Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – September 16, 2025

1. **Call to Order**
   Brad Noel, president, called the regular Board Meeting to order on September 16, 2025 at 6:30 pm at the District's office. Board members present were Betty Brooks, Tammy Crites, and David Petot. Present also were Judy Diebold, office clerk, 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 as presented.

3. **Introduction of Guests:** Guests present was Brian Miinch, contractor, and Terry Jones and Douglas Turner from Bella Vista Estates.

4. **Public Comments re: Agenda and Non-Agenda Items:** Mr. Miinch, Mr. Jones, and Mr. Turner discussed the sewer extension in Bella Vista to a new home. Mr. Noel reported the parties have reached an agreement, per the attorneys. Discussion was held.
   Recommendations/Actions: It was agreed that Mr. and Mrs. Sachs will be compensated for the easement in the amount of $4500, the homeowners who need the easement for connection have agreed to pay $3500 of the easement cost, and the District will pay the remaining $1000. Mr. Strickland will contact EMI and Monroe Plumbing to place the grinder pump. Mr. Miinch will place the lines from the grinder pump to the home. The $3500 check will be delivered to Sachs' attorney. Juanita Cothern, clerk and notary public, will contact Mr. Jones and Mr. Turner next week to sign the easement and issue the check to Mr. and Mrs. Sachs' attorney for $1000.

5. **Reports**
   A. **Secretary's Report**: The minutes from the regular Board meeting 08/19/2025 were reviewed. Discussion was held.
   Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented.

   B. **Treasurer's Report**: Ms. O'Dell presented the following information, including:
   1) Monthly Bank Balance Report for August 2025.
   2) Bank Account Reconciliation for construction account for August 2025; others pending completion.
   4) Payroll Journal Report for 08/08/2025 to 09/05/2025.
   5) Checks report issued August 20 to September 14, 2025.
   Discussion was held.
   Recommendations/Actions;
   1. It was moved, seconded, and approved unanimously to accept the checks report for August 2025, Payroll Journal report for 08/08/2025 to 09/05/2025, and the adjustments for August 2025 report, pending the final audit.

   C. **President's Report:** Mr. Noel reported he has been following up on customer issues. Mowing has stopped at Pleasant Lake Estates as agreed.

   D. **Clerk's Report**: Ms. Diebold presented the report as prepared by Juanita Cothern, office manager, for August 2025, including:
   1) There were no shut-offs in PWSD #1 and PWSD #2 on 08/26/2025.
   2) Late fee penalties were sent to 97 customers.
   3) There were 6 new locations and 1 new hauler. Total customers: 1,675.

4) Total adjustments for August 2025 were given with details given for the adjustments.
5) Customer request to waive late fees.
6) Customer report of ground settling over sewer line.
7) Damage done to homeowner's sewer service line by SEMO CoOp.
8) No new issues with dumping by haulers.
9) AOC letters received from MoDNR:

Discussion was held.

Recommendations/Actions:

a. It was moved, seconded, and approved unanimously to approve the adjustments report for August 2025.
b. Request to waive late fees denied.
c. Bill for repair to the customer's sewer service line to be sent to SEMO CoOp and bill for pit riser to be sent to the customer.
d. AOC letters given to Mr. Strickland for review and response.

E. **Engineer Report**: Mr. Strickland reported:

a. L. Green Grinder Pump – has been installed and billing may begin.
b. J. Carter connected to service on 09/04/2025.
c. Saxony High School – forced main line repaired with invoice to be sent to Base Rock Mineral.
e. Damage done to customer service line by cable company; repair invoice to be sent to customer.
f. No outstanding work by Bill Bonney is scheduled.
g. Ground work repairs to be completed at the back of Whispering Heights.
h. Sun Valley lagoon area has been filled.
i. West Bridge Place lagoon area has been filled.
j. Pleasant Lake Estates lagoon area – remaining steel pipes to be removed soon.
k. Saxony High School lagoon area – being filled in by Base Rock Mineral.

6. **Old Business**

A. **Computer, Software, Server Update Quotes**: Ms. Crites reported she is working to get another quote on the computer equipment. Discussion was held.
Recommendations/Actions: Follow up next meeting.

B. **Shelving and Location for Retention Files/Tool Storage:** Ms. Diebold presented 2 quotes on fire resistant 60 gallon file cabinets for records currently boxed in the garage. She stated about 5 cabinets are needed. Discussion was held.
Recommendations/Actions: Ms. Cothern will be asked about a possible discount on the JAMCO Flammable Safety Cabinets and report at the next meeting.

C. **Emergency Response Plan/Risk Assessment**: Mr. Noel is working on the Emergency Response Plan/Risk Assessment. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.

D. **Conflict of Interest Resolution Renewal:** Ms. Brooks reviewed the updated Conflict of Interest Resolution 2025-03 that was sent to board members on 08/22/2025. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Conflict of Interest Resolution 2025-03 effective 08/22/2025.

E. **Engineer Contract Update**: Mr. Strickland presented a proposed updated Engineer Contract. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the updated Engineer Contract, effective 09/16/2025.

F. **Board Member Replacement**: Ms. Crites volunteered to contact potential board members from the District's customer lists. Discussion was held.
Recommendations/Actions: Follow up next meeting.

G. **Vacation/Sick Time Policy**: Mr. Noel asked that pay-out terms at retirement or termination for unused vacation or sick time be determined. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to pay-out unused vacation time based on the employee's anniversary date with no unused sick time pay-out. Ms. O'Dell stated the payroll system identifies vacation time as "ETO." Ms. Brooks will update the policy in the Employee Handbook.

7. **New Business**

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
   Votes: "Aye" Brad Noel, Tammy Crites, Betty Brooks, David Petot; "Nay" – none.

9. **Next regular District Board meeting**: It will be held **Tuesday October 14, 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 7:45 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 08/08/2025 to 09/05/2025
Checks Report issued August 2025