

1. Call to Order

Tommy Halford, President, called the regular Board Meeting to order on March 12, 2024 at 6:30 pm at the district's office. Board members present were Betty Brooks, Lucas McCulley, and Scott Whittington. Present also were Joe Tousignant, manager; Juanita Cothorn, office clerk; Judy Diebold, office clerk; and Rachael Leadbetter, treasurer. Mr. Halford 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: None.

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

5. Reports

A. Secretary's Report: The minutes from the regular and closed Board meeting on 02/13/2024 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular and closed Board meeting minutes on 02/13/2024.

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

1) Bills and checks report, Balance Sheet, the Profit/Loss and Expense Summary reports through 02/29/2024, credit card report through 03/01/2024, and the Payroll Report through 03/15/2024. Additional expense reports to 03/12/2024 were presented.

2) There were \$271 in adjustments for February 2024.
Discussion was held.

Recommendations/Actions:

1) It was moved, seconded, and approved unanimously to approve the Payroll Report through 03/16/2024, the Bills/Checks Report through 02/29/2024, and the adjustments report.

C. Engineering Update: Mr. Tousignant reported:

1) **Fruitland Wastewater Collection and Treatment Plant:** Issue identified at Tamarac to be addressed before Carstensen's warranty deadline on April 1, 2024.

2) **DNR Permit Renewals:** Renewals completed for Pleasant Lake Estates and Forest Meadows; renewal pending for Bella Vista.

3) **Facility Updates:**

a. Fruitland WWTF: Functioning well with no major issues. Access road at Elliott pump station requested to be removed by MoDOT.

b. Bella Vista Estates: WWTF good.

c. Cedar Meadows: WWTF good.

d. Highlands Ranch: WWTF good.

e. Oak Creek Estates: WWTF good.

f. Saddlebrooke Ridge: WWTF good.

g. Seabaugh Acres: WWTF good; exceeding ammonia limit.

h. Twin Oaks: System failed with sludge overload in septic tanks; will be cleaned out soon.

4) **Facility Transfers:** None.

5) **Starlight Project:** Construction cost estimates are being reviewed.

6) **Projects:** The facility plant at Arbor Trails pending vendor transfer to Kinder Farms.

Discussion was held.

Recommendations/Actions: Follow up next meeting.

D. **Manager’s Report:** Mr. Tousignant presented his report of general district operations for February 2024 including meetings, correspondence, customer service, and coordination of repairs. He reported he obtained a district credit card and is discussing phone rates with AT&T. He is also sending mowing bids to vendors to mow district properties. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

E. **Clerk’s Report:** Ms. Cothorn presented her February 2024 report to include:

- 1) There were 80 shut-offs total on 02/24/2024 which were reduced to 3 in PWSD #1 on shut off day which were restored within an hour and none in PWSD #2.
- 2) Late fee penalties for 135 customers applied 02/20/2024 totaling \$2,036.49.
- 3) There were 17 new customers/connections and 8 moved out of the district.
- 4) There were 23 new locations added this month.
- 5) Total customers: 1,611

Discussion was held.

Recommendations/Actions: Follow up next month.

6. Old Business

A. **Board Member Replacement:** None to date. Discussion was held.

Recommendations/Actions: Follow up next month.

B. **Lagoon closures:** No new information.

Recommendations/Actions: Mr. Tousignant will continue to follow up on the closures.

7. New Business

A. **District Office/Plant Roadway:** Mr. Tousignant reported the sides of the gravel road into the office and plant are eroding and recommended additional rip-rap on both sides. Discussion was held.

Recommendations/Actions: Mr. Tousignant will obtain bids for the addition of rip rap to the sides of the office/plant roadway.

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

9. **Next regular District Board meeting:** It will be held **Tuesday, April 9, 2024** 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 7:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 03/15/2024 and Bills/Checks Report through 02/29/2024