

Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – April 8, 2025

1. **Call to Order**

Scott Whittington, vice president, called the regular Board Meeting to order on April 8, 2025 at 6:30 pm at the district's office. Board members present were Betty Brooks and Greg Steiner. Present also were Joe Tousignant, manager; Juanita Cothorn, accounting clerk; Judy Diebold, office clerk; Kelly O'Dell, treasurer; and Brian Strickland, engineer. Guest present was Brandon Boch. Mr. Whittington declared a quorum was present.

2. **Approval of Agenda:** It was moved, seconded, and approved unanimously to approve the agenda as presented.

3. **Introduction of Guests:** Brandon Boch, developer.

4. **Public Comments re: Agenda and Non-Agenda Items:** Mr. Boch inquired about future sewer lines in the Starlight Area where he is planning to build multi-family units. Discussion was held.

Recommendations/Actions: The Board will discuss future plans and contact Mr. Boch with the information when available.

5. **Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting on 03/11/2025 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 03/11/2025 as presented.

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

- 1) Monthly Bank Balance Report for March 2025.
 - 2) Bank Account Reconciliations for March 2025.
 - 4) Payroll Journal Report for 02/22/2025 to 03/07/2025
 - 5) Checks report issued March 2025.
 - 6) QuickBooks Accounts Receivable adjustments for February 2025: None required.
 - 7) Profit & Loss report and Budget vs Actuals report
 - 8) Monthly Debt Service Reserves and Replacement and Extension payments paid monthly.
- Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Checks Report for March 2025, and Payroll Journal Report for 02/22/2025 to 03/07/2025, pending the final audit.

C. **Manager's Report:** Mr. Tousignant reported the following, including:

- 1) No acceptable proposal for generator maintenance has been received. Recommended that as a fixed-cost contract is not necessary, maintenance will be done as needed when the representatives are in the area.
 - 2) Plans for sewer main extension to 2 homes are being discussed with nearly no District expense.
 - 3) Sewer issues being addressed at Bella Vista Estates and other areas.
 - 4) Mowing bids from DJ Landscaping, Mondragon Landscaping, and Matt Boyer were reviewed for Highlands Ranch WWTF, Essex Place Pumpstation, Forest Meadows Pumpstation, and Forest Meadows WWTF, temporary. Twelve other locations will continue with their 2-year contracts from 2024. Mowing for Kinder Farms will be bid when construction is complete. Nine facilities have closed with no further mowing expenses needed.
- Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the low mowing bids for Highlands Ranch WWTF, Essex Place Pumpstation, Forest Meadows Pumpstation, and Forest Meadows WWTF, temporary. Mr. Tousignant will contact the mowers and obtain their insurance and W-9 information with copies to the District office.

C. **Clerk's Report:** Ms. Cothorn and Ms. Diebold presented their report for March 2025, including:

- 1) There were 90 potential shut-offs total which were reduced to 2 in PWSD #1 and none in PWSD #2 by 04/02/2025.
- 2) Late fee penalties for 70 customers totaled \$1,068.53.
- 3) There were 16 new customers/connections and 15 moved out of the district, excluding 10 landlords. There were 3 new locations. Total customers: 1,646.
- 4) Total adjustments for March 2025 were \$225 with details given for the adjustments.
- 5) Phone and email reminders to the same multiple customers repeatedly related to nonpayment and late fees continue to take extra staff time.

Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously for the staff not to contact the same customers repeatedly for nonpayment and late fees.
2. It was moved, seconded, and approved unanimously to approve the adjustments report for March 2025.

6. **Old Business**

A. **PWSD #2 Contract:** Ms. O'Dell reported their Board requested word changing from meters "shut off" to "locked out". Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the word changing of meters "shut off" to "locked out".

B. **Connection Fees:** Mr. Tousignant presented the standard connection fee schedule with the additions of Multi-Family Housing as proposed by Mr. Whittington. The connection fees are per/unit and based on the number of units planned for a 3 year buildout by the developer. Rates proposed are 1) 2-24 units - \$1000 per housing unit; 2) 25-48 units - \$900 per housing unit; 3) 49-96 units - \$800 per housing unit; 4) 97-150 units - \$700 per housing unit, and 5) 151+ units - \$600 per housing unit. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the revised connection fees as described for multi-family units.

C. **Budget Cuts:** Referred to Budget 2025 discussion.

D. **Board Member Replacement:** No board member nominations have been received to complete Mr. McCulley's 3-year remaining term and Ms. Robins' 1-year remaining term. Discussion was held.

Recommendations/Actions: Continue to seek 2 additional board members for approval by the Cape Girardeau County Commissioners.

7. **New Business**

A. **2025-2026 Budget:** Ms. O'Dell presented a budget worksheet for 2025-2026 and proposed entries for each category were reviewed and discussed.

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Recommendations/Actions:

1. Continue further budget discussion at the next meeting.
2. Ms. O'Dell will research higher interest rates at other banks.
3. Review/update engineering contract with Strickland Engineering.

B. **Updates to Computers, Software, Server:** Ms. Cothorn reported updates are needed for the office computers to Windows 11, plus the software and server. Discussion was held.

Recommendations/Actions: Ms. Cothorn will obtain quotes for the office computers, software, and server for review at the next meeting.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to move to closed session for Section 610.021(3)- Personnel Business.

9. **Next regular District Board meeting:** It will be held **Tuesday May 13, 2025** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

10. **Adjournment:** Being no further business, the open meeting adjourned at 9:10 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 02/22/2025 to 03/07/2025
Checks report issued March 2025