

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – August 18, 2015

**I. Call to Order**

Joe Tousignant, Chairman, called the meeting to order on August 18, 2015, at 6:30pm at District Office at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present were Beth Bollinger and Betty Brooks. Absent were Mike Matthews and Drenna Shive. Also present was Phyllis Minner and Whitney Watts from the USDA Rural Development Regional Office in Dexter, MO, Robert Summers from Horner & Shifrin Engineering in Poplar Bluff, Brian Strickland from Strickland Engineering in Jackson, MO, and Marcia Warren, District clerk. Mr. Tousignant declared a quorum was present.

- II. Guest Report:** The USDA Rural Development Update was given by Phyllis Minner and Whitney Watts. Ms. Minner reported the District's Preliminary Engineering Report is being reviewed by the Missouri RDA's engineer in preparation for projected referral to the national RDA office for review. Mr. Summers reported he has been in contact with Rep. Jason Smith's and Rep. Kathy Swan's office to help obtain support for the project. Discussion was held.

**III. Reports**

A. **Secretary:** The minutes from the previous meeting held 07/28/15 were approved as presented.

B. **Treasurer:** Ms. Bollinger, treasurer pro-tem, reported a balance of \$ (-2714.87) on 07/31/2015 with an income of \$11,295.08 and expenses of \$14,009.95. The balance on this day, 07/28/15, was \$8636.59. Additional reports were reviewed. No extras repairs were completed this month. Discussion was held.

**Recommendations/Actions:** The treasurer's report was approved as presented.

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

1. **Facility Transfers:**

- a. **Tamarac Estates:** transfer agreements, DNR transfer, and easement assignment have been sent to Mr. McDowell; Mr. Strickland and Mr. Tousignant are trying to meet with him to discuss the transfer.
- b. **Clark & Sons:** Transfer Agreement was signed by the District Board representatives; documented will be taken by Mr. Strickland to be recorded at the County office.

2. **PER/Sewer Project:** See Guest Report above; will follow up at the next meeting.

3. **District Annexation:** Annexation petitions were distributed to Oak Creek, Twin Oaks, Seabaugh Acres, Saddlebrook. Petitions with signatures have been received from Seabaugh Acres and Oak Creek. Scott Robbins has asked the Board to consider voting to accept the petitions received and authorize him to file the petition with the court to allow the annexation to occur.

4. **Facility Updates:** All facilities have been mowed.
  - a. **Arbor Trails:** Permit renewal was signed and submitted.
  - b. **Cedar Meadows:** Ammonia treatment improving.
  - c. **Essex Place:** No discharge from lagoon; had to repair muskrat hole in cell 2
  - d. **Forest Meadows:** No discharge from lagoon; the lagoon fence has been replaced; lagoon cell berms have muskrat damage.
  - e. **Homestead Place:** wastewater treatment facility in good condition.
  - f. **Major Custom Cable:** Quarterly test results good; need to treat for duckweed; has significant muskrat damage on the west side of the 4 lagoon cells
  - g. **Pleasant Lake Estates:** Been challenging to meet ammonia limit, but tried operational changes and it is improving.
  - h. **Saxony High School:** Pump was clogged with a rag; school was contacted to investigate; no discharge from lagoon.
  - i. **Spring Lake Estates:** Weeds around the lagoon cells have not been sprayed yet; lagoon function good.
  - j. **Sun Valley Estates:** wastewater treatment facility in good condition.
  - k. **Westbridge Place:** Has muskrat damage, but facility in good condition.

Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved that Mr. Tousignant will contact a local expert to negotiate a fixed price up to/including \$300 to eliminate the muskrats in the affected lagoons, assist Joe to prepare a scope of work, and possibly train of the Strickland's staff to do the service on an ongoing basis as needed. Betty Brooks will contact Mike Riney again about spraying the weeds around the lagoon cells at Spring Lake Estates.

#### IV. Old Business

- A. **District Annexation:** Discussion was held regarding the request from Seabaugh Acres and Oak Creek to be annexed into the District. Additional information on the upgrades needed to Seabaugh Acres were requested.  
**Recommendations/Actions:** Tabled to the next meeting.
- B. **PayPal Payments:** No new information.  
**Recommendations/Actions:** Ms. Bollinger will contact attorney Mr. Robbins for clarification on the liability with PayPal on our website.
- C. **Bylaws/Rules and Regulations Revisions:** No new information.  
**Recommendations/Actions:** Follow up at the next meeting.
- D. **PWSD Agreement:** Discussion was held about the upcoming pending agreement renewal, especially in regards to the shut-offs procedures.  
**Recommendations/Actions:** Beth Bollinger will contact attorney Mr. Robbins regarding the current shut-off procedure information and follow up on the agreement renewal.

**V. New Business**

- A. **Land Line Phone:** Ms. Bollinger asked on behalf of Ms. Warren if a land line phone could be obtained for the District office instead of the cell phone for better service. Discussion was held.  
**Recommendations/Actions:** Ms. Warren will research the options and costs of the land line phone for the District office and report at the next meeting.
- B. **Petty Cash:** Ms. Bollinger asked on behalf of Ms. Warren if petty cash could be kept in the office for customers who request change when they come to the office to pay their sewer bills. Discussion was held.  
**Recommendations/Actions:** It was decided that due to safety reasons, no petty cash will be kept in the District office. Ms. Warren will also post a sign and inform customers of this policy.
- C. **Billing Software:** Discussion was held about the purchase of the CUSI billing system. Ms. Warren reported it takes her about 8 hours now to prepare billing for the current 389 customers, which she said is not a problem with the current QuickBooks system.  
**Recommendations/Actions:** No change to the billing system at this time; follow up as needed.

**VI. Announcements**

The next regular monthly meeting will be held on **Tuesday, September 15, 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 9:15pm.

Respectfully submitted,

Betty Brooks, Secretary