

I. Call to Order

Joe Tousignant, president, called the meeting to order on December 14, 2021 at 6:30 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Betty Brooks, Greg Steiner, Joe Garvey and Tommy Halford. Present also were Dana Felton, accounting clerk; Juanita Holderbaugh, office clerk, and Brian Strickland, Strickland Engineering. Absent was Jenny Macke, accountant/treasurer. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions – None.

III. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Project. Mr. Strickland reported:

- a. Penzel Construction is at 94.6% completion of the current plant site contract, excluding their request for Change Order #2 which extends the completion date from 09/16/2021 to 12/16/2021 due to delay of delivery of numerous items and equipment. The original contract price was increased by \$115,899.59 to \$6,245,257.09. Final payment would be due 01/16/2022. He stated the increase would not cause any loss of interest for the interim financing of the project when the construction loan is paid off. A pump station is being installed at the plant/office building for restrooms.
- b. Carstensen's Constructing is currently 67.3% completed with their current contract. He stated they will be on winter break from 12/17/2021 to 01/19/2022. He stated Carstensen's did find an alternate supplier for the 4-inch pipe required for home connections.
- c. The MoDNR discharge permit is to be issued tentatively by 01/01/2022. The date to move the office is planned to for 12/21/2021 through 12/23/2021 and the District office will be closed during those days. Initial start-up of the plant is tentatively planned in February 2022. Plans to start connecting the first facilities is tentatively set in February 2022 and home connections tentatively by March 2022. Lagoon closures may take up to one (1) year to complete in Phase 3 of the Project.
- d. The water and electricity bills will need to be transferred to the Cape County Reorganized Common Sewer District.
- e. Mr. Tousignant reported five (5) temporary easements have not been finalized with two (2) expected to be signed and three (3) may require legal action at a later date. He spoke to Scott Robbins, attorney, about the issue.
- f. A payment drop-off box will not be installed at the plant gate entrance. Potential drop-off sites were suggested.
- g. The vehicle turn-around area was suggested to be widened at the plant gate entrance.
- h. A break room refrigerator is needed for the office building.

Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to accept Penzel's Change Order #2 which increases the original contract cost by \$115,899.59 to \$6,245,257.09 and extends the completion date from 09/16/2021 to 12/16/2021 due to delay of delivery of numerous items and equipment with the final payment due 01/16/2022.
- b. Mr. Strickland will contact the District office when the transfer of the plant electric and water bills is to take place.
- c. Mr. Tousignant and Mr. Strickland will follow up on the remaining temporary easements.
- d. Mr. Strickland will follow up on widening the vehicle turn-around area at the plant gate entrance.

- e. Ms. Felton and Ms. Holderbaugh will research/obtain the refrigerator for the new break room.
2. **Permit Renewals:** No new information.
Recommendations/Actions: Follow up as needed.
3. **Facility Updates:** Updates were given by Mr. Strickland as underlined.
 - a. Arbor Trails: Wastewater treatment facility (WWTF) good.
 - b. Bella Vista Estates: no grass seed needed for the banks; will need engineering report for onsite upgrade in the next 4-5 years; effluent is meeting ammonia limits 75% of the quarters.
 - c. Cedar Meadows: WWTF good
 - d. Essex Place: WWTF good; muskrats continue to degrade the berms.
 - e. Forest Meadows: WWTF good
 - f. Homestead Place: WWTF good
 - g. Major Custom Cable: WWTF good
 - h. Midwest Energy/ LLC: WWTF good; aerators are on hold due to improved BOD and TSS levels; muskrat damage to be addressed.
 - i. Mulberry Acres: WWTF good
 - j. Pleasant Lake Estates: WWTF good
 - k. Oak Creek Estates: WWTF good; airlift pump installed which has reduced clogging problems and related unclogging costs.
 - l. Red Barn/Las Brisas Restaurant: pumping to Major Custom Cable; grease problems and related system clogs continued with the restaurant; continued grease/clog problems reported.
 - m. Saddlebrooke Ridge: continue to repair/replace existing grinder pumps with approved E-1 grinder pumps. Two (2) new homes being built in the subdivision with approved grinder pumps and connections.
 - n. Saxony High School: No discharge.
 - o. Seabaugh Acres: WWTF good.
 - p. Spring Lake Estates: WWTF good; concrete/brick foundation around the manhole on the levee is crumbling; drainage from manhole reported and will be addressed as soon as possible.
 - q. Sun Valley Estates: Lagoon has been restarted due to new connections and nearby new subdivision.
 - r. Tamarac Estates: WWTF good
 - s. Twin Oaks: Facility meeting limits; paperwork in progress to re-rate facility for usage due to new development being built nearby; to add more diffusers to address ammonia levels.
 - t. Westbridge Place: WWTF good.

