

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes — February 20, 2018

I. Call to Order

Joe Tousignant, President, called the meeting to order on February 20, 2018 at 6:45pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Greg Steiner, Betty Brooks, and Joe Garvey. Absent was 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.

111. Reports

A. Secretary Report: The minutes from the previous regular Board meeting held 01/16/18 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from Board meeting on 01/16/18.

B. Clerk's Report: Ms. Warren reported there were no shut-offs in January 2018. February shut-offs will be on 02/28/18 and 35 disconnect notices were mailed in February. Mr. Steiner reported on fireproof/waterproof safes available from Staples and Time Clocks and Cards available from U-Line. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to purchase a fireproof and waterproof safe and 4 flash drives for data backup of the Quick book systems. The system will be backed up daily and placed in the safe and it will also be backed up monthly and given to Greg Steiner to keep off site in a secure place in his home. Mr. Steiner will also order a Time Clock with time cards for the office.

C. Treasurer's Report: Ms. Warren, clerk, reported the January 2018 income was \$36,665.19 and expenses were \$43,028.36. Reports of the December bank reconciliation for the Operations account and Project account from 01/17/18 to 02/20/18, both account registers since 01/17/18, journal entries since 01/17/18, and adjustments since 01/17/18 were also reviewed. 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 President Mr. Tousignant. Ms. Brooks presented a suggested list of treasurer duties from Jeff Stroder, CPA which she will forward to Greg Steiner for prospective candidates.

D. 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 and RD review

letters have been received and 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. Eleven (11) additional Geotech soil borings in lagoon cells were drilled to determine the depths of the bedrock. Mr. Strickland presented a reimbursement request for Special Services of Easement Procurement, Surveying, Anti-Degradation, and Geotechnical services. Discussion was held.

Recommendations/Actions: Mr. Tousignant said he and Mr. Strickland will contact Mr. Robbins to discuss resolution of the delinquent easements. Ms. Brooks will submit the reimbursement request re: Project expenses to Whitney Watts of USDA Rural Development and the Cedar Rapids Bank and Trust for review and reimbursement. Follow up at the next meeting.

2. Permit Renewals: Mr. Strickland reported the following:
  - a. Twin Oaks: permit renewal has been submitted to the DNR  
Recommendations/Actions: Follow up as needed.
3. Facility Transfers: None pending.
4. Project Updates: Mr. Strickland reported the following:
  - a. Missouri One Call: Work continues on mapping the Saddlebrooke and Twin Oaks facilities for the GIS system.
  - b. Twin Oaks: Equipment is being delivered for the ammonia upgrades.
  - c. Saddlebrooke: Two (2) grinder pump replacements and 2 retrofits were completed, and 1 retrofit is to be done.
5. Facility Updates: Mr. Strickland reported the following:
  - a. Arbor Trails: Treatment is improving function; found Nocardia bacteria in the sludge causing foaming and preventing sludge from settling.
  - b. Bella Vista Estates: Wastewater treatment facility (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.
  - h. Midwest Energy/ LLC: WWTF good k Mulberry Acres: WWTF good
  - i. Pleasant Lake Estates: WWTF good
  - j. Oak Creek Estates: Treatment is improving function; found bacteria in the sludge causing foaming and preventing sludge from settling.
  - l. Red Barn Restaurant: Pump station installed; no flow to lagoon.

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- m. Saddlebrooke Ridge: Fencing and gate 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 being delivered by March 1 with installation to start 03/19/18.
- t. Westbridge Place: Need to replace aerator.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- E. Mowing Report: Mr. Garvey reported the letters were sent to Michael Riney and Eggimann's Lawn Service for the 2018 mowing season and request for updated Certificates of Insurance. He also talked to Terry at Strickland's and gave him a copy of the letter sent to the mowers.

Recommendations/Actions: Follow up at the next meeting

### III. Old Business

- A. Bella Vista Creek Crossing Sewer Lines: Mr. Steiner will work on it in the upcoming month if possible.

Recommendations/Actions: Follow up at the next meeting.

- B. Fiscal Year Budget 2017-2018: Ms. Brooks reviewed the updated Fiscal Year 2017-2018 Budget. Discussion was held.

Recommendations/Actions: It was moved, second, and passed unanimously to accept the Fiscal Year 2017-2018 Budget.

- C. Employee Handbook Update: No new information.

Recommendations/Actions: Mr. Tousignant will update the ETO section and bring it to the next meeting if possible for discussion.

- D. Audit Update: Ms. Brooks reviewed the 2017 Audit Draft Findings from Jeff Stroder, CPA. Discussion was held regarding the findings and Board responses.

Recommendations/Actions: Ms. Brooks will provide the Board's response to the 2017 Audit Draft Findings with the Fiscal Year 2017-2018 Approval Budget to Mr. Stroder, CPA as requested.

### IV. New Business

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A. Insurance Coverage of Subcontractors: Ms. Brooks reported that Certificates of Insurance of subcontractors have been requested by MOPERM and obtained from Strickland's Engineering and Monroe Plumbing & Heating Company, but Bill Bonney has not responded to requests for documentation of his Certificates of Insurance. Mr. Strickland reported Strickland Engineering is covering Bill Bonney and will follow up with him about the insurance coverage. It was noted that the mowers have been asked to provide their Certificates of Insurance. Discussion was held. Recommendations/Actions: Follow up as needed.

V. Announcements

A. The next regular monthly meeting will be held on Tuesday, March 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 8: 15pm.

Respectfully submitted,

Betty Brooks, Secretary