

1. **Call to Order**

Scott Whittington, vice president, called the regular Board Meeting to order on December 10, 2024 at 6:30 pm at the district's office. Board members present were Betty Brooks, Kay Robins, and Greg Steiner. Absent was Lucas McCulley. Present also were Joe Tousignant, manager; Juanita Cothorn, accounting clerk; Judy Diebold, office clerk; and Kelly O'Dell, treasurer. Mr. Whittington declared a quorum was present. Christmas snacks were enjoyed by all.

2. **Approval of Agenda:** It was moved, seconded, and approved unanimously to approve the agenda as amended to add Cyber Liability Insurance Renewal and MEM Work Comp Insurance Renewal 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 on 11/12/2024 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 11/12/2024 as presented.

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

- 1) Monthly Bank Balance Report for November 2024.
- 2) Bank Account Reconciliations for November 2024 for Chase, Construction/Bond Payments, and Bank of Missouri. The General Checking reconciliation is not completed.
- 4) Payroll Journal Report for 11/02/2024 to 11/29/2024.
- 5) Checks report issued November 2024.
- 6) QuickBooks Accounts Receivable adjustments not completed for November 2024.
- 7) Profit & Loss report and Budget vs Actuals report
- 8) Patrick Kintner, CPA, is working on the audit.
- 9) Required board members' addresses for Personal Financial Disclosures.
- 10) Submitted claim for balance due on deceased customer account.

Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to accept the Checks Report for November 2024, and Payroll Journal Report for 11/02/2024 to 11/29/2024 pending the final audit.
- 2) Board members' addresses were obtained for Personal Financial Disclosures.
- 3) November adjustments and General Checking reconciliation tabled to next meeting.

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

- 1) Easements and deeds are being developed for the closed facilities at Homestead Place, Mulberry Acres, Tamarac, Spring Lake, Major Custom Cable, Midwest Energy, and Saxony Lutheran High School.
- 2) Working with Strickland Engineering and Horner & Shifrin to obtain a quote for a GIS based work order system.
- 3) Projects completed or progress made on Kirkpatrick lawn repair, Ebner ditch repair, and Cain French drain installation all related to the Fruitland project and done by Mondragon Landscaping and Fence.
- 4) Met with Board to discuss Strategic Planning proposals.

- 5) Reported continued communication issues with Endicott and our emergency number. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

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

- 1) There were 90 potential shut-offs total which were reduced to 2 in PWSD #1 and 1 in PWSD #2 by 11/25/2024, but no shut-offs were done due to Thanksgiving holiday.
- 2) Late fee penalties for 97 customers totaled \$1,534.14.
- 3) There were 18 new customers/connections and 15 moved out of the district, including 10 landlords. There was 1 new location. Total customers: 1,631.
- 4) Total adjustments for November 2024 were \$50.30 with details given for the adjustments.
- 5) Inquired about rates for deposits on rentals to cover unpaid balances.
- 6) Working on issues with getting management companies and landlords to pay their outstanding balances.

Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the adjustments report for November 2024.
2. Discuss potential rate changes with next review in 2025.

6. **Old Business**

A. **Job Descriptions:** Tabled to next meeting.

B. **Generator Maintenance Contract Renewal:** Tabled to next meeting.

C. **Work Orders Procedure:** Tabled to next meeting.

7. **New Business**

A. **PWSD #1 Contract Renewal:** Ms. Cothorn presented the proposed contract renewal with PWSD #1 for 2025 to 2030. Discussion was held.

**Recommendations/Actions:**

1. Ms. Brooks will forward the contract renewal for PWSD #1 to attorney Scott Robbins for review before signatures.
2. A similar contract will be prepared for PWSD #2, pending approval for the contract with PWSD #1.

B. **Cyber Liability Insurance Policy Renewal:** Ms. O’Dell reported the Cyber Liability BCS renewal for 2025 has increased from \$1,142 to \$2,252. CFC has a policy for \$1560 with a \$5000 deductible. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the CFC Cyber Liability Insurance policy for 2025.

C. **MEM Work Comp Policy Renewal:** Ms. O’Dell reported the MEM (Missouri Employers Mutual) work comp renewal for 2025 was received for \$897. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the MEM Work Comp renewal for 2025 for \$897.

Cape Girardeau County Reorganized Common Sewer District  
Regular Board Meeting Minutes – December 10, 2024

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to move to closed session for Section 610.021(2)-Leasing, purchase, or sale of real estate and Section 610.021(13) - Personnel Business.
9. **Next regular District Board meeting:** It will be held **Tuesday January 14, 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 7:15 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report for 11/02/2024 to 11/29/2024  
Checks report issued November 2024