

**1. Call to Order**

Betty Brooks, secretary, called the regular Board Meeting to order on May 13, 2024 at 6:30 pm at the district's office. Board members present were Lucas McCulley and Scott Whittington. Absent was Tommy Halford. Present also were Joe Tousignant, manager; Judy Diebold, office clerk; and Rachael Leadbetter, treasurer. Ms. Brooks 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:** Kelly O'Dell, candidate for treasurer. Ms. O'Dell presented her information and discussion was held.
- 4. Public Comments re: Agenda and Non-Agenda Items:** None.

**5. Reports**

**A. Secretary's Report:** The minutes from the regular Board meeting on 04/09/2024 were reviewed. Discussion was held.

**Recommendations/Actions:** Hearing no corrections, the regular Board meeting minutes on 04/09/2024 were approved as presented.

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

- 1) Corrected Profit and Loss and Balance Sheets for April 2024.
- 2) Bills/checks report April 30, 2024; Balance Sheets, Profit/Loss reports through 04/30/2024, American Express credit card report through 04/19/2024, and the Payroll Report through 05/14/2024.
- 3) Adjustments for April 2024 were reviewed.  
Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to approve the Payroll Report through 05/14/2024, the Bills/checks Report through 04/30/2024, and the adjustments report for April 2024.

**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 warranty deadline on April 1, 2024.
- 2) **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 was removed.
  - 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 was removed and grass was reseeded where needed.  
The remaining closed plants/lagoons are being prepared for removal; bids will be requested as soon as possible.

Discussion was held.

**Recommendations/Actions:** Follow up next meeting.

- D. **Manager’s Report:** Mr. Tousignant presented his report on his general district operations for April and May 2024 to date. He reported the visit by Rural Development executives on 04/10/2024 went well. He reported some mowing issues have occurred due to early grass growth and the rainy weather. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

- E. **Clerk’s Report:** Ms. Cothorn and Ms. Diebold presented their report for April 2024, including:

- 1) There were 79 shut-offs total on 04/24/2024 which were reduced to 1 in PWSD #1 and 0 in PWSD #2 on shut-off day.
- 2) Late fee penalties for 118 customers applied 04/18/2024 totaling \$1,722.11.
- 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: 1,617

Discussion was held.

**Recommendations/Actions:** Follow up next month.

## 6. Old Business

- A. **Board Member Replacement:** Discussion was held regarding the 1-year board replacement needed 07/01/2024 to complete Shannon Hardy’s term and the 5-year term to replace Ms. Brooks who term expires 07/01/2024.

**Recommendations/Actions:** Ms. Brooks will send copies of the board member application form to board members and the staff to distribute.

## 7. New Business

- A. **2024-2025 Budget:** Mr. Tousignant presented a proposed working budget and projected account balances for consideration. Discussion was held.

**Recommendations/Actions:** Follow up next month.

- B. **Fiscal Year (FY) 2025 Rates:** Mr. Tousignant presented proposed increases for the FY 2025 rates. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to increase the base rate from \$45 to \$47 per month and increase the water usage rate per 1000 gallons from \$7 to \$7.50 effective July 1, 2024.

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 **Wednesday, June 12, 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 9:15pm.

Cape Girardeau County Reorganized Common Sewer District  
Regular Board Meeting Minutes – May 13, 2024

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 05/14/2024 and Bills/Checks Report through 04/30/2024