

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – October 17, 2017

I. **Call to Order**

Joe Tousignant, President, called the meeting to order on October 17, 2017 at 6:40pm 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. Also present were 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 09/19/17 was reviewed.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes as presented from the regular Board meeting on 09/19/17.

B. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Construction permits have been submitted to the DNR and Rural development for review. 319 easements out of 477 total have been obtained. Attorney Scott Robbins is preparing to mail out easement offers by 10/25/17. The Facility closure plans have been approved by the DNR Southeast Regional Office. It was also noted that the District has been paying the recording costs of the Project easements and well as the plant property purchase and needs to submit the expenses for reimbursement. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will continue talking with residents and working with Mr. Strickland and attorney Mr. Robbins on issues pertaining to the Project. Ms. Warren will prepare a list of easements expenses and the plant property purchase cost and submit it to Ms. Brooks to prepare the reimbursement request to the Cedar Rapids Bank and Trust account.

2. **Permit Renewals:** Report submitted by Brian Strickland -

- a. Eight (8) renewals were submitted to the DNR for the facilities at Spring Lake Estates, Arbor Trails, Saxony High School, Major Custom Cable, Tamarac Estates, Red Barn, Midwest Energy, and Saddlebrooke Acres.
- b. Mulberry Acres: A modification was submitted to extend their compliance schedule.
- c. Twin Oaks: The transfer in ownership to the District will be submitted.

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

3. **Facility Updates:**

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: WWTF good
- c. Cedar Meadows: Facility is not meeting ammonia limit
- 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: Pump replaced in equalization basin.
- l. Red Barn Restaurant: Pump station installed and discharging to Major Custom Cable; no flow to lagoon; need to drain and close the lagoon.
- m. Saddlebrooke Ridge: Septic tank needs pumping; new access road needed; inventory to be done; needs UV project
- n. Saxony High School: No discharge.
- o. Seabaugh Acres: WWTF good.
- p. Spring Lake Estates: WWTF good; lagoon not discharging.
- 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..
- s. Westbridge Place: Need to replace aerator.

Discussion was held.

**Recommendations/Actions:** Mr. Tousignant reported he and Mr. Strickland will be reviewing types of grinder pumps at Saddlebrooke Ridge and developing policies re: pump purchases and replacements. He said that for now, contact Danny Monroe or Bill Bonney for service or replacement of the grinder pumps if needed. Residents at Saddlebrooke will have until 12/01/17 to sign their customer agreements and have their grinder pumps inspected.

4. **Project Reports:**

- a. Red Barn Sewer extension - completed.
- b. Bella Vista - a separated sewer pipe was found during recent camera inspection.
- c. Cedar Meadows - a treatment system upgrade will be required to meet ammonia limits.
- d. MO One Call - Need to gather data at Saddlebrooke and submit GIS information to One Call.
- e. Treatment Plan - 3 evaporation ponds at Fruitland American Meat have been graded so they will not hold water any more.
- f. Twin Oaks - Equipment (blowers and tank) being ordered for the ammonia upgrades.

Mr. Tousignant reported he talked with Landon Boehm of Hilliard Lyons re: financing of the projects pending at Seabaugh Acres, Twin Oaks, Saddlebrooke, and Oak Creek and signed a non-binding engagement letter for underwriting services as needed. Mr. Tousignant also reported the separated sewer pipe at Bella Vista is to be repaired. Discussion was held.

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

5. **Mowing Report:** Joe Garvey reported he surveyed the District's wastewater facilities and reviewed his findings which were overall good, except for the facilities at Essex Place, Homestead Place, Forrest Meadows, Major Custom Cable, Saxony High School, Westbridge Place, and Red Barn that needs mowing again. Discussion was held.

**Recommendations/Actions:** The facility at Red Barn will not be mowed again until spring as it is no longer in use. Mr. Garvey will contact the mower(s) re: the areas that need mowing. Bids for the next mowing season in 2018 will be obtained in February 2018.

