

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – September 20, 2016

I. Call to Order

Greg Steiner, Vice President, called the meeting to order on September 20, 2016, at 6:30pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Betty Brooks, Kay Robins, and Joe Garvey. Absent was Joe Tousignant. Present also was Brian Strickland, engineer, and Marcia Warren, clerk, plus Dana Thomas and Kelsey Murphy, both from BOLD Marketing. Mr. Steiner declared a quorum was present.

II. Reports

A. **Secretary:** The minutes from the previous meeting held 08/16/16 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 \$41,202.95 effective 09/20/16 with bills paid to date. The income for August 2016 was \$22,443.07 and expenses for August 2016 were \$30,639.44. She reported the District currently has about 700 customers. The Project Construction Account balance on 08/29/16 was \$89.17 with bills paid to date. Ms. Warren reported there were 35 shut-off letters sent in August, 13 shut-offs, and 2 remain shut off. She reported 22 shut-off letters sent in September with payments pending. Ms. Warren reported that a bill for \$18,000 for outstanding permit bills from the DNR for Mulberry Acres was sent to the District. She also received a \$6,000 past due permit bill again from the DNR. Mr. Strickland asked about the electric bill at Midwest Energy. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the treasurer's report as presented. Brian Strickland will address the outstanding bills from Arbor Trails and Mulberry Acres with the DNR. Ms. Warren will have the electric bill from the Midwest Energy facility changed over the District.

C. **Engineering Update:**

1. **Facility Transfers:**

a. **Mulberry Acres:** Ms. Brooks reported that the signed Agreement with Mulberry Acres of 08/10/16 was received, signed by she and Joe Tousignant, President, and recorded at the Cape Girardeau County Recorder's office.

Recommendations/Actions: Follow up as needed.

2. **Permit Renewal**

- a. Arbor Trails: Draft Permit is off Public Notice.
- b. Saxony High School: Waiting for the Draft Permit.
- c. Red Barn: Draft permit going on Public Notice this month.
- d. Seabaugh Acres: Permit renewal submitted.

3. **Fruitland Meat:** Mr. Strickland reported they are working with the attorney general and DNR on the timelines and milestones agreement by 09/30/16 for the Abatement Order on Consent while the District's Facility is being built and Fruitland Meat's facility will then be closed.

4. **Wastewater Collection and Treatment Project:** Mr. Strickland presented the Monthly Disbursement Request for 09/30/16 for total \$78,500.00, including a \$900 correction on Pay Estimate 4 from the Disbursement Request for 08/30/16. He reported the borings are being done on site for site characteristics and additional geotechnical information will be obtained. They are waiting for the DNR's response to the facility plan and anti-degradation report and are very close to finalizing the sewer system layout. He reported they have hired BOLD Marketing from Cape Girardeau to help with public awareness, marketing, and education in obtaining the public easements for the sewer lines for the Project. Ms. Thomas and Ms. Murphy from BOLD Marketing presented their Fruitland Initiative 2016. 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. Mr. Strickland invited Board members to the weekly lunch meetings with BOLD Marketing on Tuesdays from 12-1pm in the Strickland Engineering Conference Room for updates on the Initiative. Follow up at the next meeting.

5. **Facility Updates:** Mr. Strickland reviewed the following updates:
 - a. Arbor Trails: No change.
 - b. Bella Vista Estates: Warranty Deed was revised, signed, and recorded; to establish timeline for required ammonia level compliance; the vegetation from the lagoons has resolved since the SONAR (R) treatment.
 - c. Cedar Meadows: Septic tanks to be pumped out this week; not meeting ammonia level requirements; permit expires next month.
 - 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; pump station repairs done.
 - i. Mulberry Acres: Need to evaluate aerators
 - j. Oak Creek Estates: blowers running 24/7; to be addressed.
 - k. Pleasant Lake Estates: WWTF good
 - l. Red Barn Restaurant: Lagoon embankment repairs done.
 - m. Saxony High School: AOC details being addressed.

- n. Seabaugh Acres: WWTF good; will need to meet ammonia level requirements next permit cycle.
- o. Spring Lake Estates: WWTF good
- p. Sun Valley Estates: Pumping to Tamarac Estates
- q. Tamarac Estates: WWTF good.
- r. Westbridge Place: WWTF good

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. **Banner/Sign Quotes:** To be handled by BOLD Marketing.
Recommendations/Actions: None.

- B. **District Website Update:** Ms. Warren reported she has updated the District's website and has received some responses and requests from customers from the site. Discussion was held.
Recommendations/Actions: Follow up as needed.

- C. **CPA/Audit Update:** Ms. Warren reported the meeting with the auditor will be scheduled in October.
Recommendations/Actions: Follow up next meeting.

- D. **Notary Update:** Ms. Warren reported she has completed her notary certification, received the E&O bond insurance, related supplies, and is ready to provide notary services.
Recommendations/Actions: Follow up as needed

- E. **CUSI Billing Update:** Ms. Warren reported the Implementation Manager is to meet with her soon. Post card bill formats were reviewed to be used with the new billing system. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to order 3000 sheets of the purple post card billing forms, 3 per page, which should last about one (1) year, for \$515.00, with the goal to start with the October 2016 bills.

- F. **Employee Health Insurance:** Ms. Brooks reported she contacted MOPERM Insurance, Lesley Oswald at the Missouri Association of Sewer Districts, and Drenna Shive, HR Director at Major Custom Cable for information on Employee Health Insurance. The responses were basically to wait until the annual open enrollment for the Affordable Care Act policy in November 2016. Ms. Warren reported she contacted several local insurance companies and found some positive options, but they also are not available until 11/01/16.
Recommendations/Actions: Follow up at November meeting.

IV. New Business

- A. **Preliminary Engineering Report Package for 4 satellite treatment systems:** Ms. Brooks reported that Joe Tousignant, President, has noted that several of our subdivision systems that will not be included in the Wastewater Collection and Treatment Project have some pressing operational issues at their facilities. The subdivision facilities include Bella Vista, Cedar Meadows, Oak Creek, and Seabaugh Acres. It was recommended that the issues be reviewed by Strickland Engineering through a Preliminary Engineering Report "package" to address all four of our "satellite" systems in a proactive measure to address the issues with DNR. Discussion was held.
Recommendations/Actions: Continue further discussion at the next meeting.
- B. **Pens:** Ms. Warren presented pricing for promotional Lumini Classic Click Pens for the District. She reported the pens are very good and had an example. Discussion was held.
Recommendations/Actions: Mr. Strickland will contact BOLD Marketing to see if they have a similar product.
- C. **2017 MOPERM Renewal Questionnaire:** Ms. Brooks reviewed the information provided by Ms. Warren including the office equipment for the Questionnaire to be submitted by 10/05/16. Discussion was held.
Recommendations/Actions: Ms. Brooks will complete the Questionnaire for submission by 10/05/16.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, October 18, 2016** at 6:30pm at the County Commission Chambers room on the 3rd Floor of the County Office Building in Jackson, MO.
- B. The Cape County Board Picnic will be held on 09/27/15 from 5pm to 7pm at the Cape County Park South, Shelter #20 and all Board members were invited to attend.

VI. Adjournment: Being no further business, the regular meeting adjourned at 8:20pm.

Respectfully submitted,

Betty Brooks, Secretary