following directors were present.
Cheryl Miller
Denny Schaab
Linda Blaha

The following directors were absent.
Marilyn Meyer
John Fechter

Also in attendance were 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 Linda and seconded by Cheryl to approve the agenda. The agenda was approved on voice vote.

Approval of Minutes of Previous Meeting
Motion was made by Linda and seconded by Cheryl to approve the minutes of the regular meeting conducted on June 17,2025. On a voice vote, the minutes were approved.

Treasurer's Report
Invoice Approval.
Janet read the Invoices for Approval report dated 7/15/2025 (copy attached). The total for all the invoices was **$**4,341.74. Motion was made by Cheryl and seconded by Denny to approve payment of the invoices. The motion passed on a voice vote.

Financial Reports
Denny reported account balances as of July 14, 2025.

O&M checking account (xxx 8161)	$23,295.39
Commercial checking/surplus account (xxx7801)	$33,912.90
Short-Lived Asset Reserve account (xxx 0378)	$109,870.55
Replace and Extension account (xxx2007)	$39,340.47
CD balances	
certificate xxx9136	$126,126.75
certificate xxx9138	$273,238.22
certificate xxx9139	$109,295.28

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

Delinquent Payment Issues.
Janet reported that no customers became eligible for a lien this month.

USIC Report
John Fechter was absent. Cheryl read his report, attached, that the USIC invoice this month was for nine standard visits.

Collection System
The WRM invoice included three alarm calls where they had to replace start floats. Cheryl will talk to WRM and ask them to put the defective floats on the sewer office porch. Then Rich can examine them and try to determine the cause of the failures.

Another service call at 5774 SLSD (Silhavy) resulted in WRM replacing the discharge assembly. WRM wants to install an air release valve with heavy duty PVC and a quick connect. Rich's report describing the problem is attached. Every four to six months this system fails, and we need to find a solution. Cheryl will discuss the problem with WRM.

Treatment Plant
The discharge flowmeter was serviced by Vandeventer Engineering and needs new wiring from the meter to the display. Steve reported that Happy Grass will dig the trench this week.

Old Business
Email Billing
Janet' report is attached. She reported that we have email addresses for all but two customers:

Blackwell, Norma Jean	7616 Lakeview Dr
Dillman, John S.	6687 S Lakeshore Dr

We hope Mr Dillman will provide an email address in response to the announcement. For the August 1 billing, we will send the announcement of the new system. Janet will print the announcements on Monday July 28 and we will assemble the mailings Tuesday July 29. We hope the post office will deliver them by Friday August 1.

Payments for Repairs.
The homeowner at 5961 S Lakeshore paid the $519 he owed the district for repairs.

Search for Secretary and Treasurer
No one has volunteered yet.

New Business
Sewer Office Telephone Answering Machine
Cheryl monitors the answering machine and responds to customer questions. She reported that the messages are often distorted and difficult to understand. We speculate that customers call from their cell phones and don't realize the poor quality of the audio.

Fourth of July Weekend
There were five emergency alarm calls over the holiday weekend. Four were caused by overuse of the system at residences hosting large parties. The fifth was an actual problem due to a mechanical failure. It was agreed that in the future we will issue public service announcements warning customers to limit the use of water over the holiday by cutting back on dishwasher, laundry, and shower use.

Adjournment
Cheryl made a motion to adjourn, seconded by Linda. The meeting adjourned at 5:54pm.

Cheryl Miller, President

Janet M Hirsch, Acting Secretary

Invoices for Approval

meeting date 7/15/2025

Payee	Description	amount	payee total
Ameren	Electric utility at sewer office	19.02	
	Electric utility at WWTP	347.61	
			366.63
Answer National	Telemessage Service	35.00	
	Outdials	0.54	
			35.54
Charter	phone at sewer office	40.00	
			40.00
JM Hirsch	paper for billing system change to email	41.30	
	postage for billing system change to email	177.39	
	postage for monthly billing	117.60	
			336.29
PWSD#13	Sewer user fee at sewer office	72.00	
			72.00
Rick Hannick	Customer liaison	25.00	
			25.00
USIC	USIC locating services	341.28	
			341.28
Wallach Septic Service	6431 SLSD (Erica Richars) emergency pump out, approved by email	600.00	
			600.00
Water Resources	monthly fee	775.00	
	wwtp - cleaned RSF filters	625.00	
	5794 NLSD (Puricelli) - leak search, no leak found	62.50	
	7716 Meadow (Davis) - odor, advised resident alarm was from in-line tank	62.50	
	7652 Lakeview (Meyer) - alarm, replaced start float	250.00	

	6036 NLSD (Holloran) - alarm, replaced start float	250.00	
	5714 NLSD (Kustra) - alarm, replaced start float	250.00	
	5891 SLSD (Schaab) - leak, discovered neighbor left hose on	187.50	
	5774 SLSD (Silhavy) - alarm, replaced pump discharge assembly	62.50	
			2,525.00
Grand Total		**4,341.74**	**4,341.74**

