PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the June 15, 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 June 15, 2026.

Call to Order
The meeting was called to order by Denny Schaab at approximately 5:00 p.m.

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

Cheryl Miller
Denny Schaab
Steve Carey
John Fechter arrived at 5:10pm
Linda Blaha excused

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

Approval of Agenda

A motion was made by Steve Carey and seconded by Denny Schaab to approve the agenda. The agenda was approved on voice vote.

Approval of Minutes of Previous Meeting
Cheryl Miller made a motion, seconded by Steve Carey, to approve the minutes of the previous meeting. 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. She reported that the total invoices for approval were $22,648.20.

Invoices discussed included regular utility and office expenses, AmeriGas propane tank rental, FedEx charges related to the Cresswell/Vichard response, bookkeeper services, postage for April, May, and June paper invoices, pest control and lawn care for April and May, sewer office fee, USIC, the new UV replacement system, Water Resources Management monthly service, step tank pumping and system checks, leak repair at 7628 Lakeview, pump service at 7716 Meadow, herbicide, and treatment plant sand filter work.

Cheryl Miller made a motion, seconded by Denny Schaab, to approve payment of the invoices. The motion passed on a voice vote. The Board also discussed lawn care costs and agreed that treatment plant mowing should be reduced to every two weeks while vendor options are reviewed by Steve Carey. Steve and Rich planned to go look at the area together to better understand what is being cut and what should be sprayed.

Bank Balances
Bank account balances were reported by Denny Schaab.

O&M checking account	$21,717.92
Commercial MMA account	$34,090.13
Short-Lived Asset Reserve account (xxx 0378)	$125,028.60 restricted
Replace and Extension account	$49,949.60 restricted

CD balances, maturity 6/27/27

Debt Service Reserve CD	$131,326.96 restricted
O&M surplus CD	$284,503.84

O&M surplus CD $113,801.53

Overdue Invoices – Liens
It was reported that there were no overdue invoices or liens to report for this period.

USIC Report
John Fechter reported four USIC locate calls during the period. Two calls appeared to be for the same location about a week apart, but the activity was within the normal range.

Collection System
Discussion included an emergency call involving a customer sewer blockage at 5929 SLSD. The customer was advised that the line from the house to the tank is the customer's responsibility and that the issue appeared to be between the house and the tank. WRM was contacted to check the system, but the customer also arranged for service through Roto-Rooter. The Board noted that clearer communication is needed when customers resolve issues after WRM has been dispatched.

Treatment Plant
Rich Hirsch reported that the new UV disinfection system had been installed around June 2, replacing the Aqua Azul unit installed in 2011. The prior unit had deteriorated, with only one of four lamps functioning and lamp holders failing due to corrosion and materials issues. The new system is similar in concept but uses improved materials and a larger control panel. Four lamps were operating when checked. The purchase invoice was $14,275, with installation by Flow Systems expected to be invoiced separately. Replacement handles were received and will be reviewed because the unit must be removable in the fall.

Old Business
Email Billing
Janet Hirsch reported that 239 email invoices and four paper invoices were sent. She stated this should be the final separate email billing report because the district is transitioning to Muni-Link.

Adoption of Muni-Link Online Payment Portal
Janet Hirsch reported that the district completed nine hours of formal Muni-Link training and has participated in more than twenty-five meetings with Muni-Link. The system went live June 8. June billing was handled using the old email billing method, while payment posting began through Muni-Link. Ninety customers paid through Paystar, two new customers paid through the prior Enterprise Bank method, and one prior balance was paid through the old method.

The first actual billing through Muni-Link is expected in July. The customer portal is live, and board members and volunteers were asked to test account setup before invitations are sent to all customers and the district website is updated. Board discussion noted concerns about portal usability, customer setup, paperless billing enrollment, training burden, and the need for continued support from Muni-Link. MuniLink support and training were criticized as burdensome, with too much general training instead of focusing on billing and payment recording. Paystar was praised as much easier to use and train on.

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 he had contacted Missouri Rural Water Association regarding the pending rate review but had not received an update. He will follow up again.

