

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – November 15, 2016

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on November 15, 2016, at 6:40pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Betty Brooks, Kay Robins, and Greg Steiner. Absent was Joe Garvey. Present also was Brian Strickland, engineer, and Marcia Warren, clerk. Mr. Tousignant declared a quorum was present.

**II. Guest Comments/Questions:** There were no guests present.

**III. Reports**

**A. Secretary:** The minutes from the previous meeting held 10/18/16 were reviewed.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes from the meeting on 10/18/16.

**B. Treasurer:**

**Financial Report:**

1. **Checking Account:** Ms. Robins, treasurer, presented the monthly financial reports prepared by Ms. Warren, and reported a balance in the General Account is \$44,167.43, excluding deposits from ACH customers, effective 11/15/16 with bills paid to date. The income for October 2016 was \$29,105.93 and expenses for October 2016 were \$19,501.81.

2. **Project Construction Account:** Ms. Robins and Ms. Warren reported the balance on 10/31/16 was \$958.66 with bills paid to date. Ms. Brooks presented a copy of the construction account's activity statement to date to 11/15/16.

3. **Other:** Ms. Warren reported there were 15 shut-offs issued in October due to nonpayment and none planned in November due to the holiday. She also reported that corrections are being made to the State Employee Withholding Tax payments for 2014 and a Federal Tax payment error is also being corrected. Discussion was also held again about the outstanding DNR Permit back fees from Arbor Trails and Mulberry Acres from prior to the Districts' ownership. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the treasurer's report as presented. Mr. Strickland and Mr. Tousignant will review the DNR bills from Arbor Trails and Mulberry Acres before payment is made.

**C. Engineering Update:**

1. **Wastewater Collection and Treatment Project:** Mr. Strickland reported that work continues on the collection system layout with some adjustments made in conjunction with Horner Schifrin Engineering. The preliminary plans for review are projected to be ready by 12/31/16. He presented the Monthly Disbursement Request for 11/30/16 for total \$91,800.00, including \$66,300 for Engineering Fees and \$25,500.00 for Special Services as outlined. He reported 172 out of 470 signed easements have been returned to date and the Fruitland Church signing event on 10/29/16 was successful with 20 signed easements obtained that day. He said 161 gas card incentives were

awarded for early signing of easements and are being mailed out on 11/18/16. He said BOLD Marketing has done two (2) post card mailings, an e-newsletter, continued Facebook information, and yard signs for signed easements. He reviewed the future plans for the next 3-4 months to continue to obtain additional easement signatures and asked the Board members to assist in making phone calls to remaining homeowners regarding the easement signatures. 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 and BOLD Marketing will send another post card reminder to homeowners about the easements by 11/28/16 and will hold an event 12/10/16 with notaries for signing easements and questions. Phone call contacts will be planned by 12/10/16 by the Board members. Follow up at the next meeting.

## 2. **Permit Renewal**

- a. Arbor Trails: Waiting on the anti-degradation and Preliminary Plan review response from the DNR, then the Operating Permit will be placed on Public Notice by Feb/March 2017.
- b. Saxony High School: New permit issued.
- c. Red Barn: New permit to be issued at any time.
- d. Seabaugh Acres: Waiting for the Draft Permit.
- e. Cedar Meadows - Permit renewal to be submitted
- f. Sun Valley - Permit renewal to be submitted

## 3. **Facility Updates:** Mr. Strickland has no new information on the following facilities:

- a. Arbor Trails: No change.
- b. Bella Vista Estates: to establish timeline for required ammonia level compliance;
- c. Cedar Meadows: complete sludge removal performed; continue work to address high ammonia levels. DNR inspection planned.
- 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: To move aerators over from Mulberry Acres.
- k. Pleasant Lake Estates: WWTF good
- i. Mulberry Acres: Need to evaluate aerators
- j. Oak Creek Estates: blowers running 24/7; okay, but to be addressed. DNR inspection planned.
- l. Red Barn Restaurant: unused tablet feeder chlorinators moved from Cedar Meadows to Red Barn facility to be used for required disinfection. First cell full of sludge; to be removed; also have a septic tank

- 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: Inspection conducted by DNR.
- q. Tamarac Estates: Inspection conducted by DNR; to clean outflow; clean out sludge in ditch and put rip rap in it.
- r. Westbridge Place: DNR inspection planned.

