

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

I. Call to Order

Joe Tousignant, Chairman, called the meeting to order on July 19, 2016, at 6:30pm at the County Commissioners' Chambers in Jackson, MO. Other board members present were Betty Brooks, Greg Steiner, Kay Robins, and Joe Garvey, who was appointed by the County Commissioners on 06/23/16. Present also was Brian Strickland, engineer, and Marcia Warren, clerk. Mr. Tousignant declared a quorum was present.

II. Reports

A. **Secretary:** The minutes from the previous meeting held 06/21/16 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the secretary's report with corrections made to Ms. Warren's name.

B. **Treasurer:**

1. **Financial Report:** Ms. Robins, interim treasurer, presented the monthly financial reports prepared by Marcia Warren, clerk, and reported a balance in the General Account is \$30,336.14 effective 07/19/16 with bills paid to date. The income for June 2016 was \$16,989.48 and expenses for June 2016 were \$19,112.53. The Project Construction Account balance on 07/21/16 is \$11.28 and awaiting the monthly disbursement expense funds from the interim financing account. Ms. Brooks reported she has contacted Mr. Hollingsworth at Cedar Rapids Bank & Trust and they are working on the wire transfers to the construction account. Ms. Warren reported there were 14 shut-offs in June due to non-payment. 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. **Midwest Energy/LL Investment LLC:** Mr. Strickland reported he received the signed Transfer Agreement, Sewer Easement, and Special Warranty Deed documents from Beth Bollinger with no changes. Discussion was held.

Recommendations/Actions: Ms. Brooks will take the Deed documents to be recorded.

b. **Mulberry Acres:** Ms. Warren reported their application check was returned and a new check will be sent. Mr. Strickland reported he has received the easement and deed documents and the Transfer Agreement has been prepared. He also said the legal review has been completed by Mr. Robbins with no outstanding issues. He said also that their aerators need to be evaluated. Discussion was held.

Recommendations/Actions: It was moved, seconded, and unanimously approved to enter into the Agreement for Maintenance of Sanitary Sewer Services with Mulberry Acres, to be signed by the District president and secretary at their earliest convenience upon receipt of their signed documents and when their application check clears the bank, pending no changes by the Mulberry Acres Board of Directors to the Agreement.

2. **Permit Renewal**

- a. Arbor Trails: To be sent to Public Notice next month (August)
- b. Saxony High School: waiting on completion of lagoon sealing for issuance
- c. Red Barn and Seabaugh Acres: ready for signature and submission to DNR; done.

3. **Facility Updates:** Mr. Strickland reviewed the following updates:

- a. Arbor Trails: Water leak discovered on the water line; Monroe Plumbing to repair.
- b. Bella Vista Estates: WWTF good; need to locate some more manholes
- c. Cedar Meadows: Need to pump septic tanks; permit renewal later this year
- d. Essex Place: WWTF good; lagoon not discharging
- e. Fruitland American Meats/Whisnant Meat: Agreement submitted to AG/DNR for review; response pending
- f. Forest Meadows: No discharge from lagoon.
- g. Homestead Place: WWTF good
- h. Major Custom Cable: WWTF good
- i. Oak Creek Estates: WWTF good; need to locate all the manholes
- j. Pleasant Lake Estates: WWTF good
- k. Red Barn Restaurant: WWTF good
- l. Saxony High School: Lagoon liner repair planned for next week
- m. Seabaugh Acres: WWTF good
- n. Spring Lake Estates: WWTF good
- o. Sun Valley Estates: Pumping to Tamarac Estates
- p. Westbridge Place: WWTF good

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. **Wastewater Collection and Treatment Project:** Mr. Strickland presented the Monthly Disbursement Request for 07/30/16 for total \$89,200.00. He reported they are proceeding on the collection system layout and design and the anti-degradation review and facility plan will be sent to the DNR this week. He also said the first round of easement request letters will be mailed out next month. He said the facility will be a Sequencing Batch Reactor. Discussion was held.

