

1. Call to Order

Joe Tousignant, president, called the Board Meeting to order on April 11, 2023 at 6:30 pm at the district's office. Board members present were Betty Brooks, Tommy Halford, and Shannon Hardy. Mr. Tousignant reported Brian Atchison verbally resigned from the Board of Directors on 03/15/2023. Present also were Juanita Cothorn, office clerk; Judy Diebold, part-time office clerk; Jenny Macke, accountant/treasurer; and Brian Strickland, engineer. Mr. Tousignant declared a quorum was present.

2. Introduction of Guests: None.

3. Public Comments re: Agenda Items: None.

4. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Plant:** Mr. Tousignant reported Carstensen's Constructing completed the construction project and emptied their supply lot. Mr. Tousignant reported several customers have reported needs for yard restoration. He stated customers are to call Carstensen's Project number with additional concerns. He also reported the plant is functioning well. Discussion was held.

Recommendations/Actions: Follow up as needed.

2. **DNR Permit Renewals:** Mr. Strickland reported work continues regarding the permit renewals.
Recommendations/Actions: Follow up as needed.

3. **Facility Updates:** Mr. Strickland reported

- a. Fruitland WWFT (wastewater treatment facility) – daily flow continues to increase; new septic unloading screen has arrived and will be installed soon.
- b. Bella Vista Estates: WWTF good
- c. Cedar Meadows: WWTF good
- d. Highlands Ranch – WWTF good
- e. Oak Creek Estates: WWTF good; fencing, blowers, UV upgrades being discussed.
- f. Saddlebrooke Ridge: WWTF good; pumps from Jackson Machine and Fruitland Meats used to replace pumps.
- g. Seabaugh Acres: WWTF good; now has ammonia limit.
- h. Twin Oaks: WWTF good. Need to pump septic tank; considering installing a sludge tank.

Recommendations/Actions: Follow up at the next meeting. Mr. Hardy will develop a property maintenance plan to include grease trap enforcement, open trench evaluations, Open Communication campaign, and a process for work orders.

4. **Project Reports:** Mr. Strickland reported

- a. Oak Creek fencing, blowers, and UV planned.
- b. Oak Creek monitoring systems not complete yet.
- c. 3 grinder pumps to be installed at RMC concrete plant, Base Rock Mineral quarry, and McIntyre.
- d. Septic “dump” unloading station screen is in place and they are working with providers on the details.

Recommendations/Actions: Follow up as needed.

5. **Facility Transfers:** No new information.
Recommendations/Actions: Follow up as needed.

6. **Upcoming Items:** Mr. Strickland reported the following:
- a. Kinder Farm – the request to transfer the Arbor Trails equipment to Kinder Farms as is has been submitted to the Clean Water Commission.
 - b. Lagoon closures – project to be bid in 2023 when the budget is established.
- Recommendations/Actions:** Follow up next meeting.

B. **President's Report:** Mr. Tousignant reviewed the phone calls, emails, and contact with customers, Carstensen's, Strickland Engineering, and others regarding the Fruitland Waste Water Treatment Facility, customer yard restorations, projected Starlight treatment plant, and other related business. Discussion was held.

C. **Secretary's Report:** The minutes from the previous regular and closed Board meetings on 03/14/2023 were reviewed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular and closed Board meetings on 03/14/2023.

D. **Treasurer's Report:** Ms. Macke presented the following:

1. Bills and checks report through 03/31/2023 and 04/30/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for March 2023.
2. Presented the Payroll Report through 04/14/2023.
Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Payroll Report through 04/14/2023 and the Bills/Checks Report through 03/31/2023 and 04/30/2023. See attached reports.
2. Invoices/bills/adjustments were reviewed and signed by Joe Tousignant, President.

E. **Clerk's Report:** Mrs. Cothorn reported the following:

1. There were 4 shut-offs in PWSD #1 and 1 shut-off in PWSD #2 on 03/28/2023 with all restored.
2. Late fee penalties for 165 customers totaled \$1,240.91.
3. Total customers are 1,719. There were 51 new customers/connections and 14 moved out of the district.
4. Another cleaning service is being sought due to issues with the current provider.
5. Invoices/bills will be processed on 04/27/2023 as Ms. Cothorn will be out of the office May 1-2, 2023.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve to clerk's report.

F. **Mowing Report:** Mr. Hardy reported he has contacted the mowers for the district's mowing contracts for the 2023 with increases of \$5 for Saddlebrooke and \$10 for Pleasant Lake Estates. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the 2023 mowing contracts. Mr. Hardy will follow up on weed spraying and mowing for pump station areas.

5. Old Business

- A. **Rate and Fee Policy Update:** Tabled to the next meeting.
Recommendations/Actions: Follow up next meeting.
- B. **Liability Insurance Additional Information:** Mr. Tousignant reported he is working on the cost details of the plant components. He said the building is covered, but the plant, digester, UV, and screen need to be insured against possible lightning strikes. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.
- C. **H.D. Media Quote:** No new information.
Recommendations/Actions: Mr. Tousignant will contact other local vendors for quotes to install connection cables for monitoring and alert the fire department if the fire alarm is triggered at the plant and report at the next meeting.

6. New Business

- A. **Construction Pay Request:** Mr. Strickland presented Payment Request Estimate of Funds #30 for 04/01/2023 for \$722,035.43 with the invoices from Carstensen Constructing. He also reviewed the Project Closeout Costs. He reported Carstensen's has submitted a tentative Change Order #5 for \$689,205.89. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #30 for 04/01/2023 for \$722,035.43 with the invoices from Carstensen Constructing. It was moved, seconded, and approved unanimously to agree with Carstensen's Change Order #5 of \$689,205.89, but withhold \$89,205.88 until their final restorations are completed by 11/01/2023.
- B. **ARC Form:** Ms. Macke reported Coalter Insurance Group can no longer insure Juanita Cothorn as the district now only employs one (1) employee who needs health insurance. Discussion was held.
Recommendations/Actions: It was proposed to offer \$750 per month to Ms. Cothorn to find her own health insurance if she does not have other arrangements.

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

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

9. Next regular District Board meeting: It will be held **Tuesday, May 9, 2023** at 6:30pm in the district office building at 3054 State Hwy FF, Jackson, MO 63755.

10. Adjournment: Being no further business, the regular meeting adjourned at 8:30pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 04/14/2023
Bills/Checks Report through 04/30/2023