

**1. Call to Order**

Lucas McCulley, president, called the regular Board Meeting to order on November 12, 2024 at 6:30 pm at the district's office. Board members present were Betty Brooks, Kay Robins, Greg Steiner, and Scott Whittington. Present also were Joe Tousignant, manager; Juanita Cothorn, accounting clerk; Judy Diebold, office clerk; Brian Strickland, engineer; 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 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 on 10/08/2024 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 10/08/2024 as presented.

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

- 1) Monthly Bank Balance Report for October 2024.
- 2) Bank Account Reconciliations for general checking (July- October 2024), Chase (September-October 2024), service account (August-October 2024), construction/bond payments (October 2024), and Bank of Missouri (October 2024).
- 4) Payroll Journal Report for 09/21/2024-11/01/2024.
- 5) Checks report issued October 2024.
- 6) QuickBooks Accounts Receivable adjustments 01/01/2024 to 06/30/2024, 07/01/2024 to 09/30/2024, and October 2024
- 7) Profit & Loss report and Budget vs Actuals report
- 8) Patrick Kintner, CPA, is working on the audit.
- 9) Inquired about renewing membership in Jackson Chamber of Commerce.  
Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to accept the Checks Report for October 2024, Payroll Journal Report for 09/21/2024 to 11/01/2024, and the adjustments, pending the final audit.
- 2) It was moved, seconded, and approved unanimously to not renew membership in the Jackson Chamber of Commerce.

**C. Manager's Report:** Mr. Tousignant reported the following, including:

- 1) Negotiations with Safe Harbor for access to the Forest Meadows lagoons for sludge hauling prior to closure have not been successful to date. The bids to close the lagoons will be tabled until arrangements to have the sludge hauled out are made.
- 2) Warren Land Management is no longer in business and other vendors are being used.
- 3) Bids to be obtained for fencing at Highlands Ranch facility.
- 4) Work is being done to produce the necessary deeds and easements so the District can dispose of closed facilities at Spring Lake Estates, Essex Place, Mulberry Acres, Major Custom Cable, Midwest Energy, Saxony High School, Westbridge Place.

- 5) Work continues at Westbridge, Homestead Place, Sun Valley, Pleasant Lakes, and Midwest Energy.
- 6) Presented 2023 agreement with Metro Ag for Board approval of the removal and satisfactory agricultural land utilization of residuals generated from the District's wastewater treatment plant in Fruitland, MO.
- 7) Requested paperwork for account to be set up with Base Rock Minerals to save costs by getting billed directly.
- 8) Golf cart was sold for \$600.  
Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to approve Metro Ag 2023 Contract for the removal and satisfactory agricultural land utilization of residuals generated from the District's wastewater treatment plant in Fruitland, MO.
- 2) It was moved, seconded, and approved unanimously to set up an account with Base Rock Minerals to save costs by billing the District directly.

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

- 1) There were 125 potential shut-offs total which were reduced to none in PWS #1 and PWS #2 on shut-off day.
- 2) Late fee penalties for 106 customers totaled \$1,547.47.
- 3) There were 21 new customers/connections and 15 moved out of the district, plus 9 landlords. There were 2 new locations. Total customers: 1,627
- 4) Total adjustments for September 2024 were \$218.65 with details given for the adjustments.
- 4) Training was done in October at MWRA Conference with good information obtained. Everyone was asked to go to [www.moruralwater.org](http://www.moruralwater.org) and click on the banner to support Rural Development.
- 5) Inquired about handling shutoffs at month-end of November and December.
- 6) Inquired about process to handle customer questions in the field.
- 7) Requested day off the day after Thanksgiving November 29, 2024.
- 8) Recommended another staff person be permitted to post updates on the District's Facebook page instead of one person.
- 9) Inquired about monthly posting of board meeting agendas.  
Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the adjustments report for October 2024.
2. It was moved, seconded, and approved unanimously to cancel shut-offs for end of months November and December due to the holidays.
3. Approved to have customer field questions directed to Joe Tousignant, manager. Office/billing questions directed to the clerks.
4. Approved staff to take off the day after Thanksgiving 11/29/2024.
5. Approved to have Joe Tousignant add Juanita Cothorn as an administrator to the District's Facebook page.
6. Meeting agendas will also be posted monthly on Facebook and will be posted at the drop-off box.

6. **Old Business**

- A. **Job Descriptions:** Mr. McCulley is working to finalize the job descriptions. Discussion was held.  
**Recommendations/Actions:** Mr. McCulley will send final drafts of job descriptions to the Board members for review at the next meeting.
  
- B. **Generator Maintenance Contract Renewal:** Additional information being obtained.  
**Recommendations/Actions:** Tabled to next meeting.
  
- C. **Work Orders Procedure:** Additional information being obtained.  
**Recommendations/Actions:** Tabled to next meeting.
  
- D. **Forest Meadows Lagoon Closure Excavation bid:** Unable to arrange for sludge removal to date. Discussion was held.  
**Recommendations/Actions:** Tabled until sludge removal arrangements can be made.

7. **New Business**

- A. **Metro Ag 2023 Contract** – completed.
  
- B. **Cedar Meadows Facility Fence:** Mr. Tousignant reported the fence was damaged by a vendor and questioned who pays for it. Discussion was held.  
**Recommendations/Actions:** They have purchased the replacement fencing and Mr. Tousignant will install it.
  
- C. **Spring Lake Estates Mowing Area:** Ms. Brooks reported their mower is concerned about mowing over the closed and seeded lagoon areas next year. Discussion was held  
**Recommendations/Actions:** Spring Lake Estates HOA will discuss options with the mower.
  
- D. **District Mower/ATV:** Mr. Tousignant said there is not a need for these at this time. Discussion was held.  
**Recommendations/Actions:** Tabled.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** None.

9. **Next regular District Board meeting:** It will be held **Tuesday December 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 open meeting adjourned at 7:40 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report for 09/21/2024-11/01/2024  
Checks report issued October 2024