PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the August 18, 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 August 18, 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
Linda Blaha
John Fechter arrived at 5:12 pm

Since Marilyn Meyer retired there is an empty director position.

Also in attendance were Steve Carey (volunteer), Rich Hirsch (former director), and Janet Hirsch (PWSD#13 bank administrator), Tammy Knuth (volunteer), and Ron Huber (volunteer) arrived at 5:44 pm. John Hindrichs (former director) was there briefly to report that a customer had called him about a billing issue, but she didn't leave her name.

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 Cheryl and seconded by Denny to approve the minutes of the regular meeting conducted on July 15, 2025. On a voice vote, the minutes were approved.

Treasurer's Report
Invoice Approval
Janet began by asking for approval for 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. Motion made by Denny to approve the contract. Seconded by Linda. On voice vote, it was approved.

Janet then reviewed the invoice approved previously by email for an emergency pump out. She previously neglected to specify that all pumping of STEP tanks should be paid out of the Short Lived Assets Reserve Account. She also gave the list of invoices approved this year that should have been paid for out of the SLAR. Joan will verify that the funds were properly transferred. Janet distributed the Appendix B of the User Charge Ordinance (copy attached) which specifies the following should be paid for using SLAR funds: WWTP Recirculation Pumps, STEP System Pumps, Pump STEP System Septic Tanks, and Ultraviolet Unit Bulbs.

Janet read the Invoices for Approval report dated 8/18/2025 (copy attached). The total for all the invoices was $9,499.96. She noted that WRM charged a total of $1533.46 for repair of the sewer line damaged by a contractor at 7688 Lakeview and suggested the property owner be billed for that amount. Cheryl will create and send the invoice to the property owner. Motion was made by Cheryl and seconded by John to approve payment of the invoices. The motion passed on a voice vote.

Financial Reports
Denny reported account balances as of August 16, 2025.

O&M checking account (xxx 8161)	$41,557.80
Commercial checking/surplus account (xxx7801)	$33,930.18
Short-Lived Asset Reserve account (xxx 0378)	$109,970.55
Replace and Extension account (xxx2007)	$39,340.47
CD balances	
certificate xxx9136	$127,305.95
certificate xxx9138	$275,792.81
certificate xxx9139	$110,317.12

Delinquent Payment Issues.

Janet reported that no customers became eligible for liens this month.

USIC Report
John reported on the difficulty he has contacting and getting information from USIC. He used LinkedIn to find the CEO of the company and sent him a well-documented email of the problems with their customer service. He immediately received responses from the CEO and the customer service department and should be able to contact them easily in the future. He reported that for the current month and for past few months we may have been overcharged and may be eligible for credits to our account.

There also was discussion of the USIC marking of the 7688 Lakeview property. Rich distributed a report (attached) showing the aerial view indicating where the sewer lines are located and that Dig-Rite was called 6/23, USIC marked the property 6/25, and the damage was caused by the contractor 7/28. Also, Ron Huber reported that he was at the property site and showed the contractor the location of the sewer lines and advised him to proceed with caution. John will contact the property owner and discuss the situation.

Collection System
No additional discussion of the collection system.

Treatment Plant
Steve reported that Happy Grass completed the trench with conduit for rewiring the discharge flowmeter. It is ready for Vandeventer Engineering to do the work.

The road to the treatment plant has become overgrown with tree limbs and bushes. Steve will talk to Mark Stubits of Happy Grass about having the vegetation trimmed by the person who did the lake roads.

Old Business
New Treasurer
Tammy Knuth volunteered for the treasurer position. She and Joan will meet Thursday to transfer the treasurer's materials. Welcome Tammy and thank you for taking on this job.

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

Blackwell, Norma Jean	7616 Lakeview Dr
Dillman, John S.	6687 S Lakeshore Dr
Peggy Pithan	6139 N Lakeshore Dr

John will contact and explain the new billing system and try to obtain email addresses for them. The board decided not to impose a paper invoice fee for the September 1 billing. They will address this issue again next month.

Liens
Cheryl created and filed the lien for 7616 Lakeview Dr. Janet will contact Jennie and ask her to create the other liens that were approved last month.

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.

Jefferson County Health Department
PWSD#13 received an invitation to attend the September 17 Ribbon-Cutting and Open House at the new JCHD location, 1515 Peach Tree Plaza Ct.

Adjournment
John made a motion to adjourn, seconded by Linda. The meeting adjourned at 6:08 pm.

