

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – September 10, 2019

I. Call to Order

Greg Steiner, Vice President, called the meeting to order on September 10, 2019 at 6:35 pm at the Cape County Administration Building in Jackson, MO. Board members present were Renee Boyer and Betty Brooks. Absent were Joe Tousignant and Joe Garvey. Present also was Marcia Warren, accounting clerk. Mr. Steiner declared a quorum was present.

II. Guest Comments/Questions - None.

III. Reports

A. Secretary Report: The minutes from the previous regular Board meeting held August 13, 2019 were reviewed with corrections made. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of 08/13/2019 with corrections as follows:

1. Meeting was held at the Cape County Administration Building in Jackson, MO.
2. Old Business A. 2018 District Audit.... Recommendations/Actions: After hearing Mr. Stroder's comments and options, the board chose to not recognize the donated easements as an expense when they occur in the Audit Easement Balance Sheet.
3. New Business A. District Ink Pens.... Recommendations/Actions: The ink pen order was placed on hold pending possible changes to the District's web domain. Ms. Brooks will send copies of the corrected meeting minutes of 08/13/2019 to the member of the Cape County Sewer District email list.

B. Treasurer's Report: Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the 44,229.19 and the August expenses were \$36,263.06. 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 report for August 2019 and additional reports as presented. The financial reports for August 2019 were signed/initialed by Treasurer Renee Boyer.

C. Clerk's Report: Ms. Warren reported there were 4 shut-offs in August in PWSD #1 with 1 still from July and 1 still from August. The account discrepancy with PWSD #2 was corrected. She is still reviewing the most cost-effective text notification system for customers and options for web and email. 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:** According to an email message from President Joe Tousignant, additional easements for the Project have been signed and attorney Scott Robbins is still working with the remaining easement homeowners. The condemnation hearing court date is 10/03/19 for the remaining easements. 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; 2nd cell treated for duckweed; letter received from MoDNR on 08/26/19 re: Return to Compliance.
 - 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:** No new information.
Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. **BOLD Marketing**: Ms. Warren suggested a company more focused on web and email would better serve our purposes as we do not need marketing services as much now. Discussion was held.
Recommendations/Actions: Ms. Warren will contact other web/email services with input from Board members and report at the next meeting.
- B. **Emergency Call Response**: Ms. Warren reported the problem with emergency calls is that she is often unaware of the issues when customers call her about the follow up plans. Discussion was held.
Recommendations/Actions: Ms. Brooks contact Brian Strickland to ask if Ms. Warren's business email address can be added to Endicott's notification system when they contact Mr. Strickland and Mr. Tousignant with emergency service calls in order to improve customer service and provide better documentation in the District.
- C. **Auditor for 2019**: No new information.
Recommendations/Actions: Tabled to the next meeting.
- D. **Temporary Assistant Office Clerk**: Ms. Boyer reported Casey Stoner's last day was 09/06/19 as she obtained another job. Discussion was held regarding hiring another temporary assistant office clerk.
Recommendations/Actions: Tabled to the next meeting.

IV. New Business

- A. **District Office**: Ms. Warren said possible other office locations have been reviewed, but are costly and hopefully the new office can be ready soon due to the air quality of the current office. She said it has improved with the addition of the air cleaner machine.
Recommendations/Actions: Follow up at the next meeting.
- B. **MOPERM Renewal Questionnaires**: Ms. Brooks presented the MOPERM Renewal Questionnaires for 01/1/2020 that were received 09/10/19. Discussion was held.
Recommendations/Actions: Ms. Warren will complete the Questionnaires with the assistance of the Board members as needed for submission by 10/04/19.

V. Announcements

- A. Ms. Brooks reported on the recent presentation she attended on the Missouri Sunshine Law. She will obtain additional updated booklets for the Board members.
- B. The Cape County Commissioner's picnic is 09/16/19 from 5-7pm at Cape County Park South, Shelter #20 for Board members and guests.
- C. The next regular monthly meeting will be held on **Tuesday, October 8, 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 pm.

Respectfully submitted,

Betty Brooks, Board Secretary