

1. Call to Order

Lucas McCulley, president, called the regular Board Meeting to order on August 20, 2024 at 6:30 pm at the district's office. Board members present were Betty Brooks, Greg Steiner, and new board member Kay Robins. Scott Whittington was absent. Present also were Joe Tousignant, manager; Juanita Cothorn, office clerk; Judy Diebold, office clerk; Kelly O'Dell, Treasurer; and Brian Strickland, engineer. Mr. McCulley 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: Kevin Armstrong, Gordon Walton, Brian Wibbenmeyer, and Phil Singleton all from Westbridge Place subdivision and Mark Culbertson with PC Repair, LLC.

4. Public Comments re: Agenda and Non-Agenda Items: The guests from Westbridge Place asked about the disposition of the land on which their wastewater facility is that is being closed. Discussion was held. The Board will discuss the issue in the closed board meeting re: real estate.

5. Presentation from PC Repair/Mark Culbertson: Mr. Culbertson presented a proposal for IT Support. Discussion was held. Board will review and discuss at the next meeting.

6. Reports

A. Secretary's Report: The minutes from the regular Board meeting on 07/9/2024 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes on 07/09/2024 as presented.

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

- 1) Checks Issued and bills for May 12, 2024 to August 20, 2024.
- 2) Bank Account Reconciliations for the money market account and bond payment account; reconciliations for the checking account continue in progress.
- 3) Payroll reports from 07/16/2024 to 08/14/2024.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the checks and bills report through August 20, 2024 and the Payroll Report through 08/14/2024.

C. Manager's Report: Mr. Tousignant presented a pictorial report of repairs/work done in the District in coordination with Strickland Engineering since the last meeting. He requested he no longer earn ETO beginning with the current pay period. There are issues with some mowers due to grass overgrowth which he is addressing with the mowers. He presented a \$250 request to reimburse customer C.R. for repairs paid to remove a blockage of cotton wipes in the district-owned main line. Discussion was held.

Recommendations/Actions:

- 1) It was moved, seconded, and approved unanimously to reimburse customer C.R. \$250 for repairs they paid to repair a district-own main line.
- 2) Discuss a district-wide ban on disposable wipes in the sewer system at the next meeting.

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

- 1) There were 101 shut-offs total on 07/23/2024 which were reduced to 4 in PWSD #1 which were restored and none in PWSD #2 on shut-off day.

- 2) Late fee penalties for 132 customers on 06/18/2024 totaled \$1,937.41. Customers report late or no bills received due to delays in the US Postal Service. They continue to encourage customers to sign up to e-billing or ACH.
- 3) There were 18 new customers/connections and 27 moved out of the district.
- 4) There were 3 new locations added this month.
- 5) Total customers: 1,620
- 6) Adjustments: Total adjustments were \$434.77 with details given for the adjustments.
- 7) Requested a drop-box be placed inside the gate for the waste haulers' paperwork.
Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the adjustments report for July 2024.
- b. It was agreed to have the clerks continue to use their judgment on charging late fees.
- c. Mr. Tousignant will post an update on the district's Facebook page about the delays and to also encourage customers to sign up for e-billing or ACH due to delays with the USPS.
- d. District homeowner associations are also urged to contact their members about signing up for e-billing or ACH due to delays with the USPS.
- e. Mr. Tousignant will obtain a drop box for the waste haulers' paperwork to be placed inside the gate and inform them of the change.

6. Old Business

- A. **Board Member Replacement:** Mr. McCulley welcomed new board member Kay Robins. Ms. Brooks reported that David Petot, and Tom Smith declined to be interviewed for the board position.

Recommendations/Actions: None.

- B. **Lagoon Closure Bids:** Mr. Strickland reported and presented the bids for excavation at the closed wastewater facilities at Spring Lake Estates, Major Custom Cable, Essex Place, Mulberry Acres, and Midwest Energy have been published in the Cashbook Journal and sent to potential bidders. The bids are due 08/29/2024. He reported Metro Ag is willing and able to remove the sludge from the facilities as soon as possible, excluding Forest Meadows due to their size, at \$0.08 cents per gallon for estimated 1.5 million gallons total of sludge. The sludge will be placed in the unused facility at Fruitland Meats until after harvest for land applications. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to authorize Metro Ag to remove the sludge from the Spring Lake Estates, Major Custom Cable, Essex Place, Mulberry Acres, and Midwest Energy as soon as possible, excluding Forest Meadows, at \$0.08 cents per gallon for estimated 1.5 million gallons total of sludge and the sludge will be placed in the unused facility at Fruitland Meats until after harvest for land applications. The sludge removal at Forest Meadows will be bid out at a later date.

- C. **Job Descriptions:** Mr. Tousignant and the clerks submitted draft suggestions for their job descriptions for General Manager and Administrative Assistant/Billing Clerk, respectively. Discussion was held.

Recommendation/Actions: Deferred to the closed board meeting.

- D. **Employee Handbook Review:** Tabled until a future meeting.

Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – August 20, 2024

E. **Sunshine Law Update:** Ms. Brooks reported Mark Welker with the County Commissioners was not available this date to give an update on the Sunshine Law to the board and staff. M , **Recommendation/Actions:** Ms. Brooks has contacted Mr. Welker to invite him to the next board meeting or another date/time to update the board and staff on the Sunshine Law.

7. **New Business** – None.

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 Section 610.021(3) and Real Estate Business Section 610-.021 (1).

9. **Next regular District Board meeting:** It will be held **Tuesday September 10, 2024** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

10. **Adjournment:** Being no further business, the meeting adjourned at 8:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 08/14/2024

Bills/Checks Report through 08/20/2024