

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

I. Call to Order

Joe Tousignant, Chairman, called the meeting to order on August 16, 2016, at 6:30pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Betty Brooks, Greg Steiner, Kay Robins, and Joe Garvey. 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 07/19/16 were reviewed.

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

B. **Treasurer:**

Financial Report: Ms. Robins, treasurer, presented the monthly financial reports prepared by Ms. Warren, and reported a balance in the General Account is \$30,723.27 effective 08/16/16 with bills paid to date. The income for July 2016 was \$15,213.21 and expenses for July 2016 were \$15,017.10. The Project Construction Account balance on 08/02/16 was \$998.42 with bills paid to date. Ms. Warren reported there were no shut-offs in July, there are 79 late payments to date in August, and 37 shut-offs on 08/30/16 if they are not paid. Review was also conducted of the mowing services and payments at the District's lagoon properties. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the treasurer's report as presented. Mr. Strickland will contact Monroe Plumbing to bill Saxony High directly for their repair work instead of the District. A review for bids for mowing services will be held in the spring of 2017.

C. **Engineering Update:**

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

a. **Mulberry Acres:** Mr. Tousignant reported the documents from the owners are in the mail to the District with a minor change re: the landowner's maximum expense with added "for the life of the contract." Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved again 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 with the added change.

2. **Permit Renewal**

- a. Arbor Trails: To go to Public Notice next month.
- b. Saxony High School: Certification for DNR ready for signature.
- c. Red Barn: Draft permit reviewed and will to go Public Notice later this month.
- d. Seabaugh Acres: Permit renewal submitted.

3. **Fruitland Meat:** Mr. Strickland reported their Agreement has been submitted to the AG/DNR for review with no response to date.

4. **Wastewater Collection and Treatment Project:** Mr. Strickland presented the Monthly Disbursement Request for 08/30/16 for total \$66,700.00. He reported they are proceeding on the collection system layout and design, working to complete all the easements before mailing them out. He will also meet with a marketing firm next week to look to ways to make the easement process more successful. 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 and approval. Follow up at the next meeting.
5. **Facility Updates:** Mr. Strickland reviewed the following updates:
- a. **Arbor Trails:** Permit on Public Notice.
 - b. **Bella Vista Estates:** WWTF good; need to locate some more manholes. Warranty Deed is being revised to include a reversion clause in the replacement and will be signed and submitted for signatures by the District when completed, and recording at the County Recorder's office.
 - c. **Cedar Meadows:** Need to pump septic tanks this month; approximate cost \$5000; ammonia levels are still high; needs aeration system.
 - d. **Essex Place:** WWTF good; lagoon not discharging
 - e. **Forest Meadows:** No discharge from lagoon.
 - f. **Homestead Place:** WWTF good
 - g. **Major Custom Cable:** WWTF good
 - h. **Midwest Energy/LL Investment LLC:** Need to move aerator over from Mulberry Acres; will be making some repairs to the pump station this month.
 - i. **Mulberry Acres:** Need to evaluate aerators
 - j. **Oak Creek Estates:** Had to replace blower motor; moved one from Sun Valley; manholes located.
 - k. **Pleasant Lake Estates:** WWTF good
 - l. **Red Barn Restaurant:** Moving tablet feeders from Cedar Meadows to Red Barn; not used at Cedar Meadows; lagoon embankment repairs planned this month by Monroe.
 - m. **Saxony High School:** Lagoon liner repair completed; AOC procedure completed.
 - n. **Seabaugh Acres:** WWTF good
 - o. **Spring Lake Estates:** WWTF good
 - p. **Sun Valley Estates:** Pumping to Tamarac Estates
 - q. **Tamarac Estates:** WWTF good.
 - r. **Westbridge Place:** WWTF good

Mr. Tousignant reported he treated duckweed at the facilities at Major Custom Cable, Westbridge Place, Midwest Energy, Bella Vista, and Essex Place. Mr. Strickland said they plan to get discharge samples from all lagoons this week. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. **Agreement with SEMO Electric:** Ms. Warren reported that the Agreement with SEMO Electric was signed and their \$300 deposit is refunded after 12 months.
Recommendations/Actions: Follow up as needed.
- B. **District Website Update:** Ms. Warren reported she has updated the District's website and requested a PDF program for the laptop. Discussion was held.
Recommendations/Actions: Mr. Steiner will follow up with Ms. Warren on the computer needs. Ms. Warren asked the Board members for continued input and submission ideas for the website.
- C. **CPA/Audit Update:** Ms. Warren reported she talked with the auditor who said a modified update would be \$8-9,000, a Procedure Engagement would be \$4500 to \$6500, and a Consulting Agreement would be also be \$4500 to \$6500 to be done in early October.
Recommendations/Actions: Follow up next meeting.
- D. **Notary Update:** Ms. Warren reported she has reapplied for the notary test since her last notary certification has expired.
Recommendations/Actions: Follow up as needed
- E. **CUSI Billing Update:** Ms. Warren reported she has received the instructional packet to review and will schedule the orientation soon for her and Kay Robins.
Recommendations/Actions: Follow up next meeting.

IV. New Business

- A. **CBSW User Group Meeting:** Ms. Warren said she has been invited to attend an upcoming meeting for users of the CUSI Billing software. Discussion was held.
Recommendations/Actions: It was decided to wait until next year to consider sending Ms. Warren to the meeting after she has had a chance to use the CUSI billing software, and Ms. Warren agreed.
- B. **Employee Request:** Ms. Warren asked if the Board would consider an additional benefit of health insurance for her by January 1, 2017, if possible. Discussion was held.
Recommendations/Actions: Ms. Brooks will research employee health insurance policies and Ms. Warren will also look into possible policies with local agents. Follow up at the next meeting.
- C. **Banner/Sign Quotes:** Ms. Warren presented quotes from four (4) area printing companies for yard signs and banners for use during the Project Easement Procurement process. Discussion was held.

Recommendations/Actions: Mr. Strickland will talk with the marketing firm next week about their proposals, including possible yard signs and banners, also. Follow up at the next meeting.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, September 20, 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 8:35pm.

Respectfully submitted,

Betty Brooks, Secretary