1. **Call to Order**
   Brad Noel, president, called the regular board meeting to order on May 5, 2026 at 6:30 pm at the District office. Other board members present were Betty Brooks, David Petot, and Tammy Crites by speaker phone. Absent was Rebecca Fielder. Present also were Juanita Cothern, administrative office manager; Judy Diebold, office clerk; and Kelly O'Dell, treasurer. Mr. Noel declared a quorum was present.

2. **Approval of Agenda:** It was moved, seconded, and approved unanimously to approve the agenda as presented.

3. **Introduction of Guests:** Guest present was Brandon Sievers, trash collector.

4. **Public Comments re: Agenda and Non-Agenda Items:** Mr. Sievers reported there is a problem with the trash cans at the screen that are overloaded with waste which are hard to empty weekly. Discussion was held on possible solutions to the problem.
   Recommendations/Actions: Mr. Noel will discuss the situation with Brian Strickland to resolve the problem of overloaded trash cans that are difficult to empty.

5. **Reports**
   A. **Secretary's Report**: The minutes from the regular Board meeting 04/09/2026 were reviewed. Discussion was held.
   Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 04/09/2026 as printed.

   B. **Treasurer's Report**: Ms. O'Dell presented the following information, including:
   1) Monthly Bank Balance Reports for April 2026
   2) Checks issued April 10, 2026 to May 5, 2026
   3) Payroll Journal Report 04/04/2026 to 05/01/2026
   4) Bank Reconciliations for Chase and Bank of Missouri accounts for April 2026.
   5) Reconciliation pending for accounts of General Checking and Service Deposit for March and April 2026; February completed.
   5) Adjustments for January through April 2026: pending.
   6) Profit/Loss Statement July 2025 to February 2026.

   Ms. O'Dell reported due to continued issues with CUSI re: deposits, the bank account reconciliations and adjustments as listed are pending further review. Discussion was held.
   Recommendations/Actions:
   1) It was moved, seconded, and approved unanimously to accept the April 2026 Checks Report and the Payroll Journal Report from 04/04/2026 to 05/01/2026 pending the final audit.
   2) Ms. Cothern will contact PWSD #1 staff to assist with CUSI related issues.

   C. **President's Report:** Mr. Noel reported -
   1) Received Mr. King's mowing contract and insurance policy information, but not the W-9 form.
   2) Contacted DJ Landscaping re: mowing updates; assigned areas were mowed recently.
   3) Per Brian Strickland: Pleasant Lake facility equipment has been removed; Stevedore's will return for the excavator and reseed the area. He is also working on responses to DNR re: ammonia variances at Bella Vista and Seabaugh Acres.
   4) Spoke with Jeremy Patton, developer at Highland's Ranch re: unpaid connection fees and connection fees for future homes in Kinder Farms, Part 2.

   Discussion was held.

Recommendations/Actions: Mr. King will be notified when billing is at $500 to request his W9 form. Follow up by Mr. Noel.

D. **Clerk's Report**: Ms. Cothern presented the report for April 2026, including:
1) There were 3 shut offs in PWSD #1 and 1 in PWSD #2 on 04/27/202; all restored but one.
2) Late fee penalties – $1,284.95.
3) There were four (4) new locations. Total customers: 1713.
4) Account adjustments with rationale for April 2026 was given.
5) Presented final past due accounts including five (5) who are unvailable to contact/locate.
6) Reported Trenton is unavailable for shut-offs on May 25th.

Discussion was held.

Recommendations/Actions:
1) It was moved, seconded, and approved unanimously to approve the adjustment report for April 2026.
2) It was moved, seconded, and approved unanimously to write off the $586.63 in past due accounts who cannot be contacted, keep a list of write-offs and if they return to the district, their past due accounts must be paid.
3) Send another certified letter to Eftink Remodeling & Rentals for past due amount.
4) It was moved, seconded, and approved unanimously to cancel shut-offs for May.

E. **Engineer's Report**: See President's Report.

6. **Old Business**

A. **Computer, Software, Server Update Quotes**: Ms. Cothern reported Gavin Thomas from Broadtek gave responses to the board's questions which were distributed. Velosity quoted $2919.56 for 2 lap tops and docking station. Discussion was held.
Recommendations/Actions: Ask Broadtek for estimated transmission fee. Continue to review district needs for these services and follow up at the next meeting for implementation in fiscal year 2026-2027.

B. **Drop Box Quotes:** Additional information about replacement drop box at the entrance to the District facility was reviewed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to purchase the MailCase Stainless Steel Locking Mailbox on sale for $499 plus the long Stainless Steel Mailbox Post for $199.

7. **New Business**

A. **Hours of Operation:** Mr. Noel asked for the current office hours of operation which are 7:30am to 4pm. It was suggested to change the hours to 7:30am to 4:30pm to allow for a 1-hour lunch. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to change the hours to 7:30am to 4:30pm to allow for a 1-hour lunch, effective 05/06/2026. The information will be posted on the district Facebook page and website.

B. **Connection/Grinder Fees:**
1. Mr. Noel proposed revising the new connection fees for Saddlebrooke Ridge and other new grinder pump systems to the "cost" of the district installation of $3500 and delete the total listed amount. Discussion was held.

2. Mr. Noel proposed revising the Multi-Family Housing fees to $1000 per housing unit up to 75 units and $750 per housing unit for 76 and above units. Discussion was held.

<u>Recommendations/Actions</u>:

1. It was moved, seconded, and approved unanimously to approve the revision of the new connection fees for Saddlebrooke Ridge and other new grinder pump systems to the "cost" of the District installation of $3500 and delete the total listed amount, effective 05/06/2026.

2. It was moved, seconded, and approved unanimously to approve the revision of the Multi-Family Housing fees to $1000 per housing unit up to 75 units and $750 per housing unit for 76 and above units, effective 05/06/2026.

C. **Signatures on Checks**: Mr. Noel proposed to remove the requirement of a second signature on checks over $3000 as it is not required by the banks. Discussion was held.
<u>Recommendations/Actions</u>: It was moved, seconded, and approved unanimously to revise the Bylaws Article III Officers of the Board, duties of President and Treasurer to delete the statements that the President shall be the co-signer for any payments from the Board for over $3000.

D. **Cleaning Service:** Ms. Cothern reported that Renee Miller with the current cleaning service notified the office that she has recently partnered with a commercial-only cleaning company who is willing to assume the district office cleaning. Discussion was held.
<u>Recommendations/Actions</u>: It was moved, seconded, and approved unanimously to obtain more information on the commercial-only cleaning company service with Ms. Miller.

E. **July Meeting Date**: Ms. Brooks reported a schedule conflict for the meeting on July 14, 2026. Discussion was held.
<u>Recommendations/Actions</u>: It was moved, seconded, and approved unanimously to change the July meeting date to July 7, 2026.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to move to closed session to discuss: Section 610.021(3)- Hiring, firing, or promoting an employee or when personnel information about the employee is discussed or recorded.

9. **Next regular District Board meeting**: It will be held **<u>Tuesday, June 9, 2026</u> at** 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755. The meeting was rescheduled to 05/05/2026 due to schedule conflicts.

10. **Adjournment:** It was moved, seconded, and approved unanimously to adjourn the meeting at 8:55pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks issued April 10, 2026 to May 5, 2026
Payroll Journal Report 04/04/2026 to 05/01/2026