Recommendations/Actions: Ms. Brooks will send the Monthly Disbursement Request to Mr. Hollingsworth at Cedar Rapids Bank and Trust and copy it to Whitney Watts at RD-USDA for review. Mr. Tousignant signed the Anti-Deg Review and Facility Plan. Mr. Strickland will meet with Bob Summers on 07/22/16 and invited the Board members to come at 2:30pm in the Strickland conference room to review the process for procuring the sewer line easements for the Project.

III. Old Business

- A. **Board Member Reappointment:** Ms. Brooks reported that Joe Garvey was appointed to the Board of Directors by the County Commissioners on 06/23/16 for the term to end 07/01/18. Mr. Tousignant noted two of the current board members' terms end on 07/01/18 and he will request the County Commissioners to stagger the terms after that time when they expire.
- B. **District Website:** Ms. Warren reported she has reviewed the District's website and started revising it, adding updates, and requested input from the Board members for additional ideas for the website. Discussion was held.
Recommendations/Actions: Follow up as needed.
- C. **CUSI Billing System Quotes:** Ms. Warren reported she received an updated quote from CUSI of \$13,002.90 with included the addition of PWSD #2 for total of 500-700 customers with PWSD #1 plus \$2000 for the server, plus \$125 for shipping and handling. She explained that customer water usage information from both PWSD #1 and #2 can then be obtained through this billing system. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to purchase the CUSI billing system per the quote of \$13,002.90 plus \$2000 for the server and \$125 for shipping and handling. Ms. Warren will send the signed contract to CUSI. Ms. Warren and Ms. Robins will be trained on the system. Mr. Steiner will obtain information on an uninterrupted processor power supply for the system.

IV. New Business

- A. **Annual Review of District Bylaws:** Mr. Tousignant presented a draft revision of the District Bylaws, last adopted 09/08/2014, with revisions proposed to change from Chairperson and Vice Chairperson to President and Vice President, to reflect current practice, and change the check amount for co-signatures from \$300 to over \$3,000. Discussion was held.
Recommendations/Actions: It was moved, seconded, and passed unanimously to approved the revised District Bylaws as presented. The revised District Bylaws Rev. 9 on 07/19/2016 will be posted to the District's website as soon as possible.
- B. **Board Election of Officers:** Election of officers were held as follows - Joe Tousignant, President; Greg Steiner, Vice President; Betty Brooks, Secretary; Kay Robins, Treasurer; and Joe Garvey, Board Member at Large.
- C. **Agreement with SEMO Electric:** Ms. Warren reported that SEMO Electric requires an agreement with the District to pay for the power for the meter for Seabaugh Acre's facility grinder pump, plus a \$500 deposit that is refunded after several payments. Ms. Warren agreed to be the District's contact person and requested assistance to execute the Agreement. Discussion was held.

Recommendations/Actions: Mr. Tousignant will meet with Ms. Warren to contact SEMO Electric to execute the Agreement for the facility at Seabaugh Acres.

- D. Insurance Update:** Ms. Brooks reported that she, Mr. Garvey, and Ms. Warren met with Ruth Stone from MOPERM on 07/18/16 to review the District's liability policy and discuss questions. Ms. Brooks outlined Ms. Stone's communication requests pertaining to the Project, when appropriate, and other comments regarding insurance and the Project. She also said that Bond and Errors/Omission Insurance is available for Ms. Warren when she completes her training to be a Notary Public and the process was reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to pay the associated fees and insurance for Marcia Warren to be a Notary Public for the District when she completes the required training.

- E. New Drop Box Location:** Ms. Warren asked if an additional payment drop box in the southern part of the District would be appropriate, since the acquisition of Oak Creek and Seabaugh Acres. Discussion was held.

Recommendations/Actions: It was decided to table the additional drop box at this time, since the CUSI billing system will allow online payment options.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, August 16, 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 9pm.

Respectfully submitted,

Betty Brooks, Secretary