

**1. Call to Order**

Joe Tousignant, president, called the Board Meeting to order on January 10, 2023 at 6:30 pm at the District's office. Board members present were Brian Atchison, Betty Brooks, Tommy Halford, and Shannon Hardy. Present also were Juanita Cothorn, office clerk, and Brian Strickland, engineer. Absent was Jenny Macke, accountant/treasurer, Mr. Tousignant declared a quorum was present.

**2. Public Comments re: Agenda Items:** None.

**3. Reports**

**A. Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Plant:** Mr. Strickland reported Carstensen's are on break until January 25, 2023 and will return to complete the remaining connections. He reported several issues developed due to the recent heavy rains and subzero temperatures, but they were resolved. Discussion was held.  
**Recommendations/Actions:** Follow up at next meeting.
2. **DNR Permit Renewals:** Mr. Strickland reported renewals for the facilities at Arbor Trails, Oak Creek, and Tamarac have been posted for public notice with additional postings expected soon. A renewal and transfer was submitted the Highlands Ranch subdivision.  
**Recommendations/Actions:** Follow up at the next meeting.
3. **Facility Updates:** Mr. Strickland reported the following facilities are connected to the Fruitland Waste Water Treatment Facility: Arbor Trails, Essex Place, Forest Meadows, Homestead Place, Major Custom Cable, Pleasant Lake Estates, Saxony High School, Spring Lake Estates, Sun Valley, Westbridge Place, Mulberry Acres, and Midwest Energy. The Red Barn facility is awaiting DNR permit closure. The remaining seven (7) satellite facilities are as follows:
  - a. Cedar Meadows: WWTF good
  - b. Bella Vista Estates: WWTF (wastewater treatment facility) good
  - c. Oak Creek Estates: WWTF good; fencing, blowers, UV upgrades being discussed.
  - d. Saddlebrooke Ridge: WWTF good; need to replace 4 pumps; will move pumps from Homestead and Jackson Machine.
  - e. Seabaugh Acres: WWTF good
  - f. Tamarac Estates: WWTF good; reduced flow because Sun Valley and part of Tamarac direct to Fruitland WWTF; connecting to Fruitland WWTF in February 2023.
  - g. Twin Oaks: WWTF good.Discussion was held.  
**Recommendations/Actions:** Follow up at the next meeting.
4. **Project Reports:** Mr. Strickland reported:
  - a. Cedar Meadows, Oak Creek, Seabaugh Acres monitoring systems received; installations pending.
  - b. Oak Creek fencing, blows, and UV planned.
  - c. Additional grinder pumps are being installed as needed.
  - d. The construction plans are being submitted for Phase I of Kinder Farms.Discussion was held.  
**Recommendations/Actions:** Follow up next meeting.
5. **Facility Transfers:** Mr. Strickland reported Highlands Ranch closure was completed and the transfer is in progress. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

6. **Upcoming Items:** Mr. Strickland reported lagoon closures project to be bid in 2023. Discussion was held.

**Recommendations/Actions:** Follow up next meeting.

**B. President's Report:** Mr. Tousignant reported:

1. Dana Felton, accounting clerk, was terminated on 12/20/2022 and Juanita Cothorn, office clerk, has done an excellent job on assuming the additional office duties.
2. Multiple emails, projects, and customer contacts have been addressed since the last meeting.
3. Local waste haulers have contacted him to dump their septic waste at the Plant. He said the haulers are being \$70 per 1000 gallons for the disposals which the plant is equipped to handle.
4. Reminder for board members and staff that have a district credit card to complete the Purchasing Card Log when it is used.
5. Rep. Barry Hovis has re-introduced HB 697 for proposed payment of reorganized sewer district board members.
6. Additional PVC clean out pipes have been purchased for installation as needed.
7. Met with Harold "Pee Wee" Landgraf from PWS #1 to discuss operation of the utilities.

**C. Secretary's Report:** The minutes from the previous regular Board meeting 12/13/2022 and the closed Board meeting minutes of December 20, 2022 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of 12/13/2022 and the closed Board meeting minutes of December 20, 2022 as presented.

**D. Treasurer's Report:** Ms. Macke per Ms. Cothorn:

1. Presented the bills and checks report through 01/31/2023, and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for 01/31/2023.
2. Presented the Payroll Report through 01/31/2023. Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the Payroll Report and Bills/Checks Report through 01/31/2023. See attached reports.
2. Invoices/bills/adjustments were reviewed and signed by Betty Brooks, secretary.

**E. Clerk's Report:**

1. Mrs. Cothorn reported there were no shut-offs in December due to the holidays, but she contacted 44 customers for late payments and arrangements have been made for payments. Penalties for 140 customers were charged late fees for a total of \$1,087,59.
2. Total current customers are 1597 with 16 customer additions not in the plant project and 5 customers moved out of the district.
3. The office will be closed on 01/16/2023 due to the holiday. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

**4. Old Business**

- A. **Liability Insurance Renewal:** Mr. Tousignant reported he has the plant map and will forward it to Ms. Brooks to forward to MOPERM/Linda Ownby, agent, for the updated liability insurance quote for 2023. Discussion was held.

**Recommendations/Actions:** Follow up next meeting.

**5. New Business**

**A. Construction Pay Request:** Mr. Strickland presented Payment Request Estimate of Funds #27 for 01/01/2023 for a total of \$83,309.53 with invoices from Carstensen Constructing. He reported Strickland Engineering has achieved their maximum limit for invoices. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #27 for 01/01/2023 for a total of \$83,309.53 with invoices from Carstensen's Constructing.

**B. Rate Policy Update:** no new information.

**C. Screenco System:** Mr. Tousignant reported a need for a screening system is needed for waste from local waste haulers to input into the plant to remove trash from the wastewater. He stated an appropriate system was located from Screenco Systems as a portable, non-mechanical septic receiving screen attachment that would be connected to the plant inflow. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the purchase of the Screenco Portable Septic Receiving Screening attachment for \$24,890.00 and up to \$5000.00 by a local contractor for set-up.

**C. Mowing Contracts:** Mr. Tousignant asked Shannon Hardy to assume oversight of the district's mowing contracts for the 2023 season for facilities and pump station sites. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant and Mr. Hardy will prepare the 2023 mowing contracts and follow up at the next meeting.

**6.Public Comments for Items Not on Agenda:** None.

**7.Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to enter Closed Session for Section 610.021(3)-Hiring, firing, or promoting an employee or when personnel information about the employee is discussed or recorded.

**8.Next regular District Board meeting:** It will be held **Tuesday, February 14, 2023** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

**9.Adjournment:** Being no further business, the regular meeting adjourned at 8:35pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 01/31/2023  
Bills/Checks Report through 01/31/2023