

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – April 17, 2018

I. Call to Order

Joe Tousignant, President, called the meeting to order on April 17, 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 was also present. Guest present was Jeff Stroder, C.P.A. of Beussink, Hey, Roe, & Stroder, LLC. Mr. Tousignant declared a quorum was present.

- II. Guest Comments/Questions:** Mr. Stroder presented their Independent Auditors' Report for the District as of and for the year ended June 30, 2017. Discussion was held. Mr. Tousignant reported that most of the recommendations have been put into place, where possible, and a budget hearing will be planned near the Wastewater Treatment Project implementation.

III. Reports

- A. Secretary Report:** The minutes from the previous regular Board meeting held 03/20/18 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from Board meeting on 03/20/18.

- B. Clerk's Report:** Ms. Warren reported there were 4 shut-offs in March 2018 in Public Water Supply District (PWSD) # 1 and none in PWSD # 2. She reported that 20 disconnect notices were mailed in April with 12 for PWSD #1 and 8 for PWSD #2. She requested an increase in the contract with CUSI for the number of service locations to add 100 or 500 locations. She also presented a request from customer Mr. Kurten re: reimbursement of the grinder pump that he purchased. She also reported a Real Estate Tax Bill was received for Tamarac Estates Lagoon. She reported the Digital Time Clock and cards has been delivered to the office and needs to be set up. She reported customer Mr. Michal has called about landscaping needed in his yard after a pump was replaced. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to increase the CUSI contract to 100 locations and Mr. Tousignant signed the contract. Mr. Tousignant stated he will talk to engineer Brian Strickland and if okay, will reimburse Mr. Kurten for the grinder pump. Mr. Steiner will talk to the County Clerk's office about having the real estate tax bill at Tamarac Estates Lagoon cancelled. Mr. Tousignant said he will contact Mr. Strickland to coordinate completion of the landscaping needs of Mr. Michal. It was moved, seconded, and passed unanimously to accept the clerk's report.

- C. Treasurer's Report:** Ms. Warren, clerk, reported the March 2018 income was \$38,683.91 and expenses were \$47,838.62. Reports of the March bank reconciliation for the Operations account and Project account from 03/21/18 to 04/17/18, both account registers since 03/21/18, journal entries since 03/21/18, and adjustments since 03/21/18 were also reviewed. The Budget vs. Actual totals to date 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.

D. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported additional easements have been obtained with the total at over 400. Discussion was held.
Recommendations/Actions: Mr. Tousignant will continue to work with Mr. Strickland and Mr. Robbins to acquire the remaining homeowner easements for the Project. 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:** New tanks are in place; old gravel filter is out; blowers are there; waiting on the control panel; should be ready for operation in early May 2018. He reported a SCADA system, a cellular powered monitoring system for up to 80 grinder pumps, was reviewed and will be installed at Twin Oaks as a free demo with follow up in 3 months for evaluation for purchase, plus a cell phone unit.
 - 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 complete by early May 2018; see report.
- t. Westbridge Place: Need to replace aerator.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- E. **Mowing Report:** Ms. Brooks reported Michael Riney's certificate of insurance is still pending. Discussion was held.

Recommendations/Actions: Ms. Brooks will contact Mr. Riney again for his current Certificate of Insurance. Follow up at the next meeting

III. Old Business

- A. **Computer System Back Up Tab:** Ms. Warren reported she contacted Innovative Idea, Computer 21, and Velocity Electronics for quote about setting up an "Easy Back-Up" for the office computer. She said only Velocity Electronics called back with a quote of \$75 to \$150. She also talked to a representative from Cape Central IT departmental who said it is something she should be able to set up herself and she will work on it.

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.

IV. New Business

- A. **Board Member/Treasurer Resignation:** Mr. Tousignant reported Kay Robins, Treasurer, submitted her resignation, effective April 30th. Discussion was held.

Recommendations/Actions: Ms. Robins was thanked for her service to the District.

- B. **Treasurer Position:** Mr. Tousignant nominated Joe Garvey to serve as interim treasurer until the permanent treasurer position is filled for resigning treasurer Kay Robins; Mr. Garvey accepted the nomination. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously for Joe Garvey to serve as interim treasurer. Mr. Garvey will contact Montgomery Bank to sign the appropriate paperwork for the treasurer duties and approval of ACH payments. Ms. Brooks will send out a notice for the treasurer and board member position after 05/01/18.

- C. **Loan Payment Refinance:** Mr. Tousignant reported the CGCRCSD Resolution Sewerage Revenue Bonds Series 2016 is due to be paid on 05/01/18 when it is matured. He reported he will talk with Gilmore and Bell, the bond counsel, who will assist in getting the bond loan extended / refunded similar to what they did originally and the new bond funds can be used to refund/payoff the existing bond and continue with Cedar Rapids Bank and Trust. Discussion was held.

Recommendations/Actions: Follow up at the next meeting

D. **Board Member Terms:** Review of the service years of the Board members was conducted. It was noted that Mr. Garvey's 2 year term ends 07/01/18 and Mr. Tousignant's 4 year term ends 07/01/18. Ms. Robins' term would have ended 07/01/21. Ms. Brooks' term will end 07/01/19 and Mr. Steiner's term will end 07/01/20. Discussion was held.

Recommendations/Actions: It was recommended that Mr. Tousignant's term of office be extended to 5 years to end 07/01/23 and Mr. Garvey's term office be extended to 4 years to end 07/01/2022 in order to have staggered Board member terms' of office. Ms. Brooks will contact the County Commissioners to request the change to take effect 07/01/18.

V. **Announcements**

A. The next regular monthly meeting will be held on **Tuesday, May 15, 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 9:35pm.

Respectfully submitted,

Betty Brooks, Secretary