

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – June 16, 2015

**I. Call to Order**

Joe Tousignant, Chairman, called the meeting to order on June 16, 2015, at 6:30pm at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present Beth Bollinger, Mike Matthews, and Betty Brooks. Absent was Drenna Shive. Mr. Tousignant declared a quorum was present.

**II. Reports**

A. **Secretary:** The minutes from the previous meeting held 05/19/15 were approved as presented.

B. **Treasurer:** Ms. Bollinger, treasurer pro-tem, reported a balance of \$2294.69 for the month of May 2015 as of 05/28/2015 with an income of \$15,449.57 and expenses of \$17,326.74. The balance on this day, 06/16/15, was \$3725.30. Ms. Bollinger also reported that \$2873.00 in delinquent payments have been sent to the Credit Bureau Services for collection. Discussion was held.

**Recommendations/Actions:** The treasurer's report was approved as presented. Late fees of 10% of the total amount due will be added to invoices with the next billings, as per the current Rates and Fee Schedule.

C. **Engineering Update:** Mr. Strickland provided the following information per his written reports:

1. **Facility Transfers:**

- a. **Tamarac Estates:** The transfer agreements, DNR transfer, and easement assignment have been sent to the McDowells. Mr. Strickland and Mr. Tousignant are trying to meet with the McDowells to discuss the transfer.
- 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.

2. **Sewer Project:** The USDA-RD is reviewing the project report at the State level and preparing to submit it to the National office.

3. **District Annexation:** Petitions have been distributed to interested subdivisions - Oak Creek, Twin Oaks, Seabaugh Acres, and Saddlebrooke.

4. **Facility Updates:**

- a. **Arbor Trails:** Facility is good.
- b. **Cedar Meadows:** Ammonia levels are improving with the treatment.
- c. **Essex Place:** No discharge from lagoon.
- 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: Quarterly test results were good; need to treat for duckweed.
- g. Pleasant Lake Estates: Clarifier stopped up and it was pumped down on 06/15/16.
- h. Saxony High School: Need to pull one of the pumps to have it checked; no discharge from the lagoon.
- i. Spring Lake Estates: Duckweed nearly gone.
- j. Sun Valley Estates: Facility is good.
- k. Westbridge Place: Duckweed almost disappeared.

Ms. Brooks also reported that weeds are growing up in the rocks/berm and the fence rows around the lagoons at Spring Lake Estates. Mowing of the facilities was also discussed and it was noted that Major Custom Cable has requested the District assume mowing around their lagoons. It was also reported that Westbridge's lagoon has a muskrat problem and Mr. Strickland has been notified about it. Ms. Bollinger reported that a past due bill from DNR for water permit dues for Arbor Trails has been received, which was prior to when the District acquired the facility at Arbor Trails. Discussion was held.

**Recommendations/Actions:** Ms. Brooks will contact Spring Lakes' mower Mike Riney about spraying the weeds around the lagoon cells at Spring Lake and if he does not provide that service, she will contact Joe Tousignant or Mike Matthews to have one of the other providers do the service. Mr. Matthews will follow up with Mr. Strickland about the repair issues identified in the reports. He will also contact one of the District's mowers about the mowing request at Major Custom Cable's facility. Mr. Tousignant stated he has talked to Mr. Strickland about the previous water permit DNR bill for Arbor Trails and will contact the DNR directly again that the District is not responsible for it.

#### IV. Old Business

- A. **Water Shut-Offs:** Ms. Bollinger reported for Ms. Warren, clerk, that about 16 or 17 water shut-offs were conducted for the May sewer bill non payment on May 27, 2015 with most of them turned back on by the next day. Ms. Bollinger asked if a charge for the \$50 reconnection fee could be added to bill if the customer pays the late fee at the door at the time of the shut-off, since the District is required to pay \$50 per shut-off to the Public Water Supply District #1. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to charge a \$50.00 fee at the time of shut-off when the representatives of the Public Water Supply District #1 and the Cape Girardeau County Reorganized Common Sewer District arrive, even if the customer pays at the door.

- B. **Bylaws/Rules and Regulations Revisions:** Mr. Tousignant reported he continues to work on the revisions to the Bylaws/Rules and Regulations.

**Recommendations/Actions:** Follow up at the next meeting.

- C. **PWSD #1 Contract Agreement Renewal:** Mr. Tousignant reported attorney Scott Robbins continues to work on the contract with the attorney for the PWSD #1 which will be due for renewal in October 2015.  
**Recommendations/Actions:** Follow up as needed.

V. **New Business**

- A. **2015 Budget Approval:** Ms. Bollinger presented a draft 2015 budget that she, Betty Brooks, and Ms. Warren, clerk, prepared and proposed in response to a request by Bob Summers and Landon Boehm with Piper-Jaffrey who is working on interim financing necessary for the Cape County Sewer Project. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved to accept the 2015 budget as amended to include the actual income and expenses for January through May 2015 and proposed income and expenses from June through December 2015. Ms. Brooks will then forward the requested information to Mr. Boehm.
- B. **Board Member Term/Renewal:** Mr. Matthews said he will consider the request to renew his term on the Board of Directors and reply as appropriate to Ms. Ivy at the County Commission in the near future.  
**Recommendations/Actions:** Follow up as needed
- C. **DNR Status Reports:** Ms. Bollinger reported that requests for DNR Status Reports have been requested on Westbridge and Forest Meadows. It was noted that Mr. Strickland previously reported he would submit references that the Preliminary Engineering Report for the Wastewater Collection Project for the Status Reports. Discussion was held.  
**Recommendations/Actions:** Ms. Bollinger will contact Ms. Warren, clerk, to contact Mr. Strickland on 06/22/15 with the paperwork from the DNR for completion of the Status Reports as discussed.

VI. **Announcements**

Due to scheduling conflicts of several of the board members, the next regular monthly meeting will be held on **Tuesday, July 28, 2015** at 6:30pm at the District office at 113 W. Main Street, Suite 6, Jackson, MO 63755.

- VII. **Adjournment:** Being no further business, the meeting adjourned at 8:15pm.

Respectfully submitted,

Betty Brooks, Secretary

