

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – June 21 2016

**I. Call to Order**

Joe Tousignant, Chairman, called the meeting to order on June 21, 2016, at 6:30pm at the County Commissioners' Chambers in Jackson, MO. Other board members present were Betty Brooks, Greg Steiner, and Kay Robins. Absent was Drenna Shive. Present also was Brian Strickland, engineer; Marcia Warren, clerk; and Joe Garvey from Seabaugh Acres. Mr. Tousignant declared a quorum was present.

**II. Reports**

A. **Secretary:** The minutes from the previous meeting held 05/17/16 and the special Board meeting held 05/26/16 were reviewed.

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

B. **Treasurer:**

1. **Financial Report:** Ms. Robins, interim treasurer, presented the monthly financial reports prepared by Marcia Warren, clerk, and reported a balance of \$(-1,114.32) effective 06/21/16, but deposits are to be made on 06/22/16 of \$3800.00 plus other sewer payments from pick up boxes. The income for May 2016 was \$15,395.69 and expenses for May 2016 were \$22,290.21. It was noted that \$19,000.00 is to be wire transferred shortly to the District's general fund account from the interim financing loan with checks then to be written to Gilmore and Bell, Piper Jaffrey, and Strickland Engineering, per the invoices for Wastewater Collection and Treatment Projection. Discussion was held.

2. Ms. Warren presented the draft letter for customers regarding the approved rate increase effective June 1, 2016. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the treasurer's report as presented and approve the letter to customers as amended. Ms. Robins and Ms. Warren will follow up with Montgomery Bank to confirm the deposit of the wire transferred money.

C. **Engineering Update:**

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

a. **Fruitland American Meats/Whisnant Meat:** Mr. Strickland reported they have signed the Agreement for Maintenance of Sanitary Sewer Services with several provisions. Mr. Strickland said Whisnant Meats would be responsible for the costs to transfer their wastewater to Essex Place until completion of the Wastewater Collection and Treatment Project. 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:** It was moved, seconded, and approved unanimously to enter into the Agreement for Maintenance of Sanitary Sewer Services with Fruitland American Meats/Whisnant Meats, to be signed by the District president and secretary at their earliest convenience upon receipt of their signed document. Mr. Strickland will contact Ms. Warren with the specific loads and dates for billing purposes

- b. **Seabaugh Acres:** Mr. Strickland reported that attorney Mr. Robbins located the Quit Claim Deed dated 05/19/1978 for the lagoon property to Seabaugh Acres which cleared the way for the Transfer. Joe Garvey presented the signed Agreement for Maintenance of Sanitary Sewer Services. They have 33 users of the 2 cell lagoon with lift pump station with tablet chlorination/dechlorination for disinfection. Mr. Strickland reported the sewer lines are not all platted yet, but are being reviewed and easements will be obtained upon location of the existing sewer lines. The Homeowner Association will pay for the attorney preparation of the easements. Discussion was held.

**Recommendations/Actions:** Joe Garvey, from Seabaugh Acres, took the Deeds back for more signatures and will return them to the District Board for signatures. It was moved, seconded, and approved unanimously to enter into the Agreement for Maintenance of Sanitary Sewer Services with Seabaugh Acres effective 06/21/2016. Mowing services around the lagoons will be continued by Barry Eggimann with billing sent to the District office.

- c. **Bella Vista Estates:** Mr. Strickland presented the Engineering Review and draft Transfer Agreement for Bella Vista Estates. He said they have a 2 cell lagoon with tablet chlorination/dechlorination for disinfection and 107 users. He said a video inspection of the 2 sections of the branch sewer underneath the lake showed the pipe appeared to be ductile iron and in good condition. The Agreement states the District will not be responsible for damages caused by any failures caused by the branch sewer lines underneath the lake. The Homeowner Association will pay for the attorney preparation of the easements upon location of the existing sewer lines. Mr. Steiner said Sam Sparks currently mows the and the lagoons have a heavy growth of duckweed. Discussion was held.

**Recommendations/Actions:** Greg Steiner from Bella Vista was given a copy of the draft Transfer Agreement to take to their next Board meeting for review and response/signatures. It was moved, seconded, and passed with abstention by Greg Steiner to enter into the Agreement for Maintenance of Sanitary Sewer Services with Bella Vista Estates, to be signed by the District president and secretary at their earliest convenience upon receipt of their signed document, pending no changes by the Bella Vista Board of Directors to the Agreement.

- d. **Midwest Energy/LL Investment LLC:** Mr. Strickland reported the draft Transfer Agreement, Sewer Easement, and Special Warranty Deed documents were sent to Beth Bollinger of Midwest Energy for LL Investment, LLC today 06/21/16 for review and response/signatures. The facility is a 2 cell lagoon and serves the commercial businesses of Amerimart, the Carwash, several mobile homes in the trailer park, and Piebird Cafe. He presented his engineering report which stated

there were no items that require correction before acceptance by the District, but the discharge pipe will need to be modified to prevent duckweed from entering the pump chamber. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to enter into the Agreement for Maintenance of Sanitary Sewer Services with Midwest Energy for LL Investment, LLC, to be signed by the District president and secretary at their earliest convenience, upon receipt of their signed documents and pending no changes by Midwest Energy/LL Investment, LLC to the Agreement.

