

I. Call to Order

Joe Tousignant, president, called the meeting to order on July 12, 2022 at 6:30 pm at the District office. Board members present were Betty Brooks, Tommy Halford, and new Board member Shannon Hardy. New Board member William “Brian” Atchison was absent. Present also were Dana Felton, accounting clerk, Juanita Cothorn, office clerk, Jenny Macke, accountant/treasurer, and Brian Strickland, engineer. Residents of Spring Lake Estates, Rich and Kathy Steffens, and Luke McCulley were also present. Mr. Tousignant declared a quorum was present.

- II. **Public Comments re: Agenda Items** – Rich and Kathy Steffens and Luke McCulley expressed concerns about the recent asphalt overlay at the entrance road at Spring Lake Estates and asked about additional asphalt repairs on the road due to Carstensen’s heavy equipment.

III. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Plant:** Mr. Strickland and Mr. Tousignant reported:

- a. Carstensen’s Constructing continues to complete housing sewer connections and grading, fencing, and related projects. Facilities at Arbor Trails, Midwest Energy, and Homestead Place are expected to be connected to the plant within the next 30 days.
- b. The electric security gate at the entrance to the plant and office building has been activated.
- c. Mr. Tousignant noted the concerns about the road repairs at Spring Lake Estates. Discussion was held.

Recommendations/Actions: Follow up at next meeting. Mr. Tousignant will follow up with Carstensen’s regarding the road repair at Spring Lake Estates. Mr. Strickland will follow up on getting 50+ locks for the gates at the plant, facility, and lift station sites.

2. **Permit Renewals:** No new information.

Recommendations/Actions: Follow up at the next meeting.

3. **Facility Updates:** Mr. Strickland reported: (updates are underlined)

- a. Arbor Trails: Wastewater treatment facility (WWTF) good; to be connected to plant soon.
- b. Bella Vista Estates: 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.
- e. Forest Meadows: WWTF good
- f. Homestead Place: WWTF good; to be connected to plant soon.
- g. Major Custom Cable: connected to the treatment plant.
- h. Midwest Energy/ LLC: WWTF good; to be connected to plant soon.
- i. Mulberry Acres: connected to the treatment plant
- j. Pleasant Lake Estates: WWTF good
- k. Oak Creek Estates: WWTF good.
- 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 and Las Brisas’ owners have been notified per letter from Scott Robbins, attorney.
- m. Saddlebrooke Ridge: completed two (2) grinder pump installations; two (2) more pending.
- n. Saxony High School: connected to the treatment plant.
- o. Seabaugh Acres: will install aerators next month.
- p. Spring Lake Estates: connected to the treatment plant

- q. Sun Valley Estates: WWTF good
 - r. Tamarac Estates: WWTF good
 - s. Twin Oaks: WWTF good.
 - t. Westbridge Place: connected to the treatment plant.
- 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 Board meeting of June 14, 2022 were Reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of June 14, 2022.

C. Treasurer's Report: Ms. Macke -

- 1. Presented the Payroll Report and Checks Report through 07/15/2022 and 06/30/2022, respectively, and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for June 2022.
 - 2. Reported the 2021-2022 audit will begin soon.
- Discussion was held.

Recommendations/Actions:

- 1. It was moved, seconded, and approved unanimously to approve the Checks Report and Payroll Report through 06/30/2022 and 07/15/2022, respectively. See attached reports.
- 2. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

D. Clerks' Report:

- 1. Mrs. Felton reported there were initially 98 eligible shut-offs in June 2022 with seven (7) shut-offs in PWSD #1 and two (2) in PWSD #2 completed. Seventy-eight (78) new customers were received and twelve (12) customers moved out of the District. There are currently 1022 residential and 21 commercial customers in the District. New post card invoices have been received through PDQ Printing in Cape Girardeau.
 - 2. Mrs. Cothorn reported there are 25 delinquent accounts for 2020 through 2022 for a total of \$4399.08. She is working with them to collect the balances due to the District.
 - 3. Cleaning services for the office building were requested as the clerks do not have time to perform needed cleaning for the building.
 - 4. The clerks requested approval to attend the Fall MWRA Conference in Lake of the Ozarks in October 2022; specific information is pending receipt.
- Discussion was held.

Recommendations/Actions:

- 1. Mr. Tousignant stated after July 18, 2022, unpaid customers will receive a late/final notice letter with notice of additional late fees added, and if still not paid, will have water services shut off at the end of the month with no extra phone calls made to the customers.
- 2. Mr. Tousignant requested a list of cleaning duties/Scope of Work be prepared by the clerks and submitted to him. Bids will then be obtained for the services.
- 3. Mr. Tousignant advised the clerks to obtain the information for the Fall MWRA Conference.
- 4. It was moved, seconded, and approved unanimously to accept the clerks' report.

