

Cape Girardeau County Reorganized Common Sewer District
Regular Board Meeting Minutes – February 11, 2025

1. **Call to Order**

Scott Whittington, vice president, called the regular Board Meeting to order on February 11, 2025 at 6:30 pm at the district's office. Board members present were Betty Brooks and Kay Robins. Absent was Greg Steiner due to illness. Luke McCulley resigned from the board on 02/03/2025. Present also were Joe Tousignant, manager; Juanita Cothorn, accounting clerk; Judy Diebold, office clerk; Kelly O'Dell, treasurer; and Brian Strickland, Strickland Engineering. Guests were Benjamin Dowd and Brandon Boch developers, and Patrick Kintner, CPA. Mr. Whittington declared a quorum was present.

2. **Approval of Agenda:** It was moved, seconded, and approved unanimously to approve the agenda as revised with the addition of Board Member Replacement to New Business.

3. **Introduction of Guests:** Ben Dowd with Dowd Construction, Brandon Boch, developer, and Patrick Kintner, CPA, with Stanley, Dirnberger, Hopper, and Associates, LLC.

4. **Public Comments re: Agenda and Non-Agenda Items:**

A. Mr. Dowd presented his plans to build a variety of multi-family dwellings in Fruitland and asked about the connection fees.

B. Mr. Boch presented his plans to build multi-family dwellings west of Jackson.

C. Patrick Kintner, CPA, presented the Audit Report for July 1, 2023 to June 30, 2024. He reported no major deficiencies were noted.

Discussion was held.

Recommendations/Actions: The board of directors will discuss the developer's requests in closed session.

5. **Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting on 01/14/2025 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 01/14/2025 as presented.

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

1) Monthly Bank Balance Report for January 2025.

2) Bank Account Reconciliations for January 2025.

4) Payroll Journal Report for 01/11/2025 to 02/07/2025

5) Checks report issued January 2025.

6) QuickBooks Accounts Receivable adjustments for January 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 January 2025, and Payroll Journal Report for 01/11/2025 to 02/07/2025, pending the final audit.

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

1) Accent Security has installed surveillance camera for the gate entrance.

2) Maintenance is being done on Right-of-Way areas.

3) Calls from potential homeowners, developers, and businesses have been received to request sewer services.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- C. **Clerk's Report:** Ms. Cothorn and Ms. Diebold presented their report for December 2024, including:
- 1) There were 84 potential shut-offs total which were reduced to 3 in PWSD #1 and none in PWSD #2 by 01/27/2025.
 - 2) Late fee penalties for 128 customers totaled \$1,943.81.
 - 3) There were 19 new customers/connections and 11 moved out of the district, excluding 12 landlords. There were no new locations. Total customers: 1,637.
 - 4) Total adjustments for January 2025 were \$403.24 with details given for the adjustments.
- Discussion was held.

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

6. **Old Business**

- A. **PWSD #2 Contract:** Ms. O'Dell reported their contract is waiting to be signed. Discussion was held.

Recommendations/Actions: Follow up next meeting.

7. **New Business**

- A. **Strategic Planning for District Growth:** Deferred to closed session.

- B. **Board Member Replacement:** A board member replacement for Luke McCulley is needed. Ms. Robins reported she will also resign from the board, effective 02/14/2025, and will send her resignation in writing as soon as possible. Discussion was held.

Recommendations/Actions: Ms. Brooks will send the Board Application Form to the staff and board members to contact potential board members from the district, according to the residency requirements.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to move to closed session for Section 610.021(2)-Leasing, purchase, or sale of real estate. Voting Aye – Scott Whittington, Betty Brooks, and Kay Robins. Voting Nay – none. Abstentions: none.

9. **Next regular District Board meeting:** It will be held **Tuesday March 11, 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 7:50 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 01/11/2025 to 02/07/2025
Checks report issued January 2025