

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – December 11, 2018

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on December 11, 2018 at 6:35pm 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, and Mr. and Mrs. Gary Sitzes from Whispering Heights subdivision. Mr. Tousignant declared a quorum was present.

**II. Guest Comments/Questions:** Mr. and Mrs. Sitzes expressed concerns about the letter they received in regard to terms of the temporary easement on their property for the construction of the Fruitland Wastewater Collection and Treatment Project. Proposed changes were discussed, will be reviewed by attorney Mr. Robbins, and returned to Mr. and Mrs. Sitzes for review.

**III. Reports**

**A. Secretary Report:** The minutes from the previous regular Board meeting held 10/26/18 were reviewed. There was no Board meeting in November 2018 due to lack of a quorum.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes with correction of the statement in the treasurer's report which should have read "plus \$5000 for 1 grinder pump at Saddlebrooke Ridge."

**B Treasurer's Report:**

1. October 2018: Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the October 2018 income were \$41,485.29 and expenses were \$68,637.16. The remaining invoice amount from Strickland Engineering has been paid. They stated the income and expenses now include services and the income includes late fees. Review of the September 2018 payments and fees were also reviewed. Discussion was held.
2. November 2018: Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the November 2018 income was \$38,761.43 and expenses were \$46,599.20. Review of the November 2018 payments and fees were also reviewed. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the treasurer's October and November 2018 reports and additional reports as presented. The financial reports were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.

**C. Clerk's Report:**

1. October 2018: Ms. Warren reported there were 30 total shut-off notices to be mailed in for October including 20 for PWSD #1 and 10 for PWSD #2 customers. She stated 4 shut offs were conducted in October in PWSD #1 and one remains shut off (house empty). Discussion was held.
2. November 2018: Ms. Warren reported there were 33 total shut-off notices to be mailed in for November including 22 for PWSD #1 and 11 for PWSD #2 customers. She stated 9 shut offs were conducted in November in PWSD #1 (4 had moved and 5 paid. She reported the auditor is to call her with a date to conduct the 2018 fiscal year audit. She requested to order more billing invoice forms as there are enough for one more month. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the clerk's reports for October and November 2018. Betty Brooks will follow up on the PWSD #1 residence whose water remains shut off. It was moved, seconded, and passed unanimously to reorder 5000 more billing invoice forms.

**D. Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported that attorney Scott Robbins mailed the 60-day letters to the remaining 33 homeowners in regard to their easements. Discussion was held.  
**Recommendations/Actions:** Mr. Tousignant will continue to work with attorney Scott Robbins for the remaining 33 property easements and pump stations acquisitions for the Fruitland Wastewater Collection and Treatment Project.
2. **Permit Renewals:** No new information. .
3. **Project Updates:** No new information.
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; 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 report of a missing "cap" at Saddlebrooke Ridge. Mr. Tousignant asked Ms. Warren to put reminders on the billing invoices for customers to avoid putting grease down their drains. Follow up at the next meeting.

E. **Mowing Report:** No new information.

**Recommendations/Actions:** Mr. Garvey and Mr. Tousignant will review the scope of work for the upcoming mowing season for the 9 facilities and plan to bid them out in January 2019.

### III. Old Business

A. **Missouri One Call:** Mr. Tousignant reported Mr. Strickland completed the data transfer to Missouri One Call and the registration documentation has been completed.

**Recommendations/Actions:** None

B. **2018 District Audit:** Ms. Warren reported she is waiting for a call back from Beussink, Hey, Roe, and Stroder CPA firm regarding the District's Audit to be scheduled for the 2018 Fiscal Year ending 06/30/2018. Discussion was held.

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

### IV. New Business

A. **Asset/Expense Policy:** Ms. Warren reported that current policy is that \$3000 is the limit of items to be expensed and grinder pumps are over \$4600. She said if the expense value was raised to \$5000, items such as the pumps could be expensed at the time of purchase instead of listed as an asset and depreciated each year; the change would only take place in bookkeeping practice. Ms. Warren stated she also consulted Jeff Stroder, CPA, who agreed with this proposal. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to increase the minimal asset dollar amount to \$5000.00 from \$3000.00 for bookkeeping purposes.

### V. Announcements

A. The next regular monthly meeting will be held on **Tuesday, January 8, 2019** 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 8:30 pm.

Respectfully submitted,

Betty Brooks, Secretary

