

1. **Call to Order**

Brad Noel, president, called the regular board meeting to order on March 10, 2026 at 6:34 pm at the District office. Board members present were Betty Brooks, Rebecca Fielder, and David Petot. Absent was Tammy Crites. 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:** No additions to the agenda were presented.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the agenda as printed.

3. **Introduction of Guests:** Guest present was Brandon Bock.

4. **Public Comments re: Agenda and Non-Agenda Items:** Mr. Bock presented a letter and requested an update on his request for planned sewer services near the intersection of Hwy 34 and Hwy 72. Discussion was held.

Recommendations/Actions: The request from Mr. Bock will be discussed in the Closed Meeting this date. Mr. Noel will contact Mr. Bock afterwards with the update.

5. **Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting 02/10/2026 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 02/10/2026 as printed.

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

- 1) Monthly Bank Balance Reports for February 2026
- 2) Checks issued February 10, 2026 to March 10, 2026
- 3) Payroll Journal Report January 24, 2026 to March 6, 2026
- 4) Bank Reconciliations for Chase account for February 2026.
- 5) Reconciliation for accounts of General Checking, Service Deposit, and Bank of Missouri: pending.
- 5) Adjustments for January – March 2026: pending.
- 6) Profit & Loss for July 2025 – February 2026
- 7) Budget vs. Actuals for July 2025 to July 2026

Ms. O'Dell reported due to changes in CUSI, the bank account reconciliations and adjustments are pending further review. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Checks Report and the Payroll Journal Report, pending the final audit.

C. **President's Report:** Mr. Noel reported the facility mowing contracts have been updated and he will contact the mowers before the contracts are sent to them.

D. **Clerk's Report:** Ms. Cothorn presented the report for February 2026, including:

- 1) There were 2 shut offs in PWSD #1 and none in PWSD #2 on 02/24/2026.
- 2) Late fee penalties were charged to 124 customers.
- 3) There were two (2) new locations. Total customers: 1698.
- 4) Total account adjustments with rationales for February 2026 were given.
- 5) District site's drop box – options being reviewed.

Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the adjustments report for February 2026.
- b. Ms. Cothorn will obtain additional options for repair/replacement of the facility drop box.

E. **Engineer’s Report** – None.

6. Old Business

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

Recommendations/Actions: Follow up at next meeting.

B. **Twin Oaks Upgrade:** Discussion held about the urgent need for the upgrade at the Twin Oaks facility.

Recommendations/Actions: Follow up next meeting

C. **Fee Schedule** – tabled until May 2026 meeting.

D. **Emergency Response Report** – Mr. Noel is working to complete the report.

E. **Salary Schedules:** Mr. Noel presented a revised salary schedule for the office manager and office assistant. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to approve the revised salary schedule with Ms. Cothorn, office manager, to begin at Step 2 effective 03/07/2026 with the next adjustment scheduled for 07/01/2026 and Ms. Diebold, office assistant, to begin at Step 2 effective 03/07/2026 with the next adjustment scheduled for 07/01/2027.

7. **New Business** - None.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved to move to closed session to discuss: Section 610.021(2) - Leasing, purchase, or sale of real estate.

Votes: “Aye” Brad Noel, Tammy Crites, Rebecca Fielder, Betty Brooks, and David Petot;
“Nay” – none.

9. **Next regular District Board meeting:** It will be held **Tuesday, April 14, 2026** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755. The May 2026 board meeting was rescheduled for 05/05/2026 due to schedule conflicts.

10. **Adjournment:** It was moved, seconded, and approved to adjourn the meeting at 7:15 pm with “Aye” votes from Mr. Noel, Mr. Petot, Ms. Fielder, and Ms. Brooks; “Nay” - none.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks issued February 10, 2026 to March 10, 2026
Payroll Journal Report January 24, 2026 to March 6, 2026