1. **Call to Order**
   Brad Noel, president, called the regular Board Meeting to order on August 19, 2025 at 6:30 pm at the District's office. Board members present were Betty Brooks, Tammy Crites, and David Petot. Present also were Juanita Cothern, office manager; Judy Diebold, office clerk, Kelly O'Dell, treasurer; and Brian Strickland, engineer. Mr. Noel declared a quorum was present.

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

3. **Introduction of Guests:** Guest present was Brian Miinch.

4. **Public Comments re: Agenda and Non-Agenda Items:** Mr. Miinch, contractor, inquired on the sewer extension in Bella Vista to a new home to be completed soon. A draft easement from the attorney representing the new home's neighbor who has been requested to provide easement rights to a sewer district manhole was reviewed. Discussion was held.
   Recommendations/Actions: It was recommended to amend the draft easement regarding the wastewater lines from 4 inches to 2 inches in diameter and add $10.00 to the fee blank from the Grantor to the Grantee. The recommended changes will be returned to the attorneys for review.

5. **Reports**
   A. **Secretary's Report**: The minutes from the regular Board meeting 07/08/2025 were reviewed. Discussion was held.
   Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 07/08/2025 as presented.

   B. **Treasurer's Report**: Ms. O'Dell presented the following information, including:
   1) Monthly Bank Balance Report for July 2025.
   2) Bank Account Reconciliations for July 2025.
   4) Payroll Journal Report for 06/28/2025 to 08/08/2025
   5) Checks report issued July 8 to August 19, 2025.
   6) QuickBooks Accounts Receivable adjustments for July 2025: one adjustment.
   7) Profit & Loss report and Budget vs Actuals report.
   8) Strickland Engineering Invoice for Contract #3 regarding lagoon closures.
   9) Annual Budget filed with Missouri Ethics Commission on 07/16/2025.
   (10) USDA Annual Reports due 09/01/2025.
   Discussion was held.
   Recommendations/Actions;
   1. It was moved, seconded, and approved unanimously to accept the Checks Report for July 2025, Payroll Journal Report for 06/28/2025 to 08/08/2025, and the Adjustments July 2025 report, pending the final audit.
   2. It was moved, seconded, and approved unanimously to pay the Contract #3 invoice in full to Strickland Engineering. An additional bill will be obtained when the Forest Meadows lagoon closure process is bid and completed.
   3. Mr. Strickland will contact Bill Bonney about any outstanding bills to the district.
   4. Mr. Noel will contact Mr. Mondragon about status of cleaning District Right of Way areas.
   5. Mr. Noel will contact Safe Harbor and others as needed about access to Forest Meadows for their lagoon closure.
   6. Ms. Brooks and Ms. O'Dell are working on the USDA Annual Reports for completion.

C. **President's Report:**

1) Mr. Noel reported response letters have been sent to MoDNR re: the AOCs on Bella Vista and Seabaugh Acres.
2) Monroe is waiting for cooler weather to complete the upgrades at the Kinder Farms facility.
3) Sludge hauling is being done at Kinder Farms until the upgrades are completed.
4) Indian Springs Subdivision has declined to join the District.
5) Ben Dowd and Brandon Bock Properties – discussed sewer extensions.
6) Received notice from Cody Cotner that he will not mow the facility area at Pleasant Lake Estates.

Recommendations/Actions:

1) Mr. Strickland will contact Ram Power to ensure appropriate billing to the District.
2) Mr. Noel will talk with Ben Dowd and Brandon Bock about alternate plans to extend sewer services in partnership with them.

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

1) There were 9 shut-offs total with all customer services restored.
2) Late fee penalties were sent to 126 customers.
3) There were 11 new locations. Total customers: 1,667.
4) Total adjustments for July 2025 were given with details given for the adjustments.
5) Fuel for the generator is down to 57%.
6) Grass outside the fence needs to be mowed.
7) Issues with waste haulers.
8) Continued issues with air conditioning in the office area.

Discussion was held.

Recommendations/Actions:

a. It was moved, seconded, and approved unanimously to approve the adjustments report for July 2025.
b. Mr. Noel will draft a letter to the waste haulers to remind them of the rules to use the District's dump station.
c. The fuel for the generator will need to be refilled to 50% or in November, whichever comes first.
d. Recommended said customer service is to be placed back in Neil Griswold's name.
e. Mr. Strickland will look into doing adjustments to the current air conditioning units to make it more efficient in the office area.

6. **Old Business**

A. **Computer, Software, Server Update Quotes**: Ms. Cothern reported she is waiting for another price quote. Discussion was held.
Recommendations/Actions: Follow up next meeting.

B. **Request for Service by Lucas Green/Eli Drive:** Mr. Noel reported he met with all parties and discussed action plans. Locates were called this day. Discussion was held.
Recommendations/Actions: Follow up as needed.

C. **Board Member Replacement**: Discussion was held about recruiting an additional board member as no responses were received from the newspaper or Facebook notices.
Recommendations/Actions: Continue to recruit an additional board member.

7. **New Business**

A**. Shelving and Location for Retention Files/Tool Storage:** Ms. Cothern and Ms. Diebold reported they are looking for more file space in the office area for files currently held in the garage. They also reported there is need for tool box for the district tools. Discussion was held.
Recommendations/Actions: More information on fire resistant file cabinets will be obtained. It was approved to purchase a standing tool cabinet from Harbor Freight for $350.

B. **Delinquent Sewer Service Charges Letter**: Ms. Cothern presented a draft letter obtained from attorney Scott Robbins for delinquent sewer service charges. Discussion was held.
Recommendations/Actions: It was recommended to change the word "demand" payment to "request." Ms. Cothern will return the draft letter to Mr. Robbins for the change.

C. **Emergency Response Plan/Risk Assessment**: Mr. Noel presented an example of a similar emergency plan and risk assessment. Discussion was held.
Recommendations/Actions: Mr. Noel will prepare a draft emergency response plan and risk assessment for the District, share with others for input, and review at the next meeting.

D. **Benefits**: Mr. Noel proposed the current employee ETO policy be replaced with policies for sick and vacation time with up to maximum of 160 hours per year each for sick time and vacation time for full time employees based on years of service up to 4 years. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to adopt the new sick and vacation time benefits for full time employees effective August 9, 2025, excluding ETO accrued or used prior to 08/09/2025.

E. **Jackson Chamber of Commerce Membership**: Mr. Noel proposed the District rejoin the Jackson Chamber of Commerce for networking and future health insurance needs. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to rejoin the Jackson Chamber of Commerce.

F. **Purchase Order/Work Order Procedure:** Mr. Noel presented a sample purchase order form. Ms. Cothern presented a work order form from the computer program. Discussion was held.
Recommendations/Actions: The purchase order procedure will be implemented with next year's budget discussion. The work order form will be reviewed.

G. **Conflict of Interest Resolution Renewal**: Ms. O'Dell reported the District's Conflict of Interest Resolution is due for renewal by 09/15/2025. Discussion was held.
Recommendations/Actions: Ms. Brooks will update the District's resolution from 2023 and present it as the next meeting.

H. **Mowing District Property Outside Fence:** Ms. Crites reported the neighbors to the property outside the Fruitland Facility fence inquired about spraying the fence row and mowing the tall grass. Discussion was held.
Recommendations/Actions: Mr. Noel will review the contract of the mower for the property and contact him to confirm the mowing. The neighbors may spray the weeds in the fence row.

I. **Engineer Contract Update**: Tabled to the next meeting.

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 September 9, 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 9:20 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 06/28/2025 to 08/08/2025
Checks Report issued July 2025