PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the May 18, 2026

Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri, held its regular monthly meeting on May 18, 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
Denny Schaab
Steve Carey
John Fechter
Linda Blaha
Absent: John Fechter at roll call; arrived later during the meeting.

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

Approval of Agenda
Denny Schaab requested approval of the agenda. Cheryl Miller made a motion, seconded by Steve Carey, to approve the agenda. The agenda was approved on voice vote.

Approval of Minutes of Previous Meeting
Cheryl Miller made a motion, seconded by Linda Blaha, to approve the minutes of the regular meeting conducted in April 2026. The motion passed on a voice vote.

Financial Reports
Invoice Approval
Janet Hirsch presented the list of invoices to be approved, attached as Attachment A.
Discussion focused on Water Resources Management charges, including the monthly service fee, a breaker issue at 6383 South Lakeshore caused by prior power outages, repairs at 5725 North Lakeshore related to a leak at the main line connection, and the purchase of replacement lids.
Janet Hirsch reported the total invoices for approval were $4,182.29.
Linda Blaha made a motion, seconded by Denny Schaab, to approve payment of all the invoices. The motion passed on a voice vote.

Bank Balances
Tammy Knuth reported bank account balances as of May 15, 2026.

O&M checking account (xxx 8161)	$23,433.23
Commercial MMA account (xxx 7801)	$34,074.21
Short-Lived Asset Reserve account (xxx 0378)	$125,028.60 restricted
Replace and Extension account (xxx 2007)	$48,987.60 restricted
CD balances, maturity 5/27/26	
Debt Service Reserve CD (xxx 9136)	$130,923.43 restricted
O&M CD (xxx 9138)	$283,629.64
O&M CD (xxx 9139)	$113,451.85

Overdue Invoices – Liens
Janet Hirsch reported there were no overdue invoices to report for this period.

USIC Report
John Fechter reported four routine USIC locate calls during the period, all within normal activity.

Collection System
Rich Hirsch led discussion regarding the repair at 5725 North Lakeshore and distributed Attachment B as a handout. Board members discussed whether the damage resulted from contractor installation practices, heavy equipment use, or later external damage. No formal action was taken, but the need to review installation specifications and contractor responsibilities was noted.

Treatment Plant
Rich Hirsch reported that the new drop-in UV disinfection unit was delivered on May 18, 2026. The unit was previously approved for purchase at an estimated cost of $14,000 and will replace the existing 2011 Aqua Azul system. Installation by Flow Systems at the treatment plant is the next step, with estimated installation cost of $1,673.

Old Business
Email Billing
Janet Hirsch reported that 240 email bills and three paper bills were sent. One email bill was resent after it bounced back.

Adoption of Muni-Link Online Payment Portal
Janet Hirsch reported that she, Jennie Kimmel, and Cheryl Miller completed Muni-Link training and are continuing implementation work. Requested system changes remain pending, including preventing customers from opting out of email billing and correcting duplicate lien amounts in customer balances. A meeting with Muni-Link was scheduled to finalize the go-live plan, and implementation timing may shift from June to July.

Fraud Protection of Bank Accounts
Denny Schaab reported that bank fraud protection is functioning as intended and that check approvals continue to be circulated to board members for oversight.

Rate Review by MRWA
Denny Schaab reported that no further update had been received from Missouri Rural Water Association regarding the rate review and that follow-up contact would be attempted.

Update on contact from delinquent customer
Cheryl Miller reported on contact from a delinquent customer at 5902 South Lakeshore regarding outstanding liens. The district sent a full billing history and related records by delivery service. No response has yet been received.

2024 & 2025 audit
Cheryl Miller reported that the 2024 audit had been delayed after the district account was inadvertently dropped by the auditing firm. The firm completed the audit and reduced its fee because of the delay. Board discussion included whether an annual audit is required, the applicability of federal expenditure thresholds, the possibility of setting an audit schedule by policy, and the desirability of reviewing internal financial controls at a future meeting. No formal action was taken.

New Business

6692 SLSD
Cheryl Miller reported on 6692 South Lakeshore, a property with substantial delinquent sewer charges and liens that had recently been sold at tax sale. Board discussion focused on the redemption period, whether payment of taxes or liens resets the process, and whether a tax-sale purchaser must satisfy district liens or other ownership restrictions to obtain clear title. Follow-up with the county was planned.

Next Meeting
June 15, 2026 at 5pm.

Adjournment
Steve Carey made a motion, seconded by John Fechter, to adjourn. The meeting adjourned at approximately 6:30 p.m.

Cheryl Miller, President
Janet M Hirsch, Acting Secretary

Attachment A
Invoices Approved May 18, 2026

meeting date 5/18/2026

Payee	Description		amount	payee total
Ameren, via ACH	Electric utility at sewer office		21.40	
	Electric utility at WWTP		246.70	
				268.10
Answer National	Telemessage Service		35.00	
				35.00
Charter, via ACH	phone at sewer office		52.09	
				52.09
Jennie Kimmel	Bookkeeper services		400.00	
				400.00
PWSD#13, via ACH	Sewer user fee at sewer office		72.00	
				72.00
USIC	USIC locating services		117.18	
				117.18
Water Resources	monthly fee		775.00	
	6383 SLSD (M Hopfer) - indoor breaker dripping, caused by power outages		250.00	
	5725 NLSD (Harber) - leak at main line caused by faulty installation of riser at lateral to main line connection.	875.00		
	5725 NLSD (Harber) - leak, vac truck & excavator fee	1,000.00		
	5725 NLSD (Harber) - leak, fittings & pipe for repair	21.12	1,896.12	
	lids, 24" polylok, purchased 4		316.80	
				3,237.92
Grand Total			4,182.29	4,182.29

Attachment B
Leak at 5725 NLSD

From the WRM invoice
4/21/2026 - HARBER - 5725 NLSD - Leak call; Repaired leak on shut off pipe. This was a new house that John Axton inspected. Everything was fine at the inspection. What was found during this repair is when the contractor buried the piping and installed the 12" riser after the inspection, the contractor did not notch out the riser at the bottom of it for the pipe. Instead the contractor rested the riser on the pipe and buried. This caused the pipe to break right where the riser was resting on the pipe. WRM repaired piping and notched 12" riser so this doesn't happen again. 2 man rate.

Communication from John Axton
"The break occurred right at the street where the line ties into the main. It looks like the 12" riser was resting directly on the pipe, and over time that pressure likely caused the pipe to fail as the break happened right where the riser was resting on the pipe.

As far as responsibility goes, it appears the riser wasn't notched out for the pipe like all the others, which is probably what led to this issue. That said, it's likely outside of the contractor's warranty at this point. From a responsibility standpoint, PWSD #13 owns and maintains everything from the tank to the street."