- e. **RapcoHorizon:** No new information.
- f. **Saddlebrook Ridge:** No new information.
- g. **Mulberry Acres:** Mr. Tousignant said he forwarded a draft Agreement prepared by attorney Mr. Robbins to the Mulberry Acres' investors for review and response, but they have not made an official application to date. Discussion was held.

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

- 2. **Facility Updates:** Discussion was held regarding the following:
  - a. **Arbor Trails:** Sludge removal was conducted.
  - b. **Red Barn Restaurant:** The DNR Permit renewal and modification was submitted with no charge required.
  - c. **Cedar Meadows:** No new issues
  - d. **Essex Place:** No new issues
  - e. **Forest Meadows:** No new issues
  - f. **Homestead Place:** Recirculation valve was installed.
  - g. **Major Custom Cable:** No new issues
  - h. **Oak Creek Estates:** The DNR Permit Transfer with modification form was presented for submission with a check for \$250.00.
  - i. **Pleasant Lake Estates:** Sludge removal was conducted.
  - j. **Saxony High School:** Response to Abatement Order on Consent due 07/1/16; bid has been obtained to seal lagoon; Mr. Tousignant will contact Saxony for decision on who to perform the work.
  - k. **Spring Lake Estates:** No new issues.
  - l. **Sun Valley Estates:** Facility has been shut down.
  - n. **Westbridge Place:** No new issues.

Discussion was held.

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

- 3. **Wastewater Collection and Treatment Project:** Mr. Strickland presented the Monthly Disbursement Request for 06/30/16 for total \$98,200.00. Mr. Strickland reported that titles and deeds are being uploaded in the GIS and the treatment plant site is being surveyed and work is being done on the lift station sites. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant signed the Monthly Disbursement Request for 06/30/16. Ms. Brooks will send the Request to Whitney Watts at RD-USDA for approval and forward to Jeff Hollingsworth at Cedar Rapids Bank & Trust.

### III. Old Business

- A. **Public Water Supply District #2 Contract:** Mr. Tousignant presented the signed Agreement from the Public Water Supply District #2 with addendum noted. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to enter into the Agreement with the Public Water Supply District #2, according to the Revised Statutes of Missouri S303.016, with the addendum as printed. Ms. Brooks will send a copy of the signed Agreement to Tim Kluesner of the PWSD #2 and to attorney Mr. Robbins.

- B. **CUSI Billing System Quotes:** Ms. Shive reported via email with the quote of 05/26/16 from Continental Utility Solutions (CUSI) for \$11,870.00 for the Utility Billing Software, Implementation Services, Annual Technical Support and Maintenance, and a CUSI Goodwill Discount of \$6,000.00. Review of the documents was conducted and discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to purchase the CUSI billing system per the quote of 05/26/16 for implementation in August 2016. Mr. Tousignant will contact Ms. Shive to contact CUSI re: the purchase of the system and Ms. Clark and Ms. Robins will be trained on the system. Mr. Steiner will obtain information on an uninterrupted processor power supply for the system.

- C. **Rate and Fee Schedule Revision:** Mr. Tousignant noted that the Public Water District #2 charges \$60 for their disconnect/reconnect fee as opposed to \$50 for the same fee charged by Public Water District #1. Discussion was held.

**Recommendations/Actions:** It was moved, seconded and approved unanimously to add "2. \$60.00 for PWSD 2 customers" under Service Disconnection Fee due to their current policy and leave the Service Disconnection Fee at \$50 for PWSD 1 customer, due to their current policy.

- D. **Review of Rules and Regulations:** Mr. Tousignant presented a draft revision of the Rules and Regulations, last adopted 07/29/2010, with revisions proposed to reflect current practice of the District. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to approved the revised Rules and Regulations with the addition of the word "water" to page 15., section K. after "uncontaminated". The revised Rules and Regulations rev. 4, adopted 06/21/2016 will be posted to the District's website as soon as possible.

**IV. New Business**

- A. **Board Member Appointment/Reappointment:** It was reported that Drenna Shive submitted her resignation from the Board of Directors, effective June 30, 2016. Ms. Brooks reported her term was to expire on 06/30/16 and she submitted her application to the County Commissioners for reappointment who approved the reappointment until 07/01/2019. Discussion was held regarding a successor for Ms. Shive and Joe Garvey from Seabaugh Acres completed and submitted an application for the District's Board of Directors.  
**Recommendations/Actions:** Ms. Brooks will submit Mr. Garvey's completed application for the Board of Directors to Vicki Ivy for approval by the County Commissioners.
- B. **Website Management:** Ms. Brooks reported that since Ms. Shive has been managing the Website, someone else will need to take over this responsibility and Ms. Shive had suggested an outside vendor. Discussion was held.  
**Recommendations/Actions:** Ms. Clark, clerk, said she was interested in the website management and will look into it.

**V. Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, July 19, 2016** at 6:30pm at the County Commission Chambers room on the 3rd Floor of the County Office Building in Jackson, MO.

- VI. **Adjournment:** Being no further business, the regular meeting adjourned at 9:10pm.

Respectfully submitted,

Betty Brooks, Secretary