

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – June 20, 2017

I. Call to Order

Greg Steiner, Vice President, called the meeting to order on June 20, 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 Marcia Warren, clerk. Absent was Joe Tousignant. Mr. Steiner declared a quorum was present.

II. Guest Comments/Questions: None

III. Reports

A. Secretary Report: The minutes from the previous regular Board meeting held 05/16/17 was reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from the regular Board meeting on 05/16/17.

B. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** No report.

Recommendations/Actions: Follow up at the next meeting.

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

Recommendations/Actions: Follow up at the next meeting.

3. **Facility Updates:**

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:** Mr. Steiner reported the five (5) remaining main sewer line manholes have been raised up and covered.

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.

It was noted 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: Follow up at next meeting.

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 May 2017 was \$29,977.08 and expenses in May 2017 were \$16,632.80.
2. Other: There were five (5) shut-offs in May for late payments and all but one were turned back on the same day with payments made.

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 the District's new website has been merged with the old one and the address is now www.capecountysewer.com. She also asked that Board members contact her when they discuss billing issues with customers. She reported the Missouri Association of Sewer Districts confirmed receipt of our membership dues and we are listed on their website as members. Discussion was held.

Recommendations/Actions: Follow up at the next meeting as needed.

- E. Mowing Report:** Joe Garvey reported he surveyed the District's wastewater facilities to review the mowing services. He reported Essex Place, Cedar Place, Forest Meadows, Major Custom Cable, Red Barn, and Saxony High School facilities needed mowing, but the person responsible plans to mow them within the next week and they are under contract to be mowed once a month. Spring Lake Estates has weeds in the rocks around the lagoons and Tamarac Estates and Westbridge Estates has weeds around the fence which will be addressed.

III. Old Business

- A. **Draft #2 Review - Board Internal Controls Policies/Procedures:** Ms. Brooks reported that Jeff Stroder, CPA reviewed the Draft #2 Internal Policies and Procedures and had no further recommendations. Discussion was held.
Recommendations/Actions: Mr. Tousignant will also review other examples of federally funded program Inventory Management policies/procedures for additional information. Follow up at the next meeting.

IV. New Business

- A. **Saddlebrooke Ridge Subdivision Application:** Ms. Brooks reported she sent an application packet to Morgan Martin at Saddlebrooke Ridge on 06/09/17 as requested for their wastewater treatment facility. No response has been received to date. Discussion was held.
Recommendations/Actions: Follow up as needed.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, July 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 7:35pm.

Respectfully submitted,

Betty Brooks, Secretary