

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

I. Call to Order

Joe Tousignant, Chairman, called the meeting to order on December 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, Beth Bollinger, and Drenna Shive. Mr. Tousignant declared a quorum was present.

II. Reports

A. **Secretary:** The minutes from the previous meeting held 10/20/15 were approved as presented. There was no meeting held in November 2015.

B. **Treasurer:** Ms. Bollinger presented the monthly financial reports prepared by Marcia Warren, Clerk, and reported a balance of \$11,079.54 effective 12/21/15 with an income of \$13,884.14 and expenses of \$14,750.22. Additional reports were reviewed. Ms. Bollinger reported that service shut-offs for non payments are planned as needed for 12/29/15. Discussion was held.

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

C. Engineering Update:

1. **Facility Transfers:**

- a. **Tamarac Estates:** Mr. Tousignant reported that attorney Mr. Robbins has been in discussion with the McDowell's attorney Daniel Statler about the possible sewer facility transfer they is working on the details.
- b. **Whisnant Meat:** No new information; Mr. Tousignant will contact Mr. Strickland for an update.

2. **Facility Updates:** Mr. Tousignant and Mr. Matthews reported the following:

- a. **Arbor Trails:** Aerator replaced; sludge removed 11/04/15; working to meet the ammonia limits; the letter from the DNR was received to sign the permit renewal.
- b. **Cedar Meadows:** No new information.
- c. **Essex Place:** Mr. Strickland is addressing the muskrat problem.
- d. **Forest Meadows:** No new information.
- e. **Homestead Place:** No new information.
- f. **Major Custom Cable:** No new information.
- g. **Pleasant Lake Estates:** Functioning okay on clarifier
- h. **Saxony High School:** Mr. Strickland is helping to address the DNR Abatement Order; repair costs will be made by Saxony to repair the facility's leakage.
- i. **Spring Lake Estates:** No new information.
- j. **Sun Valley Estates:** Noted it is underloaded which is affecting the function.
- k. **Westbridge Place:** Continues to have muskrat problem; Mr. Tousignant is working on it.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

3. **Sewer Project:** Mr. Tousignant reported he has been in contact with Whitney Watts at the local RD USDA office and additional paperwork is to completed for possible new fiscal year monies for the Sewer Project. Discussion was held.
Recommendations/Actions: Mr. Tousignant will contact Eric Bohl, the new chief of staff for Rep. Jason Smith, for assistance if possible for the RSDA monies for the Project.

4. **District Annexation:** Mr. Tousignant reported that according to attorney Mr. Robbins, the hearing on the District Annexation petition from residents in Oak Creek and Sebaugh Acres west of Jackson will be January 14, 2016, at 2:00 p.m. in front of Judge Gardner in the Cape Circuit Court in the Common Pleas Courthouse. He said the publication in the Cash Book Journal will be on December 16, 23 and 30, 2015. In summary, the proposed annexation would enlarge the boundaries of the sewer district to allow these subdivisions the opportunity to transfer their sewer collection and treatment systems to the District in the future. These systems are facing some upgrades/maintenance that are beyond the financial capabilities of their Homeowners Association. Discussion was held.
Recommendations/Actions: Mr. Tousignant and Mr. Strickland will attend the hearing to testify and any other board members are invited to attend, as schedules allow. Follow up at the next meeting.

III. Old Business

- A. **PayPal Payments:** Discussion was held about disclaimer statement examples.
Recommendations/Actions: Ms. Shive will review the disclaimer statement examples for use with PayPal options and report at the next meeting.

- B. **Land Line Phone:** Ms. Bollinger reported that Ms. Warren said there is no longer a need for the land line phone due to the use of U-Verse via the Internet.
Recommendations/Actions: No further action required.

- C. **Postage Meter:** Ms. Shive reviewed information about the PostBase Mini hand fed Postage Meter which rents for \$21.25 per month including support and postage via the Internet/WiFi; printer cartridge \$109.00 for 1900 imprints and estimated 2 cartridges per year; postage \$0.485 per stamp; 13 month agreement. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to rent the PostBase Mini PostageMeter for the 13 month agreement as described. Ms. Shive will obtain coordinate the agreement and obtain the meter.

IV. **New Business** - None.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, January 19, 2016**
at 6:30pm at the District office at 113 W. Main Street, Suite 6, Jackson, MO 63755.

VI. **Adjournment:** Being no further business, the regular meeting adjourned at 7:35pm.

Respectfully submitted,

Betty Brooks, Secretary