

Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – December 9, 2025

1. **Call to Order**

Brad Noel, president, called the regular board meeting to order on December 9, 2025 at 6:35 pm at the District office. Board members present were Betty Brooks, David Petot, and new board member Rebecca Fielder. Absent was Tammy Crites. 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 add Resolution re: Financial Disclosure to New Business. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to add Resolution re: Financial Disclosure 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 11/11/2025 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 11/11/2025 as presented.

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

- 1) Monthly Bank Balance Reports for November 2025.
- 2) Checks issued November 12, 2025 to December 8, 2025.
- 3) Payroll Journal November 1, 2025 to November 28, 2025.

Ms. O'Dell reported the Bank Account Reconciliations and Adjustments for November are pending. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Checks Report for November 12, 2025 to December 8, 2025; Payroll Journal report for November 1, 2025 to November 28, 2025, pending the final audit.

C. **President's Report:** Mr. Noel reported:

- 1) Mondragon has completed dirt work to address the ground settlement over sewer lines.
- 2) He and Brian Strickland will meet with Drury re: their trailer court, DMart re: possible sewer rates for their lift station and lagoon.
- 3) Confirmed DOWDCO will build 150+ units at Willow Woods in Fruitland.
- 4) Prepared fee agreements for DOWDCO Properties.
- 5) No new information re: Brandon Bock development proposal.

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

- 1) There were no shut-offs due to the Thanksgiving holiday. Calls were made to customers with late payments due. Proposed shut-offs for November and December be moved to the week after the holidays.
- 2) Late fee penalties were charged to 112 customers.
- 3) There were no new locations or new haulers. Total customers: 1,698.
- 4) Total adjustments for November 2025 were given with details given for the adjustment.
- 5) An inventory of district tools has begun.

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- 6) Ms. Cothorn requested the office be closed 12/26/2025 and 01/02/2026 as the holidays are on Thursday this year.
- 7) The cleaning service will start on 12/13/2025; floor mats will be ordered.
Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to move the shut-off dates annually in November and December to the first business day of the week after the holidays.
- b. It was moved, seconded, and approved unanimously to close the office on 12/26/2025 and 01/02/2026 as the holidays are on Thursday this year.
- c. It was moved, seconded, and approved unanimously to approve the adjustments report for November 2025.

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

- 1) Met with new machine shop owner in Fruitland; no sewer services needed at present.
- 2) Working with DNR on compliance issues at Bella Vista and Seabaugh Acres.
- 3) Termination reports sent to DNR re: Pleasant Lake Estates, Westbridge Place, Saxony High School, and Sun Valley; responses pending.
- 4) Deeds being completed for properties at Major Custom Cable, Midwest Energy, Saxony HS, and Spring Lake Estates.
- 5) Working with Ms. Cothorn to compare customer lists with locations due to need to know of new connections and/or new tenants when they occur.

Discussion was held.

Recommendations/Actions: Follow up next meeting.

6. Old Business

- A. **Computer, Software, Server Update Quotes:** No new information.

Recommendations/Actions: Follow up next meeting.

- B. **DNR Agreements for Bella Vista and Seabaugh Acres:** Addressed by Mr. Strickland.

- C. **Board Member Replacement:** Rebecca Fielder was approved by the County Commissioners on 11/20/2025 to complete the open term until July 1, 2027. Discussion was held.

Recommendations/Actions: Continue to contact new board member(s) as needed.

7. New Business

- A. **Fee Schedule:** Deferred to board workshop meeting in January 2026.

- B. **Workshop Meeting January 2026:** Deferred to next meeting.

- C. **Health Insurance:** Mr. Noel proposed the District obtain health insurance for one (1) full time employee, Ms. Cothorn. Ms. O'Dell presented information from GUSTO and QuickBooks. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to purchase monthly membership primary health insurance for Ms. Cothorn from EBO MD for \$79 per month effective as soon as possible and continue the monthly H.S.A. contributions.

- D. **Resolution for Financial Disclosure 2025-04:** Ms. Brooks presented the updated Resolution for Financial Disclosure 2025-04 which is due for renewal on 12/15/2025. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Resolution For Financial Disclosure 2025-05 as presented. Signatures were obtained.

- E. **Insurance Updates:** Ms. Brooks presented the 2026 insurance quotes for MOPERM Liability, Cybersecurity, and MEM/Workers Compensation. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the 2026 quotes for MOPERM Liability, Cybersecurity, and MEM/Workers Compensation.

- F. **Billing for Inspections of New Connections:** Mr. Noel reported a policy is in place for billing \$100 for inspections for new connections, but not all inspections are being billed. Discussion was held.

Recommendations/Actions: Ms. Cothorn will draft a letter to major contractors to inform them that per current District regulations, we will collect a \$100 inspection fee on all new connections, contact PWSD #1 and PWSD #2 to notify the District of all new locations. Trenton from Strickland Engineering will contact Brian or Ms. Cothorn of any new building projects in the District.

- G. **Snow Removal:** Discussion was held about vendors for snow removal of the driveway to the Fruitland WWTF Plant and office as needed.

Recommendations/Actions: Mr. Noel will contact Mondragon for snow removal of the driveway to the Fruitland WWTF Plant and office as needed.

- H. **Holiday Bonus for Employees:** It was proposed to give holiday bonuses of \$200 each to the employees Ms. Cothorn, Ms. Diebold, and Ms. O'Dell. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to give holiday bonuses of \$200 each to the employees Ms. Cothorn, Ms. Diebold, and Ms. O'Dell.

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

9. **Next regular District Board meeting:** It will be held **Tuesday, January 13, 2026** 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 8pm.

Votes: "Aye" Brad Noel, Betty Brooks, Rebecca Fielder, and David Petot; "Nay" – none.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks issued November 12, 2025 to December 8, 2025
November 1, 2025 to November 28, 2025