

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – May 17, 2016

I. Call to Order

Joe Tousignant, Chairman, called the meeting to order on May 17, 2016, at 6:30pm at the District Office at 113 W. Main Street, Suite 6, in Jackson, MO. Other board members present were Drenna Shive, Betty Brooks, Greg Steiner, and Kay Robins. Present also was Marcia Warren, clerk; Brian Strickland, engineer; and guests Dan and Deborah Hargraves, Greg Steiner, William _____, Alma and William Boyd, Tim Kluesner, Mark Boyd, Glen Boyd, Farida Saeed, and Joe Garvey. Mr. Tousignant declared a quorum was present. Introductions were made.

- II. Questions from Guests:** Questions from guests were received about the Sewer District and Wastewater Collection and Treatment Project. Discussion was held. It was suggested that meeting minutes again be put on the District's website and Drenna Shive will do that.

III. Reports

- A. Secretary:** The minutes from the previous meeting held 04/19/16 were reviewed.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the secretary's report with the name of the CPA corrected to Jeff Stroder.

B. Treasurer:

1. Financial Report: Ms. Shive, interim treasurer, presented the monthly financial reports prepared by Marcia Warren, Clerk, and reported a balance of \$6,190.63 effective 05/17/16. The income for April 2016 was \$15,783.98 and expenses for April were \$31,813.87, with the increased expenses due to recent work at Tamarac Estates and Sun Valley Estates. Additional reports were reviewed and bills are paid to date.
2. Shut-Offs: Ms. Warren said there were two (2) shut offs last month. She said she will send out late notices for bills not paid by this month's due date.
Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the treasurer's report as presented. Ms. Shive and Ms. Warren will follow up with Mr. Stroder, CPA, as needed.

C. Engineering Update:

1. **Facility Transfers:** Mr. Strickland reported the following:
 - a. **Oak Creek Estates:** Mr. Strickland presented his engineering review which included the need for minor painting on the metal and the pump station/package plant facility is operating well. He also has the attorney review, warranty deed, and the DNR Transfer Application. Tim Kluesner from Oak Creek submitted the application and took the Assignment of Easement and Warranty Deed to be notarized before the Transfer Agreement is reviewed and signed by the District.
 - b. **Red Barn Restaurant:** Mr. Strickland presented the completed General Warranty Deed with Reversion from representatives of the Red Barn Restaurant wastewater treatment lagoon only facility with no current discharge, as well as their signed Agreement for Transfer and Maintenance of Sanitary Sewer Services. Currently, it includes a four plex apartment, Reiman's house, and a new restaurant to be open soon. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept and sign the Agreement for Transfer and Maintenance of Sanitary Sewer Services from Red Barn Restaurant representatives. Mr. Strickland will submit the DNR Permit Transfer application. Ms. Brooks will record the Deeds and return the originals to the respective representatives. Ms. Warren will check on the water usage rates for billing purposes.

- c. **Seabaugh Acres:** Mr. Strickland reported that upon legal review, the lagoon property does not have a clear title, so options include 1) Get a deed from LD Construction, but they are out of business, or 2) have the homeowner's association get a quiet deed title to see if anyone claims it. Mr. Robbins reportedly also said it was okay to get the deed, sign the Agreement, and get the easements later. Discussion was held.

Recommendations/Actions: Mr. Strickland will contact Mr. Robbins for follow on the best option for lagoon property deed option. Joe Garvey, from Seabaugh Acres, took a draft copy of the Transfer Agreement for review with their Board of Directors.

- d. **Midwest Energy:** No new information.

- e. **Bella Vista Estates:** Mr. Tousignant expressed a concern that part of the main both the District and the homeowners' association should that section of the main line be disrupted. Discussion was held.

Recommendations/Actions: Mr. Tousignant will contact attorney Mr. Robbins to address wording in the Transfer Agreement so the District is not liable to pay damages to the homeowners association should the main sewer line under the lake fail. Greg Steiner from Bella Vista will then take the Transfer Agreement to the Homeowners' Association for review and approval, projected by their next meeting on 05/31/16. Mr. Tousignant recommended that main line have a video inspection of the lines under the lake to ensure its integrity.

- f. **Whisnant Meat:** Mr. Tousignant reported they obtained a bid to build a forced main and move their pump station. Ms. Warren said she still needs the information to bill them for the loads of wastewater transferred to our District facilities. Discussion was held.

Recommendations/Actions: Mr. Strickland will obtain the specific loads and dates for Ms. Warren for billing purposes.

- g. **RapcoHorizon:** No new information.

