

**1. Call to Order**

Tommy Halford, President, called the Board Meeting to order on July 18, 2023 at 6:30 pm at the district's office. Board members present were Betty Brooks, Shannon Hardy, Lucas McCulley, and Scott Whittington. Present also were Joe Tousignant, part-time manager; 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:** Mr. Halford recommended the public comments re: non agenda items be combined with the agenda items' public comments. It was moved, seconded, and approved unanimously to approve the revised agenda.

3. **Introduction of Guests:** Guests present were Riko Stone, Rose Crouch, and Tim Kimbel all from Tamarac Estates, plus Mike LaGree.

4. **Public Comments re: Agenda and Non-Agenda Items:** Ms. Stone, Ms. Crouch, and Mr. Kimbel inquired as to how the customer rates and billing were determined. Mr. LaGree inquired about restoration at his property. Discussion was held.

**5. Reports**

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

1) **Fruitland Wastewater Collection and Treatment Plant:** The Vivax locator with GPS was delivered and will soon be in use. Discussion was held.  
**Recommendations/Actions:** Follow up as needed.

2) **DNR Permit Renewals:** The permits are nearly updated.  
**Recommendations/Actions:** Follow up as needed.

3) **Facility Updates:** The lagoons and facilities not in use are being prepped for closure and the bid package for closures is being prepared. Connections are being made to new businesses and customers. The plant's digester was unplugged and the screen is in place.  
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 was approved 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. Septic tank to be pumped this month.

**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 developed.

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 Base Rock Mineral quarry.

- d. Engineering Report for the Starlight Project is nearly complete. Letters were sent to the residents about the planned project with two negative responses received. Cost estimates are being determined.

Discussion was held.

**Recommendations/Actions:** Follow up as needed.

- 5) **Facility Transfers:** No new information.

**Recommendations/Actions:** Follow up as needed.

- B. **Manager's Report:** Joe Tousignant reported he is working on customer complaints, primarily due to restoration issues. He and Mr. Strickland will talk with Carstensen's on 07/19/2023 re: continued repair plans and costs and will obtain documentation of their substantial completion date for the one-year warranty. A new gate was installed on a pump station by Nip Kelley Equipment to allow the landowner access to his property as was approved by the board members. He also received the grass seeder for use in the fall. He presented a quote of \$5500 from Dustin Warren to increase the vehicle turn-around area at the plant's payment drop-off box. He will be speaking with the Indian Springs and Highland Ranch homeowners' associations.

Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the quote of \$5500 from Dustin Warren to increase the vehicle turn-around area at the plant's payment drop-off box. The drop-off box will also be emptied more frequently.

- C. **Secretary's Report:** The minutes from the previous regular and closed Board meetings on 06/13/2023 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the regular and closed Board meeting minutes on 06/13/2023.

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

- 1) Bills and checks updated 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 June 2023.
  - 2) Payroll Report through 07/31/2023.
  - 3) The new account for debt reserves has been opened at Bank of Missouri; Tommy Halford will be added as a check co-signer.
  - 4) Requested Joe Tousignant be replaced as a check co-signer at Montgomery Bank.
  - 5) Requested the USDA Interest and Principal payments be moved to the General Account instead of the Construction Account.
  - 6) Requested spending limit for the district manager for related projects and clerks for related office supplies.
  - 7) Information for the 2022-2023 FY Audit has been sent to the auditor. Response from attorney Scott Robbins is pending.
- Discussion was held.

**Recommendations/Actions:**

- a. It was moved, seconded, and approved unanimously to approve the Payroll Report through 07/31/2023 and the updated Bills/Checks Report through 06/30/2023. See attached reports.
- b. It was moved, seconded, and approved unanimously to replace Joe Tousignant with Tommy Halford as a check co-signer at Montgomery Bank.
- c. It was moved, seconded, and approved unanimously for the USDA Interest and Principal payments to be moved to the General Account instead of in the Construction Account.
- d. It was moved, seconded, and approved unanimously to limit the manager to spending \$3000 per

purchase, limit the clerks to spending \$1500 per month for related office supplies, and approval by the manager for the clerks for spending \$1501 to \$3000 per month for related office supplies.

- e. Any contract must be approved by the Board of Directors.
- f. Invoices/bills/adjustments were reviewed by and Betty Brooks, secretary, and Joe Tousignant, manager.

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

- 1) There were 89 late payments on 06/23/2023 which was reduced to 7 by the shut-off date.
- 2) There were 6 shut-offs in PWS #1 and 0 shut-offs in PWS #2; all were restored.
- 3) Late fee penalties for 130 customers applied 06/20/2023 totaled \$955.23.
- 4) Total customers are 1540. There were 12 new customers/connections and 6 moved out.
- 5) Office was closed July 4<sup>th</sup>.
- 6) Shut-offs will be done on August 2<sup>nd</sup>.
- 7) Quotes were received for repairs to the garage door and monitoring the security gate.
- 8) Requested write off \$1,704.40 for remaining final accounts who cannot be located; 7 were collected this week.
- 9) Work is being done on issuing customer deposit refunds.

Discussion was held.

**Recommendations/Actions:**

- a. It was moved, seconded, and approved unanimously to approve the quote from Overhead Door in Jackson for the garage door repairs for \$1,812.58.
- b. Mr. Tousignant will further research the quote from Overhead Door in Jackson regarding monitoring the security gate.

**F. Mowing Report:** Mr. Hardy reported the mowing of facilities looks good. Mr. Tousignant has mowed and/or sprayed weeds at the pump stations with 2 more to be done. Mr. Tousignant confirmed the restoration areas around the Spring Lakes lagoons will be done when the lagoons are closed. 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:** Mr. Tousignant is obtaining an additional quote. Discussion was held.

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

- B. **Liability Insurance Additional Information:** Bond Insurance has been obtained for Ms. Cothorn and Ms. Diebold; is pending for Mr. Tousignant. Information is pending 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:** Tabled; follow up as needed.

- C. **Board Member Replacement:** Lucas McCulley was welcomed as the new board member to replace Joe Tousignant. His appointment was approved by the Cape Girardeau County Commissioners on 07/07/2023.

- D. **Employee Health Insurance:** Referred to Closed Session.

6. **New Business**

A. **Returned Payments:** Ms. Cothorn reported we are not charged for returned credit card payments and customers with returned checks are charged \$10.00 as previously approved. Late fees are charged to all customers with late payments. No policy change was recommended. Discussion was held.

**Recommendations/Actions:** Follow up as needed.

B. **Resolution for Financial Disclosure:** Ms. Diebold reported a resolution for financial disclosure is required by the Missouri Ethics Commission to provide to the public information about a public person's or political subdivision/board's financial interests to disclose any potential conflicts of interest. Information and sample resolutions were reviewed. Discussion was held.

**Recommendations/Actions:** Ms. Brooks will prepare a draft Resolution for Financial Disclosure for review and vote at the August Board meeting.

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

9. **Next regular District Board meeting:** It will be held **Tuesday, August 8, 2023** at 6:30pm in the district office building at 3054 State Hwy FF, Jackson, MO 63755.

10. **Adjournment:** Being no further business, the regular meeting adjourned at 8:55pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 07/31/2023  
Bills/Checks Report through 06/30/2023