

**1. Call to Order**

Joe Tousignant, president, called the Board Meeting to order on May 9, 2023 at 6:30 pm at the district's office. Board members present were Betty Brooks, Tommy Halford, Shannon Hardy, and new board member Scott Whittington. 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:** Mr. Strickland reported

1. **Fruitland Wastewater Collection and Treatment Plant:** The plant is functioning well. The digesters are being emptied by Sludge Biosolids. The screen machine is working for outside haulers with cleanup issues of the screen between haulers being addressed. The GIS system will be updated to include all customers. To develop a plan to track work orders, etc. in the system. Need to get a locator for pressure and sewer pipes with issues. Discussion was held.

**Recommendations/Actions:** Follow up as needed.

2. **DNR Permit Renewals:** Mr. Strickland reported the permit renewals for Mulberry Acres and the Fruitland Plant are on public notice.

**Recommendations/Actions:** Follow up as needed.

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

- a. Fruitland WWFT (wastewater treatment facility) – working well; new septic unloading screen has been installed.
- 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. The property maintenance plan to include grease trap enforcement, open trench evaluations, Open Communication campaign, and a process for work orders will be referred to the future property manager.

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

- a. Oak Creek fencing, blowers, and UV planned with fencing as the priority.
- b. Oak Creek monitoring systems not complete yet.
- c. Grinder pumps to be installed at RMC concrete plant and Base Rock Mineral quarry.

**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 construction permit is received for the collection system. Will meet with the Clean Water Commission on July 12, 2023.
  - b. Lagoon closures – will be put out to bid per facility.
  - c. The PER (Preliminary Engineering Report) is being developed for the Starlight Project.

**Recommendations/Actions:** Follow up next meeting.

B. **President's Report:** Mr. Tousignant reviewed the multiple 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. He will meet with the Cape County Commissioners next week regarding the Starlight project. Discussion was held.

C. **Secretary's Report:** The minutes from the previous regular Board meeting on 04/11/2023 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the regular Board meeting on 04/11/2023.

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

1. Bills and checks report through 04/30/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports through April 2023.
2. Presented the Payroll Report through 04/28/2023.
3. Recommended opening a new account for debt reserves.
4. Issues have occurred with Montgomery Bank re: ACH transactions and have been addressed. Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the Payroll Report through 04/28/2023 and the Bills/Checks Report through 04/30/2023. See attached reports.
2. It was moved, seconded, and approved unanimously to open a new account for reserve accounts only at the Bank of Missouri.
3. It was moved and seconded to designate Tommy Halford and Betty Brooks to be additional check signers.
4. Invoices/bills/adjustments were reviewed and signed by Joe Tousignant, President.

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

1. There were 73 late payments on 04/26/2023 which was reduced to 3 by the shut-off date.
2. There were 2 shut-offs in PWSD #1 and 1 shut-off in PWSD #2 with all restored.
3. Late fee penalties for 164 customers applied 04/18/2023 totaled \$1,276.19.
4. Total customers are 1514. There were 24 new customers/connections, 18 moved out, and 2 moved into the district.
5. Issues with the current cleaning service are being addressed. Two other bids were received, but were higher.
6. Office is closed Memorial Day 05/29/2023. 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 received the 2023 contracts from the mowers for the district's mowing and mowing is being done. He reported another mower, Austin Porter, is available to do mowing and spraying at the district office yard. A load of chat is pending to be applied to the district office yard. Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to accept Austin Porter to mow and spray the district office yard.
2. Mr. Tousignant will purchase a backpack sprayer.

5. **Old Business**

- A. **Rate and Fee Policy Update:** Mr. Tousignant reviewed the proposed Fiscal Year 2024 Rates and Fee Schedule. The rates will remain the same since the increase approved in December 2022. New customer rates will be \$74 per month when the 3-month average usage is not available or can be determined. Discussion was held.

**Recommendations/Actions:**

1. It was recommended to add "valve pit and trap" to the new connection fees for Saddlebrooke Ridge connections.
2. It was moved, seconded, and approved unanimously to approve the Fiscal Year 2024 Rates and Fee Schedule.

- B. **Liability Insurance Additional Information:** Mr. Tousignant reported he is working on the cost details of the plant components for 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:** Mr. Tousignant reported he has requested a meeting with H.D. Media and will contact other local vendors for quotes regarding the gate to the yard and the fire alarms.

**Recommendations/Actions:** Follow up at the next meeting.

- D. **Employee Health Insurance:** Ms. Cothorn reported her findings that marketplace insurance is higher and she cannot be added to her wife's policy. She has Tri-Care and will check on the rates.

**Recommendations/Actions:** Ms. Macke will work with Ms. Cothorn on her health insurance options.

6. **New Business**

- A. **Construction Pay Request:** Mr. Strickland presented Payment Request Estimate of Funds #31 for 05/01/2023 for \$689,205.86 with the Change Order #5 from Carstensen Constructing. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #31 for 05/01/2023 for \$689,205.86 with the Change Order #5 from Carstensen Constructing with 10% withheld until their final restorations are completed by 11/01/2023.

- B. **Board Member Replacement:** Mr. Tousignant reported Scott Whittington was approved by the Cape County Commissioners on May 5, 2023 to replace Brian Atchison for his term until 06/30/2027. Mr. Tousignant reported he has resigned effective June 1, 2023 from the board which was also approved by the Cape County Commissioners on May 5, 2023. Discussion was held.

**Recommendations/Actions:** A replacement for Mr. Tousignant's board position will be sought.

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- C. **Crime Coverage Policy Quote:** Ms. Brooks reported that a quote for the board's crime coverage policy has been received from Steve Naught, Assured Partners, for MOPERM as recommended by Rural Development office. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to select Traveler's Option 1 fidelity coverage quote of 04/27/2023 for a 3-year prepaid policy for \$1683.00. Ms. Brooks will contact Mr. Naught with the action.

- D. **Resolution to Adopt Budget for Fiscal Year 2023-2024:** Ms. Macke presented and reviewed the Fiscal Year Budget for July 2023 through June 2024 which was requested early by new USDA requirement deadlines. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to accept the Resolution to Adopt the Budget for Fiscal Year 2023-2024, Resolution #2024-01.

- E. **Bond Insurance for Judy Diebold, Clerk:** Ms. Brooks reported bond insurance for Judy Diebold, clerk, has been applied for through Barb Henderson at Assured Partners/MOPERM.

**Recommendations/Actions:** Follow up as needed.

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, June 13, 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 8:45pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 04/28/2023  
Bills/Checks Report through 04/30/2023