

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – June 19, 2018

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on June 19, 2018 at 6:45pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Greg Steiner, Joe Garvey, and Betty Brooks. Marcia Warren, clerk, and Brian Strickland, engineer, 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 05/15/18. were reviewed.

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

B. **Clerk's Report:** Ms. Warren reported there were 6 total shut-off notices mailed in May 2018 and all customers with paid in full or paid partial with future payment assessments. She reported that 16 total shut-off notices were mailed in June. She Annual assessment letters were mailed on 05/26/18 and 05/27/18. She reported the Endicott answering service has offered auto-pay of the monthly services. Discussion was held.

**Recommendations/Actions:** It was agreed to have the District sign up for auto-pay of the Endicott Answering Service bills. It was moved, seconded, and passed unanimously to accept the clerk's report.

C. **Treasurer's Report:** Ms. Warren, clerk, reported the May 2018 income was \$36,941.01 and expenses were \$144,919.43. Reports of the May 2018 bank reconciliation for the Operations account and Project account from 05/16/18 to 06/19/18, both account registers since 05/16/18, journal entries since 05/16/18, and adjustments since 05/16/18 were also reviewed. The Budget vs. Actual totals to date were also reviewed. She presented an invoice from Strickland Engineering for \$59,381.84 the facility work at Twin Oaks estates, including operations and project expenses. A Monthly Disbursement Request was presented for Land and Rights-of-Way, Engineering Fees, and Other Related Services. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept the treasurer's report and additional reports as presented. It was moved, seconded, and approved unanimously to pay \$30,000.00 of the bill from Strickland's Engineering this month. The financial reports were signed/initialed by President Mr. Tousignant. Mr. Tousignant also signed the Monthly Disbursement Request for Land and Rights-of-Way, Engineering Fees, and Other Related Services 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.

D. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Strickland reported that 379 of 477 total easements have been obtained with the goal to complete negotiations in July 2018. Mr. Tousignant reported discussion has been held with Ron Hecht regarding his property easements for the Project. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously for the District to enter into an agreement with Ron Hecht regarding the easements with his property as described for the Project. The Agreement was signed by President Joe Tousignant and Secretary Betty Brooks. Mr. Strickland will take the Agreement to Mr. Hecht for his signature. Follow up at the next meeting.
2. **Permit Renewals:** Mr. Strickland reported the following:
  - a. Twin Oaks construction permit for completion/modification
  - b. Renewals for Oak Creek, Essex Place, Westbridge, and Mulberry Acres; ready for signatures by Joe Tousignant, President
3. **Facility Transfers:** None pending.
4. **Project Updates:** Brian Strickland reported the following:
  - a. Missouri One Call: Ready to submit updated District system mapping
  - b. Twin Oaks: Construction completed for the ammonia upgrades.
  - c. Bella Vista: Mr. Steiner reported additional larger gravel is needed over the sewer line. He will obtain it and submit the bill for receipt.
5. **Facility Updates:** Mr. Strickland reported the following:
  - a. Arbor Trails: Wastewater treatment facility (WWTF) good; need to trim some willow tree limbs.
  - b. Bella Vista Estates: WWTF good.
  - c. Cedar Meadows: Facility is not meeting ammonia limits; 3 pumps were out last week; will be cleaning the pea gravel bed to improve treatment.
  - d. Essex Place: WWTF good
  - 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: WWTF good; pump in lift station needs replacement.
  - l. Red Barn Restaurant: 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 received; installation next week.
- p. Spring Lake Estates: WWTF good
- q. Sun Valley Estates: Pumping discharge to Tamarac Estates.
- r. Tamarac Estates: WWTF good
- s. Twin Oaks: Facility upgrades completed; will take about 2 weeks for biology to form and treatment to improve.
- t. Westbridge Place: Replacement aerator is ordered.  
Discussion was held.  
**Recommendations/Actions:** Follow up at the next meeting.

- E. **Mowing Report:** Mr. Garvey reported he has been in contact with the mowers; no new problems reported. Ms. Brooks reported Michael Riney's certificate of insurance has been received. Discussion was held  
**Recommendations/Actions:** Follow up at the next meeting

### III. Old Business

- A. **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:** Mr. Tousignant and Mr. Garvey reported they talked with Vicky Ivy of the County Commissioners each agreed to continue to serve on the Board of Directors for the Cape Girardeau County Reorganized Common Sewer District. Mr. Garvey agreed to a 4 year term to end 06/30/2022 and Mr. Tousignant agreed to a 5 year term to end 06/30/2023, pending approval from the Cape Girardeau County Commissioners.  
**Recommendations/Actions:** Volunteer(s) will be sought for the one (1) remaining board position to expire on 07/01/2021, pending approval by the Cape Girardeau County Commissioners. Follow up at the next meeting with Vicky Ivy of the County Commissioners.

### IV. New Business

- A. **Budget Review for 2018-2019:** The proposed Budget for 2018-2019 was present by Ms. Warren, clerk, and reviewed in detail with the Board members. Discussion was held with recommendations reviewed.  
**Recommendations/Actions:** Ms. Warren will prepare the proposed Budget 2018-2019 with the recommended revisions for review at the next Board meeting on 07/17/18 for review and approval.

- B. **Closed Session for Personnel Business.** It was moved, seconded, and passed unanimously to go into closed session for Personnel business from 7:55pm to 8:20pm.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, July 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 8:25pm.

Respectfully submitted,

Betty Brooks, Secretary