

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – February 21, 2017

I. Call to Order

Joe Tousignant, President, called the meeting to order on February 21, 2017, at 6:40pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Betty Brooks, Joe Garvey, and Kay Robins. Absent were Greg Steiner and Marcia Warren, clerk. Present also was Brian Strickland, engineer, from Strickland Engineering and Jim McCleish, Sean Mickey, and Bob Summers each from Horner & Schifrin Engineering. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions:

- A. Kevin Keller met with Mr. Tousignant and Mr. Strickland prior to the meeting to address his concerns.
- B. **Wastewater Collection and Treatment Project Update:** Brian Strickland from Strickland Engineering and Jim McCleish, Sean Mickey, and Bob Summers from Horner & Schifrin Engineering each presented progress updates on the easements, design work, and presented draft plans for the plant. Mr. Strickland reported that 52% of the easements have been signed with additional mailings and calls planned to the remaining homeowners up to the deadline of March 1, 2017 and then a list of the remaining names will be forwarded to Scott Robbins, attorney, for further action. The construction permit is projected for submission to the DNR by 05/01/17 for review of 60-90 days for the final permit. Mr. Summers reported the plant design is about 80% complete overall, pending electrical, plumbing, and mechanical designs and completion of the signed easements. Mr. Mickey reviewed the draft plans of the plant. Mr. McCleish reviewed the results of the geological studies of the area and plans to address the issues. Discussion was held.

III. Reports

- A. **Secretary:** The minutes from the previous meeting held 01/17/17 were reviewed **Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes from the meeting from 01/17/17.
- 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 \$40,051.87, effective 02/21/17 with bills paid to date. The income for January 2017 was \$23,354.45 and expenses in January 2017 were \$20,069.45. Discussion was held.
 - 2. **Project Construction Account:** Ms. Robins reported the balance on 01/31/17 was \$931.38 with bills paid to date.
 - 3. **Other:** Ms. Robins reported Saxony High School continues to make late payments without paying the late charges. It was noted the District received a Real Estate Tax Bill for the lagoon facility at Tamarac Estates. There are 20 shut-off letters be mailed in February including 19 for PWSD #1 and 1 for PWSD #2. 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. Ms. Robins will contact the County Collector's office to inform them the District is not subject to Real Estate taxes.

C. **Engineering Update:**

1. **Wastewater Collection and Treatment Project:** See above update. Mr. Strickland presented the Monthly Disbursement Request for 02/28/17 for total \$81,900.00, including \$54,400.00 for Engineering Fees and \$27,500 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 until 03/01/17 with attorney Mr. Robbins to follow up with them after 03/01/17. Follow up at the next meeting.

2. **Permit Renewal:** Mr. Tousignant and Mr. Strickland reported they had a very successful meeting with representatives of the Missouri Department of Natural Resources recently in Jefferson City regarding facility permits, fees, inspections, compliance, the Project, and other issues. They said the DNR will not hold the District responsible for any water permit fees/due on treatment facilities prior to our taking ownership. The District will owe the permit fees for Arbor Trails for 2014 and 2015 plus the permit fees for 2016 for Mulberry Acres. They said the District will also get a schedule of compliance for Mulberry Acres extended to fit within the timeline of the Wastewater Collection and Treatment Project. An Abatement Order for Consent will be issued for Bella Vista Estates because the ammonia compliance with final effluent limits has already passed, but this will give the District a better timeline for completion. Discussion was held.
 - a. Arbor Trails: Received permit renewal
 - b. Pleasant Lake Estates - Permit renewal submitted
 - c. Homestead Place - Permit renewal submitted
 - d. Seabaugh Acres: Waiting for permit to be put on Public Notice
 - e. Cedar Meadows - Waiting for permit to be put on Public Notice
 - 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 receive Abatement Order on Consent for ammonia level compliance

- c. Cedar Meadows: Cleaned pea gravel
- d. Essex Place: WWTF good; lagoon not discharging
- e. Forest Meadows: Bad smell reported; being addressed.
- f. Homestead Place: Repairs done
- g. Major Custom Cable: WWTF good
- h. Midwest Energy/LL Investment LLC: pump replaced
- k. Pleasant Lake Estates: clarifier rebuilt
- i. Mulberry Acres: Need to evaluate aerators; Compliance schedule for May 2018
- j. Oak Creek Estates: blowers running 24/7; okay, but to be addressed.
- l. Red Barn Restaurant: repaired muskrat hole
- m. Saxony High School: WWTF good
- n. Seabaugh Acres: repairs done on discharge pump; working on replacement for one of the grinder pumps; bad smell reported which is likely due to recent increased humidity and will decrease with warmer weather and resulting increased biological activity in the lagoon.
- o. Spring Lake Estates: WWTF good
- p. Sun Valley Estates: WWTF good
- q. Tamarac Estates: Repairs done
- r. Westbridge Place: WWTF good

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. **CPA/Audit Update:** Ms. Brooks reported she will contact Mr. Stroder, CPA for more information on the specific type of Board policies needed as no other references have been located. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- B. **CUSI Billing Update:** Ms. Robins reported for Ms. Warren that the transition to CUSI billing is going well and the bulk mail postage permit has been obtained. There is also a link on the District's website to pay online. Discussion was held.

Recommendations/Actions: Follow up as needed.

- C. **CBSW Web Service:** Ms. Robins reported for Ms. Warren that the credit card payment service is almost ready to go. Discussion was held.

Recommendations/Actions: Mr. Tousignant will contact Dana at BOLD Marketing regarding the merging of the old and new District's websites. Follow up as needed.

D. **Mowing Bids:** Mr. Tousignant presented a proposed Scope of Work for bids for mowing and landscaping maintenance at 14 wastewater treatment facilities for the 2017-18 growing season, to include Arbor Trails, Bella Vista, Cedar Meadows, Essex Place/Cedar Circle, Forest Meadows, Homestead Place, Major Custom Cable, Midwest Energy, Red Barn, Saxony High School, Seabaugh Acres, Sun Valley Estates, Tamarac Estates, and Westbridge Place. Discussion was held.

Recommendations/Actions: Mr. Tousignant will contact Ms. Warren to publish the Mowing Bids with responses due for review at the next Board meeting on 03/21/17. Mr. Tousignant and Mr. Garvey will review the responses and present them at the next Board meeting.

IV. **New Business**

A. **Annual Sewer Rate Adjustment:** Discussion was held on the upcoming annual sewer potential rate adjustment due July 1, 2017 based on the average water usage of December, January, and February.

Recommendations/Actions: It was decided to finalize the annual rate adjustment at the May 2017 Board meeting.

V. **Announcements**

A. The next regular monthly meeting will be held on **Tuesday, March 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 9:35pm.

Respectfully submitted,

Betty Brooks, Secretary