

1. **Call to Order**

Tommy Halford, vice president, called the Board Meeting to order on June 13, 2023 at 6:30 pm at the district's office. Board members present were Betty Brooks, Shannon Hardy, and Scott Whittington. Present also were Juanita Cothorn, office clerk; Judy Diebold, part-time office clerk; Jenny Macke, accountant/treasurer; and Brian Strickland, engineer. Mr. Halford declared a quorum was present.

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

3. **Introduction of Guests:** None.

4. **Public Comments re: Agenda Items:** None.

5. **Reports**

A. **Engineering Update:** Mr. Strickland reported

1) **Fruitland Wastewater Collection and Treatment Plant:** The plant is operating well. The second digester has been emptied. He presented 2 quotes from Vivax with and without GPS and storage for a locator system for pressure and sewer pipes with issues. Discussion was held. **Recommendations/Actions:** It was moved, seconded, and approved unanimously to purchase the Vivax locator system with GPS and storage for \$13,785.00.

2) **DNR Permit Renewals:** No new information.
Recommendations/Actions: Follow up as needed.

3) **Facility Updates:** Mr. Strickland reported 5 electric meters and 3 water meters have been turned off from facilities now connected to the plant. Work is being done to complete lagoon closures. Spring Lake Estates lagoons are being drained. Prep work being done at Major Custom Cable. Equipment removal is planned at Tamarac.

- a. Bella Vista Estates: WWTF good
- b. Cedar Meadows: WWTF good
- c. Highlands Ranch: WWTF good; need fencing around facility; need mowing services.
- d. Kinder Farms: The Variant Report is to be heard by the Clean Water Commission on 07/12/2023. The construction permit is pending final approval.
- e. Oak Creek Estates: WWTF good; fencing, blowers, UV upgrades being discussed.
- f. Saddlebrooke Ridge: WWTF good.
- g. Seabaugh Acres: WWTF good.
- h. Twin Oaks: WWTF good. Need to pump septic tank; considering installing a sludge tank.

Recommendations/Actions: Follow up at the next meeting. The property maintenance plan to include grease trap enforcement, open trench evaluations, Open Communication campaign, and a process for work orders will be referred to the future general manager.

4) **Project Reports:** Mr. Strickland reported

- a. Oak Creek fencing, blowers, and UV planned with fencing as the priority; pending assistance from attorney Scott Robbins.
- b. Oak Creek monitoring systems not complete yet; pending fencing.
- c. Grinder pumps installed at RMC concrete plant and pending ground work Base Rock Mineral quarry.

Recommendations/Actions: Follow up as needed.

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- 5) **Facility Transfers:** No new information.
Recommendations/Actions: Follow up as needed.

B. **President’s Report:** None.

C. **Secretary’s Report:** The minutes from the previous regular Board meeting on 05/09/2023 were reviewed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting on 05/09/2023.

D. **Treasurer’s Report:** Ms. Macke presented the following:

- 1) Bills and checks report through 06/30/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports through May 2023.
- 2) Presented the Payroll Report through 06/13/2023.
- 3) Requested the dollar amount for opening a new account for debt reserves at Bank of Missouri. Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the Payroll Report through 06/13/2023 and the Bills/Checks Report through 06/30/2023. See attached reports.
- b. It was moved, seconded, and approved to open the debt reserves account with \$1000 at the Bank of Missouri.
- c. Invoices/bills/adjustments were reviewed and signed by Betty Brooks, secretary.

E. **Clerk’s Report:** Mrs. Cothorn reported the following:

- 1) There were 89 late payments on 05/23/2023 which was reduced to 6 by the shut-off date.
- 2) There were 6 shut-offs in PWSD #1 with 3 restored and no shut-offs in PWSD #2.
- 3) Late fee penalties for 151 customers applied 05/17/2023 totaled \$1,153.46.
- 4) Total customers are 1516. There were 28 new customers/connections and 16 moved out.
- 5) Rate letters are ready to be mailed to customers on 06/16/2023.
- 6) Office is closed 06/19/2023 for Juneteenth Day.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve to clerk’s report.

F. **Mowing Report:** Mr. Hardy reported the mowing is being done. Austin Porter of Porter’s Lawn Services, LLC, is mowing and spraying at the district office yard. A backpack sprayer has been purchased. Mowing/spraying services are needed at the lift station sites. Discussion was held.

Recommendations/Actions: Mr. Hardy will contact a mowing/spraying service for the lift station sites.

5. **Old Business**

A. **Fire Alarm Notification Quotes:** No new information.

Recommendations/Actions: Follow up at the next meeting.

B. **Liability Insurance Additional Information:** No new information on the cost details of the plant components for the plant, digester, UV, and screen need to be insured against possible lightning strikes. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

C. **Board Member Replacement:** One board member position is open to replace Joe Tousignant's position. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

D. **Employee Health Insurance:** Ms. Cothorn reported her current plan expires 08/31/2023. Other plans require services at Southeast Health and she prefers to stay with St. Francis Hospital. She has Tri-Care and will contact them for their policy and rates. Discussion was held.

Recommendations/Actions: Ms. Macke will work with Ms. Cothorn on her health insurance options.

6. **New Business**

A. **Election of Board Members for 2023-2024:** It was proposed that Tommy Halford become president, Shannon Hardy become vice president, and Betty Brooks volunteered to remain as secretary. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously that Tommy Halford be elected president, Shannon Hardy be elected vice president, and Betty Brooks be elected secretary for the fiscal year of 2023-2024 until 06/30/2024.

B. **Starlight Project:** Mr. Strickland reported a letter was sent to over 1500 residents in the Starlight area for a feasibility study to potentially eliminate 4 or more existing wastewater treatment facilities serving individual subdivisions and provide sewer service to unsewered areas. Discussion was held.

Recommendations/Actions: Follow up next meeting.

7. **Public Comments for Items Not on Agenda:** None.

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

9. **Next regular District Board meeting:** It will be held **Tuesday, July 18, 2023** at 6:30pm in the district office building at 3054 State Hwy FF, Jackson, MO 63755. It was changed from July 11 due to scheduling conflicts.

10. **Adjournment:** Being no further business, the regular meeting adjourned at 8pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 06/13/2023
Bills/Checks Report through 06/30/2023