- E. **Mowing Report:** Joe Garvey's report of the 18 facilities' mowing report of 07/01/2022 was reviewed. The report documented some have been mowed and others needed to be mowed. The sites at Arbor Trails and Whispering Heights need to be restored. The weeds in the rip-rap at the site at Spring Lake Estates needs to be sprayed. Mr. Tousignant reported Mr. Garvey agreed to follow up on the mowing sites through the end of 2022's mowing season. Discussion was held.
Recommendations/Actions: Ms. Brooks will contact Michael Riney to spray the weeds at Spring Lake Estates' lagoon rip-rap areas.

IV. Old Business

- A. **New Board Members:** Ms. Brooks reported the Cape Girardeau County Commissioners approved the appointments of Shannon Hardy to complete Greg Steiner's term until 2025 and William "Brian" Atchison until 2027 for the expired term of Joe Garvey.
Recommendations/Actions: Mr. Tousignant and Ms. Brooks presented District information to Mr. Hardy with information to be sent to Mr. Atchison.
- B. **Building/Facility Insurance:** Ms. Brooks reported Steve Naught at Naught-Naught Insurance/MOPERM confirm the \$5 million liability insurance policy for the plant site and about 450 easement sites. Discussion was held.
Recommendations/Actions: Follow up as needed.

V. New Business

- A. **Construction Pay Request:**
1. Mr. Strickland presented the Payment Request Estimate of Funds #21 for 07/01/2022 for a total of \$509,387.28 with invoices from Penzel Construction, Carstensen's Constructing, Citizens Electric, and Strickland Engineering.
 2. Mr. Strickland also reported Penzel's Change Order Request #3 for \$18,856.30 for the plant site modifications, which was included in the Payment Request Estimate #21. Discussion was held.
Recommendations/Actions:
 1. It was moved, seconded, and approved unanimously to approve the Change Order #3 request from Penzel's Construction, included in the Payment Request Estimate #21.
 2. It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #21 Request for 07/01/2022 for a total of \$509,387.28 with invoices from Penzel Construction, Carstensen's Constructing, Citizens Electric, and Strickland Engineering.
- B. **Kinder Farms Duplex Grinder Pump Station Request:** Mr. Strickland presented a request for a Section 221332 Duplex Grinder Pump Station and services for Phase 1 of the Kinder Farms development off Highway 34 west of Jackson, total cost of 33,950.00. He stated the developer would construct the concrete structure for the pump station, projected completion by December 2022 and the plant equipment would be transferred from Arbor Trails after their connection to the Fruitland Plant. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the request for a Section 221332 Duplex Grinder Pump Station and services for Phase 1 of the Kinder Farms development off Highway 34 west of Jackson, total cost of 33,950.00.
- C. **Equipment Request:** Mr. Strickland presented a request for High Tide Treatment Monitoring Systems, Lift Stations and related equipment to the treatment facilities at Cedar Meadows, Oak

Creek, Saxony High School, and Seabaugh Acres, for a total of \$43,160.00 including installation services by Municipal Equipment Company. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the request for High Tide Treatment Monitoring Systems, Lift Stations and related equipment to the treatment facilities at Cedar Meadows, Oak Creek, Saxony High School, and Seabaugh Acres, for a total of \$36,810.00 with installation by a local provider.

- D. **Property Site Weed Control:** Discussion was held about the need for weed control at the plant property site.

Recommendations/Actions: Mr. Tousignant will contact potential mowers and herbicide representatives for the weed control.

- E. **Golf Cart for Property Use:** Mr. Halford proposed the purchase of a used golf cart/UTV vehicle with requested caution signs for use to/from the District's mail box, drop-off box, and to view area facilities. The cart would be stored in the office/garage building and could also be used in spraying weeds. Discussion was held.

Recommendations/Actions: Mr. Halford will research used golf cart/UTV vehicles and report at the next meeting.

- F. **MRWA Rebate Check:** Mr. Tousignant reported the District is to receive a check for \$140,000.00 for the USRDA funded treatment plant project from Missouri Public Utilities Commission, Missouri Rural Water Association, and D.A. Davidson & Company. The check is to be presented to the Board of Directors at or by the next Board meeting scheduled for August 9, 2022.

Recommendations/Actions: Mr. Tousignant will contact the providing group representatives to arrange the details of the check presentation and notify the Board of Directors and staff.

VI. **Public Comments for Items Not on Agenda:** None.

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

VIII. **Announcements**

1. The Jackson Chamber of Commerce Breakfast is scheduled for Friday, July 15, 2022 from 7:30am to 8:30am at the Jackson Civic Center.
2. An Employer Roundtable with Missouri Enterprise, sponsored by the Jackson Chamber of Commerce, is schedule for Thursday, July 28, 2022 from 7:30am to 8:30am at the Montgomery Bank Conference Center at 525 W. Main, Jackson with RSVP by July 20, 2022.
3. The next regular District Board meeting will be held **Tuesday, August 9, 2022** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

IX. **Adjournment:** Being no further business, the regular meeting adjourned at 8:55 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 07/15/2022
Checks Report through 07/31/2022