

1. **Call to Order**

Luke McCulley, president, called the regular Board Meeting to order on January 15, 2025 at 6:30 pm at the district's office. Board members present were Betty Brooks, Kay Robins, Greg Steiner, and Scott Whittington. Present also were Joe Tousignant, manager; Juanita Cothorn, accounting clerk; Judy Diebold, office clerk; and Kelly O'Dell, treasurer. Mr. McCulley declared a quorum was present.

2. **Approval of Agenda:** It was moved, seconded, and approved unanimously to approve the agenda as presented.

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 on 12/10/2024 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 12/10/2024 as presented.

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

- 1) Monthly Bank Balance Report for December 2024.
- 2) Bank Account Reconciliations for November 2024 and December 2024.
- 4) Payroll Journal Report for 11/30/2024 to 01/10/2025.
- 5) Checks report issued December 2024.
- 6) QuickBooks Accounts Receivable adjustments completed for November 2024. There were no adjustments required for December 2024.
- 7) Profit & Loss report and Budget vs Actuals report
- 8) Patrick Kintner, CPA, continues to work on the audit. He has questions regarding the final payment to Carstensen's for the Fruitland Project in comparison to the initial approved final payment.

Discussion was held.

**Recommendations/Actions;**

- 1) It was moved, seconded, and approved unanimously to accept the Checks Report for December 2024, and Payroll Journal Report for 11/30/2024 to 01/10/2025, pending the final audit.
- 2) It was moved, seconded, and approved unanimously to approve the adjustments for November 2024.
- 3) Mr. Tousignant and Ms. Brooks will forward further documentation to Ms. O'Dell and Mr. Kintner re: the final payment to Carstensen's on the Fruitland Project.

C. **Manager's Report:** Mr. Tousignant reported the following, including:

- 1) Easements and deeds are in progress for the remaining closed facilities.
- 2) Maintenance and repair on pump stations as needed; no damage noted from recent power outages due to ice and snow.
- 3) Cleaned septic screen frozen with debris and posted notice to haulers re: Winter Operations Mode."

Discussion was held.

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

C. **Clerk’s Report:** Ms. Cothorn and Ms. Diebold presented their report for December 2024, including:

- 1) There were 146 potential shut-offs total which were reduced to 14 in PWSD #1 and 3 in PWSD #2 by 12/25/2024, but no shut-offs were done due to the Christmas holiday.
- 2) Late fee penalties for 86 customers totaled \$1,294.55.
- 3) There were 19 new customers/connections and 20 moved out of the district, excluding 12 landlords. There were 7 new locations. Total customers: 1,636.
- 4) Total adjustments for December 2024 were \$97.87 with details given for the adjustments.
- 5) Missouri mileage reimbursement rate increased to 70 cents for 2025.
- 6) New check machine obtained from the bank with no financial outlay.
- 7) The postage meter contract is ending this month and will not be replaced as previously approved.

Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the adjustments report for December 2024.

## 6. Old Business

A. **Job Descriptions:** Mr. McCulley presented the final draft job descriptions for Operations Manager and Administrative Assistant/Billing Clerk. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the job descriptions for Operations Manager and Administrative Assistant/Billing Clerk. Ms. Brooks will email the final copies of the job descriptions to the Board members and staff.

B. **Generator Maintenance Contract Renewal:** Mr. Tousignant reported Brian Strickland is to secure another bid on the generator maintenance contract.

**Recommendations/Actions:** Mr. Tousignant will contact Mr. Strickland about the additional bid(s).

C. **Work Orders Procedure:** Mr. Tousignant reported Strickland Engineering and Horner & Shifrin to obtain a quote for a GIS based work order system. He stated an internal work order procedure is in effect for the grinder pumps.

**Recommendations/Actions:** Tabled until further information is obtained.

D. **PWSD #1 Agreement:** Ms. Brooks reported attorney Scott Robbins approved the proposed agreement for 2025-2030 and said a similar document could be prepared for PWSD #2, also. The Agreement has been signed and sent to PWSD #1.

**Recommendations/Actions:** None

## 7. New Business

A. **Endicott Communications Service:** Mr. Tousignant reported the Service for after-hours emergency calls is working now. Discussion was held.

**Recommendations/Actions:** Ms. Cothorn will contact Endicott with any further issues.

B. **Septic Receiving Screen Video Camera:** Mr. Tousignant presented information on an Accent Security Alarm system to monitor activity at the District’s gate and septic screen areas. Cost is \$3000 plus tax for installation with no monthly fees. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to purchase the Accent Security Alarm System as presented.

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- C. **PWSD #2 Contract:** Ms. Brooks said attorney Mr. Robbins reported the same agreement information from PWSD #1 could be used with PWSD #2. Discussion was held.  
**Recommendations/Actions:** Ms. Brooks will forward the PWSD #1 Agreement to Kelly O’Dell for PWSD #2 to customize, review, sign, and return.
- D. **PWSD #2 Request for Easement at Twin Oaks Lot 62:** Ms. Kelly presented a request from PWSD #2 for temporary and permanent easements on Lot 62 in Twin Oaks Subdivision for water line access. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to grant the temporary and permanent easements at Twin Oaks Lot 62 to the PWSD #2.
8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to move to closed session for Section 610.021(2)-Leasing, purchase, or sale of real estate and Section 610.021(13) - Personnel Business. Voting Aye – Luke McCulley, Scott Whittington, Betty Brooks, Greg Steiner, and Kay Robins. Voting Nay – none. Abstentions: none.
9. **Next regular District Board meeting:** It will be held **Tuesday February 11, 2025** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.
10. **Adjournment:** Being no further business, the open meeting adjourned at 7:30 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report for 11/30/2024 to 01/10/2025  
Checks report issued December 2024