PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the July 20, 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 July 20, 2026.

Call to Order
The meeting was called to order by Denny Schaab at 5:01pm.

Roll Call of Directors The following directors were present.

Cheryl Miller
Denny Schaab
Steve Carey
John Fechter
Linda Blaha

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

Approval of Agenda
Steve Carey made a motion, seconded by John Fechter, to approve the agenda. The agenda was approved on voice vote.

Approval of Minutes of Previous Meeting
Linda Blaha made a motion, seconded by Denny Schaab, to approve the June meeting minutes. The motion passed on a voice vote.

Financial Reports
Invoice Approval
Janet Hirsch presented the list of invoices to be approved, Attachment A. She reported that the initial monthly invoice total was $18,257.48. John Fechter reported that a USIC invoice had been omitted in error for six calls at $39.06 each, totaling $234.36. The revised total for approval was $18,491.84.
Denny Schaab made a motion, seconded by John Fechter, to approve payment of the invoices. The motion passed on a voice vote. The Board also discussed the Kustra emergency repair, including replacement of check and ball valves, excavation and vacuum truck costs, and the likelihood that similar old fittings may continue to fail over time. The Board discussed that replacements should generally occur when failures arise rather than through preemptive systemwide replacement.

Bank Balances
Bank account balances as of July 16 were reported by Tammy Knuth.

O&M checking account (xxx 8161)	$23,112.33
Commercial checking account (xxx7801)	$23,105.54
Short-Lived Asset Reserve account (xxx 0378)	$124,553.52 restricted
Replace and Extension account (xxx2007)	$51,883.46 restricted

CD balances, maturity 5/27/26

Debt Serv Res xxx9136	$131,326.96 restricted
O&M xxx9138	$284,503.84
O&M xxx9139	$113,801.53

Janet Hirsch reported that the checking account had fallen to approximately $600 the prior month and that Cheryl Miller transferred $11,000 into it. Janet noted that current invoices totaled more than $18,000, the checking account contained approximately $23,000, and USDA would withdraw approximately $10,000. The Board discussed transferring additional funds from the 7801 account. Steve Carey made a motion, seconded by Denny Schaab, to transfer $10,000. The motion passed on a voice vote. The Board also discussed whether the two checking accounts could eventually be consolidated, with Cheryl Miller to inquire about the matter.

Overdue Invoices – Liens
Janet Hirsch reported that there were no customers eligible for liens this month. She also reported that two customers had paid lien balances in full: Diaz de Leon, 6751 South Lakeshore, and Laster, 6825 Westwood. Janet recommended preparing lien releases and sending them to the customers, who would then be responsible for filing the releases with the county.

USIC Report
John Fechter reported six USIC locate calls during the period, all normal activity. Two calls related to the Kustra emergency situation.

Treatment Plant
Rich Hirsch reported on treatment plant operation and maintenance items. The Board discussed the Ron Huber discharge assembly repair, including a failed fitting, use of PVC materials, and the return visit to correct the repair. Rich reported that the UV system was operating with four lamps and that the filters looked good with no weeds. Steve Carey reported that Mark Stubits was willing to provide a quote for additional work after a site review with Rich.

Old Business
MuniLink Customer Payment Portal Updates
Janet Hirsch reported that the online customer portal is fully live, was used for July 1 invoices, and all payments are being entered into the system. The trainer continues to assist with billing. All board members have access to review customer accounts. Janet reported 20 customers registered in the portal, five enrolled in autopay, and 10 portal payments received: seven credit card payments totaling $957.60 and three e-check payments totaling $770.40. Janet reported that the portal produced approximately $1,728 in additional collections for the month.

Rate Review by MRWA
Denny Schaab reported that Mary of MRWA is scheduled to come on August 12 for the rate review. Expected attendees include Rich Hirsch, Janet Hirsch, Denny Schaab, Jennie Kimmel, and possibly Cheryl Miller. Denny reported that WRM had been requested for questions about future plant repairs, but he believed Rich could address those questions without requiring WRM attendance and related cost.

Update on contact from delinquent customer
Cheryl Miller reported receiving a response from Mr. Sweeney regarding delinquent sewer fees tied to a tax sale property. Mr. Sweeney indicated that sewer fees are recoverable and are treated like a tax, and that the better practice is to file a lien. The Board discussed notifying the purchaser that unpaid sewer fees remain associated with the property and whether Mr. Sweeney should prepare the communication. The amount discussed was approximately $3,800. John Fechter suggested that a letter from Mr. Sweeney would be the safest approach, and the Board discussed obtaining correct contact information before proceeding.

Liaison Email
Cheryl Miller reported that Rick Hannick emailed that he would not submit an invoice because he wished to volunteer his liaison time going forward. Cheryl explained that Rick primarily takes calls, assists with simple pump-down questions, and forwards or escalates matters as needed. The Board discussed his reduced availability and agreed for the time being to allow him to serve as a volunteer and add Steve Carey as an additional backup contact.

