

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – March 17, 2015

I. Call to Order

Joe Tousignant, Chairman, called the meeting to order on March 17, 2015, at 6:40pm at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present were Drenna Shive, Beth Bollinger, and Betty Brooks. Absent was Mike Mathews. Also present was Brian Strickland from Strickland Engineering, Robert Summers from Horner and Shifrin Engineering, Whitney Watts from the USDA Rural Development Regional Office, Wanda Eggemeyer from Saddlebrooke Ridge, and Marcia Warren, clerk. Mr. Tousignant declared a quorum was present.

- II. Guest Report:** Whitney Watts presented an update on the Preliminary Engineering Report (PER) that was retracted, revised by Mr. Strickland and Mr. Summers regarding minor issues, and resubmitted on 03/13/15 to the Missouri Water and Wastewater Review Committee for review. The PER will then be reviewed by Ted Forrester, State Engineer, for approval before submission to the national office of the USDA Rural Development Office by 05/01/15 for consideration of funding of the Wastewater Collection Project. Ms. Watts projected the response by the USDA/RDA office would be at least by 09/30/15. Discussion was held.

III. Reports

- A. **Secretary:** The minutes from the previous meeting held 02/24/15 were approved as presented.
- B. **Treasurer:** Ms. Bollinger and Ms. Warren reported a balance of \$2126.99 as of 03/17/15 with a repair/maintenance bill \$2884.95 from Arbor Trails to Strickland's to be paid, plus a large amount of deposits to be recorded and made as soon as possible. The recent month's expenses and income were reviewed. Ms. Bollinger reported she will meet with accountant Mr. Elfrink soon. Ms. Bollinger also reported the Strickland invoice categories for this fiscal year have been entered into Quickbooks according to subdivision and will be printed out for the financial statement at the April meeting. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to pay the remaining repair bill after the deposits are made as soon as possible. It was also agreed to have the financial fiscal year be the calendar year, pending opinion by Mr. Eftink.

IV. Old Business

- A. **PER/Wastewater Collection Project:** Report given by Whitney Watts, Robert Summers, and Brian Strickland previously.
Recommendations/Actions: Follow up at the next meeting.
- B. **Update of Facilities:** Mr. Strickland presented his Monthly Facility Report with the following activities were conducted and recommendations listed:
1. Arbor Trails: Facility is good; bill for sludge removal in February.

2. Cedar Meadows: Testing for ammonia done weekly to monitor improvement from tank cleaning; Letter or Warning received re: ammonia limit violations; tank cleaning and pump modifications should improve the ammonia treatment; Mr. Strickland will respond to the Letter; need new pump in recirculating tank and lift station for quote \$540.00; high water in recirc tank from heavy rains which may need removal.
3. Essex Place: Started discharging this month; HOA needs mowing and overseeding on top of embankments; to start disinfection April 1.
4. Forest Meadows: Started discharging this month; HOA needs to fence the lagoon and finish removing the privacy fence.
5. Homestead Place: Facility is good.
6. Pleasant Lake Estates: Facility is good.
7. Saxony High School: Pump station is good; no discharge from lagoon; letter received from DNR in Jefferson City re: status of Construction Permit that was issued for the proposed new drip system but the plan will not be done as they will be included in the Wastewater Collection Projection - Mr. Strickland will respond to the DNR; the transfer agreement was signed and being sent to Mr. Robbins.
8. Spring Lake Estates: Extended overflow pipe further into lagoon as existing pipe intake was on top of 3 feet of sludge that had accumulated around the edge of the lagoon; lagoon inflow sewer line stopped up, so it was jet cleaned and found a lot of grease in it; to resume disinfection April 1.
9. Sun Valley Estates: Facility is good; diffuser was stopped up so the pump impeller was cleaner and a new diffuser was applied.
10. Westbridge Place: Facility is good; disinfection to start April 1.
Mr. Strickland stated that one pump could be ordered as a standby for the Cedar Meadows and Sun Valley lift stations, with a quote of \$1815.00. Mr. Strickland stated he has a tax exempt account set up with Municipal Equipment for the pump and other equipment as needed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to purchase the standby pump for the Cedar Meadows and Sun Valley lift stations. Mr. Tousignant will contact Mike Mathews, Board member who he has asked to oversee District projects, repairs, and maintenance, and Mr. Strickland to order the pump.

- C. **Update on Applications/Others:** Mr. Strickland presented his Monthly Engineering Report with the following activities conducted and recommendations listed:
1. Major Custom Cable: Scott Robbins, attorney, is working on revisions to the agreement with Major Custom Cable
 2. Clark & Sons: The agreement modifications have been completed and sent back to the owners for execution; the owners are ready to start on the construction project; the easement from Drury has been recorded. .
 3. Tamarac Estates: No new information.
 4. Red Barn properties: No new information.

Discussion was held.

Recommendations/Actions: Ms. Brooks will contact Mr. and Mrs. Jones re: Red Barn properties for follow up. Follow up at the next meeting.

- D. **Office Billing System:** Ms. Shive presented updated quote information on the Continental Utility Solutions, Inc. (CUSI) billing system for \$10,945.00, reduced to \$8,945.00 minus deleted options after further discussion was held. Ms. Shive said payment installments were available.

Recommendations/Actions: It was moved, seconded, and approved to the purchase the CUSI billing system, but wait until the April Board meeting to decide on the purchase date.

- E. **Bylaws/Rules and Regulations Revisions:** Mr. Tousignant stated he is working on proposed revisions to the Bylaws, Rules and Regulations, and the Fee Schedule. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

V. New Business

- A. **Addition to Sewer District Boundaries:** Ms. Eggemeyer inquired about the District and procedures. Mr. Strickland stated that 5 signatures are required on a Petition to the Circuit Court to change the District Boundaries, if desired. Discussion was held.

Recommendations/Actions: Follow up as needed.

- B. **Attorney Legal Services Agreement:** Mr. Strickland presented a Legal Service Agreement from attorney Scott Robbins for legal work relating to the proposed sewer project as outlined in the Agreement. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to sign the Legal Service Agreement from attorney Scott Robbins for legal work relating to the proposed sewer project as presented; it was signed as directed and dated 03/17/15.

VI. Announcements

1. Ruth Stone, MOPERM Insurance Company, will meet with Betty Brooks on **Friday, April 17, 2015**, at 2pm at the District office to discuss insurance issues; other Board members were invited to attend if desired.
2. The next regular monthly meeting will be held on **Tuesday, April 21, 2015** at 6:30pm at 113 W. Main Street, Suite 6, Jackson, MO 63755.

- VII. **Adjournment:** Being no further business, the meeting adjourned at 11pm.

Respectfully submitted,

Betty Brooks, Secretary

