PUBLIC WATER SUPPLY DISTRICT #13
Jefferson County, Missouri
Minutes of the Regular Session of the Board of Directors
Monday, March 16, 2026
Community House, 5:00 p.m.

## Call to Order

President Cheryl Miller called the meeting to order at 5:00 p.m.

## Roll Call of Directors

Directors present:

- Cheryl Miller
- Denny Schaab
- Steve Carey
- John Fechter
- Linda Blaha

Also in attendance:

- Tammy Knuth, Treasurer
- Janet M. Hirsch, Bank Administrator
- Rich Hirsch, former board member
- Ron Huber, volunteer
- Maysa McGuire

## Approval of Agenda

John Fechter made a motion, seconded by Cheryl Miller, to approve the agenda.
Motion passed by voice vote.

## Approval of Minutes of Previous Meeting

Cheryl Miller made a motion, seconded by Linda Blaha, to approve the minutes of the February regular meeting.
Motion passed by voice vote.

## Financial Reports

*Invoice Approval*

Janet Hirsch presented the invoices for payment (see Attachment A).
Discussion included clarification of duplicate labor charges related to leak investigation and repair at 5973 S. Lakeshore (Massara residence). Board consensus was to approve payment as submitted, with follow-up clarification to be requested from the contractor if needed.
John Fechter made a motion, seconded by Denny Schaab, to approve payment of all invoices as presented.
Motion passed by voice vote.

*Bank Balances*

Tammy Knuth, Treasurer, reported the following balances as of March 13, 2026:

| | |
|---|---|
| O&M Checking Account (xxx8161) – | $21,577.01 |
| Commercial MMA Account (xxx7801) – | $34,042.92 |
| Short-Lived Asset Reserve (xxx0378) – | $125,003.94 |
| Replace & Extension Account (xxx2007) – | $48,016.40 |
| Certificates of Deposit: | |
| Debt Service Reserve CD (xxx9136) – | $129,723.93 |
| O&M CD (xxx9138) – | $281,031.07 |
| O&M CD (xxx9139) – | $112,412.42 |

The Board discussed upcoming CD maturity dates in May 2026 and the need to prevent automatic renewal at reduced rates.

*Overdue Invoices – Liens*
Janet Hirsch reported that no customers are eligible for liens this month.

## USIC Report
No USIC activity occurred in February; therefore, no invoice was received.

## Collection System
No new collection system issues were reported beyond those addressed under invoice discussion.

## Treatment Plant
Rich Hirsch reported on inspection of the treatment plant flow meters. A negative discharge reading indicated calibration issues with the discharge flow meter. Future recalibration is planned in conjunction with shutdown required for installation of the new UV disinfection system.
The UV system replacement remains expected in spring 2026; regulatory timing is acceptable due to seasonal conditions.

## Old Business
*Email Billing*
Janet Hirsch reported that email invoices were sent to 240 customers; three customers continue to receive paper billing.

*Muni-Link Customer Payment Portal*
Janet Hirsch reported that Muni-Link implementation remains delayed due to vendor backlog. Customers continue to inquire about online and credit-card payment options.

*Fraud Protection of Bank Accounts*
Denny Schaab reported that fraud protection protocols are active and functioning as expected.

*Rate Review by Missouri Rural Water Association (MRWA)*
Denny Schaab reported receipt of preliminary information from MRWA regarding a potential rate study. Follow-up will be coordinated with Board members.

In response to questions from the MRWA regarding potential groundwater infiltration, the Board reported that the District is not experiencing any significant or system-wide infiltration issues at this time. It was noted that minor, isolated infiltration may occur on individual properties, typically due to cracked step-tank lids, aging or damaged septic tanks. These occurrences are considered property-specific maintenance issues rather than deficiencies within the District's collection system.

*Appreciation for Joan and Marilyn*
Linda Blaha proposed an appreciation open house recognizing former board members, particularly Joan and Marilyn. The Board discussed logistics, timing, and funding, noting that personal contributions—not district funds—will be used.
Tentative target date discussed was Saturday, March 28, 2026, pending confirmation of honorees' availability.

## New Business
No new business was presented.

## Next Meeting
The next regular meeting will be held Monday, April 20, 2026 at 5:00 p.m.

## Adjournment
John Fechter made a motion, seconded by Denny Schaab, to adjourn the meeting.
Meeting adjourned at 5:39 p.m.

Cheryl Miller President
Janet M. Hirsch Acting Secretary

## Attachment A

*Invoices Approved for Payment – March 16, 2026*

1. Electric Utility – Sewer Office: $47.64
2. Electric Utility – Treatment Plant: $268.64
3. Telemessaging Service: $35.00
4. Phone – Sewer Office: $52.09
5. Bookkeeper Services: $472.50
6. Sewer User Fee – Sewer Office: $72.00
7. Office Supplies: $14.64
8. Water Resources Monthly Fee: $775.00
9. Leak Investigation & Repair – Massara Residence
    - Labor: $1,500.00
    - Excavator: $500.00
    - Parts: $68.79

Total Approved Invoices: $3,806.30