

**1. Call to Order**

Lucas McCulley, president, called the regular Board Meeting to order on October 8, 2024 at 6:30 pm at the district's office. Board members present were Betty Brooks, Kay Robins, and Scott Whittington. Absent was Greg Steiner. Present also were Joe Tousignant, manager; Juanita Cothorn, office clerk; Judy Diebold, office clerk; Kelly O'Dell, Treasurer; and guest Ann Shirrell. 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:** Ann Sherrill, customer, inquired about when their grass will be reseeded. Discussion was held and the request will be done with priority.
4. **Public Comments re: Agenda and Non-Agenda Items:** None.

**5. Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting on 09/09/2024 were reviewed. Ms. Cothorn and Ms. Kelly asked that invoices be due on the Friday before the monthly board meeting instead of the 7<sup>th</sup> of the month. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 09/09/2024 with the correction that invoices be due on the Friday before the monthly board meeting instead of the 7<sup>th</sup> of the month.

B. **Manager's Report:** Mr. Tousignant reported on his duties of 10/08/2024, including:

- 1) Request approval to arrange for a main sewer line extension to serve a home on CR533 and District provide pipe and a manhole for the extension, and the future owner pays the \$1000 connection fee and actual installation costs, to the District after an estimate is obtained.
- 2) Request approval to purchase 20 new stainless steel combination valves and curb boxes at Saddlebrooke Phase 7 for \$8500 with installation by Monroe Plumbing at unit pricing. This will replace severely corroded and incorrectly installed shutoff valves and check valves.
- 3) Recommended tabling the discussion for a sensor repair on the generator from Evapar to obtain additional bid(s) and lower cost repair options.
- 4) Requested approval of the Board to hire Monroe Plumbing at unit pricing to install one of the tanks removed from Sun Valley at Twin Oaks WWTF to increase operational efficiency and allow lower cost sludge cleanouts.
- 5) Requested approval to adjust Mulberry Acres' October bill to equal their 20 month average.
- 6) Requested write-off of longstanding \$80 balance from a customer.
- 7) Requested approval to allow Mr. Tousignant to negotiate an agreement with Safe Harbor to allow access to their property for sludge removal and earthmoving contractor access at Forest Meadows in exchange for up to a no-cost installation of a grinder pump and service line with free connection fee to provide sewer service to their new facility under construction.
- 8) Mr. Tousignant asked to review bills to the District to check for discrepancies from vendors. Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to pass along any construction costs to the customer and waive the connection fee for the home on CR533.
- 2) It was moved, seconded, and approved unanimously to purchase 20 new stainless steel combination valves and curb boxes at Saddlebrooke Phase 7 for \$8543.60 with installation by Monroe Plumbing at unit pricing.

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- 3) Tabled discussion regarding the Evapar generator sensor repair for additional bid(s).
- 4) Requested estimate from Monroe Plumbing for unit pricing to install one of the tanks removed from Sun Valley at Twin Oaks WWTF with approval by the Board.
- 5) No adjustment needed at Mulberry Acres due to current bills.
- 6) It was moved, seconded, and approved unanimously to write off the \$80 balance from customer.
- 7) It was moved, seconded, and approved unanimously to negotiate an agreement with Safe Harbor to allow access to their property for sludge removal and earthmoving contractor access at Forest Meadows in exchange for up to \$10,000 to install a grinder pump and service line with free connection fee to provide sewer service to their new facility under construction.
- 8) It was moved, seconded, and approved unanimously to allow Mr. Tousignant to review bills to the District to check for discrepancies from vendors. Ms. O'Dell with work with him to arrange this.

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

- 1) Monthly Bank Balance Report for September 2024.
- 2) Bank Account Reconciliations for general checking (June 2024), service account (June-July 2024), construction/bond payments (June-September 2024), and Bank of Missouri (June-September 2024).
- 4) Payroll Journal Report for 08/10/2024 to 09/20/2024.
- 5) Checks report issued July-September 2024.
- 6) Patrick Kintner, CPA, has received financial information to work on the audit.
- 7) Requested clarification on payment process for Hunter/Jahn for lagoon closure work.
- 8) Inquired about the Dowd agreement.
- 9) A new District credit card has been obtained with cards given to Ms. O'Dell, Mr. Tousignant, and Ms. Cothorn.  
Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to accept the Checks Report July-September 2024 and Payroll Journal Report for 08/10/2024 to 09/20/2024, pending the final audit.
- 2) Mr. Tousignant will follow up on the signed Dowd agreement.

D. **Clerk's Report:** Ms. Cothorn and Ms. Diebold presented their report for September 2024, including:

- 1) There were 96 potential shut-offs total which were reduced to none in PWSD #1 and PWSD #2 on shut-off day.
- 2) Late fee penalties for 110 customers totaled \$1658.63.
- 3) There were 16 new customers/connections and 13 moved out of the district, excluding landlords. There were no new locations. Total customers: 1,621
- 4) Adjustments: Total adjustments for September 2024 were \$1367.39 with details given for the adjustments.
- 5) They will not have scheduling conflicts the week of October 21, 2024.
- 6) Recommended vendors and contractors contact the office to ensure their contact information is correct and obtain their W-9 forms and insurance information as needed.
- 7) Requested copy of the signed easement document with PWSD #1 to be recorded.  
Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the adjustments report for September 2024.
2. Mr. Tousignant will follow up on the signed easement document with PWSD #1.

- E. **President's Report:** Mr. McCulley reported on the Missouri Association of Sewer District meeting he attended recently.
6. **Old Business**
- A. **Job Descriptions:** Referred to closed board meeting.
- B. **Proposal to Ban Disposable /Flushable/Cotton Wipes:** Mr. Tousignant presented a proposal to prohibit a list of items disposed of in the sewer system. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to amend the Rules and Regulations to provide a complete list of banned particles and substances.
- C. **Employee Handbook Review:** Ms. Brooks reported a copy of the revised Employee Handbook was sent to employees and board members, pending discussion on the addition of Witness Pay. Discussion held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously accept the revised Employee Handbook without the addition of Witness Pay at this time.
7. **New Business**
- A. **Forest Meadows Lagoon Closure Excavation Bid:** Tabled pending further action on acquiring contractor access to the Forest Meadows lagoons.
- B. **Renewal of Generator Maintenance Contract:** Tabled pending additional bid(s).
- C. **Work Orders Procedure:** Tabled pending further research. Mr. Tousignant recommended it be linked to the Geographic Information Systems (GIS Mapping).
8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to move to closed session for Legal Matters, Section 610.021(1) and Personnel Matters, Section 610.021(3).
9. **Next regular District Board meeting:** It will be held **Tuesday November 12, 2024** 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 8:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report for 08/10/2024 to 09/20/2024.  
Checks report issued July-September 2024.