Cheryl Miller, President

Janet M Hirsch, Acting Secretary

APPENDIX B TO USER CHARGE ORDINANCE
Replacement Account Calculation

This appendix contains a replacement schedule that was developed to determine the amount of revenue needed to fund the Replacement Account. The replacement schedule lists the equipment in the treatment works, the estimated dates when the equipment will have to be replaced, and the estimated cost of replacement (including an allowance for inflation) over the useful life of the treatment works. The replacement dates and costs shown are estimates; the actual replacement dates and costs could be significantly different from those shown. If the actual replacement expenses differ significantly from those listed in the replacement schedule, the funding of the Replacement Account shall be adjusted accordingly.

SHORT LIVED ASSETS RESERVE
RECIRCULATING SAND FILTER & PRESSURE SEWER COLLECTION SYSTEM
PUBLIC WATER SUPPLY DISTRICT #13 OF JEFFERSON COUNTY
FEBRUARY 2010

	Item	Value	Monthly Contribution To Fund
1	Replace Recirculation Pumps Every 10 Years $800.00 * 16 Pumps	$12,800.00	$106.67
2	Replace STEP System Pumps Every 15 Years $500 * 238 Pumps	$119,000.00	$661.11
3	Pump STEP System Septic Tanks Every 5 Years $150.00*238	$35,700.00	$595.00
4	Ultraviolet Unit Bulb Replacement Replace Bulbs every 2.5 years $500.00 Per Change Out	$500.00	$16.67
	Total Monthly Contribution to Replacement Account		**$1,379.44**
	Total Yearly Contribution to Replacement Account		**$16,553.33**

Inflation 0% [2]

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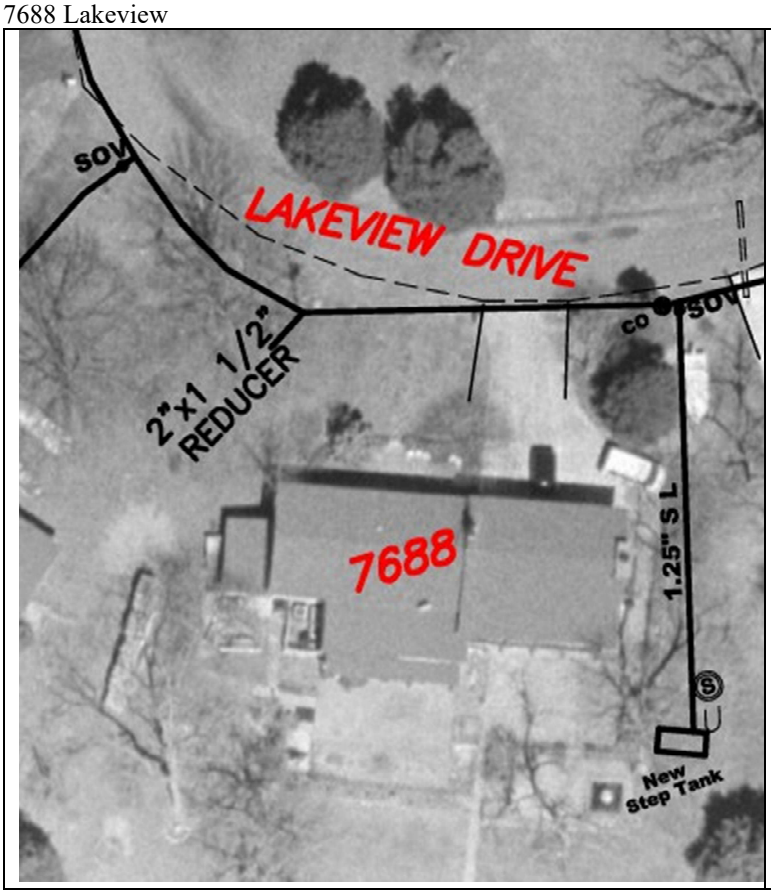
[1] Interest = 4.125%, USDA-RD interest rate on loan to PWSD#13.

