

Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – October 14, 2025

1. **Call to Order**

Brad Noel, president, called the regular Board Meeting to order on October 14, 2025 at 6:30 pm at the District's office. Board members present were Betty Brooks, and Tammy Crites. Absent was David Petot. Present also were Juanita Cothorn, administrative 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:** None.

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

5. **Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting 09/16/2025 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 09/16/2025 as presented.

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

- 1) Monthly Bank Balance Reports for September 2025.
- 2) Bank Account Reconciliations for August – September 2025.
- 4) Payroll Journal Report for 09/06/2025 to 10/03/2025.
- 5) Checks report issued September 15 to October 13, 2025.
- 6) Adjustments for September 2025 – None.

Ms. O'Dell reported the 2024-2025 Audit is in progress by Patrick Kintner, CPA. The District's membership in the Jackson Chamber of Commerce has been paid. Discussion was held.

Recommendations/Actions; It was moved, seconded, and approved unanimously to accept the checks report for September 2025, Payroll Journal report for 09/06/2025 to 10/03/2025, and the adjustments for September 2025 report, pending the final audit.

C. **President's Report:** Mr. Noel reported the following, including:

- 1) Received a verbal agreement with Ben Dowd on his development at Hwy 32/72 for additional District customers.
- 2) Inquiries received from Drury about possible connection of mobile home court to the District; Mr. Noel and Mr. Strickland with talk further with them about it.
- 3) Contacted Mondragon to deliver a load of dirt to homeowner with ground settlement; homeowner to complete the project.

D. **Clerk's Report:** Ms. Cothorn and Ms. Diebold presented the report for September 2025, including:

- 1) There were 1 shut-off in PWSD #1 which was restored and none in PWSD #2 on 09/29/2025.
 - 2) Late fee penalties were sent to 109 customers.
 - 3) There were 4 new locations and 1 new hauler. Total customers: 1,681.
 - 4) Total adjustments for September 2025 were given with details given for the adjustment.
 - 5) Customer question about rates/fees.
 - 6) Reviewed practice of calling customers prior to shut-offs.
 - 7) Request for holiday the day after Thanksgiving.
- Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the adjustments report for September 2025.
- b. Review rates/fees with annual evaluation in 2026.
- c. Allow PWSD #1 to continue to contact customers prior to shut-offs; to check into Robocalls and post cards versus letters for billing; add statement to bills re: late payment and shut-off fees.
- d. It was moved, seconded, and approved unanimously to add the day after Thanksgiving as a District holiday.

E. Engineer Report: Mr. Strickland reported the following, including:

- 1) Sludge removed the FWWTF plant by Metro Ag.
- 2) Kinder Farms new pump cords installed in facility and ready for operation.
- 3) DNR letters received for Twin Oaks and Cedar Meadows; he will respond to them.
- 4) Lagoon closure nearly complete at Pleasant Lake Estates; Forest Meadows is pending.
- 5) Closure paperwork being done for Sun Valley, Pleasant Lake Estates, Saxony High School, and Westbridge Place.
- 6) Deeds being completed for properties at Mulberry Acres, Midwest Energy, Saxony HS, and Spring Lake Estates.

6. Old Business

- A. **Computer, Software, Server Update Quotes:** Waiting for additional bid on equipment. Discussion was held.

Recommendations/Actions: Follow up next meeting.

- B. **Shelving and Location for Retention Files/Tool Storage:** Ms. Diebold presented 2 quotes for five (5) fire resistant 60 gallon file cabinets for records currently boxed in the garage. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to purchase five (5) fire resistant 60 gallon file cabinets from Justrite with discounts for records currently boxed in the garage.

- C. **Emergency Response Plan/Risk Assessment:** Mr. Noel is working on the Emergency Response Plan/Risk Assessment. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- D. **Board Member Replacement:** Ms. Crites reported she has contacted several potential board members. Discussion was held.

Recommendations/Actions: Follow up next meeting.

7. New Business

- A. **MODNR Agreements for Bella Vista and Seabaugh Acres:** Mr. Strickland reviewed the DNR responses received for Bella Vista and Seabaugh Acres. Discussion was held.

Recommendations/Actions: Mr. Strickland will review the agreements further and respond to MODNR regarding the timeframes discussed.

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- B. **Cleaning Service for Office Building:** Discussion was held about hiring cleaning services for the office building.
Recommendations/Actions: Three (3) bids for cleaning services will be obtained with follow up at the next meeting.
- C. **Developer Agreements:** Discussion was held regarding verbal agreements with developers.
Recommendations/Actions: Future plans from developers will be requested in writing and signed upon agreement.
8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** None.
9. **Next regular District Board meeting:** It will be held **Tuesday November 11, 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 8:20 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 09/06/2025 to 10/03/2025
Checks Report issued September 2025