

1. Call to Order

Lucas McCulley, president, called the regular Board Meeting to order on September 9, 2024 at 6:30 pm at the district's office. Board members present were Betty Brooks, Greg Steiner, Kay Robins, and Scott Whittington. Present also were Joe Tousignant, manager; Juanita Cothorn, office clerk; Judy Diebold, office clerk; and Kelly O'Dell, Treasurer. Mr. McCulley declared a quorum was present.

2. Approval of Agenda: It was moved, seconded, and approved unanimously to approve the agenda with the addition of Metro Ag Contract and MOPERM Renewal Survey to New Business.

3. Introduction of Guests: None.

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

5. Reports

A. Secretary's Report: The minutes from the regular Board meeting on 08/20/2024 were reviewed. Discussion was held.

Recommendations/Actions: Being no corrections, the minutes of 08/20/2024 were approved as presented.

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

- 1) Monthly Bank Balance Report for August 2024.
- 2) Profit and Loss Comparison July 2023-June 2024
- 3) Bank Account Reconciliations for the checking account - June reconciliation is pending.
- 4) Payroll reports and checks/bills report to be submitted next meeting.
- 5) Annual audit will be completed when reports are up-to-date.
- 6) Need Dowd agreement for president's signature.

Discussion was held.

Recommendations/Actions: Review the checks and bills plus payroll reports and reconciliation report at the next meeting 10/08/2024. Mr. Tousignant will obtain the Dowd agreement by the next meeting.

C. Manager's Report: Mr. Tousignant reported on his duties performed 08/24 to 09/04/2024, plus:

- 1) Water line easements from PWS #1 have been received for the road at Midwest Energy facility and are ready to be executed.
 - 2) Requested Mulberry Acres' bill could be adjusted due to a water leak that was discovered and repaired.
 - 3) Requested dead pine trees caused by the project's trenching be cut down; 2 bids were obtained Advance Tree Service with the lower bid.
 - 4) Requested pumping of septic tank at Highlands Ranch; 3 bids obtained with lowest bid from Monroe Plumbing & Heating.
 - 5) Presented Metro Ag Agreement for sludge removal from closed lagoons as previously approved by the board of directors; lagoons include Spring Lake Estates, Essex Place, Midwest Energy, Mulberry Acres, and Major Custom Cable.
 - 6) Requested prompt payment to vendors for work done.
 - 7) Starlight Project map was submitted to Rural Development with engineering report to be done soon.
 - 8) Fencing for Oak Creek facility to be bid.
- Discussion was held.

Recommendations/Actions:

- 1) The easements for PWSD #1 at Midwest Energy were signed and ready to be recorded.
- 2) It was moved, seconded, and approved unanimously to credit \$1275 to Mulberry Acres on their August sewer bill due to their water leak/repair.
- 3) It was moved, seconded, and approved unanimously to accept the lower bid from Advance Tree Service for removal of the dead pine trees as described.
- 4) It was moved, seconded, and approved unanimously to accept the lowest bid from Monroe Plumbing and Heating to pump the septic tanks at Highlands Ranch.
- 5) Metro Ag Agreement was signed for sludge removal from closed lagoons at Spring Lake Estates, Essex Place, Midwest Energy, Mulberry Acres, and Major Custom Cable.
- 6) Agreed to tell vendors to submit invoices by the close of business day on the Friday before the monthly board meeting, contact Luke McCulley, Kelly O’Dell, or Juanita Cothorn for concerns, Checks will be cut on the 2nd Tuesday of the month.

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

- 1) There were 133 potential shut-offs total on 08/23/2024 which were reduced to 1 in PWSD #1 which was restored after payment and none in PWSD #2 on shut-off day 08/27/2024.
- 2) Late fee penalties for 73 customers on 08/21/2024 totaled \$1123.24.
- 3) There were 25 new customers/connections and 24 moved out of the district, excluding landlords.
- 4) There was 1 new location added this month in Kinder Farms.
- 5) Total customers: 1,624
- 6) Adjustments: Total adjustments were \$534.42 with details given for the adjustments.
- 7) Ms. Cothorn and Ms. Diebold will attend the MRWA Conference October 28-31, 2024.
- 8) They also have scheduling conflicts the week of October 21, 2024, but will work to have someone in the office at least daily.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the adjustments report for August 2024.

6. Old Business

A. IT Proposal: Discussion was held about the proposal from Mark Culberson at the last meeting.

Recommendations/Actions: It was moved, seconded, and approved unanimously to table a change in IT providers.

B. Lagoon Closure Excavation Bids: Mr. McCulley reported the bids for excavation closure of the lagoons at Spring Lake Estates, Major Custom Cable, Essex Place, Mulberry Acres, Midwest Energy, and Forest Meadows were opened at a meeting on 08/29/2024 with Brian Strickland, Joe Tousignant, Betty Brooks, Kay Robins, and J.W. Strack. Mr. Strack withdrew his bid for Forest Meadows verbally and in writing. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the excavation closures of the lagoons for the lower bids by Scott Jahn/Hunter Jessup at Spring Lake Estates, Essex Place, Mulberry Acres, and Midwest Energy plus the lower bid by J.W. Strack for Major Custom Cable. A new bid notice/package will be submitted for excavation of the lagoons at Forest Meadows and placed in the SE Missourian and Cashbook Journal.

C. Job Descriptions: Referred to closed board meeting.

- D. **Employee Handbook Review:** Mr. Steiner reported his findings for the Employee Handbook update including need to clarify “supervisor” in several sections, typo re: Employee “play” plan, confirmed ETO includes sick and vacation time, asked about witness pay, asked about “recording devices”, recommended removal of section on time cards since no longer used. Discussion held. **Recommendations/Actions:** It was moved, seconded, and approved unanimously to insert “board of directors” instead of “supervisor”, correct the type, consider witness pay, and remove section on time cards from the Employee Handbook. Ms. Brooks will make the changes as approved and distribute the Handbook to employees and board members.
- E. **Sunshine Law Update:** Ms. Brooks reported Mark Welker with the County Commissioners is not available. Discussion was held. **Recommendation/Actions:** Ms. Brooks will obtain copies of the Sunshine Law book from the Attorney General’s office. Ms. O’Dell will send information about Board and Council Member training to the board of directors which includes Sunshine Law instruction.
7. **New Business**
- A. **Proposal to Ban Disposable /Flushable/Cotton Wipes:** Mr. Tousignant presented a proposal to prohibit a list of items, including wipes, disposed of in the sewer system. Discussion was held. **Recommendations/Actions:** Board members will review the proposal on prohibited items and discuss at the next meeting.
- B. **Metro Ag Agreement:** See Manager’s report.
- C. **MOPERM Insurance Renewal Survey:** Ms. Brooks reported the 2025 MOPERM Insurance Renewal Survey is due for the 2025 General Liability coverage. Discussion was held. **Recommendations/Actions:** It was moved, seconded, and approved unanimously to remove the golf cart and sell it and keep the district wastewater facilities only at Cedar Meadows, Oak Creek, Seabaugh Acres, Saddlebrook Ridge, Twin Oaks, Fruitland Wastewater plant and generator, and the grinder pumps for continued liability coverage.
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).
9. **Next regular District Board meeting:** It will be held **Tuesday October 8, 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 7:50pm.

Respectfully submitted,

Betty Brooks, Board Secretary
Attachments: None