New Business

5973 SLSD

The Board held an extended discussion regarding the continuing odor complaint at 5973 South Lakeshore. Rich Hirsch distributed copies of the summary of the July 10 working session, attached.

Cheryl Miller reported that carbon-filter lids had been installed and that WRM had not yet taken the planned water sample because sterile containers were not available at the prior visit. WRM was expected to return during the week to collect a water sample and test for ammonia and *E. coli,* and to run the system while checking whether odor appears during pump operation.

Discussion included whether the odor was related to the homeowner's STEP tank, the neighboring Whiteman tank, the shared lateral configuration, venting through the house stack, or a remaining connection to the former septic system or leach field. Rich Hirsch explained that the STEP tank should vent through the house plumbing stack and that odor appearing low by the retaining wall suggested gas may be escaping through the path of least resistance, possibly through an old line, cleanout connection, or drain field.

Janet Hirsch stated her suspicion that an old connection to the prior septic or drainage field may still exist and may allow sewer gas to migrate toward the wall. John Fechter agreed that disconnecting or capping the suspected old line near the cleanout could prevent gas from backing into the former drain field and was likely a relatively limited dig because the line had previously been cameraed at a little over two feet deep.

The Board also discussed prior construction at the property, uncertainty about what the homeowner's plumber completed, prior costs paid to resolve earlier issues, and concern about avoiding precedent for repairs between a house and STEP tank that may be the homeowner's responsibility. Despite those concerns, members agreed that the issue should be addressed to prevent escalation and determine whether there is any current system leak or breach. Cheryl Miller agreed to contact WRM the next morning and ask them to proceed with the water testing, odor/pump testing, and disconnection or capping of the suspected old line if appropriate.

Next Meeting

The next regular meeting is August 17, 2026.

Adjournment

At 6:05pm Steve Carey made a motion, seconded by John Fechter, to adjourn. The motion passed on a voice vote.

Attachment A

meeting date 7/20/2026

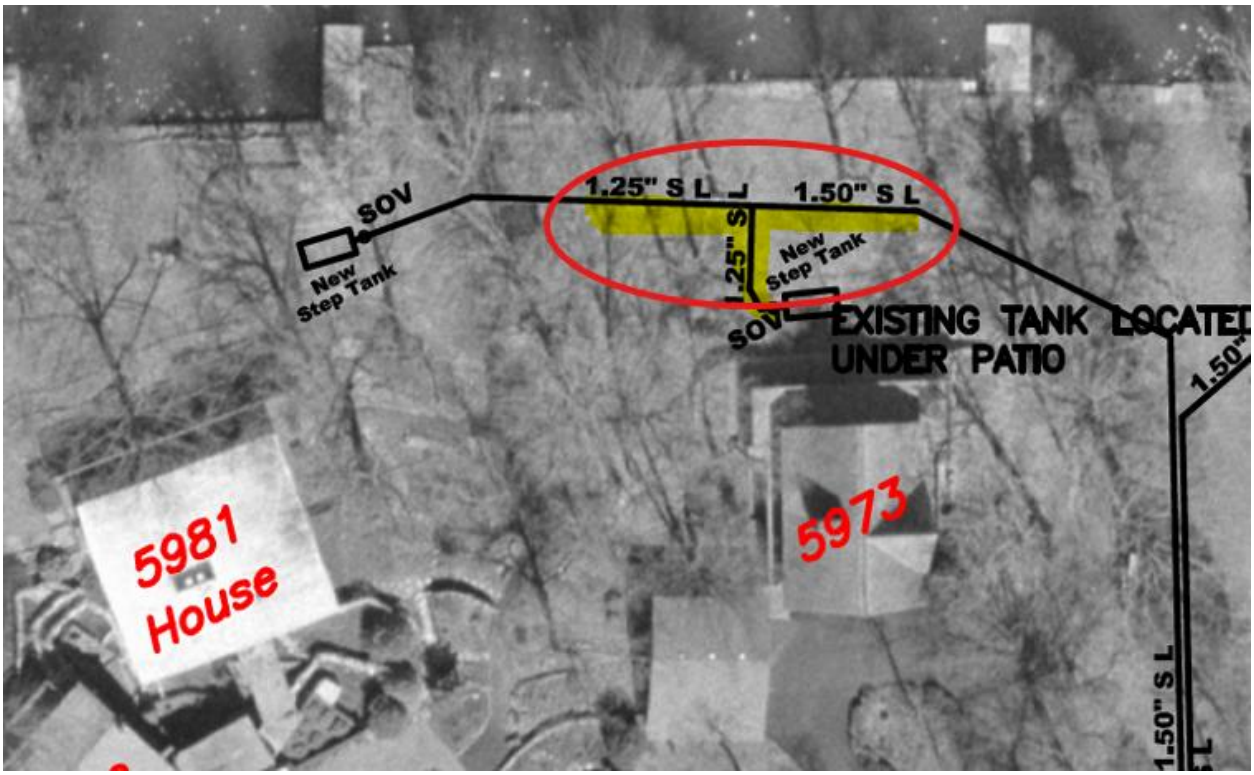
Payee	Description		amount	payee total
Ameren, via ACH	Electric utility at sewer office		20.72	
	Electric utility at WWTP		386.21	
				406.93
Answer National	Telemessage Service		35.00	
	outdials, x @ $0.54		2.16	
				37.16
Charter, via ACH	phone at sewer office		52.09	
				52.09
Jennie Kimmel	Bookkeeper services		350.00	
				350.00
MO One Call	quarterly fees		16.20	
				16.20
Mueller Oberkfell & Jones	audit, FY 2024		6,500.00	
				6,500.00
Muni-Link	monthly fee, June 2026 prorated		371.83	
	annual billing for 2026-2027		5,820.00	
				6,191.83
Pest Defense & Lawn Care	Grass cutting 6/2, 6/9, 6/16/, 6/30		860.00	
				860.00
PWSD#13, via ACH	Sewer user fee at sewer office		72.00	
				72.00
Rick Hannick	Customer liaison			
USIC	USIC locating services		234.36	
				234.36
Water Resources	monthly fee		775.00	
	5929 SLSD (Boaz) - alarm, checked system		187.50	
	5714 NLSD (Kustra) - leak, replaced check & ball valve at street	1,250.00		
	5714 NLSD (Kustra) - leak, excavator & vac truck	1,000.00		
	5714 NLSD (Kustra) - leak, valves, fittings, pipe for repair	58.77	2308.77	
	7720 Lakeview (Huber) -alarm, repaired discharge assmbly		375.00	
	7716 Meadow (Brenda Davis) - service call, backup in basement, ckecked system, advised customer gravity line is customer's responsibility		62.50	
	wwtp - pulled & sprayed weeds in RSF beds		62.50	**3,771.27**
Grand Total			**18,491.84**	**18491.84**

