

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

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on July 18, 2017 at 6:35pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Greg Steiner, Betty Brooks, Joe Garvey, Kay Robins, and Marcia Warren, clerk. Guests present were Brenda Pfefferkorn from Saddlebrooke Ridge, and the following staff from BOLD Marketing: Dana Thomas, Cassandra Dazette, Jennifer McClannahand, and Chole Tubbs. Mr. Tousignant declared a quorum was present.

**II. Guest Comments/Questions:**

1. Brenda Pfefferkorn presented questions to the Board about the District as they pertained to Saddlebrooke Ridge. Discussion was held.
2. BOLD Marketing: Dana Thomas and staff presented their proposals to coordinate the District's Facebook page and Website. Discussion was held.

**III. Reports**

- A. **Secretary Report:** The minutes from the previous regular Board meeting held 06/20/17 was reviewed.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes as presented from the regular Board meeting on 06/20/17.

B. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported the 60-65% of the easements have been signed and attorney Mr. Robbins will send the next letter out to the remaining 14 homeowners for easements to be signed by about 08/01/17. He said the engineers are finalizing the design to submit to the DNR regarding the required 13-14 pump stations. He said he signed the check to the DNR to accompany the construction permit for the plant. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will contact Brian Strickland for follow up on the related issues of the Project and report at the next meeting.

2. **Permit Renewals:** 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:** No new information.
- c. **Cedar Meadows:** Violation in discharge received re: ammonia for September and December 2016; response due 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: Mr. Tousignant reported they will not be installing the pump station due to change in plans at the company, as they will not need it.

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:** Mr. Tousignant will contact Brian Strickland for follow up on the pending issues of the facilities and report at the 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 June 2017 was \$26,002.73 and expenses in June 2017 were \$19,118.53.
  - 2. Other: There were no shut-offs in June as Ms. Warren was vacation during that time. There are 43 shut-off notices being mailed out in July for late payments.
- 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 following:

- 1. Tax Exempt Letter: She will call to get the District's name updated.
- 2. Excess Water Usage: Discussion was held regarding a customer's unusually high water use during the rate monitoring time frame and how to handle it on a case by case basis.
- 3. Issues with Phillip 66 Drop Box: no further problems were reported and will be addressed as needed.

4. PWSD #2 Agreement for 3 years: Discussion was held about the proposed changes to their disconnect fee.

**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 reviewed his findings which included all areas are being mowed with some facilities need to be mowed again. Discussion was held.

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

#### F. **Potential Facilities**

1. **Saddlebrooke Ridge:** Mr. Tousignant reported he attended their Homeowner's meeting as requested on 05/18/17 and their Board meeting on 07/06/17 to discuss the Sewer District. He reported they are generally supportive due the grinder pump issue required by the homeowners. Attorney Scott Robbins is reviewing the their concerns of the first draft transfer agreement. They have 75 homeowners.

2. **Twin Oaks:** (100 homeowners) Mr. Tousignant reported he met with 3 of 4 their Board members on 06/28/17 who reported they need help with their gravel facility. They are with PWSD # 2.

Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will bring either of the above Transfer Agreements to the next regular Board meeting, if available.

### III. **Old Business**

- A. **Draft #2 Review - Board Internal Controls Policies/Procedures:** No new information.

**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.

- B. **Missouri One-Call Update:** Ms. Brooks asked for an update on getting the District's sewer lines connected with Missouri One-Call. Ms. Warren said inquiries from One-Call have been forwarded to Strickland's Engineering to date. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will contact Brian Strickland for follow up on the status of Missouri One-Call and the District's lines and report at the next meeting.

### IV. **New Business**

- A. **New Connection Inspection Procedure:** Discussion was held about the procedure to be held when a new sewer line connection is made to the District's main lines.

**Recommendations/Actions:** Mr. Tousignant stated that Ms. Warren, clerk, and Brian Strickland are both to be notified of the new connection with a 24 hour notice when the sewer line trench is open for the inspection to be completed.

- B. **CPA Audit Letter:** Ms. Brooks reported the CPA Audit letter was received, but contained a significant typo, so Mr. Stroder will be contacted for a revised letter. Discussion was held.

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

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, August 15, 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 9:40pm.

Respectfully submitted,

Betty Brooks, Secretary