

Cape Girardeau County Reorganized Common Sewer District  
Regular Board Meeting Minutes – July 8, 2025

1. **Call to Order**

Brad Noel, vice president, called the regular Board Meeting to order on July 9, 2025 at 6:30 pm at the District's office. Board members present were Betty Brooks and new board members Tammy Crites and David Petot. Scott Whittington and Greg Steiner resigned from the board on June 18, 2025. Joe Tousignant was relieved of manager duties on June 17, 2025. Present also were Juanita Cothorn, accounting clerk; Judy Diebold, office clerk, and Kelly O'Dell, treasurer. Mr. Noel declared a quorum was present.

2. **Approval of Agenda:** It was recommended to add PWSD #2 Contract to Old Business. It was moved, seconded, and approved unanimously to approve the agenda as amended.

3. **Introduction of Guests:** Guests present were Brian Miinch, Jake Carter, and Brandon Bock.

4. **Public Comments re: Agenda and Non-Agenda Items:**

- A. Mr. Carter, homeowner at 346 Eli Drive, requested District sewer service to his new home to be completed in about 2 months. Discussion was held.

Recommendations/Actions: Mr. Noel will contact Brian Strickland, engineer, on the progress and plans and after discussion with the board, will report back to Mr. Carter.

- B. Mr. Miinch, contractor, inquired on the sewer extension in Bella Vista to a new home to be completed in 6-8 weeks. Discussion was held.

Recommendations/Actions: Mr. Noel will contact Brian Strickland, engineer, on the progress and plans and after discussion with the board, will report back to Mr. Miinch.

- C. Mr. Bock, contractor, inquired about District sewer service to his multi-family units' development west of Jackson to be completed by the end of December 2025. Discussion was held.

Recommendations/Actions: Mr. Noel will contact Brian Strickland, engineer, on the progress and plans and after discussion with the board, will report back to Mr. Bock.

5. **Reports**

- A. **Secretary's Report:** The minutes from the regular Board meeting on 06/10/2025 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved by Mr. Noel and Ms. Brooks to approve the minutes of 06/10/2025 as presented. Abstentions: Tammy Crites and David Petot.

- B. **Treasurer's Report:** Ms. O'Dell presented the following information, including:

- 1) Monthly Bank Balance Report for June 2025.
  - 2) Bank Account Reconciliations for June 2025.
  - 4) Payroll Journal Report for 05/31/2025 to 06/27/2025
  - 5) Checks report issued June 2025.
  - 6) QuickBooks Accounts Receivable adjustments for June 2025: two returned checks.
  - 7) Profit & Loss report and Budget vs Actuals report.
  - 8) Strickland Engineering Invoices without corresponding subcontractor invoices.
  - 9) Final Mileage Request – Joe Tousignant
- Discussion was held.

**Recommendations/Actions;**

1. It was moved, seconded, and approved unanimously to accept the Checks Report for June 2025, Payroll Journal Report for 05/31/2025 to 06/27/2025, and the Adjustments June 2025 report, pending the final audit.

Cape Girardeau County Reorganized Common Sewer District  
Regular Board Meeting Minutes – July 8, 2025

2. It was moved, seconded, and approved unanimously to withhold payment to Strickland Engineering on invoices without corresponding subcontractor invoices until the documents are received.
3. It was moved, seconded, and approved unanimously for Mr. Noel to hand deliver the final mileage reimbursement check to Mr. Tousignant upon receipt of additional District property.

C. **Vice President's Report:** Mr. Noel reported he spoke with Mr. Strickland who reported some projects are done and some are ongoing. Further discussion will be held after Mr. Strickland returns to the office on July 15, 2025.

C. **Clerk's Report:** Ms. Cothorn presented the report for June 2025, including:

- 1) There were no shut-offs due to the heat advisory, per the Missouri Heat Law.
- 2) Late fee penalties were sent to 110 customers.
- 3) There was one new location. Total customers: 1,655.
- 4) Total adjustments for May 2025 were given with details given for the adjustments.
- 5) Letters from MoDNR received for Abatement on Consent (AOC) for Bella Vista, Twin Oaks, and Seabaugh Acres for exceeding test limits.

