

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

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on July 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, Joe Garvey, and Betty Brooks. Marcia Warren, clerk, and Renee Boyer, guest were also present. Mr. Tousignant declared a quorum was present.

- II. Guest Comments/Questions:** Renee Boyer presented her resume and application for the vacant position for the Board of Directors of the Cape Girardeau Reorganized Common Sewer District. Discussion was held.

**III. Reports**

- A. Secretary Report:** The minutes from the previous regular Board meeting held 06/19/18. were reviewed.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes as presented from the Board meeting on 06/19/18.

- B. Clerk's Report:** Ms. Warren reported there were 16 total shut-off notices mailed in June 2018 and no actual shut-offs occurred. She reported that 27 total shut-off notices are to be mailed in July. She presented updates including she contacted Montgomery Bank with a question about online customer payments and she plans to contact BOLD Marketing about updating the District's website information. Discussion was held.

**Recommendations/Actions:** It was agreed to have the online banking options reviewed with the new Board treasurer. It was moved, seconded, and passed unanimously to accept the clerk's report.

- C. Treasurer's Report:** Ms. Warren, clerk, reported the June 2018 income was \$20,637.14 and expenses were \$60,646.35. Reports of the June 2018 bank reconciliation for the Operations account and Project account from 06/20/18 to 07/17/18, both account registers since 06/20/18, journal entries since 06/20/18, and adjustments since 06/20/18 were also reviewed. The remaining invoice amount from Strickland Engineering for \$29,381.84 the facility work at Twin Oaks estates, including operations and project expenses was reviewed. A Monthly Disbursement Request was presented for \$1686.00 for Land and Rights-of-Way. 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 \$10,000.00 of the bill from Strickland's Engineering next week. The financial reports were signed/initialed by President Mr. Tousignant. Mr. Tousignant also signed the Monthly Disbursement Request for Land and Rights-of-Way 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. Tousignant reported the construction permit for the Project as been received for the treatment plant. He said additional property easements have also been obtained and he will meet with the District's attorney Scott Robbins to address the remaining unsigned easements. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

2. **Permit Renewals:** Mr. Tousignant reported that Mr. Strickland, engineer, and the Missouri DNR have been exchanging emails and will make sure the District's facility's permits are in good standing until the Treatment Project facility in is operation.

3. **Project Updates:**

- a. **Missouri One Call:** Ready to submit updated District system mapping
- b. **Twin Oaks:** Needs to have project area re-seeded and replace fence.
- 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:** No new information:

- a. **Arbor Trails:** Wastewater treatment facility (WWTF) good;
- 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:** Need to replace gate.
- n. **Saxony High School:** No discharge.
- o. **Seabaugh Acres:** WWTF good; replacement pump received; installation planned.
- p. **Spring Lake Estates:** WWTF good
- q. **Sun Valley Estates:** Pumping discharge to Tamarac Estates.
- r. **Tamarac Estates:** WWTF good
- s. **Twin Oaks:** Needs to have project area re-seeded and replace fence. .

t. Westbridge Place: Replacement aerator is ordered.  
Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

- E. **Mowing Report:** Mr. Garvey reported presented details of his review of the facilities and recommendations for each area. Discussion was held  
**Recommendations/Actions:** Mr. Garvey will contact the mowers for the specific areas regarding any specific issues. Follow up at the next meeting

### III. Old Business

- A. **Computer System Back Up Tab:** Ms. Warren reported she is now able to do the system back-up without a special tab, so it is not needed. .  
**Recommendations/Actions:** No further follow up necessary.
- B. **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.
- C. **Board Member Terms of Office:** Mr. Tousignant and Mr. Garvey reported they received notice from Vicky Ivy that the County Commissioners has approved them to continue to serve on the Board of Directors for the Cape Girardeau County Reorganized Common Sewer District.. Mr. Garvey was approved to serve a 4 year term to end 06/30/2022 and Mr. Tousignant was approved to serve a 5 year term to end 06/30/2023. Discussion was also held regarding Renee Boyer's application for the vacant Board member position.  
**Recommendations/Actions:** It was moved, seconded, and passed to recommend Renee Boyer to the Cape Girardeau County Commissioners for the vacant board position to expire on 07/01/2021. Betty Brooks will contact Vicky Ivy of the County Commissioners with Ms. Boyer's information and the Board's recommendation for their approval of Ms. Boyer to the Board.

### IV. New Business

- A. **Budget Review for 2018-2019:** The revised Budget for 2018-2019 was presented by Ms. Warren, clerk, and reviewed with the Board members. Discussion was held.  
**Recommendations/Actions:** Follow up at the next meeting for further review and final approval of the 2018-2019 Budget.
- B. **Closed Session for Real Estate Business.** It was moved, seconded, and passed unanimously to go into closed session for Real Estate business from 7:55pm to 8:20pm.

**V. Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, August 21, 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