

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – April 9, 2019

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on April 9, 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, Greg Steiner, Joe Garvey, and Betty Brooks. Also present was Marcia Warren, clerk. Guest present was John O'Malley, homeowner. Mr. Tousignant declared a quorum was present.

**II. Guest Comments/Questions:** Mr. O'Malley asked questions and inquired about the progress of the Fruitland Wastewater Collection and Treatment Project. Mr. Tousignant gave an update report and explained the reasons for the delays on starting the project, namely getting the rest of the easements finalized for the main lines, lift stations, etc. He will post updates on the Project on the District's website and Facebook page. Discussion was held.

**III. Reports**

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

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 03/12/19 as presented.

**B. Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the following income and expense totals for January, February, and March 2019:

January: Income \$41,489.89/Expenses \$11,986.87

February: Income: \$39,530.54/Expenses \$46,038.75

March: Income \$41,260.79/Expenses \$17,330.43

The payments, adjustments, and fees were each month also reviewed. Ms. Warren and Ms. Boyer reported a new desktop computer with MS Office 2019, mouse, and keyboard was purchased from Tiger Direct for the office with approval of three (3) of the Board members. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the treasurer's January, February, and March 2019 reports and additional reports as presented. The January, February, and March 2019 financial reports were signed/initialled by President Mr. Tousignant and/or Treasurer Renee Boyer. Ms. Warren reported the new computer will be hooked up this coming week.

**C. Clerk's Report:** Ms. Warren reported the following for January to March 2019: charges from Missouri One Call and Strickland for line locates are being received; the customer water usage rates from PWS #2, but not from PWS #1 in preparation for the annual rate review and adjustments; new desktop computer has arrived and she will set it up and installing the software later this week. Ms. Warren also reported Kaitlyn Meuir assisted in the office for about 5 hours with refileing from the audit, other filing, and cleaning of the office. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the clerk's report for January to March 2019. Ms. Boyer will contact PWSD #1 for follow up also for the water usage rates as requested.

D. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported the required easements are 94-95% complete with 25-26 left to be finalized. 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:** Letter of warning received from DNR for exceeding ammonia limits in 3rd quarter 2018. 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:** In compliance for effluent and inspection of site in fall of 2018; 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 he will notify the mowers with their awarded bids and information for the 2019 season. Discussion was held.

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

III. **Old Business**

- A. **2018 District Audit**: Mr. Tousignant reported he is awaiting a response from Whitney Watts at Rural Development regarding 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 and report 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.

IV. **New Business**

- A. **Temporary Office Clerk**: Ms. Warren, clerk, requested the hiring of temporary office help during the annual water usage calculations and associated mailings. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to obtain applications for a temporary office clerk to help in the District's office to assist the clerk for annual water usage calculations and associated mailings for up to eight (8) weeks as needed at minimum wage with Ms. Boyer and Ms. Warren to make the inquiries, selection, job offer, training, etc. as appropriate.

- B. **FY Budget 2019-2020**: It was proposed to include a 10% savings account in the next year's budget for capital expenditures. Discussion was held.  
**Recommendations/Actions**: Ms. Warren will prepare a FY Draft 2019-2020 Budget including a 10% savings account for capital expenditures as needed and forward a copy to the Board members for review at the next Board meeting.
- C. **S.A.M. Renewal**: Ms. Brooks reported she completed the S.A.M. (System for Award Management) renewal and reviewed the information submitted. Discussion was held.  
**Recommendations/Actions**: Follow up as needed.
- D. **Closed Session for Real Estate Business**. It was moved, seconded, and passed unanimously to go into closed session for Real Estate business from 8:15pm to 8:25pm.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, May 14, 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