

**1. Call to Order**

Tommy Halford, President, called the regular Board Meeting to order on February 13, 2024 at 6:30 pm at the district's office. Board members present were Betty Brooks, Lucas McCulley, and Scott Whittington. Present also were Joe Tousignant, manager; Juanita Cothorn, office clerk; Judy Diebold, office clerk; Rachael Leadbetter, treasurer; and Brian Strickland, engineer. Mr. Halford declared a quorum was present.

**2. Approval of Agenda:** Mr. Halford made the motion, Mr. Whittington seconded it, and the board 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 and closed Board meeting on 01/09/2024 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the regular and closed Board meeting minutes on 01/09/2024.

**B. Treasurer's Report:** Ms. Leadbetter presented the following:

- 1) Bills and checks report, Balance Sheet, the Profit/Loss and Expense Summary reports through 01/31/2024, credit card report through 02/01/2024, and the Payroll Report through 02/16/2024. No bills from Strickland Engineering were received as they are changing their software. The Payroll software has been changed to GUSTO to replace QuickBooks.
- 2) There were no adjustments for January 2024.
- 3) The first loan principal payment is due in February 2024.  
Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to approve the Payroll Report through 02/16/2024 and the Bills/Checks Report through 01/31/2024. There were no adjustments through 01/31/2024.

**C. Engineering Update:** Mr. Strickland reported the following:

- 1) **Fruitland Wastewater Collection and Treatment Plant:** Issue identified at Tamarac to be addressed before Carstensen's warranty deadline on April 1, 2024.
- 2) **DNR Permit Renewals:** Renewals completed for Pleasant Lake Estates and Forest Meadows; renewal pending for Bella Vista.
- 3) **Facility Updates:**
  - a. Fruitland WWTF: Functioning well with no major issues. Access road at Elliott pump station requested to be removed by MoDOT.
  - b. Bella Vista Estates: WWTF good.
  - c. Cedar Meadows: WWTF good; equipment replaced with Midwest Energy equipment.
  - d. Highlands Ranch: WWTF good.
  - e. Oak Creek Estates: WWTF good; pump replaced with Sun Valley equipment.
  - f. Saddlebrooke Ridge: WWTF good; leak repaired; no new grinder pumps pending.
  - g. Seabaugh Acres: WWTF good; exceeding ammonia limit.
  - h. Twin Oaks: WWTF good; septic tank pumping planned with land applications.

- 4) **Facility Transfers:** None.
- 5) **Starlight Project:** Construction cost estimates are being reviewed. The Culture Resource survey was completed and passed with one minor adjustment.
- 6) **Projects:** The facility plant at Arbor Trails being prepped to be transferred to Kinder Farms. Discussion was held.  
**Recommendations/Actions:** Mr. Strickland will get the bid packages out soon for lagoon closures and will follow up to get the Arbor Trails equipment transferred as soon as possible. Mr. Tousignant will review areas for possible repairs by Carstensen's before April 1, 2024. He will also follow up on resolution of the access road to the Elliott pump station.

- D. **Manager's Report:** Mr. Tousignant presented his report of general district operations for January 2024 including meetings, correspondence, customer service, and work with contractors. Discussion was held.  
**Recommendations/Actions:** Follow up at the next meeting.

- E. **Clerk's Report:** Ms. Cothorn presented her January 2024 report to include:
- 1) There were 99 shut-offs total on 01/24/2024 which were reduced to 0 on shut off day.
  - 2) Late fee penalties for 158 customers applied 01/17/2024 totaling \$2,242.03.
  - 3) There were 17 new customers/connections and 4 moved out of the district.
  - 4) There was 1 new location added this month.
  - 5) Total customers: 1,580
  - 6) Six (6) new locations being built which will be new connections.
- Discussion was held.  
**Recommendations/Actions:** Follow up next month.

## 6. Old Business

- A. **Board Member Replacement:** Mr. McCulley reported a resident in Saddlebrook Ridge is completing the application to be a board member. Discussion was held.  
**Recommendations/Actions:** Follow up next month.

## 7. New Business

- A. **Mileage Rate Increase:** Ms. Leadbetter reported the Missouri mileage rate has increased to \$0.67 per mile on January 1, 2024. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the District's mileage reimbursement rate to \$0.67 per mile, effective January 1, 2024.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to enter Closed Session for Personnel Business.

9. **Next regular District Board meeting:** It will be held **Tuesday, March 12, 2024** at 6:30pm in the district office building at 3054 State Hwy FF, Jackson, MO 63755.

10. **Adjournment:** Being no further business, the meeting adjourned at 7:15pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 02/16/2024 and Bills/Checks Report through 01/31/2024