

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – October 8, 2019

I. Call to Order

Joe Tousignant, President, called the meeting to order on October 8, 2019 at 6:35 pm at the Cape County Administration Building in Jackson, MO. Board members present were Greg Steiner, Betty Brooks, Renee Boyer, and Joe Garvey. Present also was Marcia Warren, accounting clerk, and guests Joe Brice and Ernest Chiles from Sunrise Estates Subdivision. Mr. Tousignant declared a quorum was present.

- II. Guest Comments/Questions** - Mr. Brice and Mr. Chiles requested an update on the Fruitland Wastewater Collection and Treatment Project. Mr. Tousignant reported the condemnation hearing for the remaining easement property owners was held on 10/03/19. He said the court ruled in favor of the legality of the easements which should be settled soon. A 3-person commission will be established to determine the terms of the easements. He said as soon as the easements are obtained, the bids will be requested for the project.

III. Reports

- A. Secretary Report:** The minutes from the previous regular Board meeting held September 10, 2019 were approved as presented.

- B. Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the following income and expense totals for September 2019. The September 2019 income was \$43,963.42 and the September 2019 expenses were \$52,167.73. 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 September 2019 and additional reports as presented. The financial reports for September 2019 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.

- C. Clerk's Report:** Ms. Warren reported there were 2 shut-offs in September in PWSD #1 for late payment that were paid and 2 shut-offs in PWSD #2 that were also paid. 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:** As presented, Mr. Tousignant reported the condemnation hearing for the remaining easement property owners was held on 10/03/19. He said the court ruled in favor of the legality of the easements which should be settled soon. A 3-person commission will be established to determine the terms of the easements. He said as soon as the easements are obtained, the bids will be requested for the project. 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 underlined:
 - a. Arbor Trails: Wastewater treatment facility (WWTF) good. The unusually high water usage was due to the required bromide chemical applied to the facility.
 - b. Bella Vista Estates: WWTF good; to get proposal for rip-rap on the berms for erosion
 - 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; gate replaced.
 - 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: active lagoon with 4 connections; pumped into Major Custom Cable.
 - n. Saddlebrooke Ridge: Needs to have UV system for disinfection installed; due by April 1, 2020; to complete a construction permit; gate was replaced and will have a lock attached to it per Joe Garvey.. Additional grinder pumps replaced as needed.
 - o. Saxony High School: No discharge.
 - p. Seabaugh Acres: WWTF good; Significant erosion was noted at Seabaugh Acres due to turtles.
 - q. Spring Lake Estates: WWTF good; first cell needs treatment for duckweed; odor reported.
 - r. Sun Valley Estates: Pumping discharge to Tamarac Estates.
 - s. Tamarac Estates: WWTF good
 - t. Twin Oaks: White fence has been removed; will be stored; no need to re-seed project area.
 - 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 his report of the mowing at the District's facilities. He reported the levee at Forest Meadows has now been mowed and the willow trees at Saxony were sprayed. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.

III. Old Business

- A. **Final 2018 Audit Report:** Ms. Brooks reviewed the final 2018 Audit Report with the additions proposed regarding the documentation of the project easements. Discussion was held.
Recommendations/Actions: Ms. Brooks will complete the 2018 Audit report and return it to Jeff Stroder, Auditor.
- B. **Web/Email Service:** Ms. Boyer and Ms. Warren reported they are still reviewing other service options. Discussion was held.
Recommendations/Actions: Follow up at the next meeting
- B. **Emergency Call Response:** Mr. Tousignant reported no responses from Mr. Strickland or Bill Bonney regarding follow up actions on emergency after-hours service calls. Discussion was held.
Recommendations/Actions: Mr. Tousignant will contact Brian Strickland and Mr. Bonney again to develop a procedure to let him and Ms. Warren, clerk, know when emergency calls are received so follow up can be done and answers provided when customers call the district office.
- C. **Auditor for FY 2019:** A resume for Gina Donze, CPA was provided for the position of Auditor for the District and reviewed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to offer Ms. Donze a letter of engagement as the District's auditor for the 2019 fiscal year. Ms. Warren, clerk will contact Ms. Doza.
- D. **District Office:** Discussion was held regarding the current location of the District office.
Recommendations/Actions: It was agreed to keep renting the office space at the Strickland building until the new office is constructed at the Fruitland Wastewater Collection and Treatment Plant.
- E. **Temporary Assistant Office Clerk:** Ms. Boyer reported she has been helping Ms. Warren as needed in the office. Ms. Warren stated she would like to wait another month before determining the need for additional staff. Discussion was held.
Recommendations/Actions: Tabled to the next meeting.

- F. **Customer Pay Portal:** Ms. Boyer reported she successfully updated the District's CUSI customer pay portal as required due to updates to security due to the deadline by 09/30/19. Discussion was held.

Recommendations/Actions: Follow up as needed.

IV. **New Business**

- A. **Office Furniture/Supplies:** Ms. Boyer and Ms. Warren requested approval to purchase office furniture or supplies as needed and when available, as evidenced by recent availability of a good used office desk. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved to authorize the treasurer to purchase office furniture or supplies as needed under \$700.00 without Board approval.

V. **Announcements**

- A. Mr. Steiner reported he plans to attend the Missouri Association of Sewer District's meeting on 10/25/19 in Jefferson City, MO.

- C. The next regular monthly meeting will be held on **Tuesday, November 12, 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 8:10 pm.

Respectfully submitted,

Betty Brooks, Board Secretary