**C. Treasurer/Financial Report:**

1. **Checking Account:** Ms. Robins, treasurer, presented the monthly financial reports as prepared by Ms. Warren, clerk, and reported the income for September 2017 was \$29,898.80 and expenses in September 2017 were \$39,740.54 (Red Barn project completed).

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:

Ms. Warren reported there were 29 total shut-off notices sent on 10/17/17; 22 for PWSD #1 and 7 for PWSD #2. There were 32 shut-off notices sent in September with 5 shut-offs done. Ms. Warren reported she is working with both water district offices more efficiently as they all have the same computer billing system.

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

**III. Old Business**

- A. **Twin Oaks Subdivision Agreement:** Mr. Tousignant reported the Twin Oaks Board of Directors voted to join the Cape County Sewer District at their meeting on 08/31/17 and presented a copy of the signed Agreement. The Agreement was signed by Mr. Tousignant and Ms. Brooks, as previously approved by the District's Board of Directors on 08/15/17. Discussion was held.

**Recommendations/Actions:** No further action.

- B. **Missouri One-Call Update:** See above.

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

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

**Recommendations/Actions:** Tabled.

- E. **Future Staffing Plans:** No new information or proposals were presented.  
**Recommendations/Actions:** Tabled for one (1) year when the Project plant is in further progress.
- F. **Facebook Amazon Contest Update:** Ms. Warren reported that BOLD Marketing asked if the District was interested in spending money to increase interest in online billing for its customers. Discussion was held.  
**Recommendations/Actions:** It was decided to not expend monies in the Facebook Amazon Contest.
- G. **MOPERM Renewal Questionnaire:** Ms. Brooks reviewed questions from the MOPERM Insurance Policy Renewal Questionnaire with the Board member and Ms. Warren. Discussion was held.  
**Recommendations/Actions:** Ms. Brooks will complete the questionnaire and sent it to MOPERM with the attachments as needed.

#### IV. New Business

- A. **Landlord/Rental Property:** Ms. Warren raised the question regarding the billing of vacant rental property and issues when she is not notified of the changes. Discussion was held.  
**Recommendations/Actions:** It was noted the landlord has the responsibility to notify the District of all vacancies in rental properties and so any charges for rental property is the responsibility of the landlord.
- B. **PWSD #1 Payments:** Ms. Warren asked if the District could pay their bills on line to the PWSD #1 inside of writing a check and mailing it. Discussion was held.  
**Recommendations/Actions:** It was decided to continue writing a check and mailing it for payments due to the PWSD #1.
- C. **Wilson Paint and Body:** Ms. Warren reported this business is in Twin Oaks Subdivision in the District and asked if they should be billed as commercial or residential and how to determine their billing. Discussion was held.  
**Recommendations/Actions:** It was decided to bill them as a commercial business with an average of their last 12 months' water usage, as other commercial businesses.
- D. **Credit Bureau Service Requirement Change:** Ms. Warren reported a letter was received that stated new requirements for reporting personally identifiable information have been activated for credit reporting and dispute verification purposes. The letter stated that data muscle include full name, address, full social security number or full date of birth, and date of birth. She said we could not turn someone over to collections for non-payment without this information. Discussion was held.  
**Recommendations/Actions:** Follow up at next meeting to determine if this additional information needs to be collected.

E. **CPA Audit:** Ms. Brooks reported the Engagement letter was received by Jeff Stroder and CPAs from his office plan to come to the office on 10/23/17 and 10/24/17 to perform the audit.

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

F. **Bella Vista Creek Crossing Sewer Lines:** Mr. Steiner reported that Mr. Strickland completed an appraisal of how to modify the sewer lines at Bella Vista that cross the creek on the property. The written report is pending. Discussion was held.

**Recommendations/Actions:** Mr. Steiner will contact Mr. Strickland for the written report of the appraisal and recommendations to address the issue and bring it to the Board of Directors for review, discussion, and approval.

**V. Announcements**

A. The next regular monthly meeting will be held on **Tuesday, November 21st, 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 9:20pm.

Respectfully submitted,

Betty Brooks, Secretary