

1. Call to Order

Tommy Halford, President, called the Board Meeting to order on December 12, 2023 at 6:30 pm at the district's office. Board members present were Betty Brooks, Lucas McCulley, and Scott Whittington. Present also were Joe Tousignant, manager; Juanita Cothorn, office clerk, Judy Diebold, office clerk; and Rachael Leadbetter, treasurer. Mr. Halford declared a quorum was present.

2. **Approval of Agenda:** Mr. Halford recommended the addition of "Mower Purchase" and "Christmas Party" to New Business. Mr. Halford made the motion, Whittington seconded it, and the board approved unanimously to approve the agenda as amended.

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 previous regular and closed Board meetings on 11/21/2023 were reviewed. Discussion was held.

Recommendations/Actions: Mr. Halford made the motion, Mr. Whittington seconded it, and the board approved unanimously to approve the regular and closed Board meeting minutes on 11/21/2023.

- B. **Treasurer's Report:** Ms. Leadbetter presented the following:

- 1) Bills and checks report through 12/13/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports through 12/13/2023. Payroll Report through 12/23/2023.
- 2) Recommended Jenny Macke be paid for the month of December due to her extended assistance with the reconciliation process and financial information for the District.
- 3) Recommended the name on the treasurer's credit card for the District be changed as she does not want to sign the paperwork to be personally responsible for uncovered funds.
- 4) Recommended paying customer refunds be changed from checks to account credits to save on supplies, and staff time.
- 5) Adjustments and invoices were reviewed.
Discussion was held.

Recommendations/Actions:

- 1) Mr. Halford made the motion, Ms. Brooks seconded it, and the board approved unanimously to approve paying Ms. Macke her monthly salary for services in December 2023.
- 2) Mr. Halford made the motion, Mr. McCulley seconded it, and the board approved unanimously to approve changing the refund policy from paying customer refunds be changed from checks to account credits.
- 3) Mr. McCulley requested billing codes be added to the checks reports for clarification. A list of the monthly invoices will be sent to Mr. Tousignant and Mr. Strickland for review prior to the writing of the checks. The information will also be sent to board members for review.
- 4) Ms. Leadbetter will review the Bond Insurance application and research information about the district's credit card.
- 5) Mr. Halford made the motion, Mr. McCulley seconded it, and the board approved unanimously to approve the Payroll Report through 12/13/2023 and the Bills/Checks Report through 12/13/2023, and the adjustments through 11/30/2023.. See attached reports.

C. Engineering Update: No new information.

- 1) **Fruitland Wastewater Collection and Treatment Plant:** Carstensen's warranty completion date is April 1, 2024.
- 2) **DNR Permit Renewals:** Renewals completed. Bella Vista, Pleasant Lake Estates, and Forest Meadows due in 2024.
- 3) **Facility Updates:**
 - a. Fruitland WWTF: No problems reported.
 - b. Bella Vista Estates: WWTF good.
 - c. Cedar Meadows: WWTF good
 - d. Highlands Ranch: WWTF good.
 - e. Oak Creek Estates: WWTF good.
 - f. Saddlebrooke Ridge: WWTF good; leak to be repaired.
 - g. Seabaugh Acres: WWTF good; exceeding ammonia limit.
 - h. Twin Oaks: WWTF good; septic tank pumping planned with land applications.
- 4) **Facility Transfers:** Indian Springs was discussed with an HOA Board member in July; no response from the HOA.
- 5) **Starlight Project:** Preliminary Engineering Report complete, pending construction cost estimate. Culture Resource survey required by the State Historic Preservation Office (SHPO)
- 6) **Projects:** Julie Drive sewer extension in Forest Meadows started 10/10/2023. Oak Creek fencing and monitoring system are next items to complete. Several new homes until construction in Saddlebrooke.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- D. Manager's Report:** Mr. Tousignant presented his written report of activities performed since the last meeting. He has exhausted the \$5000 in gross pay authorized to receive in FY24. The Budget Workshop was held on 11/29/2023 with discussions planned to improve bill coding and review FY24 data to better clarify expenses. He said the income projections from December 2021 have been accurate to date. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- E. Clerk's Report:** Ms. Cothorn presented her 11/30/2023 report prior to the meeting to include:

- 1) There were 62 shut-offs total on 11/27/2023 which were reduced to 0 on shut off day.
- 2) Late fee penalties for 182 customers applied 11/17/2023 totaling \$2,6895.95.
- 3) There were 22 new customers/connections and 15 moved out of the district.
- 4) There were 5 new locations added this month.
- 5) Total customers: 1,571

Discussion was held.

Recommendations/Actions: Follow up next month.

6. Old Business

- A. Security Gate Monitoring:** No new information.

Recommendations/Actions: Tabled.

- B. Board Member Replacement:** Candidates are being sought to replace Shannon Hardy. Discussion was held.

Recommendations/Actions: Follow up next month.

7. **New Business**

A. **Mower Purchase:** Mr. Tousignant and Mr. Halford reported a used 2022 Bad Boy Walk Behind Mower has been found for \$5200 which could be used only for mowing the District's location. Discussion was held.

Recommendations/Actions: Obtain further information.

B. **Christmas Party:** Mr. Halford recommended a Christmas Party dinner be held for board members, staff members, their 1 guest each, and others involved in the District at the district's expense. Discussion was held.

Recommendations/Actions: Mr. Halford made the motion, Ms. Brooks seconded it, and the board approved unanimously to hold the Christmas Party dinner at Las Brisas in Fruitland on Tuesday, December 19, 2023 at 5pm at the district's expense.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to enter Closed Session for Personnel and Real Estate Business.

9. **Next regular District Board meeting:** It will be held **Tuesday, January 9, 2024** 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 7:35pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 12/13/2023
Bills/Checks Report through 12/13/2023