

1. Call to Order

Tommy Halford, President, called the Board Meeting to order on October 10, 2023 at 6:30 pm at the district's office. Board members present were Betty Brooks, Shannon Hardy, Lucas McCulley, and Scott Whittington. Also present were Joe Tousignant, manager; Juanita Cothorn, office clerk; Judy Diebold, office clerk; Jenny Macke, accountant/treasurer, and Brian Strickland, engineer. 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: None.

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 09/12/2023 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular and closed Board meeting minutes on 09/12/2023.

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

- 1) Bills and checks report through 09/30/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports through 09/30/2023.
- 2) Payroll Report through 09/29/2023.
- 3) 2022-2023 Audit – is being completed by Patrick Kintner, CPA.
Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the Payroll Report through 09/29/2023 and the Bills/Checks Report through 09/30/2023. See attached reports.
- b. A Budget Workshop is will held with Brian Strickland, Jenny Macke, Juanita Cothorn, Joe Tousignant, and available board members on 11/29/2023 at 8am in the district office.

C. Engineering Update: Mr. Strickland reported the following:

- 1) **Fruitland Wastewater Collection and Treatment Plant:** The Fruitland Project Closeout Report was reviewed. He said 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 form 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 this month 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.
- 8) **Amendment No. 1 to Owner-Engineer Agreement:** Mr. Strickland presented an amendment for the Starlight Regional Collection and Treatment System for the engineer to perform or furnish the Phase 1 Cultural Resource Survey and Assessment of the project area; environmental assessment for the project to Rural Development.

Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approved the Amendment No. 1 to Owner-Engineer Agreement for the Starlight Project.
2. The property maintenance plan to include grease trap enforcement, open trench evaluations, Open Communication campaign, and a process for work orders will be developed.

D. **Manager's Report:** Mr. Tousignat presented his written report of activities performed since the last meeting. Work continues with homeowners and Warren Land Management to complete yard restorations by 10/31/2023. No further complaints re: the project work will be addressed after 10/15/2023. Projects to be completed include communication with septic haulers and the MOPERM Questionnaire. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

E. **Clerk's Report:** Ms. Cothorn presented her report with the following:

- 1) There were 7 shut-offs total on 09/27/23, 1 in PWSD #2 and 6 in PWSD #1, with all restored on 09/28/2023.
- 2) Late fee penalties for 146 customers applied 09/19/2023 totaled \$1,070.29.
- 3) There were 26 new customers/connections and 13 moved out of the district.
- 4) There were 18 new locations added this month.
- 5) Velocity presented a proposal to increase their prepaid service hours to 20 hours for \$2,280.00 as the previous prepaid hours are complete and additional server replacements are expected.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the proposal from Velocity for 20 more prepaid service hours.

F. **Mowing Report:** Mr. Hardy reported most of the facilities grounds are in good shape and should be completed soon for the season. Discussion was held.

Recommendations/Actions: Follow up next month.

6. Old Business

- A. **Security Gate Monitoring:** Mr. Strickland reported a way to use the existing AIPhone/door controller may be able to improve monitoring/recording of security gate users at a reduced cost. Mr. McCulley reported on the Ring Alarm System capabilities. Discussion was held.

Recommendations/Actions: Mr. Strickland will research the AIPhone/controller software interface with Liftmaster and report at the next meeting.

7. New Business

A. **Late Fees:** Mr. Tousignant recommended increasing late fees from 10% to 20% effective immediately due to the high amount of late fees and staff time needed to collect them. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the increase of late fees from 10% to 20% effectively immediately, 10/10/2023.

B. **Rate Increase for FY 2025:** Mr. Tousignant recommended a 3% (or about \$2.00) rate increase for Fiscal Year 2025 due to future budget needs and the last increase was in December 2021. Discussion was held.

Recommendations/Actions: Tabled until budget discussion in May 2025.

C. **Board Member:** Mr. Hardy reported he is moving out of the district in December 2023 and his last board meeting will be in November 2023, as board members are required to live in the district. Discussion was held.

Recommendations/Actions: A replacement will be sought for Mr. Hardy.

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, November 21, 2023** at 6:30pm in the district office building at 3054 State Hwy FF, Jackson, MO 63755.

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

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 09/30/2023
Bills/Checks Report through 09/29/2023