

1. **Call to Order**

Brad Noel, president, called the regular board meeting to order on January 13, 2026 at 6:30 pm at the District office. Board members present were Betty Brooks, Tammy Crites, Rebecca Fielder, and David Petot. Present also were Juanita Cothorn, administrative office manager; Judy Diebold, office clerk; Kelly O'Dell, treasurer; and Brian Strickland, engineer. Mr. Noel declared a quorum was present.

2. **Approval of Agenda:** It was recommended to add Twin Oaks Upgrade to Old Business plus 279 Booker's Ridge and Cedar Circle to the President's report. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to add win Oaks Upgrade to Old Business plus 379 Booker's Ridge and Cedar Circle to the President's report.

3. **Introduction of Guests:** None.

4. **Public Comments re: Agenda and Non-Agenda Items:** None.

5. **Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting 12/09/2025 were reviewed.

Ms. Brooks corrected the term of office for Rebecca Fielder should be until 07/01/2027. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 12/09/2025 as corrected.

B. **Treasurer's Report:** Ms. O'Dell presented the following information, including:

- 1) Monthly Bank Balance Reports for December 2025.
- 2) Checks issued December 9, 2025 to January 12, 2026.
- 3) Payroll Journal November 29, 2025 to January 9, 2026.
- 4) Bank Reconciliations for Chase, Construction, and Bank of Missouri accounts for December 2025; Service Deposit account for November-December 2025. Reconciliation for General Checking account for December is pending.
- 5) Adjustments for December are pending.
- 6) Profit & Loss plus Budget vs. Actuals for July – November 2025
Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Checks Report for December 9, 2025 to January 12, 2026 and the Payroll Journal report for November 29, 2025 to January 9, 2026, pending the final audit.

C. **President's Report:** Mr. Noel reported:

- 1) **379 Booker's Ridge/Highlands Ranch:** Question received re: clean out of septic tank effluent system with no current problem reported. Discussion was held.

Recommendations/Actions: Mr. Strickland will develop a rotating schedule and map for cleaning out the 42 septic tank effluent systems in Highlands Ranch so each one will be cleaned out every five (5) years or as needed. He will measure the sludge in the tank at 379 Booker's Ridge.

- 2) **Cedar Circle:** Individual reported issue with service connection cost for the new 4-plex building. Discussion was held.

Recommendations/Actions: Mr. Noel will draft a letter regarding the service connection cost to be reviewed by the board and then sent by email and registered letter to include the District's current Fee Schedule regarding the service connection cost.

D. Clerk's Report: Ms. Cothorn and Ms. Diebold presented the report for December 2025, including:

- 1) There were 2 customers shut off in District 1 on 12/29/2025 with both restored and none in District 2.
- 2) Late fee penalties were charged to 117 customers.
- 3) There were two (20 new locations and no new haulers. Total customers: 1700.
- 4) Total account adjustments for December 2025 were given with details given for the adjustment.
- 5) Problems with messes on the gravel left by some haulers.
- 6) MO DNR visited and reviewed the plant for report of an "odor"; no findings reported and no recommendations given; commendation given for the clean facility.
- 7) IRS mileage rate increased from 0.70 cents a mile to 0.725 cents per mile.
- 8) Issue raised by landlords and property management companies re: bills for tenants who leave without paying the bill.
- 9) Need list of contractors and process to know when buildings are erected and sewer systems need to be connected.
- 10) MRWA Conferences scheduled May 20-21, August 18, and October 20-21, 2026.

Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the adjustments report for December 2025.
- b. Keep the mileage rate at 0.70 cents a mile per Missouri mileage rate; consider business car rentals for distance travel.
- c. To research putting in a concrete pad next to the hauler's pour site in warmer weather.
- d. Ms. Cothorn will draft a letter to send landlords and property management companies with reference to the current Missouri State Statutes re: their payment of delinquent tenant bills.
- e. Mr. Strickland will help compile a list of contractors and help develop the notification process for new construction with new sewer connections for inspection.

E. Engineer's Report: Mr. Strickland reported the following, including:

- 1) Easement deeds completed for closed facility at Saxony High School. The deed for Spring Lake Estates to Wills trusts is pending signature page corrections.
- 2) Sapphire Lane Pressure Sewer Extension; will request a grinder pump; no actions required of the District at this time.
- 3) Getting delivery of duplex grinder pumps for Dowd development.
- 4) Forest Meadows closed facility is still pending.
- 5) Working on ammonia removal variance reports for Seabaugh Acres and Bella Vista Estates.
- 6) Met with Drury SW to discuss possible sewer rates for their properties.
- 7) Proposed purchase of a Flo-Systems E-One mobile test lab for grinder pumps with tool box and no tools for use by Trenton in the District shop to check/repair grinder pumps. He reported they have loaner grinder pumps if needed to avoid interruption of service during repairs and new pumps can be obtained within 24 hours as needed.

Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to execute the Special Warranty Reserve and Easement Deed for the closed facility at Saxony High School.
- b. It was moved, seconded, and approved unanimously to execute the Special Warranty Deed to the three (3) Wills' Trusts for the closed facility at Spring Lake Estates upon receipt of the revised signature page.
- c. It was moved, seconded, and approved unanimously to obtain an updated cost and purchase the Flo-Systems E-One mobile test lab for grinder pumps with tool box and no tools for use

- by operator Trenton in the District shop to check/repair grinder pumps.
d. Mr. Noel will follow up on the closure of the Forest Meadows facility.

6. Old Business

- A. **Computer, Software, Server Update Quotes:** Pending information from Broadtek.
Recommendations/Actions: Follow up next meeting.
- B **Twin Oaks Upgrade:** Mr. Strickland reported work was recently done to clean clogged screens in the facility. Plans include adding more media, replace screens with stainless steel screens and attachments to catch debris, do another septic tank clean-out within the next month.
Recommendations/Actions: Follow up next meeting

7. New Business

- A **Workshop Meeting January 2026:** Mr. Noel proposed a board work meeting to be held to discuss the Emergency Response Report, grinder pump costs, Fee Schedule, Year-to-Date Budget Evaluation, salary schedules, and insurance options. Discussion was held.
Recommendations/Actions: Board work meeting scheduled for Saturday, January 31, 2026 at 9am at the District office.
- B. **Board Member Replacement:** Betty Brooks requested replacement when possible. Discussion was held.
Recommendations/Actions: Continue to contact new board member when possible.

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

9. Next regular District Board meeting: It will be held **Tuesday, February 10, 2026** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

10. Adjournment: It was moved, seconded, and approved unanimously to adjourn the meeting at 8:15pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks issued December 9, 2025 to January 12, 2026
Payroll Report November 29, 2025 to January 9, 2026