



PWSD #1 OF STONE COUNTY
48 James River Road
Kimberling City, MO. 65686

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MINUTES OF THE MEETING FOR THE BOARD OF DIRECTORS P.W.S.D. #1 OF STONE COUNTY

July 28, 2025

The regular Board of Directors meeting took place on Monday, July 28, 2025, at the Kimberling City Community Center on 34 Kimberling City Blvd.

Jesse Deets opened the meeting at 7:01 p.m. Present: V. President Jesse Deets; Director Kristie Usher; Director Richard Gardner; and District Clerk Jeanette Karl., Alan Nippes, Accountant, Allie Ashford, Office Assistant

The meeting opened and there were no public comments or requests.

Jeanette introduced Allie Ashford, new Office Assistant.

Minutes:

- The minutes for April and May meetings that were never signed, the special meeting on June 17, 2025, regular meeting on June 23, 2025, and special meeting on July 16, 2025, all meetings have been read with a motion to approve as written by R. Gardner and a second by K. Usher. All were in favor, and no one opposed.

Financial Report Alan Nippes, CPA:

- The Disbursements and Assets for June 2025 were reviewed, we are moving more to auto billing for ease of tracking spending, and a motion was made by R. Gardner to approve disbursements for June as noted, and a second was made by K. Usher. All were in favor. No one opposed.

Operations Report Jeanette Karl, Office Manager:

- Jeanette gave a brief report of the office operations. We are streamlining processes to make the office run more efficiently. She stated that there was a lack of invoices to the City of Kimberling for sewer readings to the city for 2025. Invoices have been presented to the city and the check was received. We are gathering quotes to make continuous improvements to update our office.

Richard Gardner gave kudos to Jeanette and Allie for the exceptional job they have been doing. Thanked them for all the hard work.

Old Business:

1. Board Vacancy Districts 1 & 3 We need to get the word out to fill these positions ASAP. They do not have to be in those districts to fill the position temporarily until the next election.
2. Chamber Membership is \$405 per year and Richard feels we should do this as the membership has many benefits. Alan stated any items like this to bring to his attention and we can modify our budget to include subscriptions like these.
3. Emergency Phone we are ready to pull the trigger just waiting on the new credit card.
4. Fencing - we need to call DNR Springfield to find out what is required vs what is recommended. Jeanette will get this information for our next meeting. If it is determined that we are not required to have fencing around our entire facility we will look at quoted for electronic fences for the rolling gate.
5. Engineer Study Update – Richard stated Jerry responded with a proposal to update the 2017 study with a cost for 2026 and his fee would be of \$15,000. Alan stated it was pricey and we could probably source it



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out cheaper. Alan will look into this and get back with the board. Jesse and Richard will be reaching out to other engineering companies for pricing.

Dawn stated the Board of Aldermen will be meeting to discuss mains that will be added to Hwy 13 and a water tower on Aug 20th.

6. Discretionary Spending was discussed for Jeanette to have a monthly \$1000 limit. We will draft a policy for the next meeting to be signed. R. Gardner made a motion to approve and a second by K.Usher. All were in favor, and no one opposed.
7. IT Support – we are still gathering quotes as public water districts are very exposed and need better cyber security.
8. Missouri American Matt Nokler sent an aggressive timeline for items with the potential timeline if the plan is to move forward with a November 2025 referendum date. These dates are approximate and are based on past timelines
 - August 1st, 2025 – File completed petition and agreement with Stone County Clerk
 - ~August 23rd, 2025 – Potential hearing by County Judge to rule on petition and authorize referendum
 - August 26th, 2025 – Submittal of ballot language to County for November election
 - Nov. 2025 – Referendum requiring 2/3 approval of sale
 - Dec. 2025 – Submittal to Public Service Commission(PSC) for Certificate of Convenience and Necessity (CCN)
 - Dec. 2025 to May 2026 – PSC review of application
 - June 2026 – Ruling by PSC on CCN
 - July 2026 – Potential closing date if CCN is approved

If we wait to get on the April 2026 ballot this will give us more time to make an informed decision. Either way we need to get the information out to the public. Allie will send alerts out through the system of our meetings.

9. Committees – we need to educate the public and we need a special committee to follow up on getting the 50 signatures of registered voters to put in front of the judge.

New Business:

1. Richard brought up that our Employee Handbook is in need of a review as our staff does not have many benefits and he feels the least we could do is provide adequate PTO and our Holidays should match that of the City of Kimberling and Stone County. R. Gardner made a motion to approve Holidays to match City of Kimberling and a second was made by K.Usher. All were in favor, and no one opposed.

He suggested that the PTO hours increase to award 120 hours per calendar year with a carryover to the next calendar year not to exceed 160 max. This would be after 60 days of probationary time in which the hours would be prorated for anyone starting after January 1 of any calendar year. If the employee leaves employment and gives a 2 week notice 40 hours of PTO will be paid out to the employee to incentivize them to give the notice. R. Gardner made a motion to approve and a second by K.Usher. All were in favor, and no one opposed.

Debby Schaff brought up again that she was never paid her PTO time. Alan stated part time employees are not eligible for PTO. She stated when she was hired, she was told she did. Alan and Jesse both stated that it was before this board and was never in the previous handbook, so they had no documentation to go one about what she was verbally told at her time of hire. They also stated she should have brought this up at the time she left her employment with PWSD 1 and she stated he did and was told by Amanda that Jason



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Hueling said no she was not eligible for pay-out of PTO. We are still reviewing the Employee Handbook looking for items that need updating and we will discuss it at the next board meeting.

2. Approve additional license for RVS billing software, Alan asked that the board send the details to him and he can modify our budget to include subscriptions like these as the board does not need to vote on it.
3. MAW Committee Meeting will be discussed at the next workshop meeting on Aug 14, 2025 at 7pm.

Adjourn Meeting: J. Deets made a motion to adjourn meeting and a second was made by R. Gardner. The meeting adjourned at 8:47 p.m.

Next meeting August 25, 2025 @7PM

A handwritten signature in dark ink, appearing to read 'Jesse Deets', written over a horizontal line.

Acting President – Jesse Deets

A handwritten signature in blue ink, appearing to read 'Jeanette Karl', written over a horizontal line.

District Clerk – Jeanette Karl