USIC Report

There were nine calls for utility marking in June 2025. The calls were for:

- 5868 NLSD (Brukardt) by Baker Landscaping for landscaping work.
- 7688 Lakeview Dr (Hovis) by Baker Landscaping for landscaping work
- NLSD (n/a) by Blackwell Contracting to excavate a splice pit for ATT
- NLSD (n/a) by Brewster Company to do excavation work for Ameren
- 5868 NLSD (Brukardt) by Baker Landscaping for landscaping work.
- 6415 SLSD (Brda) by Woods Basement Systems to do waterproofing work.
- 5937 SLSD (Rodgers) by Masters Excavating to dig around foundation.
- NLSD (n/a) by Blackwell Contracting to excavate a splice pit for ATT
- 5856 NLSD (Steeno) by Shelton Landscape to do landscaping work.

At least one, if not two of these were called in twice. In both instances the calls were weeks apart, so they could be legit. In any case, PWSD #13 is on the hook to pay for each call for marking. With that, seven calls for making is well within typical activity for our community and I recommend that we pay USIC the invoiced amount $341.28 (9 x $37.92).

Please let me know if you have any questions or need additional information…John

John Fechter
jffechter@charter.net
314-283-5713

Email Billing Report

By Janet Hirsch
July 15, 2025

At the April board meeting, the consensus of the board was that, due to the problems with postal deliveries, we should switch to all-email monthly sewer invoices. Only two customers remain on the list of no email address:

Norma Jean Blackwell	7616 Lakeview Dr
John S. Dillman	6687 S Lakeshore Dr

And we hope they will provide their email addresses in response to the mailing.

ANNOUNCEMENT MAILING

We plan to print the announcement and August invoice mailing on Monday July 28 and fold, stuff, seal, and stamp on Tuesday July 29. If the postal service cooperates, customers will receive the announcement on Friday August 1.

Email billing will begin September 1.

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.
Email billing will begin September 1. Your sewer user invoice will be sent to: _____
To receive your invoice at a different email address, send your preferred email address to pwsd13billing@gmail.com or the postal address provided above. Any change to your email address must be received by the district by August 10, 2025. It is your responsibility to make sure we have your correct email address. Should you prefer to receive postcard invoices, 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

PWSD#13
PO Box 483
Hillsboro MO 63050

For billing or payment questions contact
pwsd13@charter.net (preferred)
(636) 285-1778 (leave message)

SEWER SERVICE INVOICE

Invoice date 6/1/2025 Invoice Number 40013

CUSTOMER

Richard & Janet Hirsch
6089 S Lakeshore Dr
Hillsboro MO 63050

SEWER SERVICE

Service month: May 2025
Richard & Janet Hirsch
Account No. 193
6089 S Lakeshore Dr

SEWER USER FEE	72.00
DUE DATE	6/10/2025
DELINQUENT DATE	6/21/2025

ACCOUNT SUMMARY

PRIOR BALANCE	$	.00
SEWER USER FEE	$	72.00
LATE FEE	$	.00
AMOUNT DUE	**$**	**72.00**

EMERGENCY CONTACT INFORMATION

In case of sewer emergency call: Operator Office (636) 257-3976, Email: support@waterrm.com
Evenings & weekends (888) 970-1382

REMITTANCE ADVICE

Richard & Janet Hirsch
Account No. 193
6089 S Lakeshore Dr

AMOUNT DUE **72.00** DUE DATE 6/10/2025

AMOUNT ENCLOSED _____

Included is payment in advance for _____ months of sewer service

Return this portion with payment to:

PWSD#13
PO Box 483
Hillsboro MO 63050

Discharge Assembly:

Lateral line to Main sewer line

PUMP
Flex line ruptures due to pressure.

From WRM June invoice:

“Found the pump discharge assembly had burst and started leaking. Replaced pump discharge assembly.

This house has had this issue before and seems to have cavitation issues and pressure spikes from water hammer when the pump turns off.

It would be beneficial to pipe this system's pump discharge with Sched 80 PVC pipe and install some sort of air relief valve as a permanent solution to this problem.”

RH: I would worry about moving the break point away from an easily accessible location. It would be bad if the lateral line broke instead of the Discharge Assembly. Digging may be required.

“Water hammer, also known as hydraulic shock, is a pressure surge or wave that occurs when a fluid in motion is forced to stop or change direction suddenly. This is often caused by the rapid closure of a valve, like when you quickly turn off a faucet, and the resulting shockwave can cause pipes to vibrate and make a loud banging or hammering noise.” -- Wikipedia

Discharge assembly tech data info at: https://odl.orenco.com/documents/HV-SeriesPumpDischargeAssemblies_TDS_Orenco_NTD-GOP-HVA-1.pdf