

1. Call to Order

Tommy Halford, President, called the Board Meeting to order on January 9, 2024 at 6:30 pm at the district's office. Board members present were Betty Brooks and Lucas McCulley. Scott Whittington was absent. 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 "Opening Bids for General Manager" to New Business. Mr. Halford made the motion, Mr. McCulley 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 Board meeting on 12/12/2023 were reviewed. Discussion was held.

Recommendations/Actions: Mr. Halford made the motion, Mr. McCulley seconded it, and the board approved unanimously to approve the regular Board meeting minutes on 12/12/2023.

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

- 1) Bills and checks report through 12/31/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports through 12/31/2023, and the Payroll Report through 12/23/2023.
- 2) Adjustments through 12/31/2023 and invoices were reviewed.
Discussion was held including discussion about financial planning for future needs.

Recommendations/Actions:

- 1) Ms. Brooks made the motion, Mr. Halford seconded it, and the board approved unanimously to approve the Payroll Report through 12/23/2023 and the Bills/Checks Report through 12/31/2023, and the adjustments through 12/31/2023. 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:** None.
- 5) **Starlight Project:** Preliminary Engineering Report complete, pending construction cost estimate. Culture Resource survey required by the State Historic Preservation Office (SHPO)

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6) **Projects:** The facility plant at Arbor Trails is ready to be transferred to Kinder Farms. 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. The generator maintenance agrees was renewed with board approval. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

E. **Clerk's Report:** Ms. Cothorn presented her 12/31/2023 report prior to the meeting to include:

- 1) There were 150 shut-offs total on 12/22/2023 which were reduced to 0 on shut off day.
- 2) Late fee penalties for 180 customers applied 12/19/2023 totaling \$2, 495.28 at 20% fee.
- 3) There were 27 new customers/connections and 9 moved out of the district.
- 4) There was 1 new location added this month.
- 5) Total customers: 1,572

Discussion was held.

Recommendations/Actions: Follow up next month.

6. **Old Business**

A. **Board Member Replacement:** Mr. McCulley reported he contacted a resident in Saddlebrook Ridge who is interested in becoming a board member and is completing the application. Discussion was held.

Recommendations/Actions: Follow up next month.

7. **New Business**

A. **Opening Bids for General Manager:** Mr. Halford opened a bid from Joe Tousignant with TTMS LLC for RFB Contract Managerial Services. Discussion was held.

Recommendations/Actions: Referred to Closed Session for further review and actions.

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, February 13, 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 7pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 12/23/2023
Bills/Checks Report through 12/31/2023