

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

I. **Call to Order**

Joe Tousignant, President, called the meeting to order on March 12, 2019 at 6:30 pm at the Conference Room in the Cape County Administration Building in Jackson, MO. Other board members present were Greg Steiner, Joe Garvey, and Betty Brooks. Absent were Renee Boyer and Marcia Warren, clerk, both due to illness. Guest present was J.R. Baker. Mr. Tousignant declared a quorum was present.

II. **Guest Comments/Questions:** Mr. Baker presented his written bid for mowing services. Discussion was held.

III. **Reports**

A. **Secretary Report:** The minutes from the previous regular Board meeting held February 12, 2019 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 02/12/19 as presented.

B. **Treasurer's Report:** Ms. Boyer was not present to discuss the treasurer's reports of January or February 2019.

Recommendations/Actions: Tabled until the next meeting.

C. **Clerk's Report:** Ms. Warren was not present to present the report.

Recommendations/Actions: Tabled until the next meeting.

D. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported 1-2 more temporary easements have been obtained, a 30/60 day letter has been sent to one homeowner, and the rest are in order for condemnation action if needed. 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. Follow up at the next meeting.

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 was repaired week of 03/04/19, reported 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 13 mowing bid packets were mailed out and four (4) completed bids were returned. The completed bids were opened and from J.R. Baker, Michael Riney, and All the Trimming/Brad Taylor for the nine (9) facilities up for mowing bids that are not already contracted for the 2019 mowing season. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the mowing bids as follows:

- 1. All the Trimming/Brad Taylor: Homestead Place, Tamarac Place, and Pleasant Lake Estates.
- 2. J. R. Baker: Sun Valley, Westbridge Place, Seabaugh Acres, Cedar Meadows, and Essex Place.
- 3. Michael Riney: Arbor Trails

Mr. Tousignant will notify the mowers with their awarded bids and information for the 2019 season.

III. Old Business

- A. **2018 District Audit**: No new information re: answers to the auditor's 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, plus questions re: donated easements.
Recommendations/Actions: Mr. Tousignant will follow up with Whitney Watts at Rural Development regarding the capital asset questions with follow up at the next meeting.
- B. **Emergency Call Response**: No new information re: 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.
- C. **CPA for Upcoming Year**: Ms. Brooks confirmed the current CPA's letter of engagement is for one year. Discussion was held.
Recommendations/Actions: It was agreed that pending requirements of US RDA, bids for the District's CPA will be requested after the 2018 Audit is completed and received.

IV. New Business

- A. **June 2019 Meeting**: Discussion was held about the District's Board meeting in June 2019 and that President Mr. Tousignant and Secretary Ms. Brooks will not be available that month.
Recommendations/Actions: It was moved, seconded, and passed unanimously to cancel the June 2019 District Board meeting.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, April 9, 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 7:25 pm.

Respectfully submitted,

Betty Brooks, Secretary

