

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

I. Call to Order

Joe Tousignant, President, called the meeting to order on July 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 was Marcia Warren, clerk. Guests present were Ernest Chintes and Jarit Keith from Sunrise Estates subdivision Board of Directors. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions: Mr. Chintes and Mr. Keith asked questions about the progress of the Fruitland Wastewater Collection and Treatment project and how it would impact their subdivision. Discussion was held and questions were answered.

III. Reports

A. Secretary Report: The minutes from the previous regular Board meeting held May 14, 2019 were reviewed; there was no Board meeting in June. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 05/14/19 as presented.

B. Treasurer's Report: Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the following income and expense totals for May and June 2019. May income was \$41,069.05 and June income was \$189,458.26, including project fund requests. May expenses were \$20,159.25 and June expenses were \$180,719.20 including payments for easements. 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 reports for May 2019 and June 2019 and additional reports as presented. The financial reports for May 2019 and June 2019 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.

C. Clerk's Report: Ms. Warren reported shut-off letters were sent in May, but due to payments received, no shut-offs were necessary. She reported no shut-off letters were sent or completed in June due to the customer rate changes. She reported the annual customer rate change single-page letter was sent to customers, followed by a post card and the invoices, with customer questions and concerns received and answered. 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 the condemnation hearing for the remaining 13 easements from 10 homeowners was scheduled for July 3, 2019, but rescheduled as one of the attorneys was not able to attend it and no new date has been scheduled. He said the final design and cost estimates will be completed when all the easements are obtained and once these are

completed, the project can be placed out for bid. Ms. Warren presented an Estimate of Funds Needed #21 as requested by Mr. Tousignant, President, for \$50,000.00 for payment to Strickland Engineering for additional engineering design work for the new pump station on Highway 61 for the project. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to make payment for the pump station design and changes in easements for the Project. Mr. Tousignant will sign the documents which Ms. Brooks will forward to Ms. Watts at Rural Development and Mr. Hollingsworth at Cedar Rapids Bank and Trust for the transfer of funds. Follow up will continue 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. An unusually high water usage was reported and Brian Strickland was notified who is checking into the issue for a possible cause; response is pending.
 - b. **Bella Vista Estates:** WWTF good.
 - c. **Cedar Meadows:** Moving Bed Biological Reactor (MBBR) system to be installed in the facility to address the high ammonia levels; will be on line by May 31, 2019; waiting on blower parts.
 - e. **Essex Place:** Fruitland Meat is a commercial connection with Essex Place.
 - f. **Forest Meadows:** In compliance for effluent and inspection of site; need to replace gate.
 - g. **Homestead Place:** WWTF good
 - h. **Major Custom Cable:** WWTF good;
 - i. **Midwest Energy/ LLC:** WWTF good; need to replace gate.
 - j. **Mulberry Acres:** WWTF good
 - k. **Pleasant Lake Estates:** WWTF good; pothole on road to facility was repaired with concrete
 - l. **Oak Creek Estates:** WWTF good
 - m. **Red Barn Restaurant:** is active lagoon with 4 connections.
 - n. **Saddlebrooke Ridge:** Needs to have UV system for disinfection installed; due by April 1, 2020; to complete a construction permit; need to replace gate. Additional grinder pumps replaced as needed.
 - o. **Saxony High School:** No discharge.
 - p. **Seabaugh Acres:** WWTF good
 - q. **Spring Lake Estates:** WWTF good; weeds/cattails noted around lagoons; will address with Mr. Riney for spraying/weed eating.
 - r. **Sun Valley Estates:** Pumping discharge to Tamarac Estates.
 - s. **Tamarac Estates:** WWTF good
 - t. **Twin Oaks:** Project area to be re-seeded; white fence will be removed.

- u. 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 the Mowing Contract Report. Discussion was held.

Recommendations/Actions: Mr. Garvey will contact the mowers about the facilities that need added attention with follow up at the next meeting.

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, contact the auditor, and report at the next meeting. Ms. Warren, clerk, will also contact the auditor with further clarification about easement questions.

- 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. **BOLD Marketing:** Ms. Warren reported she has contacted BOLD Marketing regarding more information about their services for the District that are billed monthly and is waiting for their response. Discussion was held.

Recommendations/Actions: Ms. Warren will continue to contact BOLD Marketing for their response for services for the District.

- 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. **Temporary Office Clerk:** Ms. Warren asked if Casey Stone, temporary office clerk, could be offered additional hours in the office. Discussion was held.
Recommendations/Actions: Mr. Tousignant reported the current budget does not allow for additional staff expenses, but asked for Ms. Stone's information for future reference
- B. **Saddlebrook Ridge Connection Fees:** Mr. Tousignant reported there is a need for connection fees for new home construction to ensure the home's sewer system grinder pump meets the standards established by the District. Discussion was held.
Recommendations/Actions: It was moved, seconded, and passed unanimously that each new home construction in Saddlebrook Ridge will be charged a connection fee of \$6654.00 per structure for grinder pump purchase and installation. Mr. Tousignant will contact the Board of Directors for Saddlebrook Ridge and area developers with the information.
- C. **Board Member Re-Appointment:** Ms. Brooks reported she applied for and was re-appointed to another 3-year term to the Sewer District's Board of Directors by the Cape County Commissioners, as her term expired 07/01/19. Mr. Tousignant requested her term of office be extended to 5 years to be similar to the other Board members.
Recommendations/Actions: Ms. Brooks will contact Ms. Ivy at the office of the Cape County Commissioners to request her term on the Board of Directors be extended from 3 years to 5 years.
- D. **Closed Session for Real Estate Business.** It was moved, seconded, and passed unanimously to go into closed session for Real Estate business from 8:30 pm to 8:40 pm.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, August 13, 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 8:45 pm.

Respectfully submitted,

Betty Brooks, Secretary

