

I. Call to Order

Tommy Halford, vice president, called the meeting to order on September 13, 2022 at 6:30 pm at the District office. Board members present were Brian Atchison, Betty Brooks, and Shannon Hardy. Absent was Joe Tousignant. Present also were Dana Felton, accounting clerk, Juanita Cothorn, office clerk, and Jenny Macke, accountant/treasurer. Mr. Halford declared a quorum was present.

II. Public Comments re: Agenda Items: None.

III. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Plant:** Arbor Trails Subdivision has been connected to the Plant. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.
2. **Permit Renewals:** No new information.
Recommendations/Actions: Follow up at the next meeting.
3. **Facility Updates:** (updates are underlined)
 - a. Arbor Trails: connected to the treatment plant.
 - b. Bella Vista Estates: WWTF (wastewater treatment facility) good
 - c. Cedar Meadows: WWTF good
 - d. Essex Place: connected to the treatment plant.
 - e. Forest Meadows: WWTF good
 - f. Homestead Place: WWTF good; to be connected to plant soon.
 - g. Major Custom Cable: connected to the treatment plant.
 - h. Midwest Energy/ LLC: to be connected to plant soon.
 - i. Mulberry Acres: connected to the treatment plant
 - j. Pleasant Lake Estates: WWTF good; to be connected to plant soon.
 - k. Oak Creek Estates: WWTF good.
 - l. Red Barn/Las Brisas Restaurant: connected to the treatment plant.
 - m. Saddlebrooke Ridge: WWTF good.
 - n. Saxony High School: connected to the treatment plant.
 - o. Seabaugh Acres: WWTF good
 - p. Spring Lake Estates: connected to the treatment plant
 - q. Sun Valley Estates: pumping to Tamarac facility
 - r. Tamarac Estates: WWTF good
 - s. Twin Oaks: WWTF good.
 - t. Westbridge Place: connected to the treatment plant.
3. **Project Reports:** No new information.
 - a. Cedar Meadows, Oak Creek, Seabaugh Acres monitoring systems have been ordered.
 - b. Bella Vista Facility Plan – submitted to DNR for ARPA funding.
 - c. Starlight WWTF – submitted to DNR for ARPA funding.
 - d. Sewer extension underway in Highland Hills for new apartment buildings/duplexes.
 - e. Several grinder pumps to be installed in Saddlebrooke.
4. **Facility Transfers:** none pending.

5. **Upcoming Items:** No new information.
- a. Kinder Farms – agreement needed with developer for relocating Arbor Trails WWTF to serve Phase I of development.
 - b. Need to solicit bids for biosolids removal from the digesters this fall.
 - c. Need to update One Call with new sewer construction.
 - d. Discuss contracting of locates?
 - e. Several inquiries received about extensions and connections for new development in Fruitland.
 - f. Lagoon Closures

Recommendations/Actions: Follow up at the next meeting.

- B. **Secretary's Report:** The minutes from the previous regular Board meeting of August 9, 2022 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of August 9, 2022.

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

1. Presented the Payroll Report and Checks Report through 09/13/2022 and 09/30/2022, respectively, and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for August 2022.
2. Reported the 2021-2022 audit review has begun.
Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Payroll Report and Checks Report through 09/13/2022 and 09/30/2022, respectively. See attached reports.
2. Ms. Macke will check with local banks for the best money market options for the MUPC money.
3. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

- D. **Clerks' Report:**

1. Mrs. Felton reported there were 50 eligible shut-offs in August 2022 which reduced to 16 on the shut-off date, including 17 in PWSD #1 and 9 in PWSD #2. All connections were turned back on with payment except for 2 in PWSD #1. There were 168 penalty fees totaling \$1,341.31. New customers included 241, nine (9) customers moved out, and one 74 customer refunds were issued.
2. Adjustments of \$303.61 were reviewed.
3. Ms. Felton and Ms. Cothorn will be out of the office on October 24-26, 2022 to attend the Missouri Rural Water Association Fall Conference at Lake of the Ozarks.
4. Ms. Cothorn reported letters have been sent to customers regarding the incentive to sign up for ACH or e-billing. It was reported that 83/968 customers have signed up to date with \$352.50 in credits given for the change in billing.

Discussion was held.

Recommendations/Actions:

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

- E. **Mowing Report:** Joe Garvey's report of the 18 facilities' mowing report of 08/01/2022 was reviewed. The report documented some have been mowed and others needed to be mowed. The sites at Arbor Trails and Whispering Heights need to be restored in order to mow.

. Discussion was held.

Recommendations/Actions: Mr. Tousignant will be asked to follow up on the progress of removing the downed trees/restoration needs at Arbor Trails and Whispering Heights.

IV. Old Business

A. Property Site Weed Control: Mr. Hardy reported he mowed the weeds/grass around the plant site and will spray more of the weeds when possible.

Recommendations/Actions: None.

B. Golf Cart for Property Use: Mr. Halford reported a used golf cart was purchased for about \$2500 and is in use for the plant site.

Recommendations/Actions: None.

C. Office Cleaning Services: Ms. Cothorn and Ms. Felton presented cleaning quotes from Cape Cleaning Service and Christy's Cleaning Service. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to have Christy's Cleaning Services provide janitorial services of the plant building, excluding the clerks' office, once a month for \$150.

D. Grease Traps: No new information.

Recommendations/Actions: Mr. Strickland will propose a maintenance schedule for the customer business facilities re: grease traps and follow up with those businesses.

V. New Business

A. Construction Pay Request: Ms. Felton presented Mr. Strickland's Payment Request Estimate of Funds #23 for 09/01/2022 for a total of \$497,474.25 with invoices from Carstensen's Constructing, Penzel Constructions, and Strickland Engineering. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #23 Request for 09/01/2022 for a total of \$497,474.25 with invoices from Carstensen's Constructing, Penzel Constructions, and Strickland Engineering.

B. New Office Printer: Ms. Felton and Ms. Cothorn reported the new GFI all-in-one printer has been obtained and is working well. A quote from PDQ Quality Printing was reviewed for office stationery and window envelopes. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to use the GFI printer service plan for office stationery and window envelopes as it was more economical.

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

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

VIII. Announcements

The next regular District Board meeting will be held **Tuesday, October 11, 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 7:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 09/13/2022
Checks Report through 09/30/2022