

I. Call to Order

Joe Tousignant, president, called the meeting to order on April 12, 2022 at 6:30 pm at the District office. 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. Laura Parker from Coalter Insurance Group was also present. Mr. Tousignant declared a quorum was present.

II. **Guest Speaker:** Laura Parker from Coalter Insurance Group presented health insurance options for the District's employees.

III. **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 site and office building.
 - b. Carstensen's Constructing continues to install sewer lines in the unsewered areas.
 - c. The sewage facilities at Major Custom Cable, Spring Lake Estates, Mulberry Acres, Emory's Little Store (at the old Fruitland Meats location), and a few homes in the Highway FF and Chickweed Lane area near the plant site have been connected to the treatment plant operation. The lagoons will be left full to "operate" independently and will be closed at a later date. Additional facility connections are planned soon.
 - d. The electric security gate at the entrance to the plant and office building will be connected on 04/14/2022 with a keypad and keycards.

Discussion was held.

Recommendations/Actions: Follow up at next meeting. Mr. Tousignant will contact MoDOT and the Postal Office about placing a sign at the plant entrance at Highway FF.

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: connected to the treatment plant.
 - h. Midwest Energy/ LLC: WWTF good; aerators are on hold until attached to the treatment plant.
 - i. Mulberry Acres: connected to the 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: connected to the treatment plant
- 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 of March 8, 2022 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of March 8, 2022.

C. Treasurer's Report: Ms. Macke -

- 1. Presented the Payroll report through 04/15/2022; and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July 2021 through March 2022 and Checks Report through 04/23/2022.
Discussion was held.

Recommendations/Actions:

- 1. It was moved, seconded, and approved unanimously to approve the Checks Report through 04/23/2022 and Payroll Reports through March 2022. See attached reports.
- 2. It was moved, seconded, and approved unanimously to approve the treasurer's report for July 2021 through March 2022 as presented.
- 3. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

D. Clerks' Report:

- 1. Ms. Felton reported – There were seven (7) shut-offs in March 2022 with five (5) shut-offs completed, but turned back on within 24 hours due to payment received. Late fees incurred by customers totaled \$1206.10. Eleven (11) new customers were received and six (6) moved out of the District. All mowing contracts have been signed and returned.
- 2. Ms. Holderbaugh reported six (6) of 72 delinquent accounts have been paid.
Discussion was held.

Recommendations/Actions:

- 1. It was moved, seconded, and approved unanimously to accept the clerks' report.

E. Mowing Report: No new information.

Recommendations/Actions: Follow up next month.

IV. Old Business

A. Resolution to Accept FY 2020-2021 Audit: Ms. Macke presented the final audit reports for fiscal years 2019-2020 and 2020-2021 and the Resolution 2022-002 to Accept the FY 2020-2021 audits. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept Resolution 2022-002 to Accept the FY 2020-2021 audits.

- 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. Employee Benefits:** Discussion was held regarding the employee health insurance options as presented by Laura Parker of Coalter Insurance.
Recommendations/Actions: Ms. Parker will recalculate the figures for the Chamber Benefit Plan HSA 2 for projected start date of July 1, 2022 and forward the information to the Board members for review.
- D. Proposed New Invoice Forms:** Ms. Holderbaugh presented a quote from PDQ Printing/Presort Inc. from Cape Girardeau/St. Louis for 6000 custom post card invoices for \$1,033.39. This supply will last about six (6) months. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to accept the quote from PDQ Printing/Presort Inc. for 6000 post card invoices for \$1.033.39.
- E. Pest Control Bids:** Ms. Holderbaugh presented (2) additional quotes from United Termite and Pest Control and Valor in addition to the quote from Advanced Pest Control for pest control services at the office building site. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to accept the bid from Valor for pest control services at the office building site. Ms. Holderbaugh will contact Valor to confirm if their services can be done less than monthly, if needed.
- F. Plant Site Dumpster Bids:** Mr. Tousignant reported only Brandon Sievers Enterprises was able to provide a dumpster at the plant site, so it was completed.
Recommendations/Actions: No follow up needed.
- G. Building/Facility Insurance:** Ms. Brooks presented information from Steve Naught at Naught-Naught Insurance for MOPERM re: proposed building/facility insurance. He requested additional information about the facility. Discussion was held.
Recommendations/Actions: Brian Strickland will obtain information about the office building and contents as soon as possible and forward it to Ms. Brooks for Mr. Naught. Mr. Naught will plan to attend the board meeting on 05/10/2022 for further discussion.

V. New Business

- A. Construction Pay Request:** Mr. Strickland presented the Payment Estimate #18 for 04/01/2022 for a total of \$1,060,009.95 with invoices from Carstensen's Constructing. Additional invoices from Penzel Construction, Citizen's Electric, and Strickland Engineering are pending. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #17 for 04/01/2022 for total of \$1,060,009.95 for Carstensen Constructing with additional invoices pending.
- B. Kinder Farm Housing Project in Starlight District:** Mr. Tousignant reported a large housing development is planned in the Starlight District west of Jackson. The builders have contacted him about providing sewer services. Discussion was held.
Recommendations/Actions: Additional information will be obtained for review.

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, May 10, 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 9:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary