

I. Call to Order

Joe Tousignant, president, called the meeting to order on January 11, 2022 at 6:35 pm at the new District office located at 3054 State Highway FF, Jackson, MO. Board members present were Betty Brooks, Joe Garvey, Tommy Halford, and Greg Steiner. Present also were Dana Felton, accounting clerk, Jenny Macke, accountant/treasurer, and Brian Strickland, Strickland Engineering. Mr. Tousignant declared a quorum was present.

II. Public Comments/Questions – None.

III. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project.** Mr. Strickland reported:
 - a. Penzel Construction continue finishing work at the treatment plant.
 - b. Carstensen's Constructing continues on winter break from until 01/19/2022.
 - c. The MoDNR discharge permit for the treatment plant was issued effective 01/01/2022 until 06/30/2023.
 - d. The following 14 facilities will be transferred to the treatment plant: Westbrook Place, Spring Lake Estates, Arbor Trails, Forest Meadows, Pleasant Lake Estates, Sun Valley, Saxony High School, Major Custom Cable, Homestead Place, Essex Place, and Tamarac Estates.
 - e. The following will remain in place for contractual operation and maintenance by Strickland Engineering/the District: Saddlebrooke (90 simplex units), Fruitland (30 units), 16 new pump stations, Saxony pump station, plus the facilities at Oak Creek, Cedar Meadows, Bella Vista, Seabaugh Acres, Twin Oaks, Fruitland treatment plant, and One Call locates.
 - f. Mr. Tousignant reported the interim loan for the Project was closed on 01/11/2022. The papers for the Rural Development 33-year bonds for \$9.8 million and \$9.3 million were signed also on 01/11/2022.

Discussion was held.

Recommendations/Actions: Follow up at next meeting.

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: will need ammonia treatment upgrade.
 - n. Saxony High School: No discharge.
 - o. Seabaugh Acres: will need ammonia treatment upgrade.
 - 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: will need ammonia treatment upgrade.
 - t. Westbridge Place: WWTF good.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. Project Reports: None.

B. Secretary's Report: The minutes from the previous regular and closed Board meeting minutes of December 14, 2021. Ms. Brooks corrected the approved Pay Request as it was increased to \$773,116.06 with the bill from Citizen's Electric for the four (4) pump stations. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular and closed Board meeting minutes of December 14, 2021 as corrected.

C. Treasurer's Report:

- 1. Ms. Macke presented the updated Checks Report through December 31, 2021 plus the Payroll report through 12/31/2021; and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July through December 2021.
- 2. Ms. Macke reported the separate DDM accounts were changed by designating the general, construction, and service deposit accounts as DDM accounts.
- 3. Ms. Macke reported she is contacting local banks for optimal services for the District's finances.
- 4. A request was made for a check deposit machine for the office.
Discussion was held.

Recommendations/Actions:

- 1. It was moved, seconded, and approved unanimously to approve the updated Checks Report through December 31, 2021 and Payroll Reports through December 31, 2021. The Checks report was 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 December 2021 as presented.
- 3. It was moved, seconded, and approved unanimously to purchase a check deposit machine for the office.

D. Clerks' Report: Ms. Felton reported –

- 1. There were 135 total shut-off notices sent in December 2021 with no shut-offs completed due to the holidays. Late fee received totaled \$1491.92 There were 12 new customers and 12 customers left the District.
- 2. The 2022 Federal mileage reimbursement rate is \$0.585 per mile.
- 3. The 911 form was submitted for the new office location.
- 4. Door hangers with District information have been completed for Carstensen's to place on the homes when hooked up to the Fruitland Plant.

5. Items requested for the new office including a smoke bin, (three) 3 nonskid floor mats, mini-blinds/curtains for three (3) windows, pictures for walls, large white board for conference room, large cork board for state and federal employee information, and signs for the doors.

Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved to purchase the requested items for the office at less than \$500 per item, except for the pictures at this time.
2. It was moved, seconded, and approved unanimously to stop sending late notice letters and include “no second notice” on invoices.
3. It was moved, seconded, and approved unanimously to accept the clerks’ report.

- E. **Mowing Report:** Mr. Garvey reported that contracts for the 2022 mowing season have been sent to the mowing contractors. Discussion was held.

Recommendations/Actions: Follow up next month.

IV. Old Business

- A. **Fiscal Years 2020-2021 Audits:** Ms. Macke reported that Patrick Kintner, CPA continues to review 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.

- C. **Bank Account Access for Ms. Holderbaugh:** Ms. Brooks reported that Ms. Holderbaugh was able to obtain bond insurance and she has received access to the bank for the District accounts.

Recommendations/Actions: No further follow up.

- D. **AT&T Internet Service:** Mr. Tousignant reported on information from AT&T and others for fiber optic installation and internet services. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to accept the contract from AT&T for fiber optic installation and internet services.

V. New Business

- A. **Construction Pay Request:** Mr. Strickland presented the Payment Estimate #15 with requests from Penzel Construction and Carstensen’s Constructing for development, Strickland Engineering for engineering and construction observation plus the remaining operation and maintenance amount for a total of \$861,699.32.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #15 for 01/01/2022 a total of \$861,699.32.

- B. **Revised Rates and Fee Schedule:** Mr. Tousignant presented information regarding the District’s current rates, projected income and expenses through 2024, options for increased rates. He also presented the revised Rates and Fee Schedule for 2022. He proposed the new customer rate be increased to \$74 per month, the service availability and vacant property charge be increased to \$45 per month, the metered charge be increased to \$7.00 per thousand

gallons or \$.007 per gallon, and new connection fees in Saddlebrooke Ridge increased to \$7,176. It was proposed to remove the Engineer and Attorney fees from the Rate and Fee Schedule. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the revised Rates and Fee Schedule for 2022 as proposed with deletion of the Engineer and Attorney fees effective 01/11/2022. Mr. Tousignant will draft a letter to customers regarding the change.

- E. Proposed New Invoice Forms:** Ms. Felton reported quotes from local printers are being obtained to print our current postcard invoices. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- F. Employee Handbook Revision:** Mr. Tousignant presented the revised Employee Handbook. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Employee Handbook revised 01/11/2022 with an editorial addition to the worker's compensation section and addition of a Table of Contents. Ms. Brooks will complete the Table of Contents and editorial addition to the work comp section.

- G. Endicott Answering Service:** Problems with no answer at the answering service were reported. Discussion was held.

Recommendations/Actions: Ms. Felton will contact Endicott to address the problems.

- H. Fruitland Fire Department Tour and Training:** Mr. Halford reported he contacted the Fruitland Fire Department for a tour of the new office and fire extinguisher training for the clerks. He stated several dates in January were offered. Discussion was held.

Recommendations/Actions: It was agreed for the tour and training to be held on January 25, 2022 at 9am, if acceptable with the Fruitland Fire Department.

- I. Service Deposit Refund Account Transfers:** Ms. Macke asked to pause the monthly \$5000 transfers to the service deposit account until deposits are returned for current 3-year customers. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to pause the monthly \$5000 transfers to the Service Deposit Refund Account.

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

VII. Announcements

1. The next regular monthly meeting will be held **Tuesday, February 8, 2022** 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 9:25pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks Report, Payroll Report