

Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – May 13, 2025

1. **Call to Order**

Scott Whittington, vice president, called the regular Board Meeting to order on May 13, 2025 at 6:24 pm at the district's office. Board members present were Betty Brooks and Greg Steiner. Present also were Joe Tousignant, manager; Juanita Cothorn, accounting clerk; and Brian Strickland, engineer. Absent were Judy Diebold, office clerk, and Kelly O'Dell, treasurer. Mr. Whittington 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:** None.

4. **Public Comments re: Agenda and Non-Agenda Items:** None.

5. **Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting on 04/08/2025 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 04/08/2025 as presented.

B. **Treasurer's Report:** Ms. Cothorn presented Ms. O'Dell's prepared report, including:

- 1) Monthly Bank Balance Report for April 2025.
 - 2) Bank Account Reconciliations for April 2025.
 - 4) Payroll Journal Report for 04/05/2025 to 05/02/2025
 - 5) Checks report issued April 2025.
 - 6) QuickBooks Accounts Receivable adjustments for April 2025: None required.
 - 7) Profit & Loss report and Budget vs Actuals report
 - 8) Monthly Debt Service Reserves and Replacement and Extension payments paid monthly.
- Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Checks Report for April 2025, and Payroll Journal Report for 04/05/2025 to 05/02/2025, pending the final audit.

C. **Manager's Report:** Mr. Tousignant reported the following, including:

- 1) Sewer trench collapse issues are being dealt with in North Lake Estates with possible cause related to lack of rainwater drainage from the streets.
 - 2) Met with homeowners in Indian Springs and Saddlebrooke Ridge.
 - 3) Met with Brian Strickland and Horner and Shifrin Engineering to discuss feasibility of Starlight wastewater treatment project.
 - 4) Obtained remaining deeds to disperse excess real estate of closed lagoons.
 - 5) Will inventory the housing starts in the District.
- Discussion was held.

Recommendations/Actions:

- 1) It was moved, seconded, and approved unanimously to transfer the property Mulberry Park Lagoon to the Mulberry Park Investors.
- 2) It was moved, seconded, and approved unanimously to transfer the property Spring Lake Estates Lagoon to the Thomas D. Wills AKA TD Wills and Fanny Pauline Wills AKA Polly Wills Revocable Living Trust.

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- 3) It was moved, seconded, and approved unanimously to sell the property Tamarac Treatment Plant to Mary C. Heuring, the highest bidder.
- 4) It was moved, seconded, and approved unanimously to transfer the property Essex Place Lagoon to William J. Penrod Revocable Living Trust.

C. **Clerk's Report:** Ms. Cothorn presented the report for April 2025, including:

- 1) There were 86 potential shut-offs total which were reduced to 5 in PWSD #1 of which 3 were restored and none in PWSD #2 by 04/28/2025.
 - 2) Late fee penalties for 118 customers totaled \$1,574.32.
 - 3) There were 23 new customers/connections and 32 moved out of the district, including 19 customers and 13 landlords. There were 5 new locations. Total customers: 1,652.
 - 4) Total adjustments for April 2025 were \$247.12 with details given for the adjustments.
- Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the adjustments report for April 2025.

6. **Old Business**

- A. **2025-2026 Fiscal Budget:** Ms. Cothorn distributed the revised proposed 2025-2026 Budget as prepared by Kelly O'Dell, treasurer. She also presented a resolution to adopt the 2025-2026 fiscal year budget. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the 2025-2026 Fiscal Year Budget and the Resolution 2025-02 to Adopt a Budget for the 2025-2026 Fiscal Year.

- B. **Updates to Computers, Software, Server:** Tabled to next meeting.

Recommendations/Actions: Follow up next meeting.

- C. **Board Member Replacement:** The 3-year term and 1-year term remain open. Discussion was held.

Recommendations/Actions: Continue to seek 2 additional board members for approval by the Cape Girardeau County Commissioners.

7. **New Business**

- A. **Rate and Fee Schedule:** Mr. Tousignant presented a proposed revision of the Rates and Fee Schedule with increases as follows:

- 1) Increase Service Availability Charge for Established Residential Customer from \$47 to \$49 per month.
- 2) Increase Service Availability Charge from \$40 to \$45 per month for multi-unit residential units.
- 3) Increase Service Availability Charge for commercial customers from \$47 to \$49 per month.
- 4) Increase Vacant Property Charge from \$47 to \$49 per month.
- 5) Increase Residential Deposit for renters from \$100 to \$150.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Increases in the revised Rate and Fee Schedule for bills due in Fiscal Year 2025-2026.

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B. **Mailed Bills:** Ms. Cothorn reported the number of mailed invoices has decreased to the limit with more customers opting for e-bills. Discussion was held.

Recommendations/Actions: Follow up as needed.

C. **Board Member Stipend:** It was reported Missouri Governor Kehoe has signed the bill to allow board members of reorganized sewer districts to receive \$100 per board meeting attendance up to 2 meetings per month. It will go into effect on August 25, 2025. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to offer board members \$100 per board meeting attendance up to 2 meetings per month, effective to begin with the September 2025 board meeting.

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

9. **Next regular District Board meeting:** It will be held **Tuesday June 10, 2025** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

10. **Adjournment:** Being no further business, the open meeting adjourned at 8:15 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 04/05/2025 to 05/02/2025
Checks Report issued April 2025