Discussion was held.

Recommendations/Actions:

1. Las Brisas Restaurant: Mr. Tousignant will ask Bill Bonney to contact Las Brisas re: their grease trap and if not installed, will have them pay for unclogging their affected lines or not connecting them to the Treatment Project until the grease trap is installed. Mr. Strickland recommended contacting the county Health Department for enforcement assistance.
2. Follow up at the next meeting.

4. Project Reports:

- a. **Bella Vista Estates:** Mr. Steiner reported Danny Monroe has completed the removal of the old pipes and the concrete piers since earlier repairs. Discussion was held.

Recommendations/Actions: No further follow up needed.

B. Secretary's Report: The minutes from the previous regular Board meeting minutes of November 9, 2021 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of November 9, 2021.

C. Treasurer's Report:

1. The updated Checks Report through November 30, 2021 plus the Payroll report through 11/30/2021; and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July through November 2021 were reviewed as provided by Ms. Macke prior to the meeting. Ms. Brooks noted the income and expenses are within budget to date, except for waste disposal expenses. The Expenses by Class report for Bella Vista, Cedar Meadows, Oak Creek, Saddlebrooke Ridge, Seabaugh Acres, and Twin Oaks were reviewed as presented by Ms. Felton with income exceeding expenses for each subdivision except for Saddlebrooke Ridge.
- 2 Ms. Macke reported by message that she is working with Patti at Montgomery Bank to simplify the process for general and construction accounts and DDM accounts.
Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the updated Checks Report through November 30, 2021 and Payroll Reports through November 30, 2021. The Checks report with invoices were co-signed by Betty Brooks, secretary. See attached reports.
2. It was moved, seconded, and approved unanimously to approve the treasurer's report for July through November 2021 as presented.
3. The category of "waste disposal" will be designated for "trash" with a new line item for sludge removal to be established.
4. Mr. Tousignant requested board member review and signature on the District's credit card statements.

D. Clerks' Report:

1. Ms. Felton reported there were 169 shut-off letters sent in November 2021 with three (3) shut-offs conducted in PWSD #1 and 1 shut-off conducted in PWSD #2. Late fee notices were sent to 165 customers with \$1075.38 in late fees received. There were 4 new customers and 4 customers left the District. Membership in the Missouri Rural Water Association has been paid through December 2022.
2. Ms. Holderbaugh reported three (3) delinquent accounts have been paid with 65 delinquent accounts still present. Estimated total amount of the delinquent accounts are about \$10,000. She contacted Scott Robbins, attorney, about the notice wording before publishing it in the Cash-Book Journal's Public Records. She stated Mr. Robbins did not encourage the action. She stated one (1) renter customer has applied for Federal renter's assistance with their billing and information about the program has been distributed. She reported the 2022 Federal mileage reimbursement rates are not available yet.
3. The 2022 Federal Holiday list was distributed and reviewed with the addition of Friday December 31, 2022 as the observed New Year's holiday and a total of fourteen (14) holiday days.

Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to accept the clerks' report.
2. There will be no shut-offs in December due to the holidays.