Update on contact from delinquent customer
The Board discussed delinquent customers, Jefferson County lien policy, and tax sale issues. Cheryl Miller reported that she had not yet contacted the county regarding how the district may recover lien amounts following tax sale proceedings. The item will remain on the agenda for follow-up

Audit Policy
The board discussed that an annual audit is not required. The proposed policy would require a financial audit every five years beginning in 2030, while continuing annual internal financial oversight.

Internal controls mentioned included dual signatures on checks, fraud prevention, review of deposits and expenditures, pre-approval of major expenses, and annual budgeting.
The board also discussed finding a less expensive audit provider, noting prior audit costs were close to $9,000–$10,000.

John Fechter made a motion, seconded by Steve Carey, to approve a new PWSD#13 policy to conduct financial audits every five years beginning 2030. The motion passed on a voice vote. The approved policy document is Attachment B.

New Business

Annual Meeting June 20
John will address the audience at the LTPOA annual meeting. He will discuss the success of the email billing, the new customer portal where customers can view their account and pay online, and we need a secretary.

Next Meeting
The next regular meeting is July 20.

Adjournment
Cheryl Miller made a motion, seconded by John Fechter, to adjourn. The motion passed on a voice vote. The meeting adjourned at 6:19pm.

Cheryl Miller, President
Janet M Hirsch, Acting Secretary

Attachment A

meeting date 6/15/2026

Payee	Description	amount	payee total
Ameren, via ACH	Electric utility at sewer office	19.07	
	Electric utility at WWTP	252.61	
			271.68
Amerigas	propane tank annual rental	186.56	
			186.56
Answer National	Telemessage Service	35.00	
			35.00
Charter, via ACH	phone at sewer office	52.09	
			52.09
Cheryl Miller	FedEx charges for Cresswell/Vuichard response	34.59	
			34.59
Jennie Kimmel	Bookkeeper services	472.50	
			472.50
JM Hirsch	postage for 3/1, 4/1, 5/1, 6/1 paper invoices	14.04	
			14.04
Pest Control & Lawn Care	Grass cutting, 5/5, 5/12, 5/19, 5/26	860.00	
	Grass cutting, 4/7, 4/14, 4/21, 4/28	860.00	
			1,720.00
PWSD#13, via ACH	Sewer user fee at sewer office	72.00	
			72.00
USIC	USIC locating services	156.24	
			156.24
Uvsysco	WMT-2L2-HO-RF UV replacement system	14,275.00	
			14,275.00
Water Resources	monthly fee	775.00	
	6048 SLSD (Dean) - service call , checked system	62.50	
	6048 SLSD (Dean) - pumped STEP tank	500.00	
	6454 SLSD (Mayer/Liberman) - service call, checked	187.50	
	7628 Lakeview (Lora Thomas) - leak, replaced ball & check valves at street	1,250.00	
	7628 Lakeview (Lora Thomas) - leak, excavator & vac truck	1,000.00	
	7628 Lakeview (Lora Thomas) - leak, fittings, pipe, and	106.00	
	7716 Meadow (Brenda Davis) - alarm, installed new pump	187.50	
	herbicide	40.00	
	wwtp - flushed all RSF lines	375.00	
	wwtp cleaned RSF filters	750.00	
	wwtp sprayed weeds in RSF beds	125.00	
			5,358.50
Grand Total		**22,648.20**	**22,648.20**

Attachment B

PWSD#13 Policy

Approval of Recurring Financial Audits Every 5 Years – June 15, 2026

1. Purpose

This policy establishes a formal, transparent process for financial audits to be conducted every 5 years.

2. Scope

This policy directs PWSD#13 to conduct financial audits every 5 years while maintaining internal controls designed to safeguard assets, ensure financial reporting and prevent fraud.

3. Procedure

3.1 Financial Audit Every 5 Years

A financial audit will be completed every 5 years. Per **200.501 Audit Requirements,** PWSD#13 is not required to conduct annual audits. PWSD#13 will conduct audits every 5 years with the next audits in 2030, 2035, 2040, etc. or as needed. Financial records will be available for review or audit by appropriate federal agencies upon request.

