

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – February 16, 2016

I. Call to Order

Joe Tousignant, Chairman, called the meeting to order on February 16, 2016, at 6:35pm at District Office at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present were Drenna Shive, Betty Brooks, Beth Bollinger. Present also was Marcia Warren, clerk. Absent was board member Mike Matthews. Mr. Tousignant declared a quorum was present.

II. Reports

A. **Secretary:** The minutes from the previous meeting held 01/19/16 were approved as presented.

B. **Treasurer:** Ms. Bollinger presented the monthly financial reports prepared by Marcia Warren, Clerk, and reported a balance of \$20,771.99 effective 01/17/16 with deposits to be made. The income for January 2016 was \$14,360.50 and expenses for January was \$10,240.72. Additional reports were reviewed and bills are paid to date. Ms. Warren reported that late fee charges will be sent out with the invoices on 02/17/16 after the policy notices were sent out last month. 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 signed by all parties effective 01/25/2016 and he has completed the DNR Transfer form. He reported that he, Brian Strickland, Mike Matthews, Danny Monroe, and Terry (operator) visited the wastewater facility and updates were done to the site. He said upgrades are needed, including the motor needs repair on the blower and road needs to be done to the site which are being addressed. Discussion was held.
- b. **Whisnant Meat:** No new information/action.
- c. **Midwest Energy:** Mr. Tousignant and Beth Bollinger reported the meeting with the owner of Midwest Energy re: transfer of their wastewater facility went well. Beth is working on the application and submitted the map of their sewer lines and manhole covers. Discussion was held.
- d. **Seabaugh Acres:** Mr. Tousignant reported Joe Garvey has the application and is working on it. He is going to their subdivision meeting on 02/18/16.
- e. **Bella Vista Estates:** Mr. Tousignant reported he has met with them re: joining the District, but noted they would have to pay to have their area annexed to the District, since the District just completed a annexation project. Discussion was held.
- f. **RapcoHorizon:** Ms. Shive reported they are interested in transferring that wastewater facility over to the District and Brian Strickland is doing an engineering report regarding upgrades for ammonia. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

2. **Facility Updates:** Mr. Tousignant reported the following:
 - a. Arbor Trails: Permit renewal - follow up when new one received.
 - b. Cedar Meadows: No change.
 - c. Essex Place: No change.
 - d. Forest Meadows: No change.
 - e. Homestead Place: No change.
 - f. Major Custom Cable: No change.
 - g. Pleasant Lake Estates: No change.
 - h. Saxony High School: Brian Strickland is preparing the Scope of Work for their project.
 - i. Spring Lake Estates: No change
 - j. Sun Valley Estates: No change
 - k. Westbridge Place: No change

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 said our project is "# 1", but Congress has not released the funds yet. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. **District Annexation:** Mr. Tousignant reported Judge Lewis signed the Petition for Annexation on 02/02/16 and it has been recorded.

Recommendations/Actions: No further follow up.

III. Old Business

- A. **Rules and Regulations/Bylaws Proposed Revisions:** No new information.

Recommendations/Actions: Follow up at the next meeting.

- B. **Public Water Supply District #2:** Mr. Tousignant reported he and Joe Garvey had a very productive meeting with Tim Simmons, superintendent of PWSD #2 to discuss the Sewer District and an agreement which will need to be formulated when needed. Discussion was held.

Recommendations/Actions: Mr. Tousignant will send Mr. Simmons a copy of the District's Bylaw's and Rules/Regulations. Ms. Brooks will add Mr. Simmons to the email list.

- C. **One Call Application:** Ms. Brooks reported she is working on the on-line application.

Recommendations/Actions: Follow up at the next meeting.

IV. **New Business**

- A. **PayPal Payments:** Ms. Shive reported that we cannot accept PayPal bill payments on our website with arbitrary numbers and noted there is a seller charge for the payments. An online option with Quicken was discussed. Discussion was held.
Recommendations/Actions: Ms. Shive and Ms. Clark will follow up on these issues and report at the next meeting.
- B. **Homeowner Association Dues and the Sewer District:** Mr. Tousignant reported that a request as made for the District to pay HOA dues since the District "owns" wastewater facilities in various homeowner's associations. It was noted the lot on which the treatment plant is not a residential lot and it is not platted as such. He said legally, it is part of a special-purpose municipal utility district and is not subject to property taxes (it is not considered residential or commercial property) and land on which utilities are located can be considered the same as the roads that service the subdivision. Therefore, it is inappropriate for the District to be charged homeowner association fees on the lot owned by the Sewer District. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to not accept bills for homeowner association dues for wastewater facilities owned in said homeowner associations, based on the legal rationale given.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, March 15, 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 8:40pm.

Respectfully submitted,

Betty Brooks, Secretary