

1. Call to Order

Tommy Halford, President, called the Board Meeting to order on November 21, 2023 at 6:30 pm at the district's office. Board members present were Betty Brooks, Lucas McCulley, and Scott Whittington. Also present were Joe Tousignant, manager; Judy Diebold, office clerk; Jenny Macke, accountant/treasurer, Patrick Kitner, CPA. Guest present was Rachael Leadbetter. Mr. Halford declared a quorum was present.

2. Approval of Agenda: It was moved, seconded, and approved unanimously to approve the agenda.

3. Introduction of Guests: Rachael Leadbetter of Prospering Profits presented to apply for the treasurer position being vacated by Jenny Macke on 11/30/2023. Discussion was held.

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

5. Reports

A. Secretary's Report: The minutes from the previous regular and closed Board meetings on 10/10/2023 were reviewed. Ms. Brooks also reported on the recent meeting of the Missouri Association of Sewer Districts that she attended on 11/01/2023. Discussion was held.

Recommendations/Actions: Mr. Halford made the motion, Mr. McCulley seconded it, and the board approved unanimously to approve the regular and closed Board meeting minutes on 10/10/2023.

B. Treasurer's Report: Ms. Macke presented the following:

- 1) Bills and checks report through 10/31/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports through 10/31/2023.
- 2) Payroll Report through 11/24/2023.
- 3) 2022-2023 Audit – Patrick Kintner, CPA, presented the completed 2022-2023 Audit for the District. He reported no material weaknesses or significant deficiencies were identified. He recommended continued efforts to include segregation of duties and future financial planning.
- 4) A Resolution to accept the 2022-2023 audit ending 06/30/2023 was presented. Discussion was held.

Recommendations/Actions:

- 1) Ms. Brooks made the motion, Mr. Whittington seconded it, and the board approved unanimously to approve the Payroll Report through 11/24/2023 and the Bills/Checks Report through 10/31/2023. See attached reports.
- 2) It was moved, seconded, and approved unanimously to accept Resolution 2023-04 to accept the audit from the district's certified public accountant as the district's official annual report for fiscal year ending June 30, 2023.
- 3) Adjustments and invoices were reviewed.
- 4) A Budget Workshop will be held with Brian Strickland, Jenny Macke, Juanita Cothorn, Joe Tousignant, and available board members on Wednesday, 11/29/2023 at 8am in the district office.

C. Engineering Update: No new information.

- 1) **Fruitland Wastewater Collection and Treatment Plant:** Carstensen's warranty completion date is April 1, 2024.
- 2) **DNR Permit Renewals:** Renewals completed. Bella Vista, Pleasant Lake Estates, and Forest Meadows due in 2024.

3) **Facility Updates:**

- a. Fruitland WWTF: Sludge was hauled from Digester 1 in September and a decanter bracket pin was secured.
- b. Bella Vista Estates: WWTF good; DNR inspection done in July 2023.
- c. Cedar Meadows: WWTF good
- d. Highlands Ranch: WWTF good.
- e. Oak Creek Estates: WWTF good; Air piping from Tamarac used to replace existing failing pipes.
- f. Saddlebrooke Ridge: WWTF good; leak to be repaired.
- g. Seabaugh Acres: WWTF good; exceeding ammonia limit.
- h. Twin Oaks: WWTF good; septic tank pumping planned with land applications.

4) **Facility Transfers:** Indian Springs was discussed with an HOA Board member in July; no response from the HOA.

5) **Starlight Project:** Preliminary Engineering Report complete, pending construction cost estimate. Culture Resource survey required by the State Historic Preservation Office (SHPO)

6) **Projects:** Julie Drive sewer extension in Forest Meadows started 10/10/2023. Oak Creek fencing and monitoring system are next items to complete. Several new homes until construction in Saddlebrooke.

7) **Upcoming Items:** The construction permit for Kinder Farms: is pending final approval and the treatment plant from Arbor Trails will be moved to Kinder Farms in October 2023. Lagoon closures will be bid in 2023.

Recommendations/Actions: Follow up at the next meeting.

D. **Manager's Report:** Mr. Tousignat presented his written report of activities performed since the last meeting. The project warranty/restoration work has been completed in cooperation with Carstensen and Warren Land Management for about 65 homeowners. He proposed Carstensen Constructing be refunded the remaining balance of \$21,271.44 that was held back for the projects. He said a small amount would be retained for known projects with firm estimates to be completed by early spring 2024. Discussion was held.

Recommendations/Actions: Mr. Halford made the motion, seconded by Mr. Whittington, and the board approved unanimously to make the final payment of \$21,271.44 to Carstensen Constructing.

E. **Clerk's Report:** Ms. Cothorn presented her 10/31/2023 report prior to the meeting to include:

- 1) There were 20 shut-offs total on 10/26/2023, reduced to 4 with 2 in PWSD #1 restored on 10/31/2023.
- 2) Late fee penalties for 187 customers applied 10/17/2023 totaled \$3,000.59 at 20% late fee.
- 3) There were 22 new customers/connections and 13 moved out of the district.
- 4) There were 5 new locations added this month.

Discussion was held.

Recommendations/Actions: Follow up next month.

F. **Mowing Report:** None.

6. **Old Business**

A. **Security Gate Monitoring:** No new information.

Recommendations/Actions: Tabled.

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B. Board Member Replacement: Mr. Halford reported a replacement is needed for Shannon Hardy who has moved out of the district. Discussion was held.

Recommendations/Actions: Follow up next month.

7. New Business

A. Insurance Renewals: Ms. Brooks reported quotes for the 2024 Liability Insurance from MOPERM and 2024 Cybersecurity Insurance from BCS Insurance were received. Discussion was held.

Recommendations/Actions:

1. Mr. Halford made the motion, seconded by Mr. McCulley, and approved unanimously for the 2024 Liability Insurance quote with the removal of Location 21 (rental office at 113 W. Main Street in Jackson). Ms. Brooks will contact MOPERM to remove Location 21 and send an invoice with the correction.
2. Mr. Halford made the motion, seconded by Mr. McCulley, and approved unanimously of the 2024 Cybersecurity Insurance quote. Ms. Brooks will request an invoice.

8. Closed Session for Legal Matters, Real Estates Issues, Personnel Business: It was moved, seconded, and approved unanimously to enter Closed Session for Personnel Business.

9. Next regular District Board meeting: It will be held **Tuesday, December 12, 2023** at 6:30pm in the district office building at 3054 State Hwy FF, Jackson, MO 63755.

10. Adjournment: Being no further business, the meeting adjourned at 8:30pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 10/24/2023
Bills/Checks Report through 10/31/2023