

1. **Call to Order**

Brad Noel, president, called the regular board meeting to order on February 10, 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; and Kelly O'Dell, treasurer. Mr. Noel declared a quorum was present.

2. **Approval of Agenda:** It was recommended to add the Special Warranty Deeds for the closed facilities at Spring Lake Estates and Saxony High School to the agenda. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to add the Special Warranty Deeds for the closed facilities at Spring Lake Estates and Saxony High School

3. **Introduction of Guests:** Guests present from Northview Estates were Kelli James, LaDonna Scheffer, Chuck Scheffer, and Kea Goodin.

4. **Public Comments re: Agenda and Non-Agenda Items:** Ms. James reported a sewage backup in her basement the last weekend of January during the very cold weather. She presented bills from Rotor Rooter and Monroe Plumbing who both examined and flushed the main line near a lamp hole that was found to be uncovered with frozen debris in the main line. No other backup problems were reported. Discussion was held.

Recommendations/Actions: Mr. Noel recommended the bills be forwarded to the District's insurance company and advised Ms. James that it would be taken care of. The lamp hole will be revised and a permanent cap will be applied. All other lamp holes will be evaluated. Ms. Brooks will contact the insurance company.

5. **Reports**

- A. **Secretary's Report:** The minutes from the regular Board meeting 01/13/2026 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 01/13/2026 as presented.

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

- 1) Monthly Bank Balance Reports for January 2026
- 2) Checks issued January 13, 2026 to February 9, 2026
- 3) Payroll Journal January 10, 2026 to January 23, 2026
- 4) Bank Reconciliations for Chase, Construction, and Bank of Missouri, and the Service Deposit accounts for January 2026, and the General Checking account for December 2025 and January 2026.
- 5) Adjustments for July – December 2025
- 6) Profit & Loss for July 2025 – January 2026
- 7) Budget vs. Actuals for July – Current

Ms. O'Dell reported the USDA Annual Review was completed with no issues. A district contract was made with Enterprise Car Rental. Information was given about the new Alert System for Notary Fraud. The district has joined the PVC Pipe Antitrust Litigation Class Action Settlement. She also suggested the adjustments be done bi-monthly or as more appropriate. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Checks Report, Payroll Journal Report, and the Adjustments Report, pending the final audit. It was agreed the adjustments may be reported bi-monthly or as more appropriate. Mr. Noel confirmed the office closure on 01/26/2026 due to inclement weather was approved.

C. President’s Report: Mr. Noel reported the following, including:

- 1) He spoke with attorney Scott Robbins about drafting a letter to landlords re: payment of delinquent tenant bills.
- 2) Inquiry received about connections for a new multi-family unit building in Fruitland; 2 connections will be given, but payment will be required for additional connections.
- 3) Confirmed \$200 reimbursement to 118 Apollo Court was approved.

D. Clerk’s Report: Ms. Cothorn presented the report for January 2026, including:

- 1) There were no shut offs in District 1 and 2 on 02/04/2025, which were delayed one week due to inclement weather.
- 2) Late fee penalties were charged to 98 customers.
- 3) There were two (2) new locations. Total customers: 1699.
- 4) Total account adjustments with rationales for January 2026 were given.
- 5) District site’s drop box needs repair or replacement.
- 6) Mowing bid package needs to be completed.
- 7) Water permit termination letters were received for West Bridge Place, Pleasant Lake Estates, Saxony Lutheran High School, and Sun Valley.
- 8) Letter received from MODNR re: compliance issues at Twin Oaks Estates.
- 9) Continue to have issues with district bills sent to Strickland’s instead of the district.
- 10) CUSI will hold monthly and semi-annual closures for maintenance during which time online bill payment will not be possible.

Mr. Noel requested monthly billing reports. Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the adjustments report for January 2026.
- b. Research options to replace the district drop box with larger, more secure unit.
- c. Continue to contact vendors to have district bills sent directly to the district.
- d. Mr. Noel will work on a standardized mowing bid package for sealed bids.
- e. Ms. Cothorn will post information about CUSI closures on Facebook for customers.
- f. Ms. Cothorn will submit monthly billing reports.

E. Engineer’s Report: The Special Warranty Deeds for the closed facilities at Spring Lake Estates and Saxony Lutheran High School were presented earlier by Brian Strickland and reviewed. Discussion was held.

Recommendations/Actions: The Special Warranty Deeds for the closed facilities at Spring Lake Estates and Saxony Lutheran High School were signed and notarized. Ms. Cothorn will have the deeds recorded and send them to the representatives.

6. Old Business

A. Computer, Software, Server Update Quotes: Pending information from Broadtek.

Recommendations/Actions: Follow up at next meeting.

B Twin Oaks Upgrade: In progress.

Recommendations/Actions: Follow up next meeting

C. Board Work Meeting: The meeting on 01/31/2026 was postponed due to illness.

Recommendations/Actions: Board work meeting rescheduled to March 7, 2026 at 9am at the district office.

Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – February 10, 2026

7. **New Business**

A **PFAS Testing:** Mr. Noel reported he spoke with attorney Mr. Robbins who said there was no immediate requirements for wastewater PFAS Testing. Ms. Brooks reported she attended the recent board meeting of the Missouri Association of Sewer Districts which also discussed PFAS testing and confirmed the same information.

Recommendations/Actions: None; follow up as needed.

B. **Fee Schedule:** Tabled.

C. **Emergency Response Report** – Tabled.

D. **Salary Schedules** – Tabled.

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

9. **Next regular District Board meeting:** It will be held **Tuesday, March 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 7:56 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks issued January 13, 2026 to February 9, 2026
Payroll Report January 10, 2026 to January 23, 2026