PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the April 20, 2026 Meeting

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 **April 20, 2026**.

Call to Order
Denny Schaab called the meeting to order at 5:00 p.m.

Roll Call of Directors The following directors were present or absent.

Cheryl Miller – Present
Denny Schaab – Present
Steve Carey – Present
John Fechter – Absent
Linda Blaha – Present

Also in attendance were Tammy Knuth (Treasurer), Rich Hirsch, Janet Hirsch, and Ron Huber.

Approval of Agenda
Cheryl Miller made a motion seconded by Linda Blaha to approve the agenda. The agenda was approved on voice vote.

Approval of Minutes of Previous Meeting
Cheryl Miller made a motion seconded by Denny Schaab to approve the minutes of the regular meeting conducted in March 2026. The motion passed on a voice vote.

Financial Reports
Invoice Approval
Janet Hirsch presented the list of invoices for approval (Attachment A).
The Board discussed streamlining the verbal review of recurring invoices while continuing to provide the full invoice list for review. Janet summarized Water Resources invoices (including the monthly fee and multiple alarm/leak service calls), noted Missouri One Call quarterly fees were unpaid since January 2023 due to misdirected billing, and noted the annual USIC fee. Cheryl Miller noted the District will bill property owners for replacement lids as applicable.
Denny Schaab made a motion seconded by Steve Carey to approve payment of all the invoices as submitted. The motion passed on a voice vote.

Bank Balances
Tammy Knuth reported bank account balances as of April 20, 2026.

O&M checking account (xxx 8161	$25, 026.61
Commercial checking account (xxx7801)	$34,058.82
Short-Lived Asset Reserve account (xxx 0378)	$125,028.60 restricted
Replace and Extension account (xxx2007	$48,987.60 restricted

CD balances

Debt Serv Res xxx9136	$129,723.93 restricted
O&M xxx9138	$281,031.07
O&M xxx9139	$112,412.42

Overdue Invoices – Liens
Janet Hirsch reported no overdue invoices to report. The Board noted a delinquent customer matter may require discussion in a closed session due to potential litigation.

USIC Report
Cheryl Miller reported USIC activity included two tickets and an annual service fee. Total USIC bill for the month was $2,363.10.

Collection System
No separate collection system report was presented beyond items covered in the invoice discussion.

Treatment Plant
Rich Hirsch reported investigation of temporarily low fluid levels in the recirculation tank, including field measurements, review of influent flow readings, and inspection of areas with recent excavation; no evidence of a major leak was found and the level returned to normal following rainfall.

Cheryl Miller reported the 1st quarter DMR was filed with the State and all levels were normal.

The Board discussed the risk of UV lamps operating without adequate discharge flow and the need for safeguards to prevent lamp burnout if low levels recur.

Old Business
Email Billing
Janet Hirsch reported 240 email invoices were sent to customers (out of 243 total). Two additional paper invoices were mailed after email delivery failures/bounces.

Adoption of Muni-Link Online Payment Portal
Janet Hirsch reported ongoing Muni-Link implementation work, including Zoom meetings to review procedures, uploading multiple customer/account datasets for conversion, and creating user IDs for Board members and the Treasurer. The Board discussed delays in Muni-Link uploading District data for testing. Janet reported the first payment to Muni-Link is expected in June, with official customer billing planned for July.

Steve Carey presented payment processor options for integration with Muni-Link and recommended PayStar. Steve Carey made a motion to adopt PayStar, seconded by Denny Schaab, and the motion passed by voice vote.

Fraud Protection of Bank Accounts
Denny Schaab reported there was no update; fraud protection measures remain in place and no known fraudulent activity occurred.

Rate Review by MRWA
Denny Schaab reported the documentation for the MO Rural Water Association (MRWA) free rate review was submitted; the District has not yet received a response.

Appreciation for Joan and Marilyn
Denny Schaab thanked Linda Blaha for coordinating the appreciation party for Joan and Marilyn. Linda Blaha provided a financial statement for the event and noted donations paid for the event.

New Business
Cheryl Miller reported certain CDs mature May 27, 2026 and shared current renewal options (6-month at 3.6% and 13-month at 3.5%); rates will be rechecked in early May for a timely decision.

The board discussed converting desktop QuickBooks to QuickBooks Online (estimated $75/month for three users) to allow multiple-user access and improve continuity. Steve Carey made a motion, seconded by Denny Schaab, and the motion passed by voice vote.

Next Meeting
The next meeting is Monday May 18, 2026 at 5:00 p.m.

Adjournment
Linda Blaha made a motion seconded by Steve Carey to adjourn. The meeting adjourned at 5:48 p.m.

Cheryl Miller, President

Janet M Hirsch, Acting Secretary

Attachment A

meeting date 4/20/2026

Payee	Description		amount	payee total
Ameren, via ACH	Electric utility at sewer office		19.06	
	Electric utility at WWTP		237.59	
				256.65
Answer National	Telemessage Service		35.00	
	Patching minutes, 1.00		0.54	
	outdials, 9 @ $0.54		4.86	
				40.40
Charter, via ACH	phone at sewer office		52.09	
				52.09
Cheryl Miller	postage & hardware		18.05	
				18.05
Jennie Kimmel	Bookkeeper services, estimated		400.00	
				400.00
MO One Call	quarterly fees, unpaid since Jan 2023		275.40	
				275.40
PWSD#13, via ACH	Sewer user fee at sewer office		72.00	
				72.00
Rick Hannick	Customer liaison		50.00	
				50.00
USIC	USIC locating services		153.96	
	annual fee		2,209.14	
				2,363.10
Water Resources	monthly fee		775.00	
	5714 NLSD (Kustra) - alarm, replaced 2 24" lids,		125.00	
	5786 NLSD (Kohm) - leak, replaced ball- & ck-valve at street	1,250.00		
	5786 NLSD (Kohm) - leak, excavator	500.00		
	5786 NLSD (Kohm) - leak, parts	377.44	2,127.44	
	5860 SLSD (Wilner) - alarm replaced stop float		125.00	
	6048 SLSD (Dean) - alarm, replaced 24" lid & start & stop floats		250.00	
	7636 Lakeview (Wilson) - alarm, replaced start & stop floats		250.00	
	lids 24", purchased 4		316.84	
	herbicide		65.00	
	wwtp - sprayed weeds		62.50	
				4,096.78
Grand Total			**7,624.47**	**7,624.47**