

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – January 17, 2017

I. Call to Order

Joe Tousignant, President, called the meeting to order on January 17, 2017, 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 12/20/16 plus those of the closed meetings of 11/15/16 and 12/20/16 were reviewed

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes from the meetings on 11/15/16 and 12/20/16.

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 \$52,380.37, effective 12/20/16 with bills paid to date and excluding ACH deposits due to the holiday on 01/16/17. The income for December 2016 was \$22,473.99 and expenses December 2016 were \$27,796.23.

2. **Project Construction Account:** Ms. Robins and Ms. Warren reported the balance on 01/03/17 was \$933.32 with bills paid to date. Ms. Brooks presented a copy of the construction account's activity statement to date to 01/17/17.

3. **Other:** Ms. Warren reported that PWSD #1 was not doing shut-offs this month. She also reported Saxony High School continues to make late payments without paying the late charges. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the treasurer's report as presented. Mr. Tousignant will contact the representative at Saxony High School re: the late payments.

C. Engineering Update:

1. **Wastewater Collection and Treatment Project:** Mr. Strickland reported they are continuing with outreach efforts and have received 216 signed easements for the Project to date. He stated that revised Easements will be mailed out next week, followed by a second round of phone calls with the goal for signed easements by March 1, 2017. He said the preliminary plans for the Project are 75% complete, reviewed the DNR's letter of 01/03/17, and reviewed plans for the District's office. He presented the Monthly Disbursement Request for 12/31/16 for total \$86,900.00, including \$54,400.00 for Engineering Fees and \$32,500.00 for Special Services 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: Has been on Public Notice.
- b. Pleasant Lake Estates - Permit renewal due August 2017
- c. Homestead Place - Permit renewal submitted
- 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 reported 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: No new information
- 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: No new information
- k. Pleasant Lake Estates: no new information
- i. Mulberry Acres: Need to evaluate aerators
- j. Oak Creek Estates: blowers running 24/7; okay, but to be addressed.
- l. Red Barn Restaurant: needs work to address a leak and improve discharge flow
- m. Saxony High School: WWTF good
- 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. Tousignant reported he and Sam Sparks reviewed all facilities regarding mowing needs. Discussion was held about the facilities and the mowing needs for the facilities next year.

Recommendations/Actions: Mr. Tousignant will prepare a Scope of Work regarding mowing of grass at the District's facilities and a bid proposal and present to the Board for review. Follow up at the next meeting.

III. Old Business

- A. **CPA/Audit Update:** Ms. Warren reported she is working on getting the necessary information and requested assistance with "land values." Ms. Brooks reported that other Districts in Missouri have reported they do not have Board policies and procedures such as we are looking for. Ms. Warren said we need the policies by August 2017. Discussion was held.

Recommendations/Actions: Mr. Tousignant will obtain land value information as requested for Ms. Warren. Ms. Brooks, Ms. Robins, and Ms. Warren will continue to prepare and collect the requested policies and procedures.

- B. **CUSI Billing Update:** Ms. Warren reported transition to CUSI billing in January is going okay and a bulk mail postage permit is needed for the 700 bills per month. Discussion was held. She said the new postage meter came in, but did not work, so it was returned and she is using the previous meter.

Recommendations/Actions: Ms. Robbins will assist with the bulk mail postage permit. Follow up as needed.

- C. **CBSW Web Service:** Ms. Warren reported the District's Internet service has been updated. Mr. Tousignant presented a proposal from BOLD Marketing for merchant services and includes 10 email addresses and up to 3500 emails sent per month. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Website Development Proposal from BOLD Marketing as presented. Mr. Tousignant will contact Donna at BOLD Marketing re: implementation.

IV. New Business

- A. **Fruitland American Meat Agreement:** Mr. Tousignant reported the District will close on the 3.8 acres of property on 01/20/17 being purchased from Fruitland American Meats for the Wastewater Treatment Facility Project, according to the Agreement for Maintenance of Sanitary Sewer Services of 12/20/16. Mr. Strickland reported the appraisal was done and temporary construction permit was completed. Discussion was held.

Recommendations/Actions: Mr. Tousignant will attend the closing of the property at Fruitland American Meats and follow up with the cashier's check.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, February 21, 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 8:30pm.

Respectfully submitted,

Betty Brooks, Secretary