

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – November 12, 2019

I. Call to Order

Joe Tousignant, President, called the meeting to order on November 12, 2019 at 6:30 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 Brian Strickland, from Strickland Engineering. 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 October 8, 2019 were approved as presented.

B. **Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, reported the following income and expense totals for October 2019. The October 2019 income was \$50,774.76 and the October 2019 expenses were \$72,230.78 with the increase due to 2 Flo-Systems installed. 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 October 2019 and additional reports as presented. The financial reports for October 2019 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.

C. **Clerk's Report:** Ms. Warren reported there 1 shut-off in October in PWSD #1 for late payment that was paid the following day and no shut-offs in PWSD #2. There will be no shut-offs with PWSD #1 in November due to the holiday. Ms. Warren also reported she is reorganizing the office, paperwork, and getting the past due accounts in order. 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. Strickland reported he is preparing a revised cost estimate of the Project to be reviewed by Rural Development for bidding approval, since the original budget was proposed in 2014. The Commissioners appointed by the judge met last week to view 4 properties regarding the remaining easements. Discussion was held.

Recommendations/Actions: Follow up will continue at the next meeting.

2. **Permit Renewals:** Mr. Strickland reported facility permit renewals for Forest Meadows, Pleasant Lake Estates, and Bella Vista need to be submitted. Discussion was held.

Recommendations/Actions: Mr. Tousignant will go to Strickland's office to sign the permit renewals for submission.

3. **Facility Updates:** Mr. Strickland reported the following updates:
- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
 - b. Bella Vista Estates: Need to repair muskrat damage and add riprap to lagoon banks; will need ammonia upgrade in the future. good; to get proposal for rip-rap on the berms for erosion
 - c. Cedar Meadows: Moving Bed Biological Reactor (MBBR) system completed; ammonia treatment has improved; is cleaning up the pea gravel.
 - e. Essex Place: WWTF good; muskrats continue to degrade the berms.
 - f. Forest Meadows: no discharge from lagoon.
 - g. Homestead Place: WWTF good
 - h. Major Custom Cable: WWTF good;
 - i. Midwest Energy/ LLC: WWTF good.
 - j. Mulberry Acres: WWTF good
 - k. Pleasant Lake Estates: WWTF good
 - l. Oak Creek Estates: WWTF had some upsets the last 30 days due to blower check valve and problem pump; 2 new pumps are order to replace the original pumps.
 - m. Red Barn Restaurant: pumping to Major Custom Cable.
 - n. Saddlebrooke Ridge: Needs to have UV system for disinfection installed; due by April 1, 2020
 - o. Saxony High School: No discharge.
 - p. Seabaugh Acres: WWTF good
 - q. Spring Lake Estates: WWTF good
 - r. Sun Valley Estates: Pumping discharge to Tamarac Estates.
 - s. Tamarac Estates: WWTF good
 - t. Twin Oaks: Facility meeting limits; need to pump septic tank and install additional sludge tank.
 - u. Westbridge Place: WWTF good; replaced blower and it is much quieter.
Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. **Project Reports:** Mr. Strickland reported the following updates:
- a. Bella Vista: Found and repaired sewer main break and raised several manholes; working on a plan to connect 2 houses on the north end and remove creek crossings
 - b. Saddlebrooke Ridge: UV system needs to installed in first quarter of 2020.
 - c. Westbridge: New aerator installed; had to replace the electric service panel and add a control panel for the blowers.
 - d. New Subdivision next to Tamarac is under construction; lift station equipment will be needed in six (6) months.

Recommendations/Actions: Follow up at the next meeting.

- E. **Mowing Report:** Mr. Garvey presented his report of the mowing at the District's facilities. Mowing needs for the 2020 season was reviewed. Discussion was held.
Recommendations/Actions: Mr. Garvey will send letters to the current mowers regarding the 2020 mowing season for the same rates and re-bid the facilities if needed.
- F. **Missouri Association of Sewer Districts Annual Meeting Report:** Greg Steiner reported on the Missouri Association of Sewer Districts Annual Meeting that he attended on 10/25/19 in Jefferson City, MO. He reported the problems other rural Districts have with collecting payments from customers and reviewed the legislature issues being monitored.
Recommendations/Actions: Follow up as needed.

III. Old Business

- A. **Web/Email Service:** Ms. Boyer and Ms. Warren reported they are still reviewing other service options. Discussion was held.
Recommendations/Actions: We will continue services with BOLD Marketing for now; follow up as needed.
- B. **Emergency Call Response:** No new information. 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. **Temporary Assistant Office Clerk:** Ms. Boyer reported she has been helping Ms. Warren as needed in the office. Discussion was held.
Recommendations/Actions: Tabled until after January 1, 2020 and during customer water usage time.
- D. **Rules of Engagement Letter/2019 FY Audit:** The Rules of Engagement Letter from Gina Donze, CPA was reviewed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to sign the rules of engagement letter for one (1) year for Ms. Donze or the 2019 fiscal year audit. Mr. Tousignant and Ms. Boyer, treasurer, signed it and will contact Ms. Donze.
- E. **Final 2018 Audit Report:** The final 2018 Audit Report and bill was reviewed. Discussion was held.
Recommendations/Actions: No further follow up.
- F. **District Ink Pens:** Ms. Warren presented an ink pen with the District's logo at a more economical rate of \$0.79 each which can be used for customers as needed as the current supply is near depletion. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to purchase 50 of the ink pens at \$0.79 each with the District's logo for the office/customers as needed.

IV. **New Business**

- A. **Office Inclement Weather Procedure:** Discussion was held about office procedures during inclement weather if staff is unable to travel to the office to keep it open during business hours. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.
- B. **Closed Session for Personal Business - 610.021 (3).** It was moved, seconded, and passed unanimously to go into closed session for Personal Business from 9:30 pm to 9:45 pm.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, December 10, 2019** at 6:30pm at the County Commission Chambers room on the 3rd Floor of the County Office Building in Jackson, MO.
- B. An informational only Board meeting will be held on Tuesday, November 26, 2019 at 6:30pm in the District office to review the revised budget for the Fruitland Wastewater Collection and Treatment Project.

- VI. **Adjournment:** Being no further business, the regular meeting adjourned at 9:55 pm.

Respectfully submitted,

Betty Brooks, Board Secretary