

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – March 20, 2018

I. Call to Order

Joe Tousignant, President, called the meeting to order on March 20, 2018 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, and Joe Garvey. Absent was Kay Robins. Marcia Warren, clerk was also present. Guests present were Richard Walther, Bruce Wortmann, and Daniel Makins from Fruitland, Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions: Questions about the status and Project were raised from the guests present. Discussion was held.

III. Reports

A. Secretary Report: The minutes from the previous regular Board meeting held 02/20/18 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from Board meeting on 02/20/18.

B. Clerk's Report: Ms. Warren reported on the shut-offs in February 2018 in Public Water Supply Districts 1 and 2. She reported that 20 disconnect notices were mailed in March, 15 for PWSD #1 and 5 for PWDS #2. She presented the USB back up and Lock Box Key to Mr. Steiner for the monthly off site storage. Mr. Steiner presented the information on a Digital Time clock and cards from U-Line. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to purchase the Digital Time Clock, bi-weekly time cards, and a replacement ribbon from U-Line for the office. Betty Brooks will place the order.

C. Treasurer's Report: Ms. Warren, clerk, reported the February 2018 income was \$38,047.89 and expenses were \$74,996.53, including upgrades to Twin Oaks. Reports of the January bank reconciliation for the Operations account and Project account from 02/21/18 to 03/20/18, both account registers since 02/21/18, journal entries since 02/21/18, and adjustments since 02/21/18 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/initialled by President Mr. Tousignant.

D. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported that he, Brian Strickland, and attorney Scott Robbins had a conference call to discuss strategies to address acquisition of the additional easements for the Project. He said that once the easements are obtained, then the Project will be bid out which will take about 45-60 days. Construction may start late summer 2018 with the main plant and main lines to be completed first. Homes will be connected to the main lines after that with projected completion hopefully by 2020.

Ms. Warren presented reimbursement receipts for Easement Recording Fees, Easement Procurement, and Pump Site Acquisition and the form for Estimate of Funds Needed #14 for 03/16/18. Discussion was held.

Recommendations/Actions: Mr. Tousignant, Mr. Strickland, and Mr. Robbins will signed the form for Estimate of Funds Needed #14 for 03/16/18 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:** No new information
3. **Facility Transfers:** None pending.
4. **Project Updates:** Mr. Tousignant reported the following:
 - a. Missouri One Call: No new information
 - b. Twin Oaks: Upgraded facility being installed 03/21/18
 - c. Bella Vista: Pending warmer, drier weather for repairs.
5. **Facility Updates:**
 - a. Arbor Trails: No new information
 - 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: No new information.
 - l. Red Barn Restaurant: Pump station installed; no flow to lagoon.
 - 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: Equipment for upgrades to be installed 03/21/18
 - t. Westbridge Place: Need to replace aerator.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- E. **Mowing Report:** Mr. Garvey reported one Certificate of Insurance is pending receipt from Michael Riney. Discussion was held.
Recommendations/Actions: Ms. Brooks will contact Mr. Riney for his current Certificate of Insurance. Follow up at the next meeting

III. Old Business

- A. **Bella Vista Creek Crossing Sewer Lines:** Mr. Steiner reported they are waiting for warmer, drier weather to address the situation.
Recommendations/Actions: Follow up at the next meeting.
- B. **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 review.
- C. **Treasurer Position:** Ms. Brooks reported two (2) people submitted their information and requests to be considered for the paid treasurer position. Discussion was held.
Recommendations/Actions: Suitable candidates will continue to be sought for the treasurer position; follow up at the next meeting.

IV. New Business

- A. **Computer System Back-Up Tab:** Ms. Warren asked the Board to consider having a computer tech person install a "one button" system back-up for the daily and monthly system data back-up procedures like PWSD #2 has. Discussion was held.
Recommendations/Actions: Ms. Warren will obtain quotes for the service from three (3) area computer service companies and present them at the next meeting for Board review.
- B. **Clerk Request for May 2018 Seminar:** Ms. Warren asked the Board to consider allowing her to attend the seminar "The Complete Two-day Seminar on Communicating with Tact and Professionalism" on May 10-11, 2018 in Cape Girardeau, MO to enhance her skills with working with customers; cost \$299.00. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to pay the registration for Ms. Warren to attend the seminar as described on May 10-11, 2018 in Cape Girardeau. She will send in the registration.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, April 17, 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 8:45pm.

Respectfully submitted,

Betty Brooks, Secretary

