

**1. Call to Order**

Tommy Halford, President, called the Board Meeting to order on August 8, 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, manager; Juanita Cothorn, office clerk; Judy Diebold, 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 and Non-Agenda Items:** None.

**5. Reports**

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

1) **Fruitland Wastewater Collection and Treatment Plant:** The Vivax locator with GPS is in use and Joe Tousignant, manager, attended training for the device. Plastic forced main markers are to be installed. The Letter of One Year Warranty from Carstensen's is pending completion of the punch list. Restorations will be warranty work. Discussion was held.

**Recommendations/Actions:** Follow up by Mr. Strickland and Mr. Tousignant.

2) **DNR Permit Renewals:** No new information.

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

3) **Facility Updates:** The bid package for lagoon closures is being prepared.

a. Bella Vista Estates: WWTF good. MO DNR Inspection done with no major problems except for occasional ammonia level issues with options being considered.

b. Cedar Meadows: WWTF good

c. Highlands Ranch: WWTF good; need fencing around facility; need mowing services.

d. Kinder Farms: 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.

**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. Engineering Report for the Starlight Project completed. The preliminary layout of collection lines and forced main lines to service 194 septic customers, excluding Kinder Farms, was reviewed. Overall potential is 990 customers.

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 decreasing customer complaints, primarily due to restoration issues. The deadline for warranty restoration work is October 15, 2023. The vehicle turnaround area at the drop box has been extended. Several issues with the drop box have been identified. He will check the box more often. A service call to check the office building’s HVAC is scheduled for 08/10/2023 with Air Solutions. The office will no longer use Christy’s Cleaning Service due to several issues and the office clerks will instead clean the office. Discussion was held.  
**Recommendations/Actions:** Follow up next meeting.
- C. **Secretary’s Report:** The minutes from the previous regular and closed Board meetings on 07/18/2023 were reviewed. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the regular and closed Board meeting minutes on 07/18/2023.
- D. **Treasurer’s Report:** Ms. Macke presented the following:
- 1) Bills and checks updated report through 07/31/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports through July 31, 2023.
  - 2) Payroll Report through 07/31/2023.
  - 3) Requested clarification on bill to repair damaged line at 183 Coyote Ridge.
  - 4) Emails sent to Scott Robbins, attorney, for policy for custodial credit risk, formal investment policy that limits investment maturities, and limit on the amount it may invest in any one issuer. 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 07/31/2023. See attached reports.
  - b. It was moved, seconded, and approved unanimously to bill the \$550 for the damaged line to the homeowners at 183 Coyote Ridge.
  - c. Follow up with Mr. Robbins re: policy requests.
  - d. Invoices/bills/adjustments were reviewed and signed.
- E. **Clerk’s Report:** Mrs. Cothorn reported the following:
- 1) There were 106 late payments on 07/25/2023 which was reduced to 16 by the shut-off date. Payment arrangements were made with 6 customers who with two others all paid on time.
  - 2) There were 1 shut-off in PWSD #1 which was restored and 0 shut-offs in PWSD #2.
  - 3) Late fee penalties for 170 customers applied 07/18/2023 totaled \$1,237.92.
  - 4) Total locations are 1622. There were 18 new customers/connections and 15 moved out.
  - 5) Office will be closed 08/11/2023 as Ms. Cothorn will be out of the office. Ms. Diebold will get the phone and check the mail.
  - 6) August shut-offs are planned for 08/29/2023. Discussion was held.
- Recommendations/Actions:** Follow up next meeting.
- F. **Mowing Report:** Mr. Hardy reported the mowing of facilities is being done. The mower for the plant lot has significantly raised his rates. Discussion was held.  
**Recommendations/Actions:** Mr. Hardy will contact the mower for the plant lot to discuss the rate hike. Mr. Strickland will have the metal post removed near the road entrance.

**5. Old Business**

- A. **Fire Alarm Notification Quotes:** Mr. Tousignant reported three (3) bids for the plant’s fire alarm monitoring were requested and one was received in writing. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the bid from H&R Alarms for \$190 installation and \$40 per month for monitoring of the plant fire alarm system.
  
- B. **Security Gate Monitoring:** Mr. Tousignant recommended a “smart” security gate system to allow better monitoring of persons entering the gate. Vendors have been contacted. Discussion was held.  
**Recommendations/Actions:** Mr. McCulley will contact the owner of HD Media. Mr. Tousignant will follow up on a bid from H&R Alarms. Follow up at the next meeting.
  
- C. **Resolution for Financial Disclosure:** Ms. Brooks presented a draft resolution for financial disclosure as required by the Missouri Ethics Commission which was reviewed. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approved the Cape Girardeau County Reorganized Common Sewer District Resolution for Financial Disclosure. Ms. Brooks will send the resolution to the Missouri Ethics Commission as directed.
  
- D. **Employee Health Insurance:** Referred to Closed Session.

**6. New Business**

- A. **Review of Bylaws:** Ms. Brooks presented the District’s Bylaws for review as directed in the bylaws. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the District’s bylaws without revision.
  
- 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, September 12, 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 9pm.

Respectfully submitted,

Betty Brooks, Board Secretary

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