

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – March 15, 2016

**I. Call to Order**

Joe Tousignant, Chairman, called the meeting to order on March 15, 2016, at 6:30pm at District Office at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present were Drenna Shive, Betty Brooks, and Beth Bollinger. Present also was Marcia Warren, clerk, and Brian Strickland, engineer. Absent was board member Mike Matthews. Mr. Tousignant declared a quorum was present.

**II. Reports**

A. **Secretary:** The minutes from the previous meeting held 02/16/16 were reviewed.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the treasurer's report as presented.

B. **Treasurer:** Ms. Bollinger presented the monthly financial reports prepared by Marcia Warren, Clerk, and reported a balance of \$22,609.28 effective 03/15/16. The income for February 2016 was \$14,576.64 and expenses for February were \$11,858.02. Additional reports were reviewed and bills are paid to date. Ms. Warren reported there were no shut-offs in February due to the dates and shut-offs in March will occur on 03/29/16, if any. It was also requested that bills from subcontractors be sent directly to the District instead of through Strickland's Engineering, when possible. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the treasurer's report as presented.

**C. Engineering Update:**

1. **Facility Transfers:** Mr. Strickland reported the following:

- a. **Seabaugh Acres:** Their Application for Transfer with \$500 check was submitted and presented to the Board of Directions. Mr. Strickland said attorney Scott Robbins has prepared the transfer agreement and has some concerns on the lagoon agreement. He needs to meet with the homeowners' association and locate existing sewers to determine easements needed. They have estimated 30 residences.
- b. **Whisnant Meat:** They have hauled several loads of wastewater from their facility to District facilities on March 8th and once in February; the invoices need to be sent to them.
- c. **Midwest Energy:** Beth Bollinger submitted their Application for Transfer with \$500 check to the Board of Directors.
- d. **Bella Vista Estates:** Mr. Tousignant reported that the District's Annexation judgment of January 2016 may have already included Bella Vista Estates and attorney Scott Robbins is confirming the action with the Bond Council. He also said the Bella Vista Homeowners' Association is in the process of conducting a vote on the facility transfer to the District; results are pending. They have estimated 100 residences.
- e. **RapcoHorizon:** Mr. Strickland reported he is doing the engineering report regarding upgrades for ammonia and implementation is pending.

- f. Oak Creek Estates: Ms. Brooks reported she participated in a conference call with the Board of Directors of Oak Creek Estates on 03/07/16 at their invitation and on behalf of Joe Tousignant regarding the Sewer District. She said their Board is very interested in transferring their extended aeration wastewater facility to the District and their Permit expires in 2018. She sent them the Application for Transfer packet at their request. She said they requested she or Joe come to their Annual HOA meeting on 04/04/16 at 6:30pm at the Jackson Middle School Library for further discussion of the Sewer District issues. Mr. Strickland said he has also talked with them and is familiar with their system. They have estimated 70-80 residences.
- g. Red Barn Restaurant: Mr. Strickland reported he spoke with Tom Jones and the Reiman heirs re: their easement to transfer their system; no action at this time.

**Recommendations/Actions:** Discussion was held. Ms. Warren will send the invoices to Whisnant Meat at the rate set previously at \$100 per month plus \$2.00 per 1000 gallons. Mr. Strickland will follow up on the additional documents regarding Midwest Energy's application for transfer and communicate with attorney Mr. Robbins for his review.

