PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the August 17, 2026
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 August 17, 2026.

Call to Order
Denny Schaab called the meeting to order at approximately 5:03p.m.

Roll Call of Directors The following directors were present or absent.
Cheryl Miller, present
Denny Schaab, present
Steve Carey, absent
John Fechter, present
Linda Blaha, absent

Also in attendance were Tammy Knuth (treasurer), Rich Hirsch (former board member), and Janet Hirsch (PWSD#13 bank administrator).

Approval of Agenda
Cheryl Miller made a motion, 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 Denny Schaab, to approve the minutes of the regular meeting conducted in July 2026. The motion passed on a voice vote.

Financial Reports
Invoice Approval
Janet read the list of invoices to be approved, Attachment A.
The invoices totaled $10,201.97. Discussion included the Silhavy STEP tank pump-out, which had occurred multiple times within less than five years and may be billed to the customer due to evidence of tank abuse; the 7688 Lakeview consultation charge; and related responsibility questions.
John Fechter made a motion, seconded by Denny Schaab, to approve payment of all invoices. The motion passed on a voice vote.

Bank Balances
Tammy Knuth reported bank account balances.

O&M checking account (xx 8161)	$41,425.67
Short-Lived Asset Reserve account (xxx 0378)	$124,553.52 restricted
Debt Reserve business savings account (xxx2007	$52,845.46 restricted

CD balances, maturity 6/27/27

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

The secondary O&M account was closed and its funds were transferred into the xxx 8161 account.

Overdue Invoices – Liens
Four customers will receive warning letters because they are approaching the $300 delinquency threshold. One customer is just over $300, but due to the recent Muni-Link transition, Janet recommended sending a warning letter rather than filing a lien. Cheryl will ask Jennie to prepare two lien releases previously discussed.

USIC Report
There were two USIC calls, both within normal activity.

Treatment Plant Operation & Maintenance
Rich Hirsch reported that the gravel beds were in excellent condition with very little vegetative growth. Vegetation

along the road to the treatment plant should be addressed after a grass-cutting provider is determined. The UV system had all four lamps lit; handles received from the manufacturer will be installed after the UV season ends in October. Four of the treatment plant riser lids are broken, and the board agreed that WRM should obtain approximately five heavy-duty replacement 32-inch lids. Flow readings were discussed and were generally returning to reasonable levels.

Old Business

Muni-Link Online Payment Portal

The Muni-Link customer portal is fully live. Two months of invoices have been sent through the system, payments are being entered, and the final training meeting has occurred. All board members have access to review accounts. Twenty-eight customers are registered on the portal, ninety-five are using ACH autopay, and seven have used quick pay by e-check or credit card. New charges may be added for items such as the Silhavy pump-out and any future billing decisions. A change of ownership for 5786 North Lakeshore is scheduled for August 21 and will require setting up a new customer account.

Rate Review by MRWA

Mary from Missouri Rural Water Association met with board members on August 12. Discussion included the process for a possible rate increase, including an open meeting and a five-year proposal. Janet reported that operating expenses are increasing by approximately $3,800 per year and net cash flow is decreasing by a similar amount; operating expenses are increasing at about twice the rate of inflation when normalized to 2013. The participants discussed possible rate structures, customer communication, tap-on fees, deposits, DNR fees, district boundaries, potential future expansion obligations, ammonia variance issues, and the need to review these matters further with the full board. Cheryl moved, John Fechter seconded, and the board agreed to remove the refund language for new construction tap-on fees from the website until the board determines the amount to retain.

Update delinquent customer

The board discussed delinquent sewer payments and the authority to discontinue sewer service after 90 days of delinquency, subject to board discretion for extenuating circumstances. Denny and Linda may meet with the Jefferson County Health Department to confirm support for enforcement language. Cheryl moved to adopt the delinquent sewer payments policy, John Fechter seconded, and the motion passed. Janet will upload the policy to the website, and signed copies will be filed with district records.

New Business

Liaison email

No additional liaison email report was presented.

