

I. Call to Order

Joe Tousignant, president, called the meeting to order on May 10, 2022 at 6:40 pm at the District office. Board members present were Betty Brooks, Joe Garvey, Tommy Halford, and Greg Steiner. Present also were Dana Felton, accounting clerk, Juanita (Holderbaugh) Cothorn, office clerk, and Jenny Macke, accountant/treasurer. Mr. Tousignant declared a quorum was present.

Greg Steiner, vice president, announced his resignation from the Board of Directors for personal reasons. He was thanked for his service. A replacement for his Board position will be sought.

III. Public Comments re: Agenda Items – None.

III. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project.** Mr. Tousignant reported:
 - a. Carstensen's Constructing continues to install sewer lines in the unsewered areas.
 - b. The electric security gate at the entrance to the plant and office building will be connected pending receipt of a needed part.

Discussion was held.

Recommendations/Actions: Follow up at next meeting.

2. **Permit Renewals:** No new information.

Recommendations/Actions: Follow up at next meeting.

3. **Facility Updates:** No new information.

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
 - b. Bella Vista Estates: will need engineering report for onsite upgrade in the next 4-5 years; effluent is meeting ammonia limits 75% of the quarters.
 - c. Cedar Meadows: WWTF good
 - d. Essex Place: WWTF good.
 - e. Forest Meadows: WWTF good
 - f. Homestead Place: WWTF good
 - g. Major Custom Cable: connected to the treatment plant.
 - h. Midwest Energy/ LLC: WWTF good; aerators are on hold until attached to the treatment plant.
 - i. Mulberry Acres: connected to the treatment plant
 - j. Pleasant Lake Estates: WWTF good
 - k. Oak Creek Estates: WWTF good.
 - l. Red Barn/Las Brisas Restaurant: pumping to Major Custom Cable; grease problems and related system clogs continued with the restaurant; continued grease/clog problems reported.
 - m. Saddlebrooke Ridge: UV treatment for ammonia installed with results within limits.
 - n. Saxony High School: No discharge.
 - o. Seabaugh Acres: will install aerators next month.
 - p. Spring Lake Estates: connected to the treatment plant
 - q. Sun Valley Estates: Lagoon has been restarted due to new connections and nearby new subdivision.
 - r. Tamarac Estates: WWTF good
 - s. Twin Oaks: WWTF good.
 - t. Westbridge Place: WWTF good.
- Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. **Project Reports:** None.

B. **Secretary's Report:** The minutes from the previous regular Board meeting of April 12, 2022 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of April 12, 2022.

C. **Treasurer's Report:** Ms. Macke -

1. Presented the Payroll report through 05/13/2022; and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July 2021 through April 2022 and Checks Report through 05/31/2022.
Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Checks Report through 05/31/2022 and Payroll Reports through May 13, 2022. See attached reports.
2. It was moved, seconded, and approved unanimously to transfer \$10,000 from the operations account to the customer service deposit account.
3. It was moved, seconded, and approved unanimously to approve the treasurer's report for July 2021 through April 2022 as presented.
4. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

D. **Clerks' Report:**

1. Mrs. Felton reported there were initially 152 shut-offs eligible in April 2022 with three (3) shut-offs completed, but turned back on within 24 hours with payment received. Late fees incurred by customers totaled \$1,074.91. Twelve (12) new customers were received and four (4) moved out of the District. There are currently residential 968 customers.
2. Mrs. Cothorn reported five (5) of 65 delinquent accounts have been paid.
Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to accept the clerks' report.

E. **Mowing Report:** Mr. Garvey presented the 18 facilities' mowing report of 05/03/2022. He reported they have been mowed and look good. He reported the new station site at Whispering Heights needs restoration, downed trees need to be removed, and cannot be mowed yet.

Recommendations/Actions: Follow up next month.

IV. Old Business

A. **Rules and Regulations Updates: Collections, Refunds to Customers with No Forwarding Information, December Shut-Off Policy, Customer Deposit Refund Policy:** Mr. Tousignant will update the Rules and Regulations as previously approved for each one except Collections which is a procedural policy.

Recommendations/Actions: No further follow-up necessary.

B. **Employee Benefits:** Discussion was held regarding the employee health insurance proposals for the Chamber Benefit Plan HSA 2 for projected start date of July 1, 2022 from Laura Parker of Coalter Insurance.

Recommendations/Actions: It was moved, seconded, and approved unanimously to spend \$1500 per month total for employee health insurance, accept the Chamber Benefit Plan HSA-2 for employees Dana Felton and Juanita Cothorn, and the District will contribute the 50% of the difference between the premium of \$612.87 total and \$1500, or \$137.13 into each employee's HSA account monthly, to take effect July 1, 2022. Ms. Brooks will complete the membership application for the Jackson Chamber of Commerce and contact Laura Parker of Coalter Insurance.

- C. **Building/Facility Insurance:** Ms. Brooks presented information from Steve Naught at Naught-Naught Insurance for MOPERM re: proposed building/facility insurance. Discussion was held. She reported Mr. Naught was not able to attend this meeting due to a schedule conflict. It was agreed no coverage on the concrete plant was needed and if any lightning strikes or breakdowns occur, the cost to repair them would be more cost effective than insurance at this time. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to stop insurance coverage for the individual sites and insure the office building/garage and the Generac Industrial Generator, and add a \$5 million liability insurance policy for the plant site and about 450 easement sites. Ms. Brooks will contact Mr. Naught with the insurance requests.

- D. **Kinder Farm Housing Project in Starlight District:** No new information.

Recommendations/Actions: Additional information will be obtained for review.

V. New Business

A. **Construction Pay Request:**

1. Mr. Tousignant presented the Payment Estimate #19 for 05/01/2022 for a total of \$434,702.55 with invoices from Carstensen's Constructing, Penzel Construction, and Strickland Engineering.
 2. The Payment Estimate #18 for 04/01/2022 was completed for a total of \$1,139,129.00 as approved at the April 2022 meeting.
- Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #19 for 05/01/2022 for total of \$434,702.55 for Carstensen Constructing, Penzel Construction, and Strickland Engineering.

- B. **FY 2022-2023 Annual Rate Review:** Mr. Tousignant proposed that the base rates for 2022-2023 not increased due to the recent increase in January 2022, but rates will be adjusted according to customer's calculated average water usage per policy. He proposed the connection fee for gravity sewers be increased from \$500 to \$1000 and the District's administrative fees be decreased from \$30 to \$25 per hour for requests, effective July 1, 2022. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the connection fee for gravity sewers be increased from \$500 to \$1000 and the District's administrative fees be decreased from \$30 to \$25 per hour for requests, effective July 1, 2022.

- C. **Employee Cost of Living Increase:** Mr. Tousignant proposed a 2% cost of living increase be granted to each clerk Dana Felton and Juanita Cothorn, effective July 1, 2022. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the 2% cost of living increase to each clerk Dana Felton and Juanita Cothorn, effective July 1, 2022.

VI. Public Comments for Items Not on Agenda: None.

VII. Closed Session for Legal Matters, Real Estates Issues, Personnel Business: None.

VIII. Announcements

1. The next regular monthly meeting will be held **Tuesday, June 14, 2022** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

IX. Adjournment: Being no further business, the regular meeting adjourned at 8:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 05/13/2022
Checks Report through 05/31/2022