

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – September 19, 2017

I. Call to Order

Greg Steiner, Vice President, called the meeting to order on September 19, 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, and Kay Robins. Absent was Joe Tousignant. Also present were Marcia Warren, clerk, and Brenda Pfefferkorn, guest, from Saddlebrooke Ridge. 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 08/15/17 was reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from the regular Board meeting on 08/15/17.

B. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Steiner reported that according to Joe Tousignant, work continues on the 60-day letter to be sent to homeowners who have not signed the easements for the Project. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

2. **Permit Renewals:** It was reported that Permit Renewal notices due June 2018 have been received for Oak Creek Estates, Essex Place, Westbridge Place, Mulberry Acres. Discussion was held.

Recommendations/Actions: Forward to Brian Strickland; follow up as needed.

3. **Facility Updates:**

a. **Arbor Trails:** Wastewater treatment facility (WWTF) good.

b. **Bella Vista Estates:** WWTF good.

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:** The pump station installation completed for pumping to Major Custom Cable's facility.

- m. Saddlebrooke Ridge: no problems reported
 - n. Saxony High School: No discharge.
 - o. Seabaugh Acres: WWTF good; pump to be replaced.
 - p. Spring Lake Estates: WWTF good
 - q. Sun Valley Estates: Pumping discharge to Tamarac Estates.
 - r. Tamarac Estates: WWTF good; need to repair steel support between chambers; recently repaired blower piping leak; no smoke testing done or indicated.
 - s. Westbridge Place: Need to replace aerator.
- Other: Fruitland American Meat: Unused lagoons are dry; waiting for closure plans.

Discussion was held.

Recommendations/Actions: Follow up 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 July 2017 was \$31,740.84 and expenses in July 2017 were \$20,967.67. The income for August 2017 was \$28,051.62 and expenses in August 2017 were \$15,109.33.
2. Other: There were 5 shut-offs in July and 34 total shut off notices sent on 08/28/17. 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. Red Barn Light: A dusk-to-dawn was requested for the facility at Red Barn and Mr. Steiner signed the application for it.
2. Updated Tax Exempt Letter: ID information was requested and obtained from Board members Greg Steiner and Betty Brooks for the District's tax exempt letter re: the District's name change.

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

E. Mowing Report: Joe Garvey reported he surveyed the District's wastewater facilities and reviewed his findings which were overall very good. He reported the grass at Red Barn has been sprayed; needs another chemical application on the berms. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. Twin Oaks Subdivision Agreement:** Mr. Garvey reported he and Mr. Tousignant will attend their Homeowner's meeting on 10/01/17 for discussion regarding the District. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- B. **Missouri One-Call Update:** No report.
Recommendations/Actions: Follow up at the next meeting
- C. **CPA Engagement Audit Letter:** Ms. Brooks reviewed the revised CPA Engagement Audit letter from Jeff Stroder in preparation for the Fall Audit to be scheduled. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to accept and sign the CPA Engagement Letter for Audit. It was signed by Greg Steiner, Vice President, and Betty Brooks will mail it back to Mr. Stroder on 09/20/17.
- D. **Draft #2 Review - Board Internal Controls Policies/Procedures:** Ms. Brooks reported she is still working on the draft portion of the Inventory Management policy.
Recommendations/Actions: Follow up at the next meeting.
- E. **Future Staffing Plans:** No new information or proposals were presented.
Recommendations/Actions: Follow up at the next meeting

IV. New Business

- A. **Grinder Pumps at Saddlebrooke Ridge:** It was reported that a new home builder has requested the specs for a grinder pump at Saddlebrooke Ridge. Discussion was held.
Recommendations/Actions: Mr. Steiner will obtain information about the type of grinder pumps to be used and forward the request to Mr. Tousignant and Mr. Strickland.
- B. **MOPERM Annual Review:** Ms. Brooks reviewed the annual insurance policy questionnaire including anticipated future needs. Discussion was held.
Recommendations/Actions: Ms. Brooks will complete and submit the policy questionnaire to MOPERM as requested with no changes at this time.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, October 17, 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 8:05pm.

Respectfully submitted,

Betty Brooks, Secretary