- 2. **Facility Updates:** Mr. Strickland reported the following:
  - a. Arbor Trails: Permit renewal - submitted to the DNR. The Water District discovered a water leak that had been flowing into the sewer system; they repaired it and flow is back to normal.
  - b. Cedar Meadows: Pea gravel beds were bleached over the last 2 weeks to help lower the ammonia levels.
  - c. Essex Place: Lagoon is nearing discharge elevation; continue to inspect embankments for muskrat damage.
  - d. Forest Meadows: No discharge from lagoon.
  - e. Homestead Place: Need to replace the recirculation valve.
  - f. Major Custom Cable: Aerator shield repaired recently; continue to inspect embankments for muskrat damage.
  - g. Pleasant Lake Estates: Facility in good condition. New blower purchased will be installed at this facility.
  - h. Saxony High School: Awaiting the Abatement Order on Consent execution; need to provide Saxony with specification for repair and let them decide if they are going to perform the work or the District. No discharge from lagoon. Work is starting on the outer road and utilities are being lowered; may need to put casing pipes under the road now for the future forced main pipes.
  - i. Spring Lake Estates: Facility in good condition.
  - j. Sun Valley Estates: Facility does not meet ammonia limit.
  - k. Tamarac Place: Facility retrofit is complete; installed 2 used blowers purchased from Mike Annis; purchased 2 new electric motors; fencing around facility is still needed.

1. Westbridge Place: Facility in good condition.

Ms. Bollinger reported that Cedar Meadows' operating permit expires 10/10/16 and the inflow/infiltration reports for Westbridge Place, Forest Meadows, and Major Custom Cable are all due by 04/11/16 to the DNR. Discussion was held.

**Recommendations/Actions:** Mr. Strickland will submit the inflow/infiltration reports and follow up on the permit renewal for Cedar Meadows. Follow up at the next meeting.

3. **Sewer Project**: Mr. Strickland reported the USDA-RD National office has indicated they intend to fund the project in the first quarter of fiscal year 2016. Discussion was held.

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

### 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 will contact attorney Mr. Robbins to prepare a draft agreement with PWSD #2 for review. Discussion was held.

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

C. **One Call Application:** No new information.

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

D. **OnLine Payment Options:** Ms. Shive reported upon further review, our current billing system does not allow us to upcharge for other on-line payment options, such as PayPal, leaving ACH and personal banking choices as the current options for automatic payments for customers. Discussion was held.

**Recommendations/Actions:** No changes to current automatic banking options; Ms. Shive will contact other billing systems for quotes for possible purchase and implementation in July 2016.

### IV. New Business

A. **Board Member Mileage Reimbursement:** Mr. Tousignant noted that according to the Missouri Revised Statutes Chapter 204.300, Board members may be reimbursed mileage for travel at the Federal IRS rate for Sewer District business. He said he has created a log that would be maintained by the Board member and proposed it would be submitted quarterly, and co-signed by another Board member. He also proposed it be utilized as a benefit for the District's clerk for district business to check the drop off boxes for payments. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to approve the mileage reimbursement at the federal IRS rate for Board members and the District's clerk for board related business. Mr. Tousignant will email the log sheet and instructions to the Board members and Ms. Warren for implementation.

**B. After Hours Answering Service:** It was recommended that an after hours answering service be considered for emergency calls. Mr. Strickland will forward the contact info of the service they use and other information will be obtained, too.

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

**C. Draft Engineering Agreement:** Mr. Strickland submitted a draft Engineering Agreement between the District and Strickland Engineering for the Design, Construction Observation, and special Services, for the Wastewater Collection and Treatment System Project. He requested the Board review the Agreement for signature hopefully by the first week of April 2016. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will distribute the draft Agreement to the Board members for review and response as soon as possible. Follow up at the next meeting.

**D. Board Member Residency:** Mr. Tousignant reported it was brought to his attention that under the Missouri Revised Statutes 204.610 for a reorganized common sewer district, the five "trustees" shall reside within the boundaries of the district, which was different than the common sewer district where a majority of the Board was to reside within the District (204.300). It was with deep regret that he noted even though Ms. Bollinger is a very valuable member of the Board, she does not reside within the District's boundaries, as required now under the Statutes 204.610. Discussion was held.

**Recommendations/Actions:** Nominations for a Board member/treasurer replacement for Ms. Bollinger's position will be sought as soon as possible. Follow up at the next meeting.

**V. Announcements**

The next regular monthly meeting will be held on **Tuesday, April 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 9:10pm.

Respectfully submitted,

Betty Brooks, Secretary

