

Cape Girardeau County Reorganized Common Sewer District  
Regular Board Meeting Minutes – June 10, 2025

1. **Call to Order**

Scott Whittington, vice president, called the regular Board Meeting to order on June 10, 2025 at 6:24 pm at the district's office. Board members present were Betty Brooks, Greg Steiner, and new board member Brad Noel. Present also were Joe Tousignant, manager; Juanita Cothorn, accounting clerk; Judy Diebold, office clerk, and Kelly O'Dell, treasurer. Mr. Whittington declared a quorum was present.

2. **Approval of Agenda:** It was recommended to add Fidelity Insurance and Election of Officers for FY 2025-2026 to New Business. It was moved, seconded, and approved unanimously to approve the agenda as amended.

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 05/13/2025 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 05/13/2025 as presented.

B. **Treasurer's Report:** Ms. O'Dell presented the following information, including:

- 1) Monthly Bank Balance Report for May 2025.
- 2) Bank Account Reconciliations for May 2025.
- 4) Payroll Journal Report for 05/03/2025 to 05/30/2025
- 5) Checks report issued May 2025.
- 6) QuickBooks Accounts Receivable adjustments for May 2025: None required.
- 7) Profit & Loss report and Budget vs Actuals report.

Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the Checks Report for May 2025, and Payroll Journal Report for 05/03/2025 to 05/30/2025, pending the final audit.

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

- 1) The Plant generator was repaired and the annual service was performed by the vendor who was in the area with no additional mileage and travel time.
- 2) FY 2025 customer bill reviews were completed with Ms. Cothorn.
- 3) Met with Ben Dowd concerning his new development on Hwy 61.
- 4) Continues to work with contractors on mowing and revegetation/restoration needs.

Discussion was held.

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

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

- 1) There were 83 potential shut-offs total which were reduced to 6 in PWSD #1 of which 4 were restored and none in PWSD #2 by 04/28/2025.
- 2) Late fee penalties for 131 customers totaled \$1,950.21.
- 3) There were 28 new customers/connections and 40 total moved out of the district, There were no new locations. Total customers: 1,652.
- 4) Total adjustments for May 2025 were \$153.17 with details given for the adjustments.

Cape Girardeau County Reorganized Common Sewer District  
Regular Board Meeting Minutes – June 10, 2025

Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the adjustments report for May 2025.

**6. Old Business**

- A. **Revision 2025-2026 FY Budget:** Ms. O'Dell recommended the budget be revised to reflect the board member meeting payments as approved at the last meeting from \$50 to \$100 beginning effective August 25, 2025. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to revise the 2025-2026 Fiscal Year Budget to increase board member meeting payments from \$50 to \$100 effective August 25, 2025.

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

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

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

**Recommendations/Actions:** Continue to seek an additional board member for approval by the Cape Girardeau County Commissioners.

**7. New Business**

- A. **Fidelity Insurance:** Ms. Brooks reported that Rural Development has increased the annual debt service amount which requires an increase in the Fidelity Insurance rate. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to pay the increased rate for the Fidelity Insurance as required.

- B. **Customer Concern:** Ms. Brooks reported a customer has requested a written response from the board in regards to the recent rate increase. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will respond in writing to the customer with an explanation for the recent rate increase.

- C. **Election of Officers for FY 2025-2026:** Mr. Whittington volunteered to be president, Mr. Noel volunteered to be vice president, and Ms. Brooks volunteered to be secretary, for the 2025-2026 Fiscal Year beginning July 1, 2025. Treasurer duties will be appointed to Kelly O'Dell, accountant. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to elect Mr. Whittington for president, Mr. Noel to vice president, Ms. Brooks to secretary, and treasurer duties will be appointed to Kelly O'Dell, accountant, for the 2025-2026 Fiscal Year beginning July 1, 2025.

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:

A. Section 610.021(2) – Leasing, purchase, or sale of real estate and

B. Section 610.021(12)-Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

9. **Next regular District Board meeting:** It will be held **Tuesday July 8, 2025** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

Cape Girardeau County Reorganized Common Sewer District  
Regular Board Meeting Minutes – June 10, 2025

10. **Adjournment:** Being no further business, the open meeting adjourned at 7:20 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 05/03/2025 to 05/30/2025  
Checks Report issued May 2025