

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

I. Call to Order

Joe Tousignant, President, called the meeting to order on December 20, 2016, at 6:35pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Betty Brooks, Joe Garvey, Kay Robins, and Greg Steiner. 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 11/15/16 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes from the meeting on 11/15/16.

B. Treasurer:

Financial Report:

1. **Checking Account:** Ms. Robins, treasurer, presented the monthly financial reports as prepared by Ms. Warren, and reported a balance in the General Account is \$51,271.38, effective 12/20/16 with bills paid to date. The income for November 2016 was \$28,355.05 and expenses for November 2016 were \$29,576.81.

2. **Project Construction Account:** Ms. Robins and Ms. Warren reported the balance on 12/06/16 was \$940.11 with bills paid to date. Ms. Brooks presented a copy of the construction account's activity statement to date to 12/20/16.

3. **Other:** Ms. Warren reported the refund for the 2014 County tax was received. She reported there are 37 customers on the shut off list for PWSD #1 and asked the Board to consider not doing shut offs due to the holidays. Mr. Strickland reported no new information on 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. It was also moved, seconded, and approved unanimously to suspend with the shut offs in December due to the holidays. 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 they are on track with the Project design and easements. They are up to 208 signed easements for the Project which is just below 50%. He reviewed plans to contact the remaining homeowners by phone, and apply door hanger reminders and January/February, post large banners about the easements, and have notary services available at the office of Farmer's Insurance Agent John Beaudean in Fruitland, with additional mailings to follow until the goal date of 03/01/17. He said the detailed Plant and Sewer Project design continues to proceed and comments have been received from the DNR.

He presented the Monthly Disbursement Request for 12/31/16 for total \$222,524.33, including \$54,400.00 for Engineering Fees and \$35,000.00 for Special Services, plus \$133,124.33 for Legal Services to date as outlined. 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 coordinate the continued marketing efforts with assistance of the Board members for phone calls to the remaining homeowners re: easements as needed. 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. Pleasant Lake Estates - Permit renewal submitted
- c. Red Barn: New permit issued.
- d. Seabaugh Acres: Waiting for the Draft Permit.
- e. Cedar Meadows - Permit renewal submitted
- f. Sun Valley - Permit renewal 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: Sludge removed; new recirculation pump added to help reduce ammonia levels
- d. Essex Place: WWTF good; lagoon not discharging; muskrats trapped
- e. Forest Meadows: No discharge from lagoon.
- f. Homestead Place: WWTF good
- g. Major Custom Cable: WWTF good; muskrats trapped
- h. Midwest Energy/LL Investment LLC: To move aerators over from Mulberry Acres - placed on hold; water draining in front of Pie Bird Cafe addressed by owners; muskrats trapped
- k. Pleasant Lake Estates: replaced motor that stopped working
- i. Mulberry Acres: Need to evaluate aerators
- j. Oak Creek Estates: blowers running 24/7; okay, but to be addressed.
- l. Red Barn Restaurant: work being done to improve discharge flow; sludge in first cell too tightly packed; tablet feeders for disinfection ready for the spring; there is no septic tank.
- m. Saxony High School: WWTF good; permit renewed
- n. Seabaugh Acres: grinder pump went out; replacement priced \$3700; looking at other components; has another functioning pump there.

- o. Spring Lake Estates: WWTF good
- p. Sun Valley Estates: WWTF good
- q. Tamarac Estates: WWTF good
- r. Westbridge Place: WWTF good

Mr. Strickland also reported that DNR inspections continue to be done with 4-5 completed to date. He stated they are using the area at the Pleasant Lake Estates facility for equipment storage at this time. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. **CPA/Audit Update:** Ms. Warren reported she met with auditor Jeff Stroder of Beussink, Hey, Roe & Stroder, LLC to continue review the financial operations of the District office. Mr. Stroder requested documents of checks and balances, plus written Board Operation Policies, Financial Policies and Procedures, minutes, financial records, who approves documents, and bids. Discussion was held.

Recommendations/Actions: Ms. Brooks, Ms. Robins, and Ms. Warren will work to prepare and collect the requested polices and procedures.

- B. **CUSI Billing Update:** Ms. Warren reported she is working on the transition to the new billing system with implementation planned for the January 2017 bills. Discussion was held.

Recommendations/Actions: Follow up as needed.

- C. **CGC Board of Realtors Meeting Update:** Mr. Tousignant reported the meeting is to be scheduled; report tabled until further notice.

- D. **Postage Meter Update:** Ms. Warren reported the new postage meter has not been received yet. Discussion was held.

Recommendations/Actions: Ms. Warren will follow up on the postage meter delivery.

IV. New Business

- A. **CBSW Web Service:** Ms. Warren reported the CBSW Web Service for the CUSI Billing System requires that we own our own Domain Name due to the increased number of bills to be sent out. She said she currently we do not own the current Domain name with Wix and reviewed the purchasing options versus using the Domain name purchased by BOLD Marketing for the District's use during the Wastewater Treatment Project. She requested resolution be obtained this week if possible due avoid delays in billing. Discussion was held.

Recommendations/Actions: Mr. Strickland will contact Mickey Quade for additional technical information and contact Ms. Warren and the Board members with follow up as soon as possible.

The regular Board meeting temporarily adjourned at 8pm to go into Closed Session for personnel and real estate issues until 8:35pm.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, January 17, 2017** 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 8:45pm.

Respectfully submitted,

Betty Brooks, Secretary