

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

I. Call to Order

Joe Tousignant, President, called the meeting to order on March 21, 2017 at 6:30pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Betty Brooks, Joe Garvey, Kay Robins, Greg Steiner, and Marcia Warren, clerk. Present also was Brian Strickland, engineer, from Strickland Engineering. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions: None

III. Reports

A. **Secretary Report:** The minutes from the previous regular and closed Board meetings held 02/21/17 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes from both the regular and closed Board meetings on 02/21/17.

B. Engineering Update:

1. **Wastewater Collection and Treatment Project:** Mr. Strickland reported they are finalizing details for the construction permit to be submitted by 04/15/17. Signed and notarized easements submitted to date total 295 of 479 or about 61%. The next step will be for attorney Scott Robbins to send letter to the remaining homeowners to reach the goal of signed easement of 80% or 383 easements. The goal is also to complete initial contact with homeowners regarding pump stations within the next 30 days. Mr. Strickland presented the Monthly Disbursement Request # 11 for 30-Day Period Commencing 03/31/17 for total amount \$42,200.00 including \$27,200 for Engineering Fees and \$15,000 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, staff, and Mr. Robbins will continue efforts to contact the remaining homeowners re: easements as needed. Follow up at the next meeting.
2. **Permit Renewal:** Mr. Strickland reported the following update:
 - a. Seabaugh Acres: Draft permit received with 6 years to meet ammonia limits
 - b. Cedar Meadows - Waiting for permit to be put on Public Notice
 - c. Bella Vista - no new information received
 - d. Mulberry Acres - modifications to be submittedDiscussion was held.
Recommendations/Actions: Mr. Strickland will continue to monitor/act on the Permits as needed. Follow up at the next meeting.
3. **Facility Updates:** Mr. Strickland reported on the following facilities:
 - a. Arbor Trails: No new information.
 - b. Bella Vista Estates: To receive Abatement Order on Consent for ammonia level compliance

- c. Cedar Meadows: No change
 - d. Essex Place: No change
 - e. Forest Meadows: no reports of bad smells from lagoon
 - f. Homestead Place: No change
 - g. Major Custom Cable: repaired aerator
 - h. Midwest Energy/ LLC: moving one aerator from Mulberry Acres to Midwest Energy
 - k. Pleasant Lake Estates: maintenance to be done on clarifier and sludge return lines
 - 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: Malodorous effluent from lagoon with sample results noted elevated ; too much sludge in the first cell.
 - m. Saxony High School: WWTF good
 - n. Seabaugh Acres: facility reportedly smells better
 - o. Spring Lake Estates: WWTF good
 - p. Sun Valley Estates: WWTF good
 - q. Tamarac Estates: Repairs done
 - r. Westbridge Place: WWTF good
- Other: Fruitland American Meat: construction plan review received; plan to build in 90 days according to the Agreement with the District re: pump station.

Mr. Strickland reported three (3) customers currently serve the lagoon facility at Red Barn Restaurant which is having odor and sample result problems. He proposed to install a single grinder pump station and electric meter for the pump station at the apartment buildings and have it flow into the facility at Major Custom Cable via a forced main. He estimated the construction costs at \$10,000 for the pump station and \$5,000 to \$10,000 for the 200 feet of forced main sewer line for maximum total cost of \$20,000.00. He confirmed the facility at Major Custom Cable has the capacity for the added load. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to proceed with the construction project at the facility at Red Barn Restaurant as proposed by Mr. Strickland. Mr. Strickland will prepare a bid package, advertise, and obtain up to 3 bids for the project. Mr. Tousignant and Mr. Strickland will review the regulations on restaurant grease traps with Las Brisas Restaurant. It was also moved, seconded, and approved unanimously to require commercial food service customers to include grease traps in their drains.

C. 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 \$59,622.63 effective 03/21/17 with bills paid to date. The income for February 2017 was \$31,129.00 and expenses in February 2017 were \$24,407.15. Discussion was held.
2. **Project Construction Account:** Ms. Robins reported the balance on 03/03/17 was \$914.53 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.

- D. Clerk Report:** Ms. Warren reported Saxony High School has paid their late fees up to February and will start paying online beginning next month. She also received the water usage rates for customers from PWSD #1 and is waiting for the rates from PWSD #2 for the Board's rate review at the May Board meeting. She reported there were only 4 shut-offs in February and 3 were turned back on with payment on the same day. She said 23 shut off notices were mailed out on 03/17/17 for PWSD #1 and 6 for PWSD #2. She reported \$1038 in late fees were received in February and \$717.25 were received so far in March. There are 140 customers signed up for ACH bill withdrawal, 79 registered online, and 57 customers made online payments. She reported the billing process is going well with the invoices, reporting, plus online and credit card bill payments.

Recommendations/Actions The Board expressed their appreciation to Ms. Warren for her hard work with the transition to the new billing system and process.

III. Old Business

- A. CPA/Audit Update:** Ms. Brooks reported she contacted Mr. Stroder, CPA and has received some information on the specific type of Board policies needed as no other references are available. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- B. CBSW Web Service:** Ms. Warren reported the District's old and new websites are still separate at this time, but transition to the new website is in progress. Discussion was held.

Recommendations/Actions: Follow up as needed.

- C. **Mowing Bids:** Mr. Tousignant reported five (5) bids were received in response to the advertisement for mowing of the 14 District lagoon facilities. He and Joe Garvey met and reviewed the bids on 03/20/17 and presented the bid requests from Ken Berry, Barry Eggimann, Steve Martin, Michael Riney, and Sam Sparks. Discussion was held.
Recommendations/Actions: It moved, seconded, and approved unanimously to accept the low bids from Michael Riney and Barry Eggimann. Mr. Tousignant will contact them and the others who submitted bids with the outcome information.
- D. **Earned Time Off (ETO) Policy:** Mr. Tousignant presented a proposed employee policy for Earned Time Off (ETO) based on hours accrued per 40 hours worked and years of service, dated 03/21/17 and earned retroactive to 01/01/17. Discussion was held.
Recommendations/Actions: It moved, seconded, and approved unanimously to accept the proposed Earned Time Off (ETO) Policy date 03/21/17 and earned retroactive to 01/01/17. Ms. Robins will contact Ms. Warren, clerk about the policy information.

IV. **New Business** - None

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, April 18, 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 8:20pm.

Respectfully submitted,

Betty Brooks, Secretary