

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – October 16, 2018

I. Call to Order

Joe Tousignant, President, called the meeting to order on October 16, 2018 at 6:45pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Renee Boyer, Joe Garvey, and Betty Brooks. Absent was Greg Steiner. Present also was Marcia Warren, clerk. 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 09/19/18. were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes with the correction of Ms. Meieur to Ms. Warren from the Board meeting on 09/19/18.

B. **Clerk's Report:** Ms. Warren reported there were 36 total shut-off notices mailed in for September, 28 for PWSD #1 and 8 for PWSD #2 customers. She stated 2 shut offs were conducted in September and no shut-offs to date for October 2018. She presented the reports for September 2018 Balance Sheet, Income Statement fiscal year to 09/30/18, Budget versus Actual fiscal year to 09/30/18, 2019 Fiscal Year Budget, Operations Account Register and Project account register 09/19/18 to 10/12/18, and copies of Strickland Monthly Maintenance Invoices. There were no journal entries to note, and adjustments were listed and reviewed. She presented expense checks for Mr. Tousignant's signature. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the clerk's report. Mr. Tousignant will sign the expense checks as designated and contact Brian Strickland regarding the Strickland Monthly Maintenance Invoices.

C. **Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the September 2018 income was \$39,156.97 and expenses were \$49,757.24 plus \$500 for 2 grinder pumps at Saddlebrooke Ridge. The remaining invoice amount from Strickland Engineering for \$9,381.84 for the facility work at Twin Oaks estates, including operations and project expenses were reviewed. Review of the September 2018 payments and fees were also reviewed. Ms. Warren suggested the financial reports would be more complete if the Board meeting could be held earlier in the month due to the payment due date of the 16th of the month. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the treasurer's report and additional reports as presented. The financial reports were signed/initialed by President Mr. Tousignant. It was also moved, seconded, and passed unanimously to change the regular Board meetings to the second Tuesday of each month at 6:30pm.

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 34 unsigned permanent easements. He reported he met with Mr. Strickland and attorney Scott Robbins to discuss resolution of the remaining easements. Discussion was held.

Recommendations/Actions: Mr. Tousignant will continue to work with attorney Scott Robbins to commence with condemnation proceedings as soon as possible for the remaining 34 property easements and pump stations acquisitions for the Fruitland Wastewater Collection and Treatment Project.

2. **Permit Renewals:** Mr. Tousignant reported there are several new permits due for some of the facilities with two (2) placed on Public Notice to date. Discussion was held.

Recommendations/Actions: Follow up next meeting.

3. **Project Updates:**

- a. **Twin Oaks:** Project area to be re-seeded this fall; the white fence will be removed.
- b. **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.
- 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.

It was reported a manhole cover was off at a residence. Discussion was held.

Recommendations/Actions: Mr. Garvey will follow up on the manhole cover issue on 10/17/18. 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 has contacted the mowers for the specific areas regarding the specific issues with follow up at the next meeting. Ms. Boyer will review the cost and services of mowing per facility for 2018 and report at the next meeting. Mowers will also be asked to submit monthly invoices in the future.

III. Old Business

A. **Missouri One Call:** No new information.

IV. New Business

A. **Office Computer Replacement:** Ms. Warren requested consideration to replace the current office laptop computer with a desktop computer. Discussion was held.

Recommendations/Actions: Review of the computer replacement will be reviewed subject to budget considerations with follow up after 07/01/2019.

B. **MOPERM Audit Survey:** Ms. Brooks reported the Audit Survey was completed and sent to MOPERM as directed. Discussion was held.

Recommendations/Actions: Follow up as needed.

C. **2018 District Audit:** Ms. Brooks reported that documents have been received from Beussink, Hey, Roe, and Stroder CPA firm regarding the District's Audit to be conducted for the 2018 Fiscal Year ending 06/30/2018. Discussion was held.

Recommendations/Actions: Ms. Brooks signed the documents requested and will forward the information to Ms. Warren for review and preparation of the audit.

V. Announcements

A. The next regular monthly meeting will be held on **Tuesday, November 13, 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 8:25 pm.

Respectfully submitted,

Betty Brooks, Secretary

