

1. **Call to Order**

Tommy Halford, President, called the regular Board Meeting to order on April 9, 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; Judy Diebold, office clerk; and Rachael Leadbetter, treasurer. Mr. Halford 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:** None.

4. **Public Comments re: Agenda and Non-Agenda Items:** None.

5. **Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting on 03/12//2024 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes on 03/12/2024.

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

- 1) Corrected Profit and Loss and Balance Sheets for February 2024.
- 2) Bills/checks report April 8-9, 2024; Balance Sheets, Profit/Loss reports through 03/31/2024, American Express credit card report through 03/31/2024, and the Payroll Report through 03/22/2024. Ms. Leadbetter reported there is a discrepancy between the bank account balance and service deposit refund account balance which she is working to correct.
- 3) Adjustment report for March 2024.
- 4) Ms. Cothorn's spouse no longer has insurance, but she still has Tricare. Discussion was held.

Recommendations/Actions:

- 1) It was moved, seconded, and approved unanimously to approve the Payroll Report through 03/22/2024, the Bills/checks Report through 04/09/2024, and the adjustments report for March 2024.
- 2) It was moved, seconded, and approved unanimously to transfer the money allotted for Ms. Cothorn's insurance to her H.S.A. account.
- 3) It was recommended to establish a capital expenditure plan.

C. **Engineering Update:** Mr. Tousignant reported for Brian Strickland:

- 1) **Fruitland Wastewater Collection and Treatment Plant:** Issue identified at Tamarac to be addressed before Carstensen's warrant deadline on April 1, 2024.
- 4) **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.
 - d. Highlands Ranch: WWTF good.
 - e. Oak Creek Estates: WWTF good.
 - f. Saddlebrooke Ridge: WWTF good. Contractor hired to restore ground and add fence.

- g. Seabaugh Acres: WWTF good; exceeding ammonia limit.
- h. Twin Oaks: 5 of 7 septic tanks to be cleaned out on 04/10/2024; bids to be obtained on cleaning out the remaining 2 tanks; plan to clean tanks out every 6 months.
- 4) **Facility Transfers:** None.
- 5) **Starlight Project:** Construction cost estimates are being reviewed.
- 6) **Projects:** The facility plant at Arbor Trails has been transferred to Kinder Farms. A remaining building at Arbor Trails to be removed 04/11/2024 and grass to be reseeded where needed.
Mr. Strickland is working with contractor to remove remaining closed plants.

Discussion was held.

Recommendations/Actions: Follow up next meeting.

- D. **Manager's Report:** Mr. Tousignant reported on his general district operations for March 2024 including purchase of tools, equipment, and weed sprayer for the district and the plant. He presented a summary of the current WWTP facilities, project pump stations, other pump stations, lagoons to be closed, WWTP to be closed, and closed facilities. Rural Development executives will be visiting the main plant on 04/10/2024. Saddlebrook Ridge to add 24 new customers. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- E. **Clerk's Report:** Mr. Tousignant presented Ms. Cothorn's report for March 2024 report including:

- 1) There were 97 shut-offs total on 03/25/2024 which were reduced to 0 in PWSD #1 and 0 in PWSD #2 on shut-off day.
- 2) Late fee penalties for 131 customers applied 03/19/2024 totaling \$1,866.93.
- 3) There were 29 new customers/connections and 7 moved out of the district.
- 4) There were 6 new locations added this month.
- 5) Total customers: 1,616

Discussion was held.

Recommendations/Actions: Follow up next month.

6. Old Business

- A. **District Office/Plant Roadway:** Mr. Tousignant gave the results of 2 bids to repair the sides of the gravel road into the office and plant are eroding and recommended additional rip-rap on both sides. Discussion was held.

Recommendations/Actions: As the bids were both high, it was suggested to instead add check dams to each ditch to prevent water flow which is causing the erosion.

- B. **Office Phone Contract:** Mr. Tousignant reported he negotiated a rate decrease from \$500 to \$100 per month with AT&T.

Recommendations/Actions: No further follow up.

- C. **Board Member Replacement:** Mr. Tousignant reported the current board term to be replaced will expire June 30, 2025. Discussion was held.

Recommendations/Actions: Follow up next month.

- D. **Lagoon Closures:** Mr. Tousignant reported Mr. Strickland will be getting bids to close the eight lagoons no longer in use. Discussion was held.

Recommendations/Actions: Follow up next month.

7. New Business

- A. **Late Fee Payment:** Mr. Tousignant reported a problem with a customer regarding nonpayment

of late fees with hostile communications. It was reported delays in the mail are also more frequent with subsequent customer complaints about late bill receipt. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to offer a 50% discount in the late fee payments to the customer for one time only. Clerks are to continue to negotiate late fees on an individual basis. Mr. Tousignant will post a reminder on the District's Facebook page to also encourage customers to sign up for auto pay of monthly bills.

- B. **Cedar Meadows Tree Removal Bids:** Mr. Tousignant reported willow trees in the ditch on the east side of the Cedar Meadows WWTP are blocking the ditch, affecting drainage, and creating a large wet area in both the District's and homeowner's property. He received 2 bids from Floyd & Sons Tree Service and Advanced Tree Service for removal of the trees. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the bid from Advanced Tree Service to remove the willow trees at the Cedar Meadows plant. Mr. Tousignant will obtain bids to dig out the ditch and line it with rip rap.

- C. **Mowing Bids:** Mr. Tousignant presented the mowing bids for the properties at the Fruitland plant, Cedar Meadows, Bella Vista, Saddlebrook Ridge, Twin Oaks, and Seabaugh Acres. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the mowing bids as recommended for the properties at the Fruitland plant, Cedar Meadows, Bella Vista, Saddlebrook Ridge, Twin Oaks, and Seabaugh Acres. Additional mowing contracts at unused facilities will continue until the facilities are closed later this year.

- D. **Sewer Service Lines:** Mr. Tousignant reported the 1-year warranty on new sewer service lines has expired. A customer has damaged their sewer clean out pipe. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to have Mr. Tousignant repair damaged sewer service lines one time only per customer and then inform the homeowner that future repairs will be their responsibility.

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

9. **Next regular District Board meeting:** It will be held **Tuesday, May 14, 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 8:30pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 03/22/2024 and Bills/Checks Report through 04/09/2024