

I. Call to Order

Joe Tousignant, president, called the Board Meeting to order on October 11, 2022 at 6:30 pm at the District's office. Board members present were Betty Brooks, Tommy Halford, and Shannon Hardy. Absent was Brian Atchison. Present also were Dana Felton, accounting clerk, Juanita Cothorn, office clerk, Jenny Macke, accountant/treasurer, and Brian Strickland, engineer. Mr. Tousignant declared a quorum was present.

II. Public Comments re: Agenda Items: None.

III. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Plant:** Mr. Strickland reported Carstensen's continues to install pipes to add an estimated remaining 125 customers to the treatment plant. Subdivisions with completed connections include Forest Meadows, Pleasant Lake Estates, and Whispering Heights Subdivision. The lagoon at Red Barn/Las Brisas has been closed and restored. The large lagoons at Forest Meadows, Spring Lake Estates, Essex Place, Major Custom Cable, Midwest Energy, Mulberry Acres, and Westbridge Place will be next to be closed and restored. The failed septic system at North Elementary has been bypassed to the treatment plant and shut down. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to publish a bid request for the closure of the lagoons at Forest Meadows, Spring Lake Estates, Essex Place, Major Custom Cable, Midwest Energy, Mulberry Acres, and Westbridge Place.

2. **Permit Renewals:** Mr. Strickland reported permits for all facilities have been submitted for renewal with no fees required.

Recommendations/Actions: Follow up at the next meeting.

3. **Facility Updates:** (updates are underlined)

- a. Arbor Trails: connected to the treatment plant.
- b. Bella Vista Estates: WWTF (wastewater treatment facility) good
- c. Cedar Meadows: WWTF good
- d. Essex Place: connected to the treatment plant.
- e. Forest Meadows: connected to the treatment plant.
- f. Homestead Place: WWTF good; to be connected to plant soon.
- g. Major Custom Cable: connected to the treatment plant.
- h. Midwest Energy/ LLC: to be connected to plant soon.
- i. Mulberry Acres: connected to the treatment plant
- j. Pleasant Lake Estates: connected to the treatment plant.
- k. Oak Creek Estates: WWTF good.
- l. Red Barn/Las Brisas Restaurant: connected to the treatment plant; lagoon closed.
- m. Saddlebrooke Ridge: WWTF good.
- n. Saxony High School: connected to the treatment plant.
- o. Seabaugh Acres: WWTF good
- p. Spring Lake Estates: connected to the treatment plant
- q. Sun Valley Estates: pumping to Tamarac facility
- r. Tamarac Estates: WWTF good
- s. Twin Oaks: WWTF good.
- t. Westbridge Place: connected to the treatment plant.

4. **Project Reports:** Mr. Strickland reported the ARPA application response should be received by November 2022.
- Cedar Meadows, Oak Creek, Seabaugh Acres monitoring systems have been ordered.
 - Bella Vista Facility Plan – submitted to DNR for ARPA funding.
 - Starlight WWTF – submitted to DNR for ARPA funding.
 - Sewer extension underway in Highland Hills for new apartment buildings/duplexes.
 - Several grinder pumps to be installed in Saddlebrooke.
- Discussion was held.

Recommendations/Actions: Follow up next meeting.

5. **Facility Transfers:** none pending.

6. **Upcoming Items:** Mr. Strickland reported:
- Kinder Farms – draft agreement in progress with developer for relocating Arbor Trails WWTF to serve Phase I of development.
 - Need to solicit bids for biosolids removal from the digesters this fall.
 - New sewer lines to date have been uploaded to One Call.
 - Contracting of locates – on hold.
 - Continued inquiries received about extensions and connections for new development in Fruitland.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to publish a bid request for biosolids removal from the plant's digesters this fall.

- B. **Secretary's Report:** The minutes from the previous regular Board meeting of September 13, 2022 were reviewed. It was corrected that Midwest Energy has not been yet connected to the plant site. The dates of the MWRA Conference were corrected to October 24-26, 2022. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of September 13, 2022.

