

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – May 14, 2019

I. **Call to Order**

Joe Tousignant, President, called the meeting to order on April 9, 2019 at 6:30 pm at the District's office at 113 West. Main Street, Jackson, MO. Board members present were Renee Boyer, Joe Garvey, and Betty Brooks; absent was Greg Steiner. Present also were Marcia Warren, clerk and Casey Stoner, temporary assistant 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 April 9, 2019 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of 04/09/19 as presented.

B. **Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the following income and expense totals for April 2019: Income was \$52,260.31 and Expenses were \$72,909.40. The payments, adjustments, and fees were each month also reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the treasurer's April 2019 reports and additional reports as presented. The April 2019 financial reports were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.

C. **Clerk's Report:** Ms. Warren reported six (6) PWSD #1 shut-offs were made with four paid or payments made to below \$100 due, one was evicted by the landlord, and one was still shut off due to non payment. Three (3) PWSD #2 shut-offs were rescheduled with 2 paid and 1 due to be shut-off due to non payment. She has received the water usage rates from both PWSD districts and has completed the calculations sheet. She reported the new office desktop computer and monitor was set up and working well. She reported Casey Stoner, temporary assistant clerk, has been working well to help with the extra work due to annual usage reviews. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the clerk's report as presented.

D. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported attorney Scott Robbins filed the Condemnation Petition against 14 homeowners for the remaining easements for the Project on 05/14/19. Several other easement agreements are pending. He projected the process to take 60-90 days. He stated the Project Plans are also finalized and bids will go out as soon as the last easement is obtained. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will prepare a news release regarding the 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:** Moving Bed Biological Reactor (MBBR) system being installed in the facility to address the high ammonia levels; will be on line by May 31, 2019.
  - 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;
  - h. **Midwest Energy/ LLC:** WWTF good; need to replace gate.
  - k. **Mulberry Acres:** WWTF good
  - i. **Pleasant Lake Estates:** WWTF good; pothole on road to facility; need contractor with hot mix to divert rainwater and fix the pothole; Brian Strickland will make proposal for repairs.
  - j. **Oak Creek Estates:** WWTF good
  - 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
  - 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; has MBBR in operation.
  - t. **Westbridge Place:** WWTF good  
Discussion was held.

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

4. **Project Reports:**

- a. **Bella Vista:** Creek Crossing Project - No new information.  
**Recommendations/Actions:** Follow up as needed.

- E. **Mowing Report:** Mr. Garvey presented a report of mowing contracts. He reported Mr. Baker is mowing only the facility at Twin Oaks now. He reported Donnie Whitmore was contacted and agreed to mow the facilities at Homestead Place and Tamarac and Cody was contacted and agreed to mow the facility at Pleasant Lake Estates. It was reported Joe Tousignant mowed the facilities at Pleasant Lake Estates and Homestead Place on 05/11/19 until a new mower could be secured. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved by three (3) Board members with abstention by Joe Tousignant to pay Mr. Tousignant the regular rate for the mowing of Pleasant Lake Estates and Homestead Place one time each on 05/11/19.

### 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.

C. **Temporary Office Clerk:** Ms. Boyer reported Casey Stoner was hired to work about 12 hours per week as needed until June 1, 2019 and is doing very well. Discussion was held.

**Recommendations/Actions:** Follow up at next meeting; will review need annually for additional temporary office clerk during annual April-May.

D. **FY Budget 2019-2020:** Ms. Boyer and Ms. Warren presented the FY Draft 2019-2019 Budget including a 10% reserve fund for unforeseen expenditures. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the FY 2019-2020 Budget with the adjustment of "Line Locate" expenses increased to \$4800 annually. Ms. Warren will contact BOLD Marketing to clarify what services we are paying for and how more timely updates can be made on our website.

### IV. New Business

A. **Annual Rate Review:** Mr. Tousignant reviewed the four (4) customer rate options as prepared by Ms. Warren and Ms. Boyer based on the recent review of customer water usage from December 2018, January 2019, and February 2019. Ms. Warren presented the Customer Rate Increase Letter for review and revision. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to leave the minimum Service Availability Charge and vacancy charge at \$30 per month, increase the rate per 1000 gallons/month from \$3.50 to \$4.50, and increase new customer rates from \$43 to \$45 per month until their first usage calculation review. Board members were asked to submit their suggestions for the Customer letter by 05/31/19 to Ms. Warren for mailing by 06/10/19.

- B. **Fruitland Project Connection Fees**: Mr. Tousignant reported there is a need for connection fees for new homes who are not already a member of current homeowner association facilities in the District who will be served by the Fruitland Wastewater Collection and Treatment Project in order to pay for plant capacity improvements as necessary. Discussion was held.
- Recommendations/Actions**: Joe Tousignant made the following motion, which was seconded and approved unanimously:
- A \$500 Connection Fee will be charged per individual new residence or new commercial connection served by an individual water meter, from this date forward. This Connection Fee will be held in reserve by the District to pay for plant capacity improvements as necessary. This fee will be paid by the individual user on single, newly constructed structures, or in the case of a subdivision, by the developer of the subdivision. This fee will apply with the following exceptions:
- Any connection made as part of and during the Fruitland Sewer Project construction.
  - Any connection made to the existing collection system serving undeveloped lots of existing subdivisions currently (As of May 14, 2019) being served by an existing wastewater treatment facility owned and operated by the District.
  - Any connection made to the existing collection system serving undeveloped lots of existing subdivisions where and when in the future, the wastewater treatment facility serving that subdivision is transferred to the District for continued, "satellite" operation.
  - Any connection made on the subdivision on County Road 533 adjacent to and west of Tamarac Estates, which will be served in the interim by the Tamarac Estates WWTP and ultimately by the Project.
  - Any connection made on the property formerly owned by Ervin & Marilyn Kranawetter on County Road 533 adjacent to and east of Sun Valley Estates, which will be served in the interim by the Sun Valley Estates WWTP and ultimately by the Project.
  - Any connection, on a case-by-case basis, that the District Board determines to be grandfathered by one of the above exceptions, in intent if not specified.
- The Connection Fee will determined on a case-by-case basis by the Board for situations not meeting the above exceptions, such as when a collection system serving an existing subdivision is connected to any Facility the District owns and operates.
- The District Board reserves the right to determine the applicability of a Connection Fee for any situation at any time, the above exceptions not withstanding.

**V. Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, July 9, 2019** at 6:30pm at the County Commission Chambers room on the 3rd Floor of the County Office Building in Jackson, MO.

**Note: The June Board meeting has been cancelled.**

- VI. Adjournment:** Being no further business, the regular meeting adjourned at 8:50 pm.

Respectfully submitted,

Betty Brooks, Secretary