

1. Call to Order

Betty Brooks, secretary, called the regular Board Meeting to order on July 9, 2024 at 6:30 pm at the district's office, as approved by the board members. Board members present were Lucas McCulley, Greg Steiner, and Scott Whittington. Tommy Halford, president, resigned from the board on 06/30/2024. Present also were Joe Tousignant, manager; Juanita Cothorn, office clerk; Judy Diebold, office clerk; Kelly O'Dell, Treasurer; and Brian Strickland, engineer. Ms. Brooks declared a quorum was present.

2. Approval of Agenda: It was moved, seconded, and approved unanimously to approve the agenda with additions to New Business of job descriptions, mileage reimbursement, Sunshine Law refresher for the board and staff, and Rates/Fee Schedule.

3. Introduction of Guests: Tom Smith from Highlands Ranch Subdivision.

4. Public Comments re: Agenda and Non-Agenda Items: None.

5. Reports

A. Secretary's Report: The minutes from the regular Board meeting minutes on 06/12/2024 were reviewed. Discussion was held.

Recommendations/Actions: Hearing no corrections, the regular and closed Board meeting minutes on 06/12/2024 were approved as presented.

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

- 1) Monthly Report and Bills for June 2024
 - 2) Bank Account Reconciliations
 - 3) Payroll reports to 07/07/2024
 - 4) Profit/Loss Report and Balance Sheet; additional transactions May/June to be added. .
 - 4) Adjustments for June 2024.
 - 5) Questions regarding monthly deposits to Debt Service Reserve Account and Replacement and Extension Account.
 - 6) Cancelled the minimal interest rates on accounts at Montgomery Bank to streamline activities.
 - 7) Question re: charges/credit card payments to Fruitland Hardware.
 - 8) Recommendations:
 - a. Have invoices go directly to the District instead of to Strickland's Engineering.
 - b. Request for itemized invoices and other information from Strickland's and other vendors to verify charges.
 - e. No additional computer needed for QuickBooks; can continue their online services.
- Discussion was held.

Recommendations/Actions:

- 1) It was moved, seconded, and approved unanimously to accept the Bills through 06/30/2024, Payroll Report through 07/07/2024 and the adjustments report for June 2024.
- 2) It was moved, seconded, and approved unanimously to deposit \$6,568.00 monthly into the Debt Service Reserve account until a balance of \$788,160.00 is met and deposit \$5,252.50 monthly into the Replacement and Extension account as long as the bonds are outstanding.
- 3) It was moved, seconded, and approved unanimously to use the charge account only at Fruitland Hardware to avoid additional credit card charges. Joe Tousignant is authorized to make the charges at Fruitland Hardware.
- 4) Request annual audit when possible since end of FY 2023-2024 on 06/30/2024.

C. **Engineer's Report:** Mr. Strickland reported the last contract for engineering services was signed on 09/19//2013. He presented a report on their Contract Operations Monthly Rates from 2018 through 2024. Discussion was held.

Recommendations/Actions: Information was reviewed. Engineering contract to be updated.

D. **Manager's Report:** Mr. Tousignant reported he continues to perform correspondence and respond to customer calls as needed. He requested a service call for AT&T to remove and return unused equipment. He suggested an independent IT consult to review current IT uses and needs. He is looking into the process of disposing facilities properties when they are closed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to invite Mark Culbertson, IT specialist, to the next board meeting to review the District's IT needs.

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

- 1) There were 100 shut-offs total on 06/24/2024 which were reduced to 3 in PWSD #1 which were restored and none in PWSD #2 on shut-off day. All services were restored.
- 2) Late fee penalties for 119 customers applied 06/18/2024 totaling \$1,731.99.
- 3) There were 21 new customers/connections and 30 moved out of the district.
- 4) There were 4 new locations added this month.
- 5) Total customers: 1,620

Discussion was held.

Recommendations/Actions: Follow up next month.

6. Old Business

A. **Board Member Replacement:** Ms. Brooks reported that Kay Robbins, David Petot, and Tom Smith have submitted applications to the Cape County Commissioners who will conduct interviews to complete Tommy Halford's term until 06/30/2026.

Recommendations/Actions: Follow up next month.

B. **2024-2025 Budget:** Ms. O'Dell presented a revised 2024-2025 FY budget with input from Mr. Tousignant for review. She stated the Missouri Ethics Commission's deadline for the budget is July 15, 2024. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the FY 2024-25 budget as revised.

C. **Lagoon Closures:** Mr. Strickland confirmed a draft bid/contract document was prepared by Scott Robbins, attorney, in July 2023. He is working on developing the bid/contract documents for the District's remaining facilities to be closed, including Spring Lake Estates, Forest Meadows, Major Custom Cable, Essex Place, Mulberry Acres, and Midwest Energy. He reported Girardeau Stevedores and Contractors are hired to close the facilities at Westbridge Place, Pleasant Lake Estates, Sun Valley Estates, Homestead Place, and Tamarac Estates as they have the equipment needed and access to quarry rock as needed. Discussion was held.

Recommendations/Actions: Mr. Strickland will complete the bid/contract packages for the District's remaining facilities to be closed, including Spring Lake Estates, Forest Meadows, Major Custom Cable, Essex Place, Mulberry Acres, and Midwest Energy by July 31 with deadline for the bid packages return by the next board meeting scheduled for August 20, 2024.

7. New Business

A. **Election of Officers:** Election of officers for president, vice president, and secretary were held for 2024-2025. Discussion was held.

Recommendation/Actions: It was voted to elect Lucas McCulley as president, Scott Whittington as vice-president, and Betty Brooks as secretary. It was agreed that Ms. Brooks would continue to conduct the meeting until adjournment.

- B. **Job Descriptions:** Ms. Brooks presented samples of job descriptions for Operations Manager and Clerks for review and development of job descriptions for the district employees. Discussion was held. Discussion was held.

Recommendation/Actions: Mr. McCulley will draft district job descriptions for review at the next meeting with input from Mr. Tousignant, Ms. Cothorn, and Ms. Diebold.

- C. **Sunshine Law Update:** Ms. Brooks reported Mark Welker with the County Commissioners is available to give an update on the Sunshine Law to the board and staff. Discussion was held.

Recommendation/Actions: Ms. Brooks will contact Mr. Welker to invite him to the next board meeting on 08/20/2024 to update the board and staff on the Sunshine Law.

- D. **Mileage Reimbursement:** Discussion was held about mileage reimbursement include that from home to the district office for board members and staff.

Recommendation/Actions: It was moved, seconded, and approved unanimously to exclude mileage reimbursement from home to the district office for board members and staff. Greg Steiner will review the Employee Handbook for any needed changes and/or updates.

- E. **Rates and Fee Schedule:** Mr. Tousignant recommended the Vacant Rate be increased from \$45 to \$47 per month to match the Base Rate of \$47.00 per month. He also recommended the dumping fee be increased from \$70 to \$100 per 1000 gallons to better match their waste management costs. Discussion was held.

Recommendation/Actions: It was moved, seconded, and approved unanimously to increase the Vacant Rate from \$45 to \$47 per month and the increase the dumping fee from \$70 to \$100 per 1000 gallons effective with the August 2024 billing date.

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 August 20, 2024** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755. The date was changed due to absence of 2 board members on 08/13/2024.

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

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 07/07/2024

Bills/Checks Report through 06/30/2024