

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – April 21, 2015

**I. Call to Order**

Joe Tousignant, Chairman, called the meeting to order on April 21, 2015, at 6:35pm at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present Beth Bollinger, Mike Mathews, and Betty Brooks. Absent were Drenna Shive,. Also present Marcia Warren, clerk. Mr. Tousignant declared a quorum was present.

**II. Reports**

A. **Secretary:** The minutes from the previous meeting held 03/17/15 were approved as presented. Ms. Brooks also reported she met with Ruth Stone of MOPERM, the District's liability insurance company, to update facility information and discuss possible future needs; no immediate changes were recommended.

B. **Treasurer:** Ms. Bollinger and Ms. Warren reported a balance of \$2079.58 as of 04/21/15 with about \$12,000.00 in past due bill payments. The recent month's expenses and income, were reviewed with an income of \$16,278.07 and expenses of \$16,325.48 since 03/17/15. Ms. Warren stated invoices are updated so customers see their monthly total account balance. Water shut off notices will be sent out on May 26th for delinquent bill payments per policy. The bill from attorney Mr. Robbins was reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to submit partial payment of the bill to Mr. Robbins as soon as possible and the remaining payment also as soon as possible.

**IV. Old Business**

A. **PER/Wastewater Collection Project:** Mr. Strickland reported the USDA-RD is reviewing the project report at the State level and preparing to submit it to the national office. Discussion was held.

**Recommendations/Actions:** Follow up as indicated.

B. **Update of Facilities:** According to the Monthly Facility Report from Brian Strickland, the following activities were conducted and recommendations listed:

1. **Arbor Trails:** Facility is good.
2. **Cedar Meadows:** Cleaned the pea gravel filters with bleach and air; ammonia treatment is improving results; new pump installed in recirc tank.
3. **Essex Place:** UV system is on.
4. **Forest Meadows:** 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:** Need to pull one of the pumps to have it checked; no discharge from the lagoon.
8. **Spring Lake Estates:** Using chlorine tablets for disinfection; effluent flow and quality greatly improved by extending the outflow pipe.

9. Sun Valley Estates: Facility is good; dogfood added to lagoon to add substance for proper bacteria action.
  10. Westbridge Place: Facility is good; UV system is on.  
Mr. Strickland's report also stated that the grass around all facilities need to be mowed and disinfections started April 1 at Spring Lake Estates, Westbridge Place, and Essex Place. It also reported the standby pump for Cedar Meadows and Sun Valley lift stations has been received. Mike Mathews reported he has been in close communication with Mr. Strickland about requested and needed maintenance and repairs to help keep costs stable on a monthly basis if possible. Discussion was held.  
**Recommendations/Actions:** Mike Mathews will coordinate the mowing for the facilities and continue working with Mr. Strickland on managing the repairs and maintenance issues as needed.
- C. **Update on Applications/Others:** Mr. Strickland presented his Monthly Engineering Report with the following activities conducted and recommendations listed:
1. Major Custom Cable: Revisions to the agreement have been sent to Major Custom Cable for review.
  2. Clark & Sons: The agreement needs signatures from 2 owners; 1 owner has signed; construction is completed of the sewer extension from Clark & sons to Spring Lake Estates lagoon.
  3. Tamarac Estates: The transfer agreements, DNR transfer, and easement assignment have been sent to the McDowells; no response to date.
  4. Red Barn properties: No new information.
- Discussion was held.  
**Recommendations/Actions:** Follow up at the next meeting.
- D. **Office Billing System:** Discussion was held about when to purpose the CUSI billing system.  
**Recommendations/Actions:** It was decided to remain with the current billing system and purchase the CUSI billing system when District had increased funds.
- 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. **Commercial Customer Rates:** Discussion was held about the rates for commercial customers. Mr. Tousignant cited the current Rate Schedule which said it would be a Base rate per month to be determined by Board of Directors per month plus, \$2.00 per 1000 gallons water usage. Discussion was held.  
**Recommendations/Actions:** Follow up as needed.

**VI. Announcements**

1. The next regular monthly meeting will be held on **Tuesday, June 16, 2015** at 6:30pm at 113 W. Main Street, Suite 6, Jackson, MO 63755.

**VII. Adjournment:** Being no further business, the meeting adjourned at 9:05pm.

Respectfully submitted,

Betty Brooks, Secretary