

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – September 18, 2018

I. Call to Order

Joe Tousignant, President, called the meeting to order on September 18, 2018 at 6:40pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Renee Boyer, Greg Steiner, Joe Garvey, and Betty Brooks. Present also was Marcia Meuir, clerk, and Dann Lies of Saddlebrooke Ridge subdivision. Mr. Tousignant declared a quorum was present.

- II. Guest Comments/Questions:** Mr. Lies reported he is the new Board President of the Saddlebrooke Ridge subdivision and issues were discussed regarding the District and Saddlebrooke Ridge.

III. Reports

- A. Secretary Report:** The minutes from the previous regular Board meeting held 07/17/18. were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes as presented from the Board meeting on 07/17/18.

- B. Clerk's Report:** Ms. Meuir reported there were 36 total shut-off notices mailed in September 2018 for August and September. She stated no shut offs were conducted in July and August. She presented the reports for July and August payments, invoices mailed, late fees assessed. She reported the balance of what the project account should be was calculated and the difference will be transferred to the operations balance, pending approval from treasurer, Renee Boyer. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the clerk's report.

- C. Treasurer's Report:** Ms. Meuir reported the July 2018 income was \$40,283.62 and expenses were \$42,883.06. August 2018 income was \$38,720.50 and expenses were \$41,495.63. Reports of the July 2018 and August 2018 bank reconciliation for the Operations account and Project account from 07/18/18 to 09/18/18, both account registers since 07/18/18, journal entries since 07/18/18, and adjustments since 07/18/18 were reviewed. The remaining invoice amount from Strickland Engineering for \$9,381.84 the facility work at Twin Oaks estates, including operations and project expenses was reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to pay \$5,000.00 on the balance to Strickland Engineering in 2 weeks by 10/02/18 if the checking account balance is over \$15,000.00 and by the next Board meeting on 10/16/18. 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 property easements have been obtained and reviewed the list of remaining 36 unsigned permanent easements.

Mr. Tousignant said he, Mr. Strickland, and attorney Scott Robbins will be meeting per conference call to discuss resolution of the remaining easements. He reported Mr. Strickland has been working on changes in the plans regarding cost updates. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to direct attorney Scott Robbins to commence with condemnation proceedings as soon as possible for the remaining 36 property easements and pump stations acquisitions for the Fruitland Wastewater Collection and Treatment Project. Mr. Tousignant will contact Mr. Robbins with the Board's motion.

2. **Permit Renewals:** No new information.
3. **Project Updates:**
 - a. Missouri One Call: No new information.
 - b. Twin Oaks: Project area to be re-seeded this fall; the white fence will be removed.
 - c. Bella Vista: Mr. Steiner reported he will obtain additional larger gravel to place over the designated sewer line and submit the bill for receipt.
5. **Facility Updates:**
 - a. Arbor Trails: Wastewater treatment facility (WWTF) good; water leak found and repaired.
 - b. Bella Vista Estates: WWTF good.
 - c. Cedar Meadows: Facility is not meeting ammonia limits; 3 pumps were out; 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: Project area to be re-seeded this fall; white fence will be removed.

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. Problems were reported with mowers keeping the facilities mowed in view of the heavier rain fall and heat this summer. Discussion was held.

Recommendations/Actions: Mr. Garvey has contacted the mowers for the specific areas regarding the specific issues. Follow up at the next meeting.

III. Old Business

A. **Budget Review for 2018-2019**: The revised Budget for 2018-2019 was reviewed with the Board members and Ms. Meuir, clerk. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to accept the revised Budget for 2018-2019 as discussed. Ms. Meuir will send out a copy of the revised Budget to the Board members.

IV. New Business

A. **MOPERM Renewal Survey**: Ms. Brooks presented the MOPERM Insurance Policy Renewal Survey. Discussion was held.

Recommendations/Actions: Ms. Meuir will complete the draft Renewal Survey and Ms. Brooks will review it and send it to MOPERM by the 10/05/18 deadline.

V. Announcements

A. The next regular monthly meeting will be held on **Tuesday, October 16, 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 8:40 pm.

Respectfully submitted,

Betty Brooks, Secretary