- C. **Treasurer's Report:** Ms. Macke -

- Presented the Payroll Report and Checks Report through 10/11/2022 and 10/31/2022, respectively, and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for September 2022.
- Reported the 2021-2022 audit review is in progress.
- Reported she is checking with local banks for the best money market options for the MUPC money.

Discussion was held.

Recommendations/Actions:

- It was moved, seconded, and approved unanimously to approve the Payroll Report and Checks Report through 10/11/2022 and 10/31/2022, respectively. See attached reports.
- Invoices/bills were reviewed and signed by Betty Brooks, secretary.

- D. **Clerks' Report:**

- Mrs. Felton reported there were 17 eligible shut-offs in PWSD # 1 and two (2) in PWSD #2 in September 2022. All connections were turned back on with payment except for one (1) for nonpayment. There were 142 penalty fees totaling \$1087.81 plus \$89 for postage. Total current customers are 1380.

2. Adjustments of \$2,240.97 were reviewed and included up to \$5 discounts for conversion to e-payment agreements.
3. Ms. Cothorn reported 28 total customer bills are delinquent from 2020 through 2022 to date and total \$2,691.23. She has exhausted ways to contact the customers or collect the delinquent payments except for two who are making payment arrangements.
4. Ms. Felton and Ms. Cothorn will be out of the office on October 24-26, 2022 to attend the Missouri Rural Water Association Fall Conference at Lake of the Ozarks.
5. Ms. Felton requested vacation time from November 21-23, 2022. Ms. Cothorn will be in the office those days.

Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to write off the 2020-2022 delinquent accounts except for four (4) of them as discussed.
 - b. It was moved, seconded, and approved unanimously to approved Ms. Felton's vacation request of November 21-23, 2022.
 - c. 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 10/05/2022 was reviewed. The report documented some have been mowed and others needed to be mowed. The south side of the site at Arbor Trails need to be restored. The site at Whispering Heights has been restored. Discussion was held.

Recommendations/Actions: Mr. Hardy will mark the pipes, etc. at the treatment plant site and fence rows for future maintenance and get mowing bids for next year.

IV. Old Business

- A. **Grease Traps:** Mr. Strickland reported grease traps were installed at Las Brisas Restaurant. He and Ms. Felton are working with other food businesses re: grease traps.

Recommendations/Actions: Mr. Strickland will propose a maintenance schedule for the food business facilities re: grease traps and follow up with those businesses.

V. New Business

- A. **Construction Pay Request:** Mr. Strickland presented Payment Request Estimate of Funds #24 for 10/01/2022 for a total of \$320,262,09 with invoices from Carstensen Constructing and Strickland Engineering. He also presented a letter with Change Order Request #5 from Carstensen for a time extension from 10/16/2022 due to supply chain and logistics shortfall delays. They project to complete the project by February 2023. Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #24 for 10/01/2022 for a total of \$320,262,09 with invoices from Carstensen's Constructing and Strickland Engineering.
 2. It was moved, seconded, and approved unanimously to approve the Change Order Request #5 from Carstensen for a time extension from 10/16/2022 to 04/01/2023 due to supply chain and logistics shortfall delays.
- B. **Donation Request:** A letter from North Elementary School was received to request a donation to the Parent-Teacher Organization for their fundraising event on 04/01/2023. Discussion was held.

Recommendations/Actions:

1. Joe Tousignant moved to donate a monthly sewer district fee for up to \$74 to the North Elementary PTO. The motion failed due to lack of a second and votes of approval.
2. It was moved, seconded, and approved unanimously to make a District policy to not make contributions to community or individual fund-raising requests.

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

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

VIII. Announcements

The next regular District Board meeting will be held **Tuesday, November 8, 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 8:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 10/11/2022
Checks Report through 10/31/2022