

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – May 19, 2015

I. Call to Order

Joe Tousignant, Chairman, called the meeting to order on May 19, 2015, at 6:45pm at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present Beth Bollinger, Drenna Shive, and Betty Brooks. Absent was Mike Matthews. Also present were Marcia Warren, clerk, and Brian Strickland, District Engineer. Mr. Tousignant declared a quorum was present.

II. Reports

A. **Secretary:** The minutes from the previous meeting held 04/21/15 were approved with the correction in the Treasurer's report that the shut off notices were to be sent out on May 18th, not May 26th.

B. **Treasurer:** Ms. Bollinger and Ms. Warren reported a balance of \$1,847.74 as of 04/30/15 with \$9623.49 due in delinquent payments, excluding landlords. The expenses and income for the month of April were reviewed with an income of \$9213.35 and expenses of \$9807.92. Ms. Warren reported that 56 water shut off notices and 11 late notices were sent out on May 18th for with shut offs scheduled for May 27th in conjunction with the Public Water Supply District #1. Ms. Bollinger also reported she met with Jeff Eftink, CPA, who requested book values for the assets in each facility and a USDA engagement letter. Discussion was held.

Recommendations/Actions: Ms. Warren and Ms. Bollinger will coordinate communications with the PWSD #1 and Brian Strickland on 05/27 regarding sewer payments and water shut-off, according to the Agreements. Ms. Bollinger will follow up on the requests from Mr. Eftink.

C. **Engineering Update:** Mr. Strickland gave the following reports:

1. **Facility Transfers:**

- a. **Major Custom Cable:** The Transfer Agreement was signed on 05/15/15. The system has three (3) commercial customers and 36 future apartment customers. A 6-unit commercial building is under construction.
- b. **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.
- c. **Tamarac Estates:** The transfer agreements, DNR transfer, and easement assignment have been sent to the McDowells; attempts are being made to meet with the McDowells to discuss the transfer.
- d. **Midwest Energy, Mulberry Acres, Fruitland Dressed Meat, and VIP Industries/Fruitland Workshop:** Mr. Strickland will send a letter to these entities for an update on their intention or not to join the District.

2. **Sewer 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.
3. **Facility Updates:**
 - a. Arbor Trails: Facility is good.
 - b. Cedar Meadows: Ammonia levels have reduced from 8-10 to 3-4; improved.
 - c. Essex Place: UV system is on
 - d. Forest Meadows: HOA needs to fence the lagoon and finish removing the privacy fence; no discharge from the lagoon..
 - e. Homestead Place: Facility is good.
 - f. Major Custom Cable: Agreement signed 05/15/15; UV system is on.
 - g. Pleasant Lake Estates: Facility is good.
 - h. Saxony High School: Need to pull one of the pumps to have it checked; no discharge from the lagoon.
 - i. Spring Lake Estates: Using chlorine tablets for disinfection.
 - j. Sun Valley Estates: Facility is good.
 - k. Westridge Place: UV system is on; discharge pipe was clogged and had to be cleaned out.

Mr. Strickland also reported he will send the Preliminary Engineering Report (PER) from the Wastewater Collection Project to the MO DNR for the facilities' status updates. Discussion was held.

Recommendations/Actions: Mr. Strickland will continue to address the issues as identified in communication with Mike Matthews, Board member, as needed, and report at the next meeting with updates.

IV. Old Business

- A. **Office Billing System:** Discussion was held about when to purchase the CUSI billing system.

Recommendations/Actions: It was decided to review the purchase of the billing system again at the July 2015 meeting.

- B. **Bylaws/Rules and Regulations Revisions:** Mr. Tousignant presented a revised Rates as follows: New Residential Customer Rate - \$37 per month; Service Availability Rate - \$27 per month for vacant properties and first re-evaluation; Metered Charge - \$2/1000 gallons water usage; Residential Deposit - \$100; Landlord/Management Deposit - \$75 for up to and each 5 units; and Commercial Deposit - to be determined. Revised Fee Schedule was presented as follows: Connection Fee - to be determined. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed to approve the revised Rates and Fee Schedule as presented, to be in effect July 1, 2015.

V. New Business

- A. **PWSD #1 Contract Agreement Renewal:** Mr. Tousignant reported the current contract Agreement exists through October, 2015, and attorney Scott Robbins will review it with the attorney with the PWSD #1 by that time.
Recommendations/Actions: Follow up as needed.
- B. **Credit Bureau Services:** Ms. Bollinger suggested that Credit Bureau Services, which is a local company, be utilized to handle our delinquent accounts based on a sliding scale of the age of the delinquency file, as needed, with minimal office time required and payment due only if they collect. Discussion was held.
Recommendations/Actions: It was moved, seconded, and passed to accept the services of Credit Bureau Services; Mr. Tousignant signed the agreement. Ms. Bollinger and Ms. Warren will implement the services.

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 9:15pm.

Respectfully submitted,

Betty Brooks, Secretary