

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – January 19, 2016

**I. Call to Order**

Joe Tousignant, Chairman, called the meeting to order on January 19, 2016, 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. Also present was Brian Strickland, engineer, Marcia Warren, clerk, and Joe Garvey, from Seabaugh Acres. Absent was board member Drenna Shive. Mr. Tousignant declared a quorum was present.

- II. Guest Report:** Joe Garvey of Seabaugh Acres presented information about their wastewater facility and inquired about the transfer process to the District. Discussion was held. Ms. Brooks will send him the Application for Transfer Form and related documents.

**III. Reports**

- A. Secretary:** The minutes from the previous meeting held 12/15/15 were approved as presented.
- B. Treasurer:** Ms. Bollinger presented the monthly financial reports prepared by Marcia Warren, Clerk, and reported a balance of \$17,532.26 effective 01/28/16 with an income of \$15,887.75 and expenses of \$14,416.66 for December 2015. Year to date income for 2015 reported was 157,627.99 and expenses was \$145,187.01 with a net income for 2015 of \$11,540.98. Additional reports were reviewed and bills are paid to date. Ms. Bollinger reported that 28 service shut-offs notices were sent in December 2015 and payments were received for all but one customer whose shut-off was completed for non payment until it was paid on 01/13/16. Ms. Warren reported the postage meter was obtained and is working well. She also reported the Credit Bureau has collected six (6) of 28 requests of late payments submitted to them to date. Discussion was held.
- Recommendations/Actions:** The treasurer's report was approved as presented.

**C. Engineering Update:**

**1. Facility Transfers:**

- a. Tamarac Estates: Mr. Tousignant the revised Transfer Agreement has been sent to attorney Daniel Statler for the final agreement.
- b. Whisnant Meat: Mr. Strickland reported they are looking at pulling and hauling their excess lagoon wastewater to one of our underused facilities as part of their disposal plan temporarily. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to allow Whisnant Meat/Fruitland American Meats to haul their excess lagoon wastewater to our underused facilities as determined by our engineer at a charge of \$100 per month plus \$2.00 per 1000 gallons until deemed no longer necessary.

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

- a. Arbor Trails: Ammonia limits improved; waiting for the Permit renewal.
- b. Cedar Meadows: No change.
- c. Essex Place: Muskrat damage has been repaired.

- d. Forest Meadows: No change.
- e. Homestead Place: No change.
- f. Major Custom Cable: No change.
- g. Pleasant Lake Estates: Facility in good operation with two (2) clarifiers now.
- h. Saxony High School: Mr. Strickland reported they received the DNR Abatement Order on Consent and will request the date for repairs be moved to 07/01/16 due to the weather. Mr. Tousignant will also contact the Saxony Board President for follow up on the project. repair costs will be made by Saxony for the project to repair the facility's leakage.
- i. Spring Lake Estates: The lagoon in-flow pipe was force-flushed on 01/16/16 due to reported problems; it is functioning well now.
- j. Sun Valley Estates: No new problems reported; continues to be underused.
- k. Westbridge Place: Lines were cleaned out that were lying flat without slope.

Discussion was held.

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

- 3. **Sewer Project**: Mr. Strickland reported that Bob Summers contacted the National USDA RDA office who is funding is eminent for the Project. Discussion was held.  
**Recommendations/Actions:** Follow up at the next meeting.
- 4. **District Annexation**: Mr. Tousignant reported he and Mr. Strickland attended and testified at the hearing on the Annexation petition on 01/14/16 in front of Judge Gardner and it passed. He said that when Judge Gardner signs it, people will have 30 days to appeal. Discussion was held.  
**Recommendations/Actions:** Ms. Brooks will obtain the signed Petition for Annexation and have it recorded when notified. Follow up at the next meeting.

#### IV. Old Business

- A. **PayPal Payments**: Ms. Bollinger presented the disclaimer proposed by attorney Mr. Robbins for use with the PayPal option to be offered to customers. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved to offer the PayPal option online with the disclaimer posted and Ms. Warren, clerk, will implement it.
- B. **Revised Rates and Fee Schedule**: Mr. Tousignant presented the revised Rates and Fee Schedule that was voted on by the Board in July 2015. Discussion was held.  
**Recommendations/Actions:** Mr. Strickland will review the District's Engineer's Fees for revisions/updates, if any, and contact Mr. Tousignant with the information.

**V. New Business**

- A. **Sewer Line Notification:** Discussion was held about providing information to residents and callers about locations of sewer lines. Mr. Strickland said he has recently printed maps of the sewer lines in each of the District's facilities.  
**Recommendations/Actions:** Ms. Brooks will contact One-Call to complete the application for the Sewer District to have their lines included in the system. Mr. Strickland also said he can be contacted for any urgent calls regarding sewer line location until the One-Call system is set up.
- B. **Rules and Regulations/Bylaws Proposed Revisions:** Mr. Tousignant reported he will submit the proposed revisions to the Board and present a final draft for board discussion and/or approval at the next meeting.  
**Recommendations/Actions:** Follow up at the next meeting.
- C. **Public Water Supply District #2:** Discussion was held about preparing a contract with Public Water Supply District #2 in anticipation of additional facilities with the recent Annexation Petition.  
**Recommendations/Actions:** Mr. Garvey will contact Mr. Tousignant with information regarding the next Board meeting of the PWSD #2 and they will plan to attend it to introduce discussion about the Sewer District.

**VI. Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, February 16, 2016** at 6:30pm at the District office at 113 W. Main Street, Suite 6, Jackson, MO 63755.

- VII. Adjournment:** Being no further business, the regular meeting adjourned at 8:35pm.

Respectfully submitted,

Betty Brooks, Secretary