3.2 Financial Internal Controls

The board will provide oversight by maintain internal controls as stated:

Authorization and Segregation of Duties
Dual signatures on checks
Board members receiving reimbursement cannot be one of the dual signatures on a check
Positive Pay approval for check cashing with the bank
Monthly review of transfer of funds
Preapproval of all major purchases

Expense and Vendor Management
Monthly review of invoices and expenses
Approval of vendors for maintenance and repairs

Regular Reconciliations
Monthly Reconciliation all bank and credit card statements
Review of QuickBooks
No cash transactions

Physical and Digital Security
Safeguard access to the checkbook
Enforce strong password policies for the bank accounts, MuniLink and PayStar

Digital backups of documents, reports, and QuickBooks

Periodic Financial Reviews

Approval of Annual Budget

Annual internal review of financial statements including Profit and Loss Statement and Balance Sheet

Annual review of processes to address material weaknesses and to modify internal control

3.3 Documentation

All invoices, approvals, payment records, annual reviews, and audits must be retained in accordance with district record-keeping policies.

4. Policy Review

This policy shall be reviewed annually and updated as necessary to ensure continued compliance with the USDA, and best practices and the needs of the district.

Federal Regulatory Guidance

200.501 Audit Requirements

Exemption when Federal awards expended are less than $1,000,000. A non-Federal entity that expends less than $1,000,000 in Federal awards during its fiscal year is exempt from Federal audit requirements for that year, except as noted in § 200.503. However, in all instances, the records of the non-Federal entity must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

§ 200.503 Relation to other audit requirements.

(a) ***Other financial audits.*** An audit conducted in accordance with this part must be in lieu of any financial audit of Federal awards which a non-Federal entity is required to undergo under any other Federal statute or regulation. To the extent that such an audit provides a Federal agency with the information it requires to carry out its responsibilities under Federal statute or regulation, a Federal agency must rely upon and use that information.

(b) ***Conducting additional audits.*** Notwithstanding paragraph (a) of this section, a Federal agency, Inspectors General, or GAO may conduct or arrange additional audits to carry out its responsibilities under Federal statute or regulation. The provisions of this part do not authorize any non-Federal entity to constrain, in any manner, such Federal agency from carrying out or arranging for such additional audits, except that the Federal agency must plan such audits not to be duplicative of other audits of Federal awards. Prior to commencing such an audit, the Federal agency or pass-through entity must review the FAC for recent audits submitted by the non-Federal entity, and to the extent such audits meet a Federal agency or pass-through entity's needs, the Federal agency or pass-through entity must rely upon and use such audits. Any additional audits must be planned and performed in such a way as to build upon work performed, including the audit documentation, sampling, and testing already performed by other auditors.

(c) ***Authority to conduct additional audits.*** The provisions of this part do not limit the authority of Federal agencies to conduct, or arrange for the conduct of, audits and evaluations of Federal awards, nor limit the authority of any Federal agency Inspector General or other Federal officials. For example, requirements that may be applicable under the FAR or CAS and the terms and conditions of a cost-reimbursement contract may include additional applicable audits to be conducted or arranged for by Federal agencies.

(d) ***Federal agency to pay for additional audits.*** A Federal agency that conducts or arranges for additional audits must, consistent with other applicable Federal statutes and regulations, arrange for funding the full cost of such additional audits.

(e) ***Request for a program to be audited as a major program.*** A Federal agency may request that an auditee have a particular Federal program audited as a major program in lieu of the Federal agency conducting or arranging for the

additional audits. Such requests should be made at least 180 calendar days prior to the end of the fiscal year to be audited to allow for planning. After consultation with its auditor, the auditee should promptly respond to such a request by informing the Federal agency whether the program would otherwise be audited as a major program using the risk-based audit approach described in § 200.518 and, if not, the estimated incremental cost. The Federal agency must then promptly confirm to the auditee whether it wants the program audited as a major program. If the program is to be audited as a major program based upon this Federal agency request, and the Federal agency agrees to pay the full incremental costs, then the auditee must have the program audited as a major program. With approval of the Federal agency, a pass-through entity may use the provisions of this paragraph for a subrecipient.