

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – August 13, 2019

I. Call to Order

Joe Tousignant, President, called the meeting to order on August 13, 2019 at 6:36 pm at the Cape County Administration Building in Jackson, MO. Board members present were Renee Boyer, Joe Garvey, and Greg Steiner; absent was Betty Brooks. Present also was Marcia Warren, clerk. Guests present were Jennifer Singleton from Westbridge Place Subdivision and Jeff Stroder, auditor. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions

- A. Ms. Singleton inquired about the noise of the aerator at the lagoon at Westbridge Place. Mr. Tousignant stated that the District will replace the unit with a time with a blanket option. Discussion was held.
- B. Jeff Stroder, auditor, addressed questions regarding the easement balance sheet for 2018 District Audit. See Old Business re: 2018 Audit.

III. Reports

- A. **Secretary Report:** The minutes from the previous regular Board meeting held July 9, 2019 were reviewed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 07/09/19 as presented.
- B. **Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the following income and expense totals for July 2019. The July 2019 income was \$47,013.11 and the July expenses were \$53,141.43. The payments, adjustments, and fees were each month also reviewed. Ms. Warren noted the Board will need to approve amending the Budget any time we get additional income. Discussion was held.
Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the treasurer's reports for July 2019 and additional reports as presented. The financial reports for July 2019 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.
- C. **Clerk's Report:** Ms. Warren reported 5 shut-offs in July were turned on after payments were received and reports on income by class will be coming soon so we can check expenses by facility. She is looking into an account discrepancy with PWSD #2, TSheets by Quickbooks for payroll timekeeping purposes; has a 14 day free trial. increase from \$4 to \$6 for Quickbooks payroll, and cost of setting up text reminders for customers. She reported a problem with air quality in current basement office location despite current remedies and requested possible office in Fruitland, pending cost comparison. Discussion was held.
Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the clerk's report as presented. Follow up at the next meeting.

D. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported the new condemnation hearing court date is 10/03/19 for the remaining 10 easements from 7 homeowners; two (2) more easements were obtained today 08/13/19. Discussion was held.

Recommendations/Actions: 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 was installed.
- 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; may move the plant to below the subdivision.
- 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 trimmed and sprayed.
- 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

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 reported all the facilities' mowing are up to code. It was reported that the last lagoon fence at Forest Meadows was built on top of the levee instead of at the bottom of the hill, so the levee is not being mowed and may need a cost adjustment. He also reported someone mowed the facility at Red Barn. He said some more keys for facility gates and more locks for gates are needed. Discussion was held. **Recommendations/Actions:** Follow up at the next meeting.

III. Old Business

- A. **2018 District Audit:**
Recommendations/Actions: Jeff Stroder answered the questions about the District's recent audit in regards to the easement balance sheet. He stated easements would be footnoted as "we recognize the cost of easements are an expense when occurred." Discussion was held.
Recommendations/Actions: After hearing Mr. Stroder's comments and options, the board choose to recognize the donated easements an expense when they occur in the Audit Easement Balance Sheet.
- 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. Boyer reported she talked with Dana at BOLD Marketing regarding our web domain and email release. They will assist with the process and transfer of everything. Discussion was held.
Recommendations/Actions: Ms. Boyer and Ms. Warren will follow up as needed.
- D. **Temporary Assistant Office Clerk:** Ms. Boyer reported she reviewed the Budget again and believes the District can afford to hire Casey Stoner as a continued part-time temporary assistant office clerk over the next three (3) months as there continues to be enough work in the office for both her and Ms. Warren to do. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to hire Casey Stoner as a temporary assistant clerk for the Cape Girardeau County Reorganized Common Sewer District for up to 20 hours per week at Grade 2 Step 1 for a period of 3 months to be evaluated at that time. Mr. Tousignant will contact Brian Strickland about getting an office key for Ms. Stoner.

IV. New Business

- A. **District Ink Pens:** Ms. Warren asked if more District ink pens could be ordered as the current supply is running low; four (4) options were reviewed. Discussion was held.
Recommendations/Actions: The ink pen order was placed on hold pending possible changes to the District's web domain.

B. **Auditor for 2019**: Ms. Warren reported she received a second bid for an audit from Gina Donze. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

V. **Announcements**

A. The next regular monthly meeting will be held on **Tuesday, September 10, 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,

Renee Boyer, Secretary Pro Tem/bjb