IV. Old Business

- A. Fiscal Years 2020-2021 Audits:** Ms. Macke reported, per message, that Patrick Kintner, CPA has received and is reviewing the information for fiscal years ending 06/30/2020 and 06/30/2021. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.
- B. Rules and Regulations Updates: Collections, Refunds to Customers with No Forwarding Information, December Shut-Off Policy, Customer Deposit Refund Policy:** Mr. Tousignant reported he is working on the updated Rules and Regulations.
Recommendations/Actions: Follow up at the next meeting.

V. New Business

- A. Construction Pay Request:** Mr. Strickland presented the Payment Estimate #14 with requests from Penzel for \$50,432.17, Carstensen's Constructing for \$570,927.99, Strickland Engineering for \$32,494.06 for construction observation plus bill from Citizens Electric for \$116,630.24 for four (4) pump stations for a total of \$773,116.06. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #14 for 12/10/2021 for \$773,116.06 for the monthly construction payroll requests and Citizen's Electric bills.
- B. Revised Rates and Fee Schedule:** Mr. Tousignant reported the revisions are in progress and will be incorporated in February 2022. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.
- C. Proposed New Invoice Forms:** Ms. Felton and Ms. Holderbaugh presented five (5) options for full-page invoices that are compatible with the new CUSI/UMS billing system which will go into effect on 12/27/2021. They said CUSI does not print postcard invoices. It was noted a folder/insert machine would also be necessary for full-page invoices. Discussion was held.
Recommendations/Actions: Ms. Holderbaugh will research several local printers who may be able to print our current postcard invoices at a cheaper rate. Follow up at the next meeting.
- D. FP Folder/Inserter Machine Contract:** Proposed contracts for an FPi700 folder-inserter was reviewed which included two (2) document feeders, a BRE feeder, and maintenance which also included delivery, installation, and on-going on-site maintenance ranging from \$148.84 for 63 months to \$196.24 for 39 months. Discussion was held.
Recommendations/Actions: Proposed contracts for the folder-inserted were declined at this time.
- E. Bank Account Access for Ms. Holderbaugh:** It was recommended that Ms. Holderbaugh have access to the District's bank accounts for transfers when Ms. Felton is out of the office. It was noted Ms. Holderbaugh was previously denied bond insurance. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously for Ms. Holderbaugh to have access to the District's bank accounts, pending resolution of her bond insurance issue. Ms. Brooks will contact Ms. Macke and the insurance company regarding Ms. Holderbaugh's bond insurance issue.
- F. MOPERM Liability, Workers Compensation, and Data Breach Coverage Quotes for 2022:** Ms. Brooks and Ms. Felton presented the 2022 quotes for MOPERM Liability from Naught-Naught Insurance Company for \$4088.00 and Worker's Compensation for \$982.00

plus Data Breach and Privacy Security Liability for \$918.00 from Hiacox Insurance Company. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously for the 2022 quotes for MOPERM Liability from Naught-Naught Insurance Company for \$4088.00 and Worker’s Compensation for \$982.00 plus Data Breach and Privacy Security Liability for \$918.00 from Hiacox Insurance Company. Ms. Brooks will contact Lynda Kammeier, agent, with the approval.

G. Donation to Wesley United Methodist Church: It was recommended to donate \$200.00 to Wesley United Methodist Church for allowing the board meetings to be held in their church. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to donate \$200.00 to Wesley United Methodist Church for allowing the board meetings to be held in their church. Ms. Brooks will confirm the amount as compared to the last donation and contact Ms. Macke to send the check.

VI. Closed Session for Personnel Business - 610.021 (3): It was moved, seconded, and passed unanimously to go into closed session for Personnel Business from 8:15pm to 8:45pm.

VII. Announcements

1. Holiday Walmart gift cards of \$100.00 were presented to Ms. Felton, Ms. Holderbaugh, and Ms. Macke.
2. The next regular monthly meeting will be held **Tuesday, January 11, 2021** at 6:30pm in the new District office building at 3054 State Hwy FF, Jackson, MO 63755.

VIII. Adjournment: Being no further business, the regular meeting adjourned at 8:50pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks Report, Payroll Report