

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – January 16, 2018

I. **Call to Order**

Joe Tousignant, President, called the meeting to order on January 16, 2018 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. Marcia Warren, clerk, and Brian Strickland from Strickland Engineering were also present. 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 12/19/17 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from Board meeting on 12/19/17.

B. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Strickland reported construction documents have been submitted to the Missouri Department of Natural Resources (DNR) and Rural Development (RD) for review. The DNR review letter is being drafted and they have indicated there are no major items to address. He reported that 347 of a total of 477 total easements have been obtained. Attorney Scott Robbins is contacting the remaining landowners regarding their properties and their easements. Citizens Electric is planning electric extensions for the pump stations. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

2. **Permit Renewals:** Mr. Strickland reported the following:

a. **Twin Oaks:** permit renewal ready to submit to DNR; signed by Mr. Tousignant.

Recommendations/Actions: Follow up next meeting.

3. **Facility Transfers:** None pending.

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

a. **Arbor Trails:** Wastewater treatment facility (WWTF) is receiving a lot of grease that is affecting treatment; working with Bob Roland to incorporate additives to help improve treatment.

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

c. **Cedar Meadows:** Facility is not meeting ammonia limits

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 replaced

- h. Midwest Energy/ LLC: WWTF good
- k. Mulberry Acres: WWTF good
- i. Pleasant Lake Estates: WWTF good
- j. Oak Creek Estates: WWTF is receiving a lot of grease that is affecting treatment;
working with Bob Roland to incorporate additives to help improve treatment.
- l. Red Barn Restaurant: Pump station installed; no flow to lagoon.
- m. Saddlebrooke Ridge: Fencing and gate to relocation needed at WWTF; several pumps replaced.
- n. Saxony High School: No discharge.
- o. Seabaugh Acres: WWTF good; replacement pump ordered.
- p. Spring Lake Estates: WWTF good
- q. Sun Valley Estates: Pumping discharge to Tamarac Estates.
- r. Tamarac Estates: WWTF good
- s. Twin Oaks: Facility not meeting ammonia limit; equipment for upgrades to be delivered by March 1
- t. Westbridge Place: Need to replace aerator.

Mr. Tousignant reported he placed a reminder on the District's Facebook page to remind customers not to pour cooking oil, grease, or fats down the drain. Mr. Strickland reported the activated sludge package plants are requiring daily visits to keep them running properly. He said DNR also requires daily testing at these facilities once they become a publicly owned treatment works (POTW) and they will be spending 2 hours per day at the facilities instead of about 4 hours per week at the facilities which will increase the monthly operation costs. Discussion was held.

Recommendations/Actions: Ms. Warren will add a reminder to the customer bill statements quarterly about what not to put down the drains. It was moved, seconded, and approved unanimously to accept the 2018 Contract Operations Rates.

4. **Project Reports:** - Mr. Strickland reported the following:
- a. Bella Vista - a separated sewer pipe was found during recent camera inspection; is not an environmental issue; involves storm water; will be repaired during warmer weather.
 - b. Cedar Meadows - a treatment system upgrade will be required to meet ammonia limits.
 - d. MO One Call - Working on Saddlebrooke and Twin Oaks facility mapping for GIS system.
 - e. Twin Oaks - Equipment (blowers and tank) being ordered for the ammonia upgrades; will be delivered within next 30 days; to install aeration system instead of pea gravel system.
 - f. Saddlebrooke - 2 grinder pump replacements pending, due to weather.
- Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- C. **Treasurer's Report:** It was reported the November 2017 income was \$33,240.17 and expenses were \$27,228.18. The December 2017 income was \$36,347.51 and expenses were \$29,953.62. Reports of the December bank reconciliation for the Operations account and Project account 12/19/17 to 01/16/18, both account registers since 12/19/17, journal entries since 12/19/17, and adjustments since 12/19/17 were also presented for review. Treasurer Kay Robins respectfully requested a replacement for her by April 1, 2018 as the treasurer position with more financial experience. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the treasurer's report and additional reports as presented. The financial reports were signed/initialed by Ms. Robins, treasurer. A search for a treasurer replacement with financial experience will take place as soon as possible.
- D. **Clerk's Report:** Ms. Warren reported there were no shut-offs in December. Shut-offs in January will be on 01/30/18. Inquiries have been made about computer back-up procedures and it has been suggested a flash drive be used and placed in a fireproof safe.
Recommendations/Actions: Ms. Robins and Mr. Steiner will check into fireproof safes and send information to Board members and Ms. Warren for review.

III. Old Business

- A. **Bella Vista Creek Crossing Sewer Lines:** No new information.
Recommendations/Actions: Follow up at the next meeting when possible.
- B. **Fiscal Year Budget 2017-2018:** Ms. Warren presented the draft Fiscal Year Budget for 2017-2018 that she and Ms. Brooks reviewed, based on the previous years' activities. Discussion was held.
Recommendations/Actions: Ms. Warren will update the Budget with the adjustments recommended by the Board for review again at the next Board meeting.
- C. **Audit Update:** Ms. Brooks reported she met with David Roberts, CPA, and Jeff Stroder, CPA on 01/16/18 to review the recent District Audit, the 2016-2017 Fiscal Year Income and Expense report that was prepared and given to them on request, and their preliminary recommendations including segregation of duties, monthly adjustment reports, and Board member signatures on financial reports. Discussion was held.
Recommendations/Actions: Ms. Brooks will obtain and forward additional information to Mr. Roberts for completion of the final audit report which will be submitted to the Board with recommendations by the February 2018 meeting if possible. Ms. Warren started the monthly adjustment reports this meeting and Ms. Robins signed the financial reports.

IV. New Business

- A. **Employee Handbook Update:** No new information.
Recommendations/Actions: Tabled until the next meeting.
- B. **Mowing Contracts:** Mr. Garvey reported he is working on the letters to send to the current contracted mowers by the end of January to clarify the needs of the individual facilities. He said there is no need to re-bid as last year's bid was for two (2) years. Discussion was held.
Recommendations/Actions: Mr. Garvey will send the completed letters to Mr. Tousignant for review before sending them to the mowers.
- C. **Closed Session for Personnel Business:** It was moved, seconded, and passed unanimously to go into closed session for Personnel business from 8:45pm to 9:10pm.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, February 20, 2018** 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 9:15pm.

Respectfully submitted,

Betty Brooks, Secretary