

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – May 16, 2017

I. **Call to Order**

Joe Tousignant, President, called the meeting to order on May 16, 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 04/18/17 was reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from the regular Board meeting on 04/18/17.

B. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported attorney Mr. Robbins will be sending out a second letter to the remaining homeowners regarding the easements to be signed for the Project. He said the Draft Operating Permit for the Project is out for Public Notice. He also said the plant plans are being finalized this week to be sent to the DNR. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously that the Board authorize attorney Scott Robbins negotiate with the remaining homeowners for the remaining easements for the Fruitland Wastewater Collection and Treatment Project. Mr. Tousignant will contact Mr. Robbins regarding the information.

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: Due to recent heavy rains, the facility was "flushed" with infiltrate, so smoke testing will be done to see if drains/gutters are connected to sewer drains.
- b. Bella Vista Estates: To receive Abatement Order on Consent for ammonia level compliance; needs to be addressed; needs gravel to cover exposed sewer pipe on east side of the last (est. cost \$40).
- 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, pending discussion with attorney Mr. Robbins re: prevailing wages. .
 - m. Saxony High School: WWTF good.
 - n. Seabaugh Acres: No change; repairs done on discharge pump; working on replacement for one of the grinder pumps;
 - o. Spring Lake Estates: WWTF good
 - p. Sun Valley Estates: WWTF good
 - q. Tamarac Estates: Due to recent heavy rains, the facility was "flushed" with infiltrate, so smoke testing will be done to see if drains/gutters are connected to sewer drains.
 - r. Westbridge Place: WWTF good
- Other: Fruitland American Meat: Equipment for the pump station has been ordered.

Mr. Tousignant reported that problems still need to be addressed at the facilities at Cedar Meadows, Bella Vista, Seabaugh Acres, and Oak Creek. Discussion was held.

Recommendations/Actions: Mr. Tousignant will contact Mr. Strickland re: the response letter to DNR regarding the ammonia violation at Cedar Meadows, plus plans to resolve the issues at Cedar Meadows, Bella Vista, Seabaugh Acres, and Oak Creek Subdivisions as discussed.

C. Treasurer/Financial Report:

- 1. Checking Account: Ms. Robins, treasurer, presented the monthly financial reports as prepared by Ms. Warren, and reported the income for April 2017 was \$24,284.44 and expenses in April 2017 were \$23,830.96.
- 2. Other: There were five (5) shut-offs in April for non-payment.
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 and Ms. Robins chose a new construction grade cell phone as approved for the office which is working fine with no more lost voice mails. She also met with the staff at BOLD Marketing about merging the District's old and new websites and also reviewed changes to make it more user friendly, but the merger is not complete yet. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. **Annual Sewer Rate Adjustment:** Ms. Warren presented reviewed the annual water usage rates from established customers for the Board's review. Mr. Tousignant presented options for the annual sewer rate adjustment. Discussion was held.
Recommendations/Actions: It was moved, seconded, and passed unanimously to increase the monthly base rate from \$39 to \$40, increase the rate per 1000 gallons water usage by 50 cents to \$3.50 per 1000 gallons water usage, and leave the service availability fee rate at \$27 per month to take effect on 07/01/17. Ms. Warren will prepare a draft letter to be sent to customers regarding the rate change for the Board to review and comment.
- B. **Draft #2 Review - Board Internal Controls Policies/Procedures:** Ms. Brooks presented Draft #2 Internal Policies and Procedures that added a section on Inventory Management. Mr. Tousignant reported there are no other significant issues from the Rural Development USDA that have not already been included in the District's current policies and procedures. Discussion was held.
Recommendations/Actions: Mr. Tousignant will also review other examples of federally funded program Inventory Management policies/procedures for additional information. Ms. Brooks will send Draft # 2 of the Policies and Procedures to Mr. Stroder, CPA for further review and comment.

IV. New Business

- A. **AT&T Tax Bill:** Ms. Warren reported that the District has been charged for tax since 2014, she contacted them, and it is being refunded to the District as it is tax-exempt. Discussion was held.
Recommendations/Actions: Follow up by Ms. Warren.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, June 20, 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

