

I. Call to Order

Joe Tousignant, president, called the meeting to order on February 8, 2022 at 6:40 pm at the District office located at 3054 State Highway FF, Jackson, MO. Board members present were Betty Brooks, Joe Garvey, Tommy Halford, and Greg Steiner. Present also were Dana Felton, accounting clerk, Juanita Holderbaugh, office clerk, Jenny Macke, accountant/treasurer, and Brian Strickland, Strickland Engineering. Mr. Tousignant declared a quorum was present.

II. Public Comments re: Agenda Items – None.

III. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project.** Mr. Strickland reported:
 - a. Penzel Construction continue finishing work at the treatment plant.
 - b. Carstensen's Constructing is installing remaining lift stations and piping with nearly all the requested 4-inch pipes received.Discussion was held.
Recommendations/Actions: Follow up at next meeting.
2. **Permit Renewals:** Mr. Strickland reported the 14 current facility permits for those to be attached to the treatment plant will be expiring by end of 2022 or early 2023. Discussion was held.
Recommendations/Actions: Mr. Strickland will contact the MoDNR with updates.
3. **Facility Updates:** Updates were given by Mr. Strickland as underlined.
 - 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; muskrats continue to degrade the berms.
 - e. Forest Meadows: WWTF good
 - f. Homestead Place: WWTF good
 - g. Major Custom Cable: Facility is at capacity with addition of local structures; will attach to the treatment plant as soon as possible.
 - h. Midwest Energy/ LLC: WWTF good; aerators are on hold until attached to the treatment plant.
 - i. Mulberry Acres: WWTF good; disconnected aerators until attached to 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: will need ammonia treatment upgrade.
 - n. Saxony High School: No discharge.
 - o. Seabaugh Acres: will need ammonia treatment upgrade.
 - p. Spring Lake Estates: WWTF good; concrete/brick foundation around the manhole on the levee is crumbling; drainage from manhole reported and will be addressed by Mr. Strickland.
 - 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; facility is at capacity and being re-rated.
 - t. Westbridge Place: WWTF good.

Mr. Strickland reported that new developments are being built near Twin Oaks plus a subdivision planned near Seabaugh Acres. 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 minutes of January 11, 2022. The Twin Oaks report was amended as the ammonia treatment has been completed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of January 11, 2022 as corrected. The draft meeting minutes will be posted monthly on the District website until they are formally approved by the Board.

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

1. Presented the Checks Report and the Payroll reports from 02/02/2022 through 02/11/2022. She reported the January 2022 reports are in progress due to delays with staff illness and office closures due to inclement weather.
2. Reported she continues to review local banks for optimal services for the District's finances, especially the construction account. She recommended the checking and refund deposit accounts be kept with Montgomery Bank due to services provided.
3. Reported the District's name is incorrect with the IRS which will be corrected.
4. Reported an overpayment of \$23,644.83 from Rural Development on the last pay request; will be deducted by R.D. with the next pay request.
5. Reported customer invoice postcards are reported delayed with US Postal Service issues. Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Checks and Payroll Reports from 02/02/2022 through 02/11.2022.
2. Invoices/bills were reviewed and signed by Betty Brooks, secretary.
3. Ms. Macke will research methods to resolve the invoice post card issues with the post office.

D. **Clerks' Report:** Ms. Felton reported –

1. There were 241 total past due invoices in January 2022 with no shut-offs completed due to Customer phone contacts and payment arrangements made as needed. No past due letters or shut off letters have been sent as approved at the last Board meeting.
 2. Late fees received totaled \$1423.48.
 3. There were 10 new customers and 7 customers left the District.
- Discussion was held.

Recommendations/Actions:

1. The clerks will explore additional ways to search new District customers located within 200 feet of the District's main sewer lines that may or may not be associated with either Public Water District #1 or #2, in addition to the monthly reports received by the water districts.
2. Information regarding no more second notices or shut off letters will be posted on the District's website.
3. It was moved, seconded, and approved unanimously to accept the clerks' report.

E. **Mowing Report:** Mr. Garvey reported he is reviewing contracts for the 2022 mowing season as they are received from the mowing contractors. Ms. Macke reported she has received W-9 information from each vendor. Discussion was held.

Recommendations/Actions: Follow up next month.

IV. Old Business

- A. **Fiscal Years 2020-2021 Audits:** Ms. Macke presented the proposed adjusting entries and reconciliation details from Patrick Kintner, CPA for fiscal years ending 06/30/2020 and 06/30/2021. He also recommended documentation of the grinder pump transactions be clarified. Mr. Kintner will attend the March Board meeting and present the audit reports. Discussion was held.

Recommendations/Actions:

1. A separate account for grinder pump connection fees will be established.
2. It was moved, seconded, and approved unanimously to accept the adjustment entries and write off the noted reconciliation details from the audit information for fiscal years ending 06/30/2020 and 06/30/2021.

- B. **Rules and Regulations Updates: Collections, Refunds to Customers with No Forwarding Information, December Shut-Off Policy, Customer Deposit Refund Policy:** Mr. Tousignant reported he is working on the updated Rules and Regulations.

Recommendations/Actions: Follow up at the next meeting.

V. New Business

- A. **Construction Pay Request:** Mr. Strickland reported the Payment Estimate #16 for 02/01/2022 is incomplete with invoices from Penzel Construction and Strickland Engineering pending. The request includes \$416,565.22 from Carstensen's Constructing and \$10,052.64 from AT&T Fiber. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #16 for 02/01/2022 with \$416,565.22 from Carstensen's Constructing and \$10,052.64 from AT&T Fiber plus invoices from Penzel Construction and Strickland Engineering when completed.

- B. **Revised Rates and Fee Schedule:** Tabled until next meeting.

Recommendations/Actions: Follow up at the next meeting.

- C. **Proposed New Invoice Forms:** Ms. Holderbaugh reported that any changes are on hold pending correction of current post office problems with the postcards. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- D. **Snow/Ice Removal:** The need for snow/ice removal at the plant/office site was discussed.

Recommendations/Actions: Bids for the snow/ice removal will be sent to at least three (3) vendors for review and discussion.

- E. **SAM.Gov Renewal:** Ms. Brooks reported the annual sam.gov entry is being updated and is working on changing the District's address, etc. in the system. Discussion was held.

Recommendations/Actions: Ms. Brooks will complete and submit the entry update.

- F. **Rural Development Compliance Review Worksheet:** Ms. Brooks reported the worksheet received from Rural Development was completed. The "Justice for All" and "I Speak" information was obtained and is posted. Discussion was held.

Recommendations/Actions: Follow up as needed.

G. **Employee Benefits:** Discussion of possible healthcare and retirement benefits for full-time employees was held.

Recommendations/Actions:

1. Laura Coalter from Coalter Insurance will be asked to come to the April Board meeting to review options of possible healthcare benefits for full-time employees.
2. Ms. Brooks will contact the Cape County Commissioner's office for their group benefit programs.
3. Mr. Tousignant will research possible retirement plans.

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, March 8, 2022** at 6:30pm in the new District office building at 3054 State Hwy FF, Jackson, MO 63755.

IX. **Adjournment:** Being no further business, the regular meeting adjourned at 9:25pm.

Respectfully submitted,

Betty Brooks, Board Secretary