

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – April 18, 2017

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on April 18, 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, Greg Steiner, and Marcia Warren, clerk. Mr. Tousignant declared a quorum was present.

**II. Guest Comments/Questions: None**

**III. Reports**

A. **Secretary Report:** The minutes from the previous regular Board meeting held 03/21/17 was reviewed. Mr. Tousignant corrected the statement in the first paragraph on page 2 that Mr. Strickland proposed to "purchase a single grinder pump and control panel from Municipal Equipment in Cape Girardeau as they are the sole provider in the Cape Girardeau County area at a reasonable cost." The vote was to proceed with the purchase of the grinder pump and control panel (not the construction project) for the facility at Red Barn Restaurant as proposed by Mr. Strickland. Mr. Strickland will prepare a bid package, advertise, and obtain up to three (3) bids for the installation (not the project). **Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes as corrected from the regular Board meeting on 04/18/17.

B. **Engineering Update:**

1. **Wastewater Collection and Treatment Project:** Mr. Tousignant reported attorney Mr. Robbins sent out the first letter to the remaining homeowners regarding the easements to be signed for the Project. A second letter, if needed, will be sent to the homeowners within the next two (2) weeks. He reported the Draft Permit has been issued for the Project Plant. Discussion was held.

**Recommendations/Actions:** Mr. Robbins will continue efforts to contact the remaining homeowners re: easements as needed. Follow up at the next meeting.

2. **Permit Renewal:** No new information.

- 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 submitted

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

3. **Facility Updates:** Mr. Tousignant 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: Violation in discharge received re: ammonia for September and December 2016; response due 04/25/17 to MoDNR.
  - d. Essex Place: No change
  - e. Forest Meadows: No change
  - f. Homestead Place: No change
  - g. Major Custom Cable: No change
  - h. Midwest Energy/ LLC: No change
  - 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: Pump station and control panel ordered; Mr. Strickland to obtain bid proposals for the installation.
  - m. Saxony High School: WWTF good
  - n. Seabaugh Acres: No change
  - o. Spring Lake Estates: WWTF good
  - p. Sun Valley Estates: WWTF good
  - q. Tamarac Estates: No change
  - r. Westbridge Place: WWTF good
- Other: Fruitland American Meat: Equipment for the pump station has been ordered.

Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will contact Mr. Strickland re: the response letter to DNR regarding the ammonia violation at Cedar Meadows.

**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 \$75,181.59 effective 04/18/17 with bills paid to date. The income for March 2017 was \$34,287.18 and expenses in March 2017 were \$14,642.19.
2. Project Construction Account: Ms. Robins reported the balance on 04/03/17 was \$899.52 with bills paid to date.
3. Other: Late fees charged were \$559.76 from 115 customers. Fifteen shut-off notices were mailed for PWSD #1 customers and one (1) shut-off notice was mailed for a PWSD #2 customer. 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 she is getting the daily reconciliation reports now with the billing system. 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. She reported the District's email address has changed to [service@capecountysewer.com](mailto:service@capecountysewer.com). It was suggested the Board members' email addresses be activated after the websites are merged.

**Recommendations/Actions:** Mr. Tousignant and Marcia will contact Dana at BOLD Marketing about merging of the District's old and new websites.

### III. Old Business

A. **Annual Sewer Rate Adjustment:** Ms. Warren reported she received the customer water usage rates for PWS #1, but not for the customers of PWS #2 yet, but she will contact them soon for the information. Discussion was held about options of the projected annual sewer rate adjustment to be effective on 07/01/2017.

**Recommendations/Actions:** Ms. Warren will prepare several draft options of rate adjustments and email them to the Board members for review and discussion at the next Board meeting on 05/16/17.

### IV. New Business

A. **Board Internal Controls Policies/Procedures for CPA Audit:** Ms. Brooks presented a Draft Internal Policies and Procedures as requested by Jeff Stroder, CPA regarding financial management, standards of conduct, employees - time and effort reporting, record keeping, subrecipient monitoring, compliance violations, property procurement, rates and fees, and property management. She reported Mr. Stroder did an initial review of the draft and comments were discussed. Additional discussion was held.

**Recommendations/Actions:** Board members will review the Draft Internal Board Policies and Procedures for additional discussion and review at the next meeting. Mr. Tousignant will also review the Rural Development USDA Policies and Procedures for compliance.

### V. Announcements

A. The next regular monthly meeting will be held on **Tuesday, May 16, 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 7:45pm.

Respectfully submitted,

Betty Brooks, Secretary