Discussion was held.

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

The Regular Board Meeting temporarily adjourned at 8:10pm to go into Closed Session until 8:45pm.

### III. Old Business

- A. **CPA/Audit Update:** Ms. Warren reported she will meet again with auditor Jeff Stroder of Beussink, Hey, Roe & Stroder, LLC at the end of November on 10/12/16 to continue review the financial operations of the District office. She presented his letter of agreement for consulting support services. Discussion was held. .  
**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the letter of agreement with Jeffrey Stroder, CPA for support services for the District.
- B. **Late Payments from Commercial Businesses:** Ms. Warren reported that all late commercial business payments have been paid up to date and on time, except for one. Discussion was held.  
**Recommendations/Actions:** Mr. Tousignant will contact the representative at the business about making their monthly payments on time and/or paying the late payments.
- C. **CUSI Billing Update:** Ms. Warren reported she will start transition training on 11/14/16 with implementation planned for the end of December 2016. Discussion was held.  
**Recommendations/Actions:** Follow up as needed.
- D. **Employee Health Benefits:** Ms. Warren reported she was able to obtain health insurance on her own from a private insurance company at a less expensive rate.  
**Recommendations/Actions:** No further follow up.
- E. **Preliminary Engineering Report Package for 4 satellite treatment systems:** No new information for the systems needing attention at Cedar Meadows, Seabaugh Acres, Bella Vista, and Oak Creek. Discussion was held.  
**Recommendations/Actions:** Follow up as needed.

#### IV. New Business

- A. **Meeting Resolution:** Mr. Tousignant presented a resolution to address guest comments and questions at District regular Board meetings. The Resolution was presented as follows:  
WHEREAS, the Cape Girardeau County Reorganized Common Sewer District (“District”) is a political subdivision of the State of Missouri, subject to the provisions of Chapter 610 RSMo., commonly referred to as the “Sunshine Law”; and  
WHEREAS, the District is required to hold open meetings where the public is invited to attend; and,  
WHEREAS, the District believes that its meetings should be conducted in an orderly, timely and efficient manner;  
NOW, THEREFORE, it is resolved by the Board that the Cape Girardeau County Reorganized Common Sewer District shall have a printed agenda for each meeting;  
BE IT FURTHER RESOLVED, that the President of the Cape Girardeau County Reorganized Common Sewer District shall be in control of the agenda and has the final say as to items that will be included on the agenda;  
BE IT FURTHER RESOLVED, that any Board member or member of the public who wishes to have an item included on the agenda shall present said item in writing, at least twenty-four (24) hours in advance of the meeting, and shall provide a brief summary of the item to be discussed. The Board may further limit public comment to five (5) minutes per person, per item on the agenda.

Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the resolution as presented.

- B. **CRC Board of Realtors:** Mr. Tousignant reported he talked to their clerk and will speak at their next meeting about the District. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting as needed

- C. **Quik Books Update:** Ms. Warren asked if an update for the Quik Books accounting software could be purchased which was \$219 including all updates, renewal, and Cloud back-ups. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to purchase the update for Quik Books for \$219 as requested.

- D. **Postage Meter Contract Renewal:** Ms. Warren reported the postage meter contract was up for renewal for either \$21.95 per month or \$263 per year. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to purchase the annual renewal for the postage meter for \$263.

- E. **Real Estate Tax Bill for Sun Valley:** Ms. Warren reported the District received a Real Estate Tax Bill for the facility at Sun Valley. Mr. Tousignant and Mr. Strickland said this must be an error as the District does not pay these taxes. Discussion was held.  
**Recommendations/Actions:** Mr. Steiner will contact the County Collector's office about the Tax Bill error for Sun Valley.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, December 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 9:15pm.

Respectfully submitted,

Betty Brooks, Secretary