

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – October 20, 2015

I. Call to Order

Joe Tousignant, Chairman, called the meeting to order on October 20, 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, Beth Bollinger, and Drenna Shive. Also present was Marcia Warren, District clerk. Mr. Tousignant declared a quorum was present.

II. Reports

A. **Secretary:** The minutes from the previous meeting held 09/15/15 were approved as presented.

B. **Treasurer:** Ms. Bollinger, and Ms. Warren reported a balance of \$3,844.97 on 09/30/2015 with an income of \$15,477.33 and expenses of \$11,632.36. The balance on this day, 09/15/15, was \$20,595.75. Additional reports were reviewed. Ms. Warren reported the problems with the printer/toner were resolved with a new drum and no new printer is needed. Ms. Bollinger reported there were two (2) service shut-offs for non payments last month and no shut-offs are planned for November due to the holiday dates. 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:** Tamarac has indicated they are ready to proceed with transfer with the facility and attorney Mr. Robbins will contact their attorney regarding the transfer.
- b. **Whisnant Meat:** An agreement was prepared by attorney Mr. Robbins and sent to Whisnant for review; their attorney is reviewing the agreement. The plans for the sewer extension will be completed this week and submitted to DNR for a construction permit.

2. **Permit Renewals:**

- a. Permit renewal for Arbor Trails has been submitted to the DNR.
- b. The draft AOC (Abatement Order of Consent for the Saxony High School facility is pending from the DNR for review.

3. **Sewer Project:** The USDA-RD National office has indicated they intend to fund the project during the first quarter of fiscal year 2016. Rep. Smith, Sen. McCaskill, and Sen. Blunt have been contacted to assist with follow up on the project request.

4. **District Annexation:** Scott Robbins is working on annexation documents to submit to the Circuit Court. An additional petition was sent to Bella Vista Subvision for their consideration; Mr. Tousignant will go to their homeowner's association meeting on 10/27/15.

5. **Facility Updates:**

- a. Arbor Trails: diffuser piping is repaired.
- b. Cedar Meadows: pump has been replaced.
- c. Essex Place: No discharge from lagoon; need to repair additional muskrat damage.
- d. Forest Meadows: No discharge from lagoon.
- e. Homestead Place: facility in good condition.
- f. Major Custom Cable: Fencing completed; riprap and embankment repairs made on 10/20/15.
- g. Pleasant Lake Estates: Clarifier is stopped up; cause is being investigated.
- h. Saxony High School: Mowing will be done by the end of October; no discharge from lagoon.
- i. Spring Lake Estates: Facility in good condition.
- j. Sun Valley Estates: Facility in good condition.
- k. Westbridge Place: Facility in good condition.

Ms. Brooks reported the tall, dead weeds around the lagoons at Spring Lake are unsightly and the residents have requested they be removed. Ms. Shive reported that upgrades are being planned for the wastewater facility at RapcoHorizon in 2016 after which time, they will consider transfer of the facility to the District. Discussion was held.

Recommendations/Actions: Ms. Brooks will contact Mike Riney about burning the dead weeds at Spring Lake Estates around the lagoons. Follow up at the next meeting.

III. **Old Business**

- A. **PayPal Payments:** No new information.
Recommendations/Actions: Ms. Bollinger will contact attorney Mr. Robbins again for the legal opinion about offering customers the option to submit payments online by PayPal and report at the next meeting.
- B. **Land Line Phone:** No new information.
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.
- C. **PWSD Agreement:** Ms. Shive presented the signed PWSD from the Water District for signature by Joe Tousignant, Board President, as was approved at the last meeting. It was noted the cost charged to the Sewer Provider for preparing the letter of notification(s) was increased from \$25 per hour to \$30 per hour in the new agreement. Discussion was held.
Recommendations/Actions: Two (2) copies of the PWSD Agreement were signed by Mr. Tousignant with one copy to be returned to the Public Water Supply District #1 (PWSD).

IV. New Business

- A. **Postage Meter:** Ms. Shive reported that Ms. Warren continues to come to Major Custom Cable to use their postage meter for the customer invoice mailings. Ms. Warren said she also uses regular stamps for other mailings as needed. She and Ms. Shive asked if the District office could purchase their own postage meter due to increase monthly mailings and time/distance required to go to Major Custom Cable to use the meter. Discussion was held.
Recommendations/Actions: Ms. Shive will review the costs of a Postage Meter for the District office and report at the next meeting.

V. Announcements

Due to schedule conflicts of the Board members, the November Board meeting will be cancelled. The next regular monthly meeting will be held on **Tuesday, December 15, 2015** at 6:30pm at the District office at 113 W. Main Street, Suite 6, Jackson, MO 63755.

- VI. Adjournment:** Being no further business, the meeting adjourned at 7:50pm.

Respectfully submitted,

Betty Brooks, Secretary