

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – February 24, 2015

I. Call to Order

Betty Brooks, Secretary, called the meeting to order on February 24, 2015, at 6:55pm at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present were Drenna Shive and Beth Bollinger.. Absent were Joe Tousignant and Mike Mathews. Also present were Tom and Vanita Jones from Red Barn properties. Ms. Brooks declared a quorum was present.

II. Reports

- A. **Secretary:** The minutes from the previous meeting held 01/20/15 were approved and presented.
- B. **Treasurer:** Ms. Shive and Ms. Bollinger, who has assisted with the recent clerk duties, reported a balance of \$ \$7102.22 as of 02/20/15 with \$9080.40 in bills to be paid and an estimated total \$2000 of deposits to be recorded and made as soon as possible. It was noted the majority of the bills were for wastewater treatment facility project repairs and maintenance. Ms. Bollinger reported the chart of accounts has been prepared in regards to sewer maintenance expense and professional services categories for each facility and project. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to pay 50% of the bills with the deposits to be made promptly, leaving approximately \$4167.17 in outstanding bills to be paid as soon as possible.

III. Old Business

- A. **PER/Wastewater Collection Project:** According to the written report from Brian Strickland, the Availability of the Environmental Assessment was published on 02/11 and 02/18/15 in the Cash Book Journal of Jackson. The Notice of Finding of No Significant Impact will be the next item to be published. He also reported that revisions being made to the Professional Engineering Report (PER) as requested by the USDA-RD should be completed by the end of February as planned.

Recommendations/Actions: Follow up at the next meeting.

- B. **Update of Facilities:** According to Mr. Strickland's Monthly Facility Report, the following activities were conducted with recommendations listed:
1. Arbor Trails: Facility is good.
 2. Cedar Meadows: Testing for ammonia being done weekly to monitor improvement from tank cleaning; need new pump in recirculating tank and lift station.
 3. Essex Place: Needs mowing and overseeding on top of embankments.
 3. Forest Meadows: HOA needs to fence the lagoon and finish removing the privacy fence.
 4. Homestead Place: Facility is good.
 5. Pleasant Lake Estates: Facility is good; blower has broken shaft that cannot be repaired; received quote of \$1500 for new blower; can function on one blower for the time being.

6. Saxony High School: Pump station is good; no discharge from lagoon.
7. Spring Lake Estates: Facility is good.
8. Sun Valley Estates: One pump needed in both influent and effluent lift stations, estimated cost \$2000 each; operating on 1 blower motor; estimated replacement cost \$500.
9. Westbridge Place: Facility is good.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting

- C. **Update on Applications/Others:** According to Mr. Strickland's Monthly Engineering Report, the following activities were conducted with recommendations listed:
1. Major Custom Cable: Mr. Strickland's report noted Scott Robbins, attorney, is working on revisions to the agreement with Major Custom Cable
 2. Clark & Sons: Mr. Strickland's report noted Clark & Sons agreement modifications have been completed and sent back to the owners for execution.
 3. Saxony Lutheran High School: Mr. Strickland's report noted the agreement was signed and being sent to Mr. Robbins.
 4. Tamarac Estates: Mr. Strickland also reported that Tamarac transfer agreements, DNR transfer, and the easement assignment have been sent to Mr. and Mrs. David McDowell for signatures and Joe Tousignant is attempting to contact them and set up a meeting.
 5. Red Barn properties: Tom and Vanita Jones requested information on the steps and their costs to join the District for Red Barn and the associated properties, plus who would be responsible to close their lagoon and connect to Major Custom Cable. She said their main issue now is getting easements. She said Mr. Strickland has a bid from Monroe and they are also waiting on a bid from Fronabarger. She said their lagoon does not have discharge. She said Brian has already done the engineering review. Discussion was held.

Discussion was held.

Recommendations/Actions: Ms. Brooks will contact Mr. Strickland and Mr. Tousignant with Mr. and Mrs. Jones' questions and have them contact them as soon as possible for further discussion. Follow up at the next meeting.

- D. **Bylaws/Rules and Regulations Revisions:** No new information.

Recommendations/Actions: Follow up at the next meeting.

- E. **Addition to Sewer District Boundaries:** No new information.

Recommendations/Actions: Tabled until further notice.

F.. **Office Billing System:** Ms. Shive presented information on billing system options including Muni-Billing and Muni Link, in addition to the Continental billing system. Ms. Bollinger reported she contacted several other sewer and water districts who primarily use the Continental billing system, even after trying others, based on ease of use with very few problems identified. They reported the PWSD #1 also uses the Continental billing system. Discussion was held.

Recommendations/Actions: Ms. Shive will obtain an updated quote on Continental's purchase price, annual fee rates, updates, and payment plan options for a vote at the next meeting.

IV. **New Business**

A. **New Office Clerk:** Ms. Shive reported that Marcia Warren has been hired as the new part time office clerk effective 02/25/15. Ms. Bollinger will meet with her on 02/25/15 for training for the position.

B.. **Billing Issues:** Ms. Bollinger reported she has received some questions from landlords who do not want to pay the sewer bill or deposit for an empty apartment, plus billing for renters in Arbor Trails often continues to be a problem. She contacted other sewer districts on how they handle billing of landlords and there were various answers. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

V. **Announcements**

The next regular monthly meeting will be held on **Tuesday, March 17, 2015** at 6:30pm at 113 W. Main Street, Suite 6, Jackson, MO 63755.

VI. **Adjournment**

Being no further business, the meeting adjourned at 8:25pm.

Respectfully submitted,

Betty Brooks, Secretary