Attachment B

PWSD#13 Work Session July 10, 2026

Present

board members: Cheryl Miller, Denny Schaab, John Fechter, Linda Blaha
WRM representative: John Axton
Volunteers: Janet Hirsch, Rich Hirsch, Ron Huber



Pic 1. The red oval shows the area excavated by WRM where no black dirt was found.

Purpose:

To develop an action plan to solve the problem of the odor complaint at the Massara residence, 5973 S Lakeshore Dr.

Key Observations

- The homeowner reported odor issues near the lakefront patio area over the July 4 weekend.
- John Fechter and Ron Huber visited the site July 5 and detected the sewer odor near the lower patio wall. This is the same location of odor reported several years ago that had been resolved.
- Cheryl Miller, Rich and Janet Hirsch visited the site July 7 and were joined by local neighbors Cindy Whiteman and Richard Pikora. All five detected the sewer odor when the Whiteman or when the Massara STEP tank pumps were turned on. At one

location they also could hear the sound of water moving behind the patio wall when a pump was running. The odor was stronger when the Massara pump was engaged.

- No visible fluid flow was observed during the site visits.
- Previous excavation by WRM along the sewer line (refer to pic 1) found dry brown soil rather than black, wet, or foul-smelling soil typically associated with a sewer leak.
- A small leak at a brass fitting near a connection point had previously been found and repaired, but the leak was described as minor and not accompanied by blackened soil.
- Rich observed gravel and void space behind the wall, which may allow water or odor to move through the area.
- A wet area in the grass was discussed, but participants noted it may be related to irrigation or sprinkler leakage rather than sewer flow.
- The resident and neighbors are concerned that sewage may be entering the lake.

Possible Reasons for the Problem

- Undetected minor fluid leak: A very small leak could be producing odor without enough flow to create obvious wet soil, although this was considered less likely because WRM's excavation found no blackened soil.
- Pressure is building in the Massara STEP tank when the pump (or Whiteman's pump) is activated. The gas released by the tank is supposed to exit through the plumping back to the house and up through the roof stack. The gas from the STEP tank may be exiting through the plumbing but entering the old septic connection to the preexisting drainage field instead of all going up the stack.

Action Plan

- John Fechter will communicate planned follow-up to the homeowner.
- John Axton will collect water samples near the patio/lake area and test for *E. coli* and ammonia.
- John Axton will place a vented lid with activated charcoal filter on STEP tanks at 5973 & 5981 SLSD to determine if that eliminates the odor at the lakefront patio.

  If the odor continues then probably it is not a pressurized STEP tank issue. The problem may be that the connection from the old septic tank allows gas to escape into the drainage field and cause the odor at the lakefront.