5973 SLSD

The board discussed the completed repair at 5973 South Lakeshore. AA Quick installed a new approximately 50-foot section of 1½-inch line with brass fittings after prior efforts failed to locate and resolve the issue. The old line appeared to have been displaced or damaged, possibly during wall work in 2013. Sprinkler lines were encountered despite prior information that none were in the area; Mark Stubits agreed to repair any damaged sprinkler lines. The board noted that an above-ground or shallow connection between the house stack and cleanout appears to be the homeowner's responsibility because it is between the house and STEP tank. John Fechter will follow up by email documenting that observation and related responsibilities. The district will absorb the $5,500 repair cost.

7688 Lakeview

The board discussed 7688 Lakeview, where remodeling work revealed an old septic tank serving a separate plumbing stack that had not been connected to the STEP system. The homeowners asked whether the condition was the district's responsibility or the homeowner's responsibility. Discussion indicated that the district would not have known there were two stacks unless that information had been provided during the original connection process. John, Rich, Ron, and the homeowners met on site. Because there was not enough gravity fall from the old stack to the STEP tank, the likely solution discussed was installation of a small sewage ejector or grinder system and cleanout to move flow from the old stack to the STEP tank. The matter was discussed as primarily a homeowner responsibility, with additional follow-up expected.

STEP tank inspections

No separate STEP tank inspection report was presented beyond the treatment plant and property-specific reports noted above. WRM will submit a bid to conduct the inspections this fall or next spring.

Closing O&M account

The secondary O&M account was closed, and the funds were transferred to the O&M checking account ending in 8161.

Delinquent payment policy
The board adopted the delinquent sewer payments policy as described under Old Business. The policy will be posted on the district website and retained in district records.

Other new business
No other new business was reported.

Next Meeting
September 21, 2026 at 5pm.

Adjournment
John made a motion seconded by Denny to adjourn. The meeting adjourned at 6:27pm.

Cheryl Miller, President

Janet M Hirsch, Acting Secretary

Attachment

meeting date 8/17/2026

PWSD#13 invoices

Payee	Description	amount	payee total	
AA Quick	5973 SLSD (Massara) rerouted 25' of 1-1/2" PVC line	5,500.00		
			5,500.00	
Ameren, via ACH	Electric utility at sewer office	26.69		
	Electric utility at WWTP	369.98		
			396.67	
Answer National	Telemessage Service	35.00		
	outdials, x @ $0.54	1.62		
			36.62	
Charter, via ACH	phone at sewer office	52.09		
			52.09	
Jennie Kimmel	Bookkeeper services	400.00		
			400.00	
MO One Call	location fees Q1	9.45		
			9.45	
Pest Defense & Lawn Care	Grass cutting	430.00		
			430.00	
PWSD#13, via ACH	Sewer user fee at sewer office	72.00		
			72.00	
Sweeney Law Firm	Alvey house sale communications	153.75		
			153.75	
USIC	USIC locating services	78.12		
			78.12	
Water Resources	monthly fee	775.00		
	5774 SLSD (Silhavy) - alarm, replaced PVC fitting, reassembled discharge line. Very dirty filter. Scheduled pump out	312.50		
	5774 SLSD (Silhavy) - pumped STEP tank	450.00		from SLAR
	5907 SLSD (Fendler) - replaced 24" lid on main line	31.25		
	6108 NLSD (Ewen) - replaced lid on STEP	62.50		
	6460 NLSD (Chris Ott) - alarm, checked system	125.00		
	6771 SLSD (Lents) - odor at street, intermittant	62.50		
	6786 SLSD (Stubits) - alarm, replaced on & off floats	250.00		
	7688 Lakeview (Mangum) - consultation re 2nd gravity line from house	250.00		
	lids, 24" polylok, purchased 4	339.52		
	herbicide	40.00		
	wwtp - pulled & sprayed weeds in RSF beds	375.00		
			3,073.27	
Grand Total		10,201.97	10,201.97	