

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – February 12, 2019

I. **Call to Order**

Joe Tousignant, President, called the meeting to order on February 12, 2019 at 6:35 pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Greg Steiner, and Betty Brooks. Absent were Renee Boyer and Joe Garvey. 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 January 8, 2019 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 01/08/19 as presented.

B. **Treasurer's Report:** Ms. Boyer was not present to discuss the treasurer's report.

Recommendations/Actions: Tabled until the next meeting.

C. **Clerk's Report:** Ms. Warren reported were 36 shut-off notices mailed total, 22 for PWSD #1 customers and 14 for PWSD #2 customers, for late payments in January. She reported no actual shut-offs for PWSD #1 were conducted in January due to the low temperatures in the teens. Information given regarding shut-offs for PWSD #2. She reported the new invoice forms arrived, but were delayed due to a postal permit issue which has been resolved. Postcards have been ordered to print information for customers regarding the upcoming annual rate reviews. She reported Gina Donza, CPA has requested to bid for the District's audit. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the clerk's report for January 2018. Ms. Brooks will contact Ms. Donza, CPA for her information and bid when the current CPA term is up for renewal.

D. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported two (2) more easements have been signed and he has contacted attorney Mr. Robbins again about the remaining pending easements. He reported a request for Estimated Funds #19 was submitted and approved by Rural Development on 01/28/19 for easement related expenses to date. Discussion was held.

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

2. **Permit Renewals:** No new information.

Recommendations/Actions: Follow up as needed.

3. **Facility Updates:** Updated as follows:
- 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. Sewer main break occurred under a waterway; is being addressed, but cannot be fully repaired until the ground dries out, per Mr. Tousignant.
 - 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: Follow up at the next meeting.

4. **Project Reports:**

- a. **Bella Vista:** Creek Crossing Project - Mr. Steiner reported project is on hold pending drier weather and ground conditions.

Recommendations/Actions: Follow up as needed.

- E. **Mowing Report:** Mr. Tousignant reported he and Joe Garvey examined each of the facilities that require mowing and prepared the bid packets for the 2019 mowing season for April to October 2019. Requirements include, but are not limited to monthly billing, weed-spraying of the fences once per year, mowing of access to the outflow areas. Discussion was held.

Recommendations/Actions: Mowing bid packets will be sent to four (4) mowing services for the nine (9) facilities that need services in 2019. Returned bids will be reviewed and presented at the next Board meeting or when the bids are received.

III. Old Business

- A. **2018 District Audit:** Ms Brooks reported she was contacted by Sasha Williams, CPA with Jeff Stroder, CPA with questions as to whether the District wished to capitalize the easements purchased during FY 2018 that are individually under the capitalization threshold set by the board or would they rather expense them. She also asked about the donated easements. Discussion was held.

Recommendations/Actions: Ms. Brooks will forward the questions from Ms. Williams to the other Board members and Mr. Tousignant will follow up with Whitney Watts at Rural Development regarding the capital asset questions. Follow up at the next meeting.

IV. New Business

- A. **Emergency Call Response:** Mr. Tousignant asked about the response time and procedure for after hour Sewer District related issues. Discussion was held.

Recommendations/Actions: Mr. Tousignant will contact Brian Strickland and Bill Bonney regarding the current policy and recommendations for improvement, if needed.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, March 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 7:50 pm.

Respectfully submitted,

Betty Brooks, Secretary