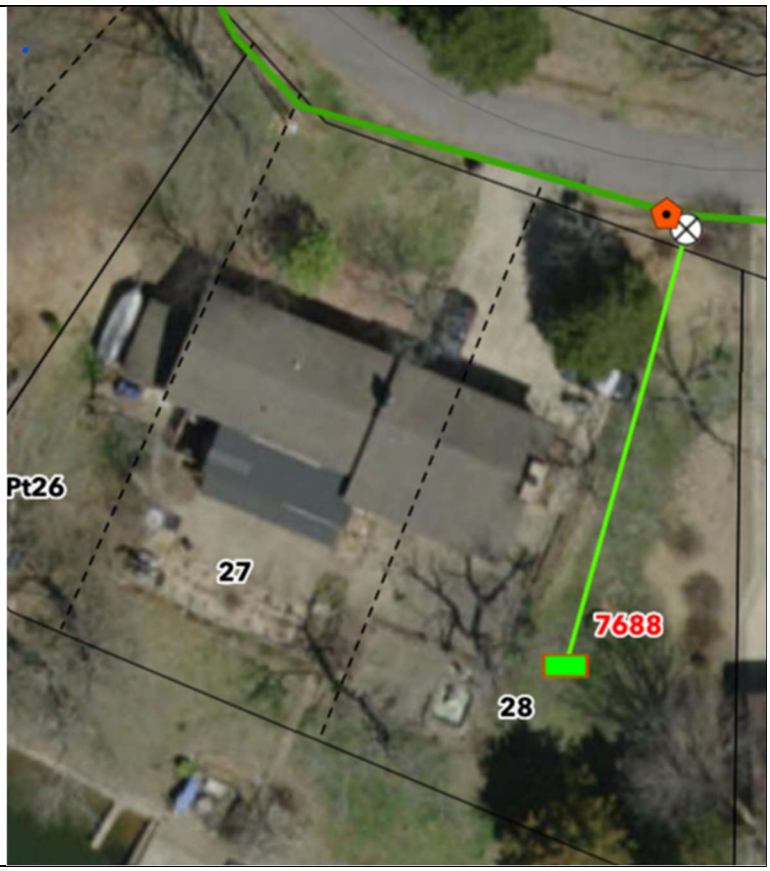
[2] US Bureau of Labor Statistics: As of October 2009, change in CPI: -0.2 for previous 12-month period.

meeting date 8/18/2025

Payee	Description		payee total
Ameren	Electric utility at sewer office	19.48	
	Electric utility at WWTP	334.32	
			353.8
Amerigas	propane tank annual rental	150.56	
			150.56
Answer National	Telemessage Service	35.00	
	19 minutes over 30	30.02	
	outdials (5)	2.70	
			67.72
Charter	phone at sewer office	40.00	
			40.00
Dale Wallen	Grass cutting, Apr - Jul	2,150.00	
			2,150.00
Jennie Kimmel	Bookkeeper services	880.00	
			880.00
LTPOA	transfer assessment fee customer mistakenly sent to PWSD#13	1,000.00	
			1,000.00
PWSD#13	Sewer user fee at sewer office	72.00	
			72.00
Rick Hannick	Customer liaison	175.00	
			175.00
USIC	USIC locating services	682.56	
			682.56
Water Resources	monthly fee	775.00	
	5777 NLSD (Reneski #3) - odor, no problem found	187.50	
	5821 NLSD (Pam Worrell) - odor, no problem found	125.00	
	6395 SLSD (Brooke Richars) - alarm, ck system	62.50	
	6431 SLSD (Ericka Richars) - alarm, ck system after emergency pump out	62.50	
	6519 SLSD (Farwig) - alarm, replaced stop float	125.00	
	6541 SLSD (Ferris) - alarm, reattached discharge pipe, cleaned dirty filter	250.00	
	7688 Lakeview (Mangum) - emergency repair of 1.5-in sewer line damaged by contractor, 1 hr reg rate	**250.00**	
	7688 Lakeview (Mangum) - emergency repair of 1.5-in sewer line damaged by contractor, 3 hr after hours rate	**1,200.00**	
	7688 Lakeview (Mangum) - parts for emergency repair of sewer line damaged by contractor	**88.46**	**bill customer $1,533.46**
	7722 Mohawk (Stephens) - alarm, replaced start float, reattached pump wire	187.50	
	drive time for alarm calls	125.00	
	STEP pump discharge assembly, purchased 3 @ 163.32	489.86	
			3,928.32
			9,499.96
Grand Total		9,499.96	

7688 Lakeview





6/23/2025	Baker Landscaping called USIC
6/25/2025	USIC marked the utility lines at the property
7/28/2025	Contractor damages sewer line
7/28/2025	WRM repairs damage to sewer line

From WRM invoice:

> 7/28/2025 - MANGUM - 7688 Lakeview - Resident was having a driveway extension done at their house and contractor hit sewer line at approximately 2PM. Surprisingly, they had called dig rite and dig rite did not mark the sewer line.
>
> Repaired the 1.5" poly line.

Email Billing Report

By Janet Hirsch
Aug 18, 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.

ANNOUNCEMENT MAILING

We printed the announcements and August invoices and mailed them to all customers July 29.
About 11 customers responded with changes to the preferred email address.

I am still missing three email addresses, but we did obtain phone numbers for two of them. I ask that a board member contact those two and explain the email invoicing and that the extra fee will be applied if they do not provide the email address.

Norma Jean Blackwell	126		7616 Lakeview Dr
John S. Dillman	422	219 688 9599	6687 S Lakeshore Dr
Peggy M Pithan	284	(636) 274-2170	6139 N Lakeshore Dr

Sept 1 will be our first all-email billing. And I don't know how much to add to the bill for the "paper invoice charge."