- h. **Saddlebrook Ridge:** Ms. Brooks reported she attended their homeowners' association meeting 05/10/16 to discuss the District, answer questions, and gave an application packet to Wanda Eggemeyer for review and response.

- i. **Mulberry Acres:** Mr. Tousignant said he and Mr. Strickland will meet with Ms. Saeed, owner representative, soon to discuss their questions and proposal for their wastewater treatment facility.

Recommendations/Actions: Follow up at the next meeting.

2. **Facility Updates:** Discussion was held regarding the following:
 - a. Arbor Trails: Sludge removal was conducted on 04/30/16.
 - b. Cedar Meadows: Annual Infiltration and Inflow Report submitted 05/17/16
 - c. Essex Place: Annual Infiltration and Inflow Report submitted 05/17/16
 - d. Forest Meadows: Annual Infiltration and Inflow Report submitted 05/17/16
 - e. Homestead Place: Recirculation value has been reordered.
 - f. Major Custom Cable: Annual Infiltration and Inflow Report submitted 05/17/16
 - g. Pleasant Lake Estates: No new information.
 - h. Saxony High School: No new information.
 - i. Spring Lake Estates: Annual Infiltration and Inflow Report submitted 05/17/16
 - j. Sun Valley Estates: Wastewater has been diverted to Tamarac Estates' facility; will stop the electric bill for pump station and operator costs.
 - k. Tamarac Place: Facility is receiving flow from Sun Valley Estates; fence has been constructed around the facility.
 - l. Westbridge Place: Annual Infiltration and Inflow Report submitted 05/17/16
Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

3. **Wastewater Collection and Treatment Project:** Mr. Tousignant reported that the plan is to close on the \$2.5 million Interim Financing for the pre-construction phase costs by 05/31/16 and a special board meeting will be scheduled before that time. Related documents will be sent to the Board members for review prior to the special meeting when it is scheduled.

Recommendations/Actions: Mr. Tousignant will contact the Board members with more information on the Interim Financial closure date and special Board meeting when it becomes available. The meeting will be open to the public and Ms. Brooks will also send a meeting notice when it is scheduled.

IV. Old Business

- A. **Public Water Supply District #2:** Mr. Tousignant reported the draft Agreement was sent to their Board of Directors for review and response. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.
- B. **Billing Systems(s) Quotes:** Ms. Shive reported she is waiting on the quotes from Continental Billing System and will report them at the next meeting.
Recommendations/Actions: Follow up at the next meeting.
- C. **After Hours Answering Service:** Ms. Shive reported the service with Endicott Communications will begin on June 1st for \$45 per month with \$50 for set up; includes 75 messages per month
Recommendations/Actions: Follow up as needed.

- D. **CPA Update:** Ms. Shive reported she and Ms. Warren met with Jeff Stroder, CPA, on 05/13/16, and received clear direction on better accounting practices for the District. Ms. Warren said she will prepare the balance sheet requested by Piper Jaffray as soon as Mr. Strickland provides the estimations. They said Mr. Stroder recommended he perform a general audit this fall 2016 and he will provide a letter of engagement at that time.

Recommendations/Actions: Follow up as needed

V. **New Business**

- A. **Rate and Fee Schedule Annual Review:** Discussion was held regarding the annual review of monthly sewer rates for all customers. Ms. Warren reported she has received the average water usage rates of customers from December 2015, January 2016, and February 2016 from the Public Water Supply District #1 office records.

Recommendations/Actions: It was moved, seconded and approved unanimously to increase the monthly water usage rate for customers using the December 2015, January 2016, and February 2016 data from \$2 to \$3 per 1000 gallons usage, increase the commercial customers' water usage rates from \$2 to \$3 per 1000 gallons usage, and increase the first year customer's basic water usage charge from \$10 to \$12 with no change in the \$27 service availability fee for each category, effective with the July 2016 billing cycle.

- B. **MASD Membership:** Ms. Brooks presented information about possible membership for the District in the Missouri Association of Sewer Districts, cost of \$250. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously for the District to join the Missouri Association of Sewer District. Ms. Brooks received the check and will mail it with the membership application form.

VI. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, June 21, 2016** at 6:30pm at the County Commission Chambers room on the 3rd Floor of the County Office Building in Jackson, MO.
- B. Media Event for the Wastewater Collection and Treatment Project for presentation of the Project Certificate by the USDA-RD to the District will be held on Wednesday, May 18, 2016, at 10:30am at Major Custom Cable in the parking lot.

- VII. **Adjournment:** Being no further business, the regular meeting adjourned at 9:45pm.

Respectfully submitted,

Betty Brooks, Secretary

