

I. Call to Order

Joe Tousignant, president, called the meeting to order on March 8, 2022 at 6:30 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. Patrick Kintner, CPA, auditor was also present. 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 and office building.
 - b. Carstensen's Constructing is installing sewer lines in the unsewered areas.
 - c. Goal is to attach the Mulberry Acres and Spring Lake Estates facilities to the new plant in April 2022.

Discussion was held.

Recommendations/Actions: Follow up at next meeting.

2. **Permit Renewals:** No new information.
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.
 - 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: UV treatment for ammonia installed with results within limits.
 - n. Saxony High School: No discharge.
 - o. Seabaugh Acres: will install aerators next month.
 - 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.

- t. Westbridge Place: WWTF good.
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 February 8, 2022. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of February 8, 2022 as corrected. The draft meeting minutes will be posted monthly on the District's website until they are formally approved by the Board.

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

1. Presented the Payroll report through 02/28/2022; and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July through February 2022. The reports for January 2022 were also distributed for review.
2. Reported she continues to review local banks for optimal services for the District's finances, especially the construction account.
3. Reported the office check deposit machine was obtained.
4. Reported the DDM account has been changed to monthly letters re: validity of credit to cover all funds.

Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Checks Report through February 2022 and Payroll Reports through February 2022. See attached reports.
2. It was moved, seconded, and approved unanimously to approve the treasurer's report for July through February 2022 as presented.
3. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

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

1. There were 123 total past due invoices in February 2022 with one (1) shut-off completed on 03/07/2022, but turned back on 03/08/2022 due to payment received. Phone calls to past due customers were made prior to the shut-off date.
2. Some credit card customers have declined to resubmit card information as requested.

Discussion was held.

Recommendations/Actions:

1. Past due letters will be sent to customers temporarily due to various issues and credit card update forms will be sent again to affected customers.
2. Adjustments due to late fees will be made at the discretion of the clerk(s).
3. It was moved, seconded, and approved unanimously to accept the clerks' report.

- E. **Mowing Report:** Mr. Garvey presented letters of contract to be signed and mailed to the mowing vendors. Discussion was held.

Recommendations/Actions: Follow up next month.

IV. **Old Business**

- A. **Fiscal Years 2020-2021 Audits:** Patrick Kintner, CPA, auditor presented the draft audit reports for fiscal years ending 06/30/2020 and 06/30/2021. Discussion including but not limited to segregation of duties and audit adjustments was held.

Recommendations/Actions: The Board members will review the 2020 and 2021 audits for approval at the April 2022 meeting.

B. Rules and Regulations Updates: Collections, Refunds to Customers with No Forwarding Information, December Shut-Off Policy, Customer Deposit Refund Policy: Tabled.

Recommendations/Actions: Follow up at the next meeting.

C. Revised Rates and Fee Schedule: Completed and approved 01/11/2022.

Recommendations/Actions: None.

D. Proposed New Invoice Forms: Ms. Holderbaugh reported she is waiting on a quote from the postcard company.

Recommendations/Actions: Follow up at the next meeting.

V. New Business

A. Construction Pay Request: Mr. Strickland presented the Payment Estimate #17 for 03/01/2022 for a total of \$1,093,162.97 with invoices from Penzel Construction, Carstensen's Constructing, and Strickland Engineering for development, engineering fees, and construction observation for the treatment plant. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #17 for 03/01/2022 for total of \$1,093,162.97 for development for Penzel and Carstensen, engineering fees, and construction observation for the treatment plant.

B. Carstensen's Construction Change Order #4: Mr. Strickland presented a Change Order #4 from Carstensen's Constructing for increased costs of PVC pipe and cleanouts at individual previously unsewered homes/businesses being connected to the treatment plant. The total amount requested was \$625,850.06 including an approximate 24% discount on the PVC pipe. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Change Order #4 from Carstensen's Constructing for increased costs of PVC pipe and cleanouts at individual previously unsewered homes/businesses being connected to the treatment plant for a total amount of \$625,850.06.

C. Snow/Ice Removal: Mr. Tousignant reported he purchased snow shovels and ice melt to be used for snow/ice removal on the office building's sidewalks and concrete parking area as needed. Discussion was held.

Recommendations/Actions: No further follow-up.

D. Employee Benefits: Discussion of possible healthcare and other benefits for full-time employees was held. Ms. Brooks reported the Cape County Commissioner's office said they do not have benefits available for county boards.

Recommendations/Actions:

1. Laura Coalter from Coalter Insurance will come to the April Board meeting to review options of possible healthcare benefits for full-time employees.
2. Mr. Tousignant will research possible retirement plans.

- E. **Building/Facility Insurance:** Ms. Brooks reported she contacted agent Lynda Kammeier at Naught-Naught Insurance for MOPERM re: building/facility insurance. Ms. Kammeier has requested additional information about the facility which has been requested. Discussion was held.
Recommendations/Actions: Ms. Brooks will ask Ms. Kammeier or representative to attend the May 10, 2022 board meeting to discuss the District’s facility insurance needs.
- F. **Treatment Plant Road Sign:** Ms. Holderbaugh presented two (2) quotes from Main Street Signs in Perryville, MO and Canedy Sign & Graphics in Cape Girardeau, MO for a treatment plant sign at the Hwy FF entrance, as requested by Mr. Tousignant. Discussion was held.
Recommendations/Actions: Tabled for further review.
- G. **Pest Control:** Ms. Holderbaugh presented a quote from Advanced Pest Control as requested by Mr. Tousignant for pest control services at the plant site. Discussion was held.
Recommendations/Actions: Two (2) more quotes from pest control companies were requested and will be reviewed at the next meeting.
- H. **Plant Site Trash Dumpster:** Discussion was held about obtaining a trash dumpster for the plant site trash.
Recommendations/Actions: Mr. Tousignant and Mr. Strickland will review options and obtain bids for the plant site trash dumpster and pickup. Follow up at the next meeting.

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, April 12, 2022** at 6:30pm in the 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