

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – January 8, 2019

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on January 8, 2019 at 6:30 pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Renee Boyer, Joe Garvey, Greg Steiner, and Betty Brooks. Present also was Marcia Warren, clerk, and Brian Strickland from Strickland Engineering. 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 12/11/2018 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 12/11/2018 as presented.

**B Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the December 2018 income was \$37,262.67 and expenses were \$33,013.51. The monthly payments and fees were also reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the treasurer's December 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:** Ms. Warren reported there were no shut-off notices mailed or conducted in December 2018 due to the Christmas holiday. She reported the new invoice forms have not arrived and some of the invoices had to be mailed on paper with envelopes instead of the post cards. Ms. Warren also reported it was decided between herself, Mr. Tousignant, and Ms. Boyer that the 2019 office hours will be Monday through Thursday from 10 am to 4 pm which will continue to include 24 hours per week. She also asked the board members for ideas on how to better inform customers about fiscal year rate changes. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the clerk's report for December 2018. Board members will continue to review ways to better inform customers about the annual fiscal year rate changes as they occur.

**D. Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Strickland reported 422 easements have been obtained out of a total of 477 with several in negotiation. Mr. Tousignant reported monies needed for several of the easements are on hold due to the partial government shutdown which involves Rural Development office who staff is currently furloughed. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant and Mr. Strickland will continue to work Robbins for the remaining permanent and temporary property easements and pump stations acquisitions for the Fruitland Wastewater Collection and Treatment Project.

2. **Permit Renewals:** Mr. Strickland reported many facility permits were renewed at the end of 2018. He stated the permit for Oak Creek was renewed and the reporting requirement was changed from monthly to quarterly. Facility permits due for renewal in 2019 include Bella Vista, Forest Meadows, and Pleasant Lake Estates. No transfers are pending.

**Recommendations/Actions:** Follow up as needed.

3. **Facility Updates:** Mr. Strickland reported the following updates:
- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
  - b. Bella Vista Estates: WWTF good;
  - c. Cedar Meadows: Pumps were repaired; pea gravel and septic tank cleaned; still not meeting ammonia required limits; reviewing other treatment options.
  - d. Essex Place: WWTF good
  - e. Forest Meadows: No discharge from lagoon; need to replace gate.
  - f. Homestead Place: WWTF good
  - g. Major Custom Cable: WWTF good; grease was removed from system, likely from local restaurant, Las Brisas.
  - h. Midwest Energy/ LLC: WWTF good; need to replace gate.
  - k. Mulberry Acres: WWTF good
  - i. Pleasant Lake Estates: WWTF good
  - j. Oak Creek Estates: WWTF good; pump in lift station is working properly as the area under it was cleared of debris; clarifier was replaced and air leak was repaired.
  - l. Red Barn Restaurant: No flow to lagoon.
  - m. Saddlebrooke Ridge: Needs to have UV system for disinfection installed; due by April 1, 2020; to complete a construction permit; need to replace gate. Inventory was done by Flo-Systems of the current grinder pumps' status and future needs.
  - n. Saxony High School: No discharge.
  - o. Seabaugh Acres: WWTF good; replacement pump was installed.
  - 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; white fence will be removed.
  - t. Westbridge Place: Replacement aerator and blower were installed; a privacy fence will be installed around it to reduce the noise.

Discussion was held.

**Recommendations/Actions:** It was reported Mr. Strickland replaced the missing cap on the manhole cover reported at the last meeting. Mr. Tousignant will contact attorney Mr. Robbins to send a letter to Las Brisas Restaurant about proper grease disposal with a required grease trap after unsuccessful verbal requests. Follow up at the next meeting.

4. **Project Reports:**

- a. **Bella Vista:** Creek Crossing Project - Mr. Strickland reported they are ready to have Danny Monroe go and dig the elevation and prep for the gravity system as discussed previously.

**Recommendations/Actions:** Follow up as needed.

- E. **Mowing Report:** Discussion was held about the need to mow around the unused facility at Red Barn.

**Recommendations/Actions:** It was decided not to include Red Barn in the upcoming mowing season. 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. Strickland reported he has completed the data transfer to Missouri One Call. Discussion was held on determination of the expenses and work flow process for the requests.

**Recommendations/Actions:** Mr. Strickland will coordinate the calls from Missouri One Call. Follow up as needed.

- B. **2018 District Audit:** Ms. Warren reported the 2018 Audit for the 2018 Fiscal Year ending 06/30/2018 was conducted with two (2) members of Beussink, Hey, Roe, and Stroder CPA firm in the office on January 2-3, 2019 and reported they had some questions regarding realization of capital assets. She said the auditor may contact the board members with some questions. Discussion was held.

**Recommendations/Actions:** Ms. Warren will follow up with Jeff Stroder, CPA with the capital asset questions. Follow up at the next meeting.

IV. **New Business** - None

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, February 12, 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 8:20 pm.

Respectfully submitted,

Betty Brooks, Secretary

