

**1. Call to Order**

Betty Brooks, secretary, called the regular Board Meeting to order on June 12, 2024 at 6:30 pm at the district's office. Board members present were Lucas McCulley, returning board member Greg Steiner, and Scott Whittington. Absent was Tommy Halford, president Present also were Joe Tousignant, manager; Juanita Cothorn, office clerk; Judy Diebold, office clerk; and Kelly O'Dell, treasurer. Ms. Brooks declared a quorum was present.

**2. Approval of Agenda:** It was moved, seconded, and approved unanimously to approve the agenda with the addition of an Engineering Report following the secretary's report.

**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 and closed Board meeting minutes on 05/13/2024 were reviewed. Discussion was held.

**Recommendations/Actions:** Hearing no corrections, the regular and closed Board meeting minutes on 05/13/2024 were approved as presented.

**B. Engineering Update:** Brian Strickland reported:

1) **DNR Permit Renewals:** Renewals submitted for Pleasant Lake Estates and Forest Meadows.

A voluntary referral to enforcement for exceeding ammonia limits was received for Bella Vista and the financial questionnaire is being reviewed.

2) **Facility Updates:**

a. Fruitland WWTF: Sludge hauled from the digester in April.

b. Bella Vista Estates: WWTF good; exceeding ammonia limit.

c. Cedar Meadows: WWTF good.

d. Highlands Ranch: WWTF good.

e. Oak Creek Estates: WWTF good; to add a fence.

f. Saddlebrooke Ridge: WWTF good.

g. Seabaugh Acres: WWTF good; exceeding ammonia limit.

h. Twin Oaks: WWTF good; septic tanks pumped; treatment improved.

3) **Facility Transfers:** None.

4) **Starlight Project:** Map submitted to Rural Development for project review.

5) **Projects:**

a. Oak Creek fencing and monitoring system next items to complete.

b. Installation of backflow prevention devices done at Twin Oaks, Saddlebrooke, and Oak Creek as required by PWSD and DNR.

c. Kinder Farm WWTF under construction.

d. Facility closures contracted for Westbridge Place, Tamarac, Homestead Place, Pleasant Lake Estates, and Sun Valley, but not completed yet, weather permitting. Tanks at Homestead Place and Tamarac have been pumped out. Tamarac tank floated for easier removal.

e. Lagoon closures – project to be bid in July 2024.

6) Water line easement of 20 feet wide has been requested by PWSD #1 for access for proposed new development behind Midwest Energy.

Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the 20 foot wide water line easement to PWSD #1 for access to the proposed new development behind Midwest Energy to be signed by Tommy Halford, president, when the document is ready.

C. **Treasurer's Report:** Ms. O'Dell presented the following:

- 1) Updates on Service Deposit transfers from October-December 2023 made to the General Fund.
- 2) Reconciliations for May 2024 tabled to the next meeting.
- 3) Payroll reports to 06/07/2024.
- 4) Adjustments for May 2024 reviewed by Ms. Cothorn, clerk.
- 5) Recommendations:
  - a. Eliminate late fee letters to customers to save time and money.
  - b. Discontinue use of FP Mailing solutions postage machine in office to save time and money.
  - c. Question regarding landlord/tenant accounts and tenant's past due accounts.
  - d. Research alternate banks for better interest rates.
  - e. Consider acquisition of computer for desktop version of Quick Books versus online version as recommended by auditors.

Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to approve the Payroll Report through 06/07/2024 and the adjustments report for May 2024.
- 2) Eliminate late fee letters to customers.
- 3) Discontinue use of FP Mailing Solutions postage machine in office when current subscription has expired.
- 4) Review Missouri Statutes regarding landlord/tenant accounts and tenant's past due accounts.
- 5) Request explanations of adjustments with reports.
- 6) Research alternate banks for better interest rates.
- 7) Request itemized invoices with rationales.
- 8) Mr. Steiner offered to donate a laptop for the Quick Books functions.

D. **Manager's Report:** Mr. Tousignant reported a different mower for Seabaugh Acres will be obtained due to inactivity of current mower. Ten repair and other projects in the district for Warren Construction have not been done yet as hired. He continues to respond to customer calls and make repairs as needed. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant mowed the facility at Seabaugh Acres on 06/12/2024 and will contact a different mower. He will contact Warren Construction again about completing the planned projects.

E. **Clerk's Report:** Ms. Cothorn and Ms. Diebold presented their report for May 2024, including:

- 1) There were 125 shut-offs total on 05/22/2024 which were reduced to 2 in PWSD #1 which were restored and none in PWSD #2 on shut-off day.
- 2) Late fee penalties for 83 customers applied 05/20/2024 totaling \$1,242.82.
- 3) There were 18 new customers/connections and 14 moved out of the district.
- 4) There were no new locations added this month.
- 5) Total customers: 1,616

Discussion was held.

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

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6. **Old Business**

A. **Board Member Replacement:** Efforts continue to contact potential board members for Ms. Brooks' expiring term on June 30, 2024.

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

B. **2024-2025 Budget:** It was recommended to accept the current FY 2023-24 budget for FY 2024-25 until the next meeting. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the current FY 2023-24 for FY 2024-25 until the next meeting.

7. **New Business** - None.

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 July 9, 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 9:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 06/07/2024