Discussion was held.

**Recommendations/Actions:**

- a. It was moved, seconded, and approved unanimously to approve the adjustments report for June 2025.
- b. Mr. Noel will contact Mr. Strickland for updates on the AOC letters.

6. **Old Business**

A. **Re-Election of Officers:** Due to resignation of Scott Whittington, president, Brad Noel volunteered to assume office of president and Tammy Crites volunteered to assume the office of vice-president. Betty Brooks will remain as secretary and Kelly O'Dell as treasurer. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to elect Mr. Noel for president and Ms. Crites for vice president, effectively immediately.

B. **Staff Position:** Mr. Noel recommended Juanita Cothorn be promoted to Office Manager due to additional duties being delegated to her. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to promote Juanita Cothorn to Office Manager. A job description will be created for the position.

C. **New Customer Protocol/Letter:** Ms. Cothorn requested new customers be required to come to the District office to start sewer service in order to obtain necessary information and documentation in a timely manner. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to require new customers to come to the District office to start sewer service in order to obtain necessary information and documentation. Ms. Cothorn will update the new customer letter.

D. **HACH Service Partnership Renewal:** Mr. Noel reviewed the HACH Service Partnership renewal quote for required testing services for July 21, 2025 to July 20, 2026. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the quote for renewal of the HACH Service Partnership for July 21, 2025 to July 20, 2026.

- E. **Computer, Software, Servicer Update Quotes:** Ms. Cothorn presented quotes from CPU, Inc. and Velocity. Discussion was held.  
**Recommendations/Actions:** Ms. Crites will obtain another quote with follow up at the next meeting.
- F. **Board Member Replacement:** New board members David Petot and Tammy Crites were welcomed with one remaining open board member position for persons living within the District for at least 12 months prior, be at least 25 years old, and not be delinquent in payment of taxes, according to the Missouri State Statutes. Ms. Cothorn reported an ad has been placed in the Cash-Book Journal for 2 weeks. Discussion was held.  
**Recommendations/Actions:** Ms. Cothorn will also place the ad for a board member on the District's Facebook page.
- G. **MRWA Council and Board Training:** Ms. Brooks distributed information on the Training to be held August 18, 2025 from 9am to 3:30pm at the Black River Coliseum in Poplar Bluff, MO. Mr. Noel, Ms. Crites, and Ms. Brooks said they would attend the training. Mr. Petot stated he was unable to attend due to his work. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously for the District to pay for Mr. Noel, Ms. Crites, and Ms. Brooks to attend the MRWA Training on 08/18/2025 in Poplar Bluff.
- H. **PWSD #2 Contract:** Ms. O'Dell presented the contract renewal for July 2025 to July 2030 with Public Water Supply District 2 in which they raised the shut-off fee from \$50 to \$60 because they charge their customers \$60. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the PWSD #2 Contract from July 2025 to July 2030 and it was signed by Mr. Noel.
7. **New Business**
- A. **Request for Service by Lucas Green:** Mr. Noel reported Lucas Green has requested an update on his request for sewer service for a commercial building next to the quarry on Hwy 61 in Fruitland. Discussion was held.  
**Recommendations/Actions:** Mr. Noel will contact Mr. Strickland for an update on the request for service and with discussion with the board, will follow up with Mr. Green.
8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to move to closed session to discuss:  
A. Section 610.021(2) – Leasing, purchase, or sale of real estate, and  
B. Section 610.021(3)-Hiring, firing, or promoting an employee or when personnel information about the employee is discussed or recorded.  
Votes: "Aye" Brad Noel, Tammy Crites, Betty Brooks, David Petot; "Nay" – none.
9. **Next regular District Board meeting:** It will be held **Tuesday August 19, 2025**, changed from August 12, 2025, at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.
10. **Adjournment:** Being no further business, the open meeting adjourned at 8:25 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 05/03/2025 to 05/30/2025, Checks Report issued May 2025