

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

1. **Call to Order**

Scott Whittington, vice president, called the regular Board Meeting to order on March 11, 2025 at 6:30 pm at the district's office. Board members present were Betty Brooks and Greg Steiner. Kay Robins resigned from the board on February 14, 2025. Present also were Joe Tousignant, manager; Juanita Cothorn, accounting clerk; Judy Diebold, office clerk; and Kelly O'Dell, treasurer. Guests present were Rose Couch and Jerry Joy from Tamarac Estates. Mr. Whittington 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:** Rose Couch and Jerry Joy from Tamarac Estates.

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

A. Ms. Couch and Mr. Joy reported one of the manholes in their gravel roads at Tamarac Estates is elevated about 4 inches above the ground and asked if the District would fix it.

B. They said that additional gravel will be added to their roads which may cover some of the other manholes and asked if the District would fix it.

Discussion was held.

**Recommendations/Actions:** Mr. Whittington referred work on the gravel roads and manhole covers to make them equal with the ground back to the Tamarac Estates Homeowners Association.

5. **Reports**

A. **Secretary's Report:** The minutes from the regular Board meeting on 02/11/2025 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 02/11/2025 as presented.

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

- 1) Monthly Bank Balance Report for February 2025.
- 2) Bank Account Reconciliations for February 2025.
- 4) Payroll Journal Report for 02/08/2025 to 02/21/2025
- 5) Checks report issued February 2025.
- 6) QuickBooks Accounts Receivable adjustments for February 2025: None required.
- 7) Profit & Loss report and Budget vs Actuals report
- 8) Monthly Debt Service Reserves and Replacement and Extension payments paid monthly.

Ms. Brooks inquired about the 15% markup fee and sales tax on invoices. She also inquired on the number of locates being done with the equipment owned by the District and the charges to the District. Discussion was held.

**Recommendations/Actions:**

- 1) It was moved, seconded, and approved unanimously to accept the Checks Report for February 2025, and Payroll Journal Report for 02/08/2025 to 02/21/2025, pending the final audit.
- 2) Ms. Cothorn will contact vendors about direct billing to avoid markup fees and sales tax exemption for the District.
- 3) Ms. Cothorn will contact Strickland Engineering about cost sharing of the locator equipment and locate fees.

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

- 1) Owners of Overhead Door will execute an easement on their frontage on Highway C, if needed.
- 2) Met with representatives of Indian Springs HOA to discuss transfer of their wastewater system to the District. They will discuss with the homeowners and respond.
- 3) Bid packages sent to three mowing contractors; nine facilities eliminated from mowing due to their closures.

Discussion was held.

**Recommendations/Actions:** An inventory list of non-fixed District property with a maintenance schedule was requested. Mr. Tousignant will complete the list and schedule. He will also provide the mowers' information to the District office upon receipt.

**C. Clerk's Report:** Ms. Cothorn and Ms. Diebold presented their report for February 2025, including:

- 1) There were 119 potential shut-offs total which were reduced to 2 in PWSD #1 who were restored and none in PWSD #2 by 02/27/2025.
- 2) Late fee penalties for 95 customers totaled \$1,271.85.
- 3) There were 19 new customers/connections and 17 moved out of the district, excluding 10 landlords. There were 6 new locations. Total customers: 1,644.
- 4) Total adjustments for February 2025 were \$87.20 with details given for the adjustments.

Discussion was held.

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

**6. Old Business**

**A. PWSD #2 Contract:** Ms. O'Dell reported their Board is reviewing the contract.

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

**7. New Business**

**A. Resolution to Accept Audit Report 2023-2024:** Ms. O'Dell presented a resolution to accept the official audit of the District's CPA for the fiscal year ending June 30, 2024. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve Resolution 2025-01 to accept the official audit report for the fiscal year ending June 30, 2024.

**B. Connection Fees:** Mr. Whittington presented a proposed list of revised connection fees for multi-family housing units which would be contracted with developers for three (3) years. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the revised fee schedule for multi-family housing per unit to be paid by the developer at the beginning of the project with 1) 2-24 units - \$1000 per unit, 2) 25-48 units - \$900 per unit, 3) 49-96 units \$800 per unit, 4) 97-150 units \$700 per unit, and 151+ units \$600 per unit in a contract for 3 years and if the construction is not completed in 3 years, the rates may be adjusted.

**C. Hazardous Weather:** Mr. Whittington requested clarification on the District's hazardous weather policies. Discussion was held.

**Recommendations/Actions:** Ms. Brooks reviewed the Inclement Weather policy in the Employee Handbook and no changes were recommended.

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- D. **Budget Cuts:** Mr. Whittington asked for budget cut suggestions to work towards a balanced budget. Ms. Cothorn reported the District's computers, software, server, and CUSI need to be updated. She also recommended more customers be set up with electronic billing versus mailed invoices which is a big savings on postage. She and Ms. O'Dell recommended increased fees for returned checks and credit cards. Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to set up all new customers with electronic billing only and if they have a valid email address.
2. It was moved, seconded, and approved unanimously to charge customers \$40 for each returned check and/or credit card payment.

- E. **Board Member Replacement:** No board member nominations have been received to complete Mr. McCulley's 3-year remaining term and Ms. Robins' 1-year remaining term. Discussion was held.

**Recommendations/Actions:** Ms. Brooks will email a request for board member nominations and the Board Application Form to the Cape County Sewer District email list, board members, and staff for a 3-year term and a 1-year term.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** None.

9. **Next regular District Board meeting:** It will be held **Tuesday April 8, 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 8:40 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Journal Report from 02/08/2025 to 02/21/2025  
Checks report issued February 2025