Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – June 9, 2026

1. **Call to Order**
   Brad Noel, president, called the regular board meeting to order on June 9, 2026 at 6:30 pm at the district office. Other board members present were Betty Brooks, Tammy Crites, Rebecca Fielder, and David Petot. Present also were Juanita Cothern, office clerk; Lindsay Berry, office clerk (effective 06/15/2026); Kelly O'Dell, treasurer; and Brian Strickland, engineer. Mr. Noel declared a quorum was present.

2. **Approval of Agenda:** It was moved, seconded, and approved unanimously to approve the agenda with the addition of 2026-2027 Budget to New Business.

3. **Introduction of Guests:** Guests present were Justin Borgfield and Jeremy Patton with Kinder Farms plus Matt Hopkins and Gavin Thomas with Broadtek.

4. **Public Comments re: Agenda and Non-Agenda Items:**
   A. Mr. Borgfield and Mr. Patton requested a reduction in the connection/inspection fees on the 70 homes being built in Kinder Farms. Discussion was held.
   Recommendations/Actions: Board will discuss and contact them with their decision.

   B. Mr. Thomas and Mr. Hopkins from Broadtek reviewed the district's computer, server, software update recommendations. See Old Business.

5. **Reports**
   A. **Secretary's Report**: The minutes from the regular Board meeting 05/05/2026 were reviewed. Discussion was held.
   Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 05/05/2026 as printed.

   B. **Treasurer's Report**: Ms. O'Dell presented the following information, including:
   1) Monthly Bank Balance Reports for May 2026
   2) Checks issued 05/06/2026 to 06/09/2026
   3) Payroll Journal Report 05/02/2026 to 05/29/2026
   4) Bank Reconciliations for General Checking March-May 2026, Chase May 2026, Service Deposit March-May 2026, and Bank of Missouri May 2026.
   5) Adjustments for January through May 2026: pending.
   6) Profit/Loss Statement July 2025 to May 2026.
   7) Budget vs Actuals July 2025 to June 2026.

   Discussion was held.
   Recommendations/Actions:
   1) It was moved, seconded, and approved unanimously to accept the May 2026 Checks Report and the Payroll Journal Report from 05/02/2026 to 05/29/2026, pending the final audit.

   C. **President's Report:** Mr. Noel presented his report, including:
   1) DJ Landscaping cannot continue mowing due to health issues; will contact another mower to assume assigned mowing duties.
   2) Contacted by Ben Dowd re: connection fees dues and invoice effective 07/01/2026 for $3468 for base fees and usage fees for the apartment units.
   3) Met with PWSD #1 Board of Directors and confirmed arrangements for their clerks to assist with CUSI billing training for the district clerks as needed with hourly rate to be billed.

D. **Clerk's Report**: Ms. Cothern presented the report for May 2026, including:
1) There were no shut offs in PWSD #1 and 1 in PWSD #2 on 05/26/2026, board approved.
2) Late fee penalties – $1557.03
3) There were eleven (11) new locations. Total customers: 1721.
4) Account adjustments with rationale for May 2026 was given.
5) New drop box was delivered and needs to be installed.
6) CUSI contract for new customers is down to 200.
7) Requested adding Ms. O'Dell for license and iCloud hosting to CUSI program.
8) New cleaning service has agreed to continue service for the district office.
9) Weed trimming needed around the district's gate; unable to contact Mondragon.
10) Presented new gate code cards to board members.

Discussion was held.

Recommendations/Actions:
1) It was moved, seconded, and approved unanimously to add 500 for $1500 to the CUSI contract.
2) It was moved, seconded, and approved to add Ms. O'Dell to the CUSI program.
3) Trent from Strickland's will spray weeds at the district gate area.
4) It was moved, seconded, and approved unanimously to approve the adjustment report for May 2026.
5) Ms. Berry will be added as an administrator to the district Facebook page.

E. **Engineer's Report**: Mr. Strickland presented his report, including:
1) Metro Ag will be applying sludge from the Fruitland facility to local land areas.
2) The facility's blower was serviced by Aerzen and is scheduled in one year.
3) Work done on the facility generator; see New Business.
4) Service calls done on grinder pumps in Saddlebrook Ridge.
5) Work being done on forced main extension for Hwy 72 apartments and other locations.
6) To follow up on responses from DNR re: AOCs at Bella Vista and Seabaugh Acres.

6**. Old Business**

A. **Computer, Software, Server Update Quotes**: Mr. Thomas and Mr. Hopkins from Broadtek reviewed the district's computer, server, software update recommendations. Discussion was held.

Recommendations/Actions: Mr. Thomas and Mr. Hopkins will submit an updated quote on the computer, server, iCloud, and software recommendations for review at the July board meeting.

B. **Cleaning Service:** See Clerk's report.

7. **New Business**

A. **Rates Review:** Mr. Noel presented the revised Rates and Fee Schedule Fiscal Year 2027 policy as approved at the May 2026 Board meeting. It was proposed to increase the base rates from $49 to $51 for established residential customers, multi-unit residential customers, commercial customers, and vacant property charges. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the revised Rates and Fee Schedule policy with increase of $49 to $51 base charges, effective 07/01/2026.

B. **Business Accounts**: Ms. Cothern reported a district account has been set up with Fruitland Hardware and accounts are in progress with Buchheit's and Menards for direct billing. Additional accounts are recommended for Fastenal, Cape Electric, Ken's Ace Hardware, Lowes, and Dutch Enterprises. Discussion was held.
Recommendations/Actions: It was agreed to have Ms. Cothern establish district accounts at the businesses listed with a $1500 limit.

C. **Generator Service Agreement**: Mr. Strickland presented a quote from EVAPAR from 2 batteries and an E Stop No Switch for total of $1,020.00. A quote for bi-annual maintenance checks was also reviewed from EVAPAR. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve payment of the batteries and switch from Evapar and to obtain another quote for the maintenance checks.

D. **Business Hours:** Mr. Noel proposed public office hours be held from 8am to 4pm with staff working hours remain from 7:30am to 4:30pm. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously for public office hours be held from 8am to 4pm with staff working hours remain from 7:30am to 4:30pm.

E. **Kinder Farms Fees**: Mr. Noel reviewed the proposal from Mr. Borgfield and Mr. Patton to reduce their connection/inspection fees. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to disapprove a reduction in the connection/inspection fees at Kinder Farms with billing to start when connections and inspections are complete. A form will be developed for documentation of each connection.

F. **2026-2027 Budget**: Ms. O'Dell presented the 2026-2027 Budget Worksheet to be completed at the July meeting. Discussion was held.
Recommendations/Actions: Ms. O'Dell will prepare the proposed 2026-2027 Budget worksheet for review and vote at the July meeting.

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 personal information about the employee is discussed or recorded.

9. **Next regular District Board meeting**: It will be held **Tuesday, July 9, 2026 at** 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755. The meeting was rescheduled to from 07/14/2026 due to schedule conflicts.

10. **Adjournment:** It was moved, seconded, and approved unanimously to adjourn the meeting at 9:05pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks issued 05/06/2026 to 06/09/2026
Payroll Journal Report 05/02/2026 to 05/29/2026