

Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – November 11, 2025

1. **Call to Order**

Brad Noel, president, called the regular Board Meeting to order on November 11, 2025 at 6:33 pm at the District office. Board members present were Betty Brooks, Tammy Crites, and 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 recommended to move the Auditor's Report to closed session. It was moved, seconded, and approved unanimously to approve the agenda with the movement of the Auditor's Report to closed session.

3. **Introduction of Guests:** Guests present were Gavin Thomas and Matt Hopkins, both from Broadtek.

4. **Public Comments re: Agenda and Non-Agenda Items:** Mr. Thomas and Mr. Hopkins reported their technology company located in Cape Girardeau has reviewed the District's office technology and gave some suggestions to upgrade the server and networking programs. Discussion was held and they will conduct further research and submit a quote by the next meeting.

5. **Reports**

- A. **Secretary's Report:** The minutes from the regular Board meeting 10/14/2025 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 10/14/2025 as presented.

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

- 1) Monthly Bank Balance Reports for October 2025.
- 2) Bank Account Reconciliations for October 2025.
- 3) Checks issued October 14, 2025 to November 11, 2025
- 4) Payroll Journal October 4 to October 31, 2025.
- 5) Adjustments for October 2025 – None.

Discussion was held.

Recommendations/Actions; It was moved, seconded, and approved unanimously to accept the checks report for October 14, 2025 to November 11, 2025; Payroll Journal report for October 4 to October 31, 2025; and the adjustments for October 2025 report, pending the final audit.

- C. **President's Report:** Mr. Noel reported he contacted Mondragon to complete dirt work to address ground settlement over sewer lines.

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

- 1) There were 5 shut-offs in PWSD #1 of which 4 were restored and one (1) was deceased; none in PWSD #2 on 10/28/2025.
- 2) Late fee penalties were charged to 105 customers.
- 3) There were 11 new locations and 1 new hauler. Total customers: 1,694.
- 4) Total adjustments for October 2025 were given with details given for the adjustment.

Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the adjustments report for October 2025.

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

- 1) Kinder Farms facility is completed.
- 2) Communicated with customer re: back-up issues caused by Charter installation on non-District sewer line.
- 3) Reviewed Water Main and Sewer Extension Improvement Plans for DOWDCO Properties in Willow Wood 2/Fruitland area.
- 4) Lagoon closure nearly complete at Pleasant Lake Estates; Forest Meadows is pending.
- 5) Discussed Green's properties with subdivision of tracts with possible need of additional lines.
- 6) Deeds being completed for properties at Mulberry Acres, Midwest Energy, Saxony HS, and Spring Lake Estates.

Discussion was held.

Recommendations/Actions:

- a. Bills for non-District damage repairs to be sent directly to the customer for payment.
- b. Mr. Noel will prepare fee agreements for DOWDCO Properties.
- c. Mr. Strickland will inquire about the need for additional sewer lines for Green's properties.

6. **Old Business**

- A. **Computer, Software, Server Update Quotes:** Discussion was held about information from Broadtek.

Recommendations/Actions: Follow up next meeting.

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

Recommendations/Actions: Plan workshop meeting after January 1, 2026 to discuss the Emergency Response Plan/Risk Assessment.

- C. **MODNR Agreements for Bella Vista and Seabaugh Acres:** Mr. Strickland reported the MODNR has offered an Ammonia Variance to assist with the proposed ammonia criteria. Discussion was held.

Recommendations/Actions: Mr. Strickland will obtain further information from MODNR and follow up at the next meeting.

- D. **Cleaning Service for Office Building:** Ms. Cothorn presented a quote and proposal from Maid 2 Be Cleaning Services, LLC for once monthly cleaning for \$175. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to hire Maid 2 Be Cleaning Services for once monthly cleaning of the office area for \$175. Bigger rugs will also be obtained for outside and inside the employee entrance door as well as an improved shoe cleaner device outside the door.

- E. **Board Member Replacement:** No new applications have been received. Discussion was held.

Recommendations/Actions: Continue to contact potential board members.

7. **New Business**

- A. **Year-To-Date Budget Evaluation:** Mr. Noel recommended an evaluation be done of the Year-To-Date budget. Discussion was held.

Recommendations/Actions: Plan to discuss the evaluation at the board workshop to be planned after January 1, 2026.

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B. **MOPERM Annual Renewal Questionnaire:** Ms. Brooks reviewed the MOPERM Annual Renewal Questionnaire. Discussion was held.

Recommendations/Actions: Ms. Brooks will respond with the recommended updates.

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:

1. Section 610.021(2)-Leasing, purchase, or sale of real estate.
2. Section 610.021(17)-Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product.

Votes: “Aye” Brad Noel, Tammy Crites, Betty Brooks, and David Petot; “Nay” – none.

9. **Next regular District Board meeting:** It will be held **Tuesday December 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 8:15 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks issued October 14, 2025 to November 11, 2025
Payroll Journal October 4 to October 31, 2025.