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

Call to Order
The meeting was called to order by Denny at 5:06 p.m.

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

Steve Carey was absent. Also in attendance was Janet Hirsch (PWSD#13 bank administrator).

Executive Session
The board immediately entered executive session and exited executive session at 5:09pm. Motion was made by Denny to increase the hourly payment to Jennie Kimmel from $32 to $35 beginning January 1, 2026. Cheryl seconded the motion. The motion passed on a voice vote.

Approval of Agenda
Motion was made by John 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 Cheryl and seconded by Denny to approve the minutes of the regular meeting conducted on November 17, 2025. On a voice vote, the minutes were approved.

Treasurer's Report
Invoice Approval
Janet read the list of invoices to be approved, attached. Motion was made by Linda and seconded by Denny to approve payment of all the invoices. The motion passed on a voice vote.

Budget for 2026
Janet presented the proposed budget for 2026, attached. Motion was made by Cheryl and seconded by Linda to approve the budget. The motion passed on a voice vote.

Financial Reports
Cheryl reported account balances as of December 13, 2025.

O&M checking account (xxx 8161)	$30,455.78
Commercial checking/surplus account (xxx7801)	$33,996.79
Short-Lived Asset Reserve account (xxx 0378)	$108,421.60
Replace and Extension account (xxx2007)	$44,160.10

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
The following customers are eligible for liens.

lake address	10/31/2025 Prior Balance	previously covered by liens	diff	potential new lien amt
6463 S Lakeshore Dr	712.80	336.60	376.20	376.20
6692 S Lakeshore Dr	3319.20	1920.60	1398.60	1398.60
7616 Lakeview Dr	4491.00	3092.40	1398.60	1398.60
5902 S Lakeshore Dr	7655.60	6293.00	1362.60	1362.60

Motion was made by Denny and seconded by Linda to file the liens. The motion passed on a voice vote.

USIC Report
John reported that there were four calls for marking at $37.92 each and that is consistent with activity this time of year.

Collection System
No discussion

Treatment Plant
No discussion

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

Three customers received paper invoices
- Norma Jean Blackwell – nursing home, no email address
- Stan & Virginia Schweiss – elderly couple, rec'd note from the wife "cannot deal w/ change"
- Gary Ryan – elderly man, no email address

Fraud Protection of Bank Accounts
Denny reported that the system is in place. All checks and ACH withdrawals are being verified.

Fee Rate Review by MO Rural Water Association
Denny reported that MRWA will not be able review our rate schedule until 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.

Proposed Adoption of Muni-Link Online Payment Portal
John reported that he contacted two other companies that provide online customer portals, Inhance and MuniBilling. He, Denny, Jennie, and Janet attended their presentations. A comparison of the three companies being considered:

	Muni-Link	**Inhance**	**MuniBilling**
Up front payment	$16,250	$14,900	$6000
Monthly payment	$509	$575	$500
Cost to customers	$.40/ACH, $2 -$3/cc	Third party portal fees, unspecified	$1/ACH, $2.94/cc
Training/implementation	6 months		1hr/wk for 14 weeks/2 months
Description	Clean interface Appears to be easy to use	Old desktop-based s/w Accounting only 2 additional vendors req'd	Clean interface Appears to be easy to use
Historical data	3 years	Programming required	2 years, $500/yr additional
Support	800 number live help	9-5 weekdays	9-5 weekdays

John, Denny, Jennie, and Janet all agreed that MuniBilling would be a good choice and recommended that we adopt the MuniBilling software. Motion was made by Denny and seconded by Linda to approve implementation of the MuniBilling customer portal software. The motion passed on a voice vote.

We will work with MuniBilling and see if they are a suitable alternative to Muni-Link.

Wastewater Conference and Courses
Denny reported that other sewer districts also have problems attracting new volunteers. Some have been successful by offering a $100 honorarium per meeting attended.

Honorarium Proposal
Discussion tabled.

New Business
No new business to discuss.

Next Meeting
January 19, 2026 at 5pm.

Adjournment
John made a motion to adjourn, seconded by Cheryl. The meeting adjourned at 6:26 pm.

Cheryl Miller, President

Janet M Hirsch, Acting Secretary

Invoices

meeting date 12/15/2025

Payee	Description	amount	payee total	
Ameren	Electric utility at sewer office	20.92		
	Electric utility at WWTP	263.41		
			284.33	
Answer National	Telemessage Service	35.00		
	outdials	-		
			35.00	
Charter	phone at sewer office	40.00		
			40.00	
Dale Wallen	Grass cutting	1,075.00		
			1,075.00	
Jennie Kimmel	Bookkeeper services	432.00		
			432.00	
Missouri Lawyers Media	election ad	50.47		
			50.47	
MO DNR	annual service fee	184.68		
			184.68	
MRWA	annual membership	325.00		
			325.00	
PWSD#13	Sewer user fee at sewer office	72.00		
	Transfer to Short Lived Asset Reserve Account	16,560.00		transfer to SLAR
			16,632.00	
SEMOPRC	SEMOGIS mapping of system	1,000.00		
			1,000.00	
USIC	USIC locating services	151.68		
			151.68	
Water Resources	monthly fee	775.00		
			775.00	
Grand Total		**20,985.16**	**20,985.16**	

O & M Budget

	2025 Budget	2025 Actual est	2026 Budget
Cash inflow			
Sewer User Fees	208,128	209,832	209,832
Interest	14,000	17,648	15,000
transfer from O&M surplus account	5,000	16,250	-
transfer from SLAR account	16,000	5,429	5,500
customer payments for damage		519	1,533
total cash inflow	243,128	249,678	231,865
Cash outflow			
Accounting	7,400	5,486	6,000
Audit	9,300	9,300	9,300
Bank Fees	1,400	1,723	1,700
Customer Billing System	0	16,250	6,108
Customer liaison	350	525	600
Educational expenses	500	366	500
Election expense	55	50	50
Emergency STEP tank pump outs	0	600	1,200
Grounds wwtp	2,500	5,185	5,200
Insurance	6,948	7,430	7,500
Legal	500	-	500
Locating services	3,500	5,185	5,000
MO DNR annual fees	185	185	185
MRWA fees	270	325	325
Office Expense	500	706	700
Postage	1,600	806	200
PWSD#13 Short Lived Asset Reserve	16,560	16,560	16,560
Recording fees - liens	250	99	100
Repairs		3,513	2,000
Treatment Plant Operator	54,000	29,360	30,000
USDA Principle & interest	115,404	115,404	115,404
USDA req'd PWSD#13 Repair & Extension	11,544	11,544	11,544
Utilities - electric wwtp & office	3,800	3,671	3,800
Utilities - emergency answer service	430	487	430
Utilities - Generator service & maintenance	800	635	700
Utilities - Omni Site, cell phone alarm for wwtp	455	455	455
Utilities - Propane gas & tank rental	150	151	150
Utilities - Sewer fee for office	864	864	864
Utilities - Sewer office phone	480	480	480
Utilities - Web hosting fee (system map)	1,000	1,000	1,000
total cash outflow	240,745	238,344	228,555
Net cash flow, surplus (+) or deficit (-)	2,383	11,335	3,310