

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – November 21, 2017

I. Call to Order

Joe Tousignant, President, called the meeting to order on November 21, 2017 at 6:30pm 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 10/17/17 was reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from the regular Board meeting on 10/17/17.

B. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported that over 70% of the Project easements have been signed. The deadline is 12/02/17 and then attorney Scott Robbins will file condemnation actions. He said the District has paid for seven (7) easements and one (1) pump station site to date. He said the deadline for the loan payment to CRBY is May 2018. Ms. Warren presented a list of expenses for the easements and plant property purchase to date. Discussion was held.

Recommendations/Actions: Mr. Tousignant will continue talking Mr. Strickland and attorney Mr. Robbins on issues pertaining to the Project. Ms. Brooks will submit the reimbursement request re: Project expense of easements and property purchase to Whitney Watts of USDA Rural Development and the Cedar Rapids Bank and Trust for review and reimbursement.

2. **Permit Renewals:** Mr. Tousignant reported no new information on the following:

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:** Mr. Tousignant reported the following, after discussion with Brian Strickland of Strickland Engineering:

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

b. Bella Vista Estates: WWTF good; a separated sewer pipe was found during recent camera inspection; is to be repaired. Engineering Report is needed.

- c. Cedar Meadows: Facility is not meeting ammonia limit; Engineering Report is needed.
- 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: facility failed; sludge was removed and new sludge brought in; is operating at capacity; possibly precipitated by colder weather; was not equipment failure; Engineering Report is needed.
- 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. All but 3 grinder pumps have been transferred to the District for management; deadline is 12/02/17; if not transferred, pumps will need to be inspected and managed by the owner. There have been 5 pump failures and 2 pump replacements; bids being obtained on grinder pumps.
- n. Saxony High School: No discharge.
- o. Seabaugh Acres: WWTF good; Engineering Report is needed..
- 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. Twin Oaks: Equipment (blowers and tank) being ordered for the ammonia upgrades, which will double the capacity.
- t. Westbridge Place: Need to replace aerator.

Discussion was held.

Recommendations/Actions: Mr. Tousignant reported he will meeting with new developers around Oak Creek regarding specifications for sewer facilities. Mr. Tousignant also talked to Mr. Strickland to request Engineering Reports for Bella Vista, Cedar Meadows, Oak Creek, and Seabaugh Acres to address their issues for future management.

- 4. **Project Reports:** - No new information.
 - a. Bella Vista - a separated sewer pipe was found during recent camera inspection; is to be repaired. .
 - b. Cedar Meadows - a treatment system upgrade will be required to meet ammonia limits.

- c. MO One Call - Need to gather data at Saddlebrooke and submit GIS information to One Call.
- d. Treatment Plan - 3 evaporation ponds at Fruitland American Meat have been graded so they will not hold water any more.
- e. 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.

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, clerk, and reported the income for October 2017 was \$33,626.03 and expenses in October 2017 were \$37,004.93. Ms. Robins reported there were three (3) customer checks received and deposited that the bank did not have registered. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the treasurer's report as presented. Ms. Robins and Ms. Warren will contact the bank for further review of the missing deposited checks.

D. Clerk Report: Ms. Warren reported the following:

Ms. Warren reported we currently have about 880 customers.

1. There were 2 shut-offs in October and each customer paid their bills at the door. She said 35 shut-off notices were mailed for November and \$769.35 was collected for late fee charges.
2. There was minimal response to the Facebook promotion for new online bill payment participation, but the added statement on the customer bills increased participation by over 300 customers. The \$50 gift card will be awarded to one of those over 300 customers by the computer randomizer program and Ms. Warren will then contact the winner.
3. Ms. Warren also reported that additional invoice cards need to be reordered.
4. CUSI Back-Up: There is additional software available at \$2000 per year for nightly data back up.
5. District Ink Pens: Ms. Warren has ordered more pens to replace the previous supply. Discussion was held.

Recommendations/Actions: Board members reviewed and approved the invoice cards and Ms. Warren will re-order the cards. Ms. Warren will contact the PWSD #1 to see if they do nightly data back-up with CUSI and report at the next meeting. Ms. Brooks will also check with MOPERM about data back-up systems.

III. Old Business

- A. **Credit Bureau Service Requirement Change:** Ms. Warren reported that customers are being asked for personally identifiable information as required for credit reporting and dispute verification purposes. She said about 75% of the customers are providing the information. Discussion was held.
Recommendations/Actions: Follow up as needed.
- B. **Audit Report:** Ms. Warren reported the Audit was completed which she found was very helpful. Discussion was held.
Recommendations/Actions: Follow up as needed.
- C. **Bella Vista Creek Crossing Sewer Lines:** Mr. Steiner reported the report from Mr. Strickland including three (3) options to provide new sewer services to 1237 and 1269 Bella Vista Drive, and eliminate the existing services that cross the creek at the rear of these properties. The cost of the options ranged from \$33,000 to \$36,200.00. He reviewed the options per Mr. Strickland's written report and maps. Discussion was held.
Recommendations/Actions: Mr. Steiner will review and explore the depth of the current main sewer line manholes, contact Mark at Strickland Engineering to review his findings, and further discuss the options. Mr. Steiner will forward a copy of Mr. Strickland's report to the Board members and will report again at the next meeting.

IV. New Business

- A. **Primacy Fee Charges:** Mr. Tousignant reported that Primacy Fees are charged by the PWSB as a sales tax and that the Sewer District is required to do the same with the fees forwarded to the DNR, according to Chapter 644.052 Section 10 RSMO. Discussion was held.
Recommendations/Actions: Mr. Tousignant will review the fee amount further, confirm that it applies to sewer services, and bring it back for Board discussion for the May 2018 meeting of Annual Rate Reviews.
- B. **Fiscal Year Budget 2017-2018:** Ms. Brooks requested the Board prepare and review the 2017-2018 District budget as requested by the auditors during their recent visit. The budget would exclude the Fruitland Wastewater Collection and Treatment Project which is funded by the USDA Rural Development.
Recommendations/Actions: Ms. Warren will work on the 2017-2018 Fiscal Year budget with QuickBooks for Board review at the next meeting.
- C. **Closed Session for Personnel Business.** The Board went in to closed session for personnel business from 8:30pm to 8:55pm.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, December 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 9pm.

Respectfully submitted,

Betty Brooks, Secretary