

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – September 15, 2015

**I. Call to Order**

Joe Tousignant, Chairman, called the meeting to order on September 15, 2015, at 6:30pm at District Office at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present were Mike Matthews, Betty Brooks, and Drenna Shive. Absent was Beth Bollinger. Also present were Jack Whisnant and James Fortner from Whisnant Meat Packing, LLC, formerly Fruitland American Meat; Brian Strickland from Strickland Engineering in Jackson, MO, and Marcia Warren, District clerk. Mr. Tousignant declared a quorum was present.

- II. Guest Presentation:** Mr. Whisnant and Mr. Fortner presented information about Whisnant Meat Packing, LLC, and their desire to connect their wastewater treatment facility to the Sewer District in order to meet their requirements of the DNR and reopen their facility. They have consulted with Brian Strickland who has proposed a construction project to install a pump station at their lagoon and a forced main to connect to the District's lagoon at Essex Place. They would also pay for the cost of the project and any aerators, if needed, at Essex Place, plus costs to close their system upon completion. Discussion was held.
- Recommendations/Actions:** It was moved, seconded, and approved to draft an agreement with Whisnant Meat Packing, LLC, for an extension and connection of their wastewater treatment facility to the District's sewer system.

**III. Reports**

- A. Secretary:** The minutes from the previous meeting held 08/18/15 were approved as presented.
- B. Treasurer:** Ms. Shive, on behalf of Ms. Bollinger, and Ms. Warren reported a balance of \$7,206.98 on 08/31/2015 with an income of \$18,178.83 and expenses of \$10,971.85. The balance on this day, 09/15/15, was \$8,754.75. Additional reports were reviewed. Ms. Warren reported problems with the printer/toner. She also reported that \$3521.20 in late payments have been submitted to the Credit Bureau and there was \$450.74 total in other late payments under \$50 each from customers who have moved away with no forwarding addresses. She also requested a draft letter for customers who should be billed, but are not in the system. Discussion was held.
- Recommendations/Actions:** The treasurer's report was approved as presented. Ms. Shive will look into a new commercial printer or review toner problems. Ms. Shive will also draft a letter for newly "found" customers. It was moved, seconded, and approved to write off the \$450.74 in total late payments from customers who have moved away and cannot be obtained.
- C. Engineering Update:** Mr. Strickland provided the following information:
1. **Facility Transfers:**
    - a. Tamarac Estates: No new information.
    - b. Clark & Sons: Bill of Sale to be recorded; Ms. Brooks will do it.

2. **PER/Sewer Project**: Mr. Strickland reported the funding has not been received yet, but one more round of funding is expected to be awarded before October 1, 2015. Mr. Strickland will ask Bob Summers to contact Rep. Jason Smith's office to follow up on the funding.
3. **District Annexation**: Annexation petitions were distributed to Oak Creek, Twin Oaks, Seabaugh Acres, Saddlebrooke; ready for District action.
4. **Facility Updates**: All facilities have been mowed except Saxony.
  - a. Arbor Trails: need to repair diffuser piping; is rusted through
  - b. Cedar Meadows: pump ordered, came in 09/15/15, and will be installed.
  - c. Essex Place: No discharge from lagoon; muskrat holes repaired
  - d. Forest Meadows: No discharge from lagoon.
  - e. Homestead Place: facility in good condition.
  - f. Major Custom Cable: good results from duckweed treatment; fencing will be modified this week so muskrat damage can be repaired.
  - g. Pleasant Lake Estates: ammonia treatment improving.
  - h. Saxony High School: facility needs mowing; no discharge from lagoon; Abatement Order on Consent received to fix leaking on the second cell; Saxony will pay for repairs as coordinated by Mr. Strickland; paperwork to be completed by Mr. Tousignant. Mr. Strickland will complete the Scope of Work.
  - i. Spring Lake Estates: Weeds sprayed and dying; lagoon function good.
  - j. Sun Valley Estates: facility in good condition.
  - k. Westbridge Place: facility in good condition.

Discussion was held.

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

#### IV. Old Business

- A. **District Annexation**: Discussion was held regarding the request from Seabaugh Acres and Oak Creek to be annexed into the District. Mr. Strickland explained that once areas are annexed in the District, they will then make application to join the District at which time discussion about their specific facilities and needs will be reviewed and discussed.  
**Recommendations/Actions**: It was moved, seconded, and approved to direct attorney Scott Robbins to move forward with the annexation process of additional areas in Cape Girardeau County as petitioned.
- B. **PayPal Payments**: No new information.  
**Recommendations/Actions**: Follow up at the next meeting.
- C. **Bylaws/Rules and Regulations Revisions**: No new information.  
**Recommendations/Actions**: Tabled until further notice

- D. **PWSD Agreement:** According to emails from Ms. Bollinger, she reported the Sewer District has completed two (2) successful shut-offs with the Water District and since communication with Water District has greatly improved, there is no need for any revisions in the PWSD Agreement to the shut-off part of the PWSD agreement at this time. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to renew the current agreement with the Public Water Supply District (PWSD) #1 with no revisions for the upcoming year.

- E. **Land Line Phone:** Ms. Warren asked 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.

#### V. **New Business**

- A. **Website Updates:** Mr. Tousignant asked if updates could be made to the District's website. Discussion was held.

**Recommendations/Actions:** Ms. Shive volunteered to update and maintain the District's website.

#### VI. **Announcements**

1. The Cape County Board Picnic will be held on 09/23/15 from 5pm to 7pm at the Cape County Park South, Shelter #20 and all Board members were invited to attend.
2. The next regular monthly meeting will be held on **Tuesday, October 20, 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 8:30pm.

Respectfully submitted,

Betty Brooks, Secretary