

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – August 15, 2017

I. Call to Order

Joe Tousignant, President, called the meeting to order on August 15, 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, and Kay Robins. Present also was Brian Strickland from Strickland Engineering. Guests present were Morgan Martin and Brenda Pfefferkorn from Saddlebrooke Ridge. Marcia Warren, clerk was absent. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions:

1. Ms. Martin and Ms. Pfefferkorn presented questions to the Board about the District as they pertained to Saddlebrooke Ridge. Discussion was held.

III. Reports

- A. **Secretary Report:** The minutes from the previous regular Board meeting held 07/18/17 was reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from the regular Board meeting on 07/18/17.

B. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Strickland reported the Draft Operating Permit for the Project is on Public Notice and the Construction Permit has been submitted to the Department of Natural Resources (DNR) and Rural Development for review. He reported 66% (314 of 477) of the easements have been obtained. They are meeting with the landowners this week regarding pump station property acquisition. Facility closure plans have been submitted to the DNR Southeast Regional Office for review. Discussion was held.
2. **Permit Renewals:** Mr. Strickland reported the Permits are on Public Notice for the following facilities: Pleasant Lake Estates, Sun Valley, and Homestead Place. The following Permit renewals are ready to send to the DNR due the end of December 2017 because they are in the Hubble Creek Water Shed: Spring Lake Estates, Arbor Trails, Saxony High School, Major Custom Cable, Tamarac Estates, Red Barn, and Midwest Energy. Mulberry Acres' Permit modification is needed to extend their compliance schedule to be in line with the project deadline; Brian will prepare the letter. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

3. **Facility Updates:** Mr. Strickland reported the following updates:
 - a. **Arbor Trails:** Wastewater treatment facility (WWTF) good. No smoke testing was done; will check again with the next heavy rains, if needed.
 - b. **Bella Vista Estates:** WWTF good; manholes raised; separated sewer pipe found during a recent camera investigation.

- c. Cedar Meadows: treatment system upgrade will be required to meet DNR's lower ammonia limits, per the new permit.
 - d. Essex Place: WWTF good; lagoon not discharging.
 - e. Forest Meadows: No discharge from lagoon.
 - f. Homestead Place: WWTF good
 - g. Major Custom Cable: WWTF good; aerator needs maintenance.
 - h. Midwest Energy/ LLC: WWTF good
 - k. Mulberry Acres: WWTF good
 - i. Pleasant Lake Estates: WWTF good
 - j. Oak Creek Estates: Sewer lines near pump station cleaned and camera used to check for any leaks; nothing discovered; pump ordered for equalization basin.
 - l. Red Barn Restaurant: Lagoon berms have more muskrat damage. The pump station has been delivered for pumping to Major Custom Cable's facility; is waiting for easement signature to begin; will obtain bid proposal for installation and get confirmation from Mr. Robbins, attorney, re: prevailing wages issues.
 - m. Saxony High School: No discharge..
 - n. Seabaugh Acres: WWTF good; pump to be replaced.
 - o. Spring Lake Estates: WWTF good
 - p. Sun Valley Estates: Pumping discharge to Tamarac Estates.
 - q. Tamarac Estates: WWTF good; need to repair steel support between chambers; recently repaired blower piping leak; no smoke testing done or indicated at this time.
 - r. Westbridge Place: Need to replace aerator.
- Other: Fruitland American Meat: By the end of August, with DNR approval, the ponds will be graded and closed with grass planted on the ground; there is no sludge in the ponds. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

C. **Treasurer/Financial Report:** Tabled until the next meeting.

D. **Clerk Report:** Tabled until the next meeting.

E. **Mowing Report:** Joe Garvey reported he surveyed the District's wastewater facilities to review the mowing services. He reviewed his findings. He reported the gate at Cedar Meadows needs repair to enable it to close. He reported that weeds need to be sprayed at Bella Vista, Homestead Place, Red Barn Restaurant, and Westbridge Place. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. **Saddlebrooke Ridge Subdivision Agreement:** Mr. Tousignant presented a Transfer Agreement from the Board of their Homeowner's Association to transfer their facility to the District, signed on 08/01/17. Brian Strickland has been their facility operator and said the application for transfer to the DNR will be sent on 08/16/17. He said every home has a grinder pump and when the homeowners sign the customer agreements, they will have the option to give the District access to the grinder pumps and pipes for operation and maintenance. There are 76 users in the Subdivision and the facility is a recirculating sand filter system. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to enter into agreement with Saddlebrooke Ridge Subdivision to own, operate, and maintain their wastewater treatment system. It was also recommended that new home builder contractors contact the Sewer District for the specifications and inspection of the grinder pump and related structures. The Customer Agreement and Deposit request will be mailed out by September 1 and the first monthly bill will be due by 10/16/17. Mr. Tousignant and Mr. Strickland will review the grinder pump options. Mr. Tousignant will contact David Vesh from Midwest Lawn on 08/16/17, who has mowed the grass around their facility, to continue the mowing services for the District.

- B. **Public Water Supply District (PWSD) #2 Agreement:** Mr. Tousignant presented the proposed 3-year renewal agreement with the PWSD # 2, as prepared with them and attorney Scott Robbins. He said the only change was they lowered the disconnect fee from \$60 to \$50 and increased it to \$100 for the second and each subsequent disconnection in a calendar year, and return to \$50 every January 1. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the renewed 3-year agreement with the Public Water Supply District (PWSD) #2 as presented.

- C. **Twin Oaks Subdivision Agreement:** Mr. Tousignant reported Twin Oaks Subdivision has a draft agreement that is awaiting their Board's vote. He said they have a pea gravel filter system that needs repair. Brian Strickland has completed an engineering report and a construction permit has been issued. They have about 100 customers and 119 lots. The project would be add an aerator to the facility and replace the pea gravel filter to meet the DNR's ammonia limits. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to enter into an agreement with Twin Oaks Subdivision to own, operate, and maintain their wastewater treatment system, if it is signed by their Homeowner Association Board members before the next Sewer District Board meeting scheduled for 09/19/17.

D. **Draft #2 Review - Board Internal Controls Policies/Procedures:** Mr. Tousignant presented a copy of the policy on Inventory Management from the Missouri Department of Conservation. Discussion was held.

Recommendations/Actions: Ms. Brooks will add a draft portion of the Inventory Management policy to the District's Policy for review at the next meeting.

E. **Missouri One-Call Update:** Mr. Strickland reported that Horner-Schiffrin Engineering is gathering the information at Saddlebrooke Ridge and will be able to transfer the District's sewer line information electronically via GIS to Missouri One-Call soon. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

F. **CPA Audit Letter:** Ms. Brooks reported the revised CPA Audit letter has not been received yet and she will follow up on it.

Recommendations/Actions: Follow up at the next meeting.

IV. **New Business**

A. **Future Staffing Plans:** Mr. Tousignant discussed additional future staffing needs of the District when the collection and treatment plant becomes operational, projected to possibly include a part-time manager, utilities management staff person, and a maintenance staff person. Discussion was held.

Recommendations/Actions: Additional information will be obtained for follow up at the next meeting

V. **Announcements**

A. The next regular monthly meeting will be held on **Tuesday, September 19, 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 8:25pm.

Respectfully submitted,

Betty Brooks, Secretary

