

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – May 15, 2018

I. Call to Order

Joe Tousignant, President, called the meeting to order on May 15, 2018 at 7:10pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Greg Steiner, Betty Brooks. Absent was Joe Garvey. Marcia Warren, clerk was 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 05/15/18. were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from Board meeting on 05/15/18.

B. **Clerk's Report:** Ms. Warren reported there were 1 planned shut-off in April 2018 in Public Water Supply District (PWSD) # 2 and none in PWSD # 2. She reported that disconnect notices will be mailed after the meeting on 05/16/18. Discussion was held about customers who pay their fees online after the shut-off notices have been delivered. Ms. Warren reported she will be out of the office from 07/8 to 07/14/18 and requested assistance with pick-up of payments mid week and entering them in the computer. Discussion was held.

Recommendations/Actions: It was agreed for Ms. Warren to add a statement to the customer bills to please call the District's office if an online payment is made after shut-off notices are delivered to avoid reconnection fees. It was moved, seconded, and passed unanimously to accept the clerk's report. Mr. Tousignant reported the Board would assist with the clerk's duties while Ms. Warren is out of the office from July 8-14, 2018.

C. **Treasurer's Report:** Ms. Warren, clerk, reported the April 2018 income was \$41,948.85 and expenses were \$49,091.91. Reports of the April bank reconciliation for the Operations account and Project account from 04/18/18 to 05/15/18, both account registers since 04/18/18, journal entries since 04/18/18, and adjustments since 04/18/18 were also reviewed. The Budget vs. Actual totals to date were also reviewed. She presented a Monthly Disbursement Request for Legal Fees of Scott Robbins for work on the WWCT Project. 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. Mr. Tousignant also signed the Monthly Disbursement Request for Legal Fees and Betty Brooks will sent it and the accompanying documents to Whitney Watts of SE Missouri Rural Development and Jeff Hollingsworth of Cedar Rapids Bank and Trust. Ms. Warren will prepare a draft budget for 2018-2019 for Board review at the next meeting.

D. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported additional easements continue to be signed with plans to have them completed by 08/01/18. 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 for Brian Strickland:
 - a. **Missouri One Call:** No new information
 - b. **Twin Oaks:** New treatment facility to be on line this week.
 - c. **Bella Vista:** Mr. Steiner reported he talked with the 3 homeowners who agreed with Option 3 which is the grinder pump going into the main line; will obtain construction easements from them. Mr. Steiner will also obtain rip-rap for the homeowners' side of the creek at the subdivision's expense. Discussion was held.
5. **Facility Updates:**
 - a. **Arbor Trails:** No new information
 - b. **Bella Vista Estates:** Wastewater treatment facility (WWTF) good.
 - c. **Cedar Meadows:** Facility continues to have issues 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:** DNR letter received re: E. coli; disinfection in place.
 - l. **Red Barn Restaurant:** Pump station installed; no flow to lagoon.
 - m. **Saddlebrooke Ridge:** Fencing relocation completed; still need to replaced gate.
 - n. **Saxony High School:** No discharge.
 - o. **Seabaugh Acres:** WWTF good; replacement pump is here to be installed.
 - p. **Spring Lake Estates:** WWTF good
 - q. **Sun Valley Estates:** Pumping discharge to Tamarac Estates.
 - r. **Tamarac Estates:** WWTF good
 - s. **Twin Oaks:** Will add media and begin pumping septic tank effluent on 05/18/18.
 - t. **Westbridge Place:** Need to replace aerator.Discussion was held.
Recommendations/Actions: Follow up at the next meeting.

E. **Mowing Report:** It was reported some of the facilities' outfall areas were not being mowed and weeds were growing in the gravel beds. Ms. Brooks reported Michael Riney's certificate of insurance is still pending. Discussion was held

Recommendations/Actions: Mr. Tousignant will contact Mr. Garvey to contact the mowers of the facilities that need mowing of the outfall areas. He said Stricklands have sprayed the weeds in the gravel beds and then the dead weeds will be pulled out. Ms. Brooks will contact Mr. Riney again for his current Certificate of Insurance. Follow up at the next meeting

III. Old Business

A. **Loan Payment Refinance Update:** Mr. Tousignant reported a meeting was held with Gilmore and Bell on 04/27/18 to pay off the CGCRCSD Sewerage Revenue Bond Series 2016 R-1 on 05/01/18 when it was due. The CGCRCSD Sewerage System Revenue Bond Series 2016 R-2 was prepared and extended to 05/01/2020 to continue with Cedar Rapids Bank and Trust. Discussion was held.

Recommendations/Actions: Follow up as needed.

B. **Computer System Back Up Tab:** No new information.

Recommendations/Actions: Follow up at the next meeting.

C. **Employee Handbook Update:** No new information.

Recommendations/Actions: Mr. Tousignant will update the ETO section and bring it to a follow up meeting when completed for Board review.

D. **Board Member Terms of Office:** Ms. Brooks reported that Mr. Tousignant's and Mr. Garvey's board positions are both due to expire on 07/01/18. A review was done of the remaining board positions and their expiration dates. Discussion was held to request the board positions expire on alternating years and not on the same year to align with the District's Bylaws - " The terms of the board of trustees shall be staggered so as to establish one vacancy per year."

Recommendations/Actions: A request will be sent to the County Commissioners to reappoint Joe Garvey to a 4-year term to end in 2022 and Joe Tousignant to a 5 year term to end in 2023. Volunteer(s) will be sought for the one (1) remaining board position to expire on 07/01/2021.

IV. New Business

A. **Rate and Fee Schedule Annual Review:** Discussion was held regarding the annual review of monthly sewer rates for all customers. Ms. Warren reported she has received the average water usage rates of customers from December 2017, January 2018, and February 2018 from the Public Water Supply District #1 and #2 office records.

Recommendations/Actions: It was moved, seconded and approved unanimously to keep the monthly water usage rate for customers at \$3.50 per 1000 gallons usage using the December 2017, January 2018, and February 2018, increase the base rate from \$27 to \$30 for commercial and residential customers and \$30 for vacant residences, and increase the first year customer's basic water usage charge from \$40 to \$43, effective with the July 2017 billing cycle. Ms. Warren will prepare a draft letter with the rate and other information to be reviewed by the Board and mail it to all customers prior to the July billing cycle.

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