

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

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on December 10, 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. 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 November 12, 2019 were approved with the correction of the Closed Meeting purpose changed from "Personal" to Personnel" business.

B. **Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, gave the treasurer's report, including the November 2019 income was \$39,635.84 and the November 2019 expenses were \$40,044.81. 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 November 2019 and additional reports as presented. The financial reports for November 2019 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.

C. **Clerk's Report:** Ms. Warren reported there were no shut-offs in November and will be no shut-offs in December due to the holidays. She reported the new ink pens were ordered, received, and customers like them. 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 one easement is left to be completed with a Right of Way opinion to be issued soon. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

2. **Permit Renewals:** No new information.

**Recommendations/Actions:** Follow up at the next meeting.

3. **Facility 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; sewer main spontaneously collapsed 11/30/19 under Ora Lee Drive with back-up into three (3) homes; temporary lines installed to divert the flow; a new pump station was ordered and will be installed as soon as possible.
  - 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.
- Mr. Tousignant reported on the actions taken regarding the sewer main break at Seabaugh Acres. Ms. Brooks stated she contacted Phillip Naught at MOPERM with the information who reviewed it and confirmed no liability for the District. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

4. **Project Reports:** No new information.
- 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 reported two (2) of the mowers are residents and not business owners and mow the facilities at Pleasant Lake Estates and Whispering Heights. Discussion was held in regard to their need for a contract and insurance.
- Recommendations/Actions:** Ms. Brooks will contact Phillip Naught at MOPERM with the question about the insurance coverage.

### III. Old Business

- A. **Office Inclement Weather Procedure:** No new information.  
**Recommendations/Actions:** Follow up at the next meeting
- B. **Web/Email Service:** Ms. Boyer and Ms. Warren reported they reviewed the services available with The Rite Group and Velocity with additional discussion pending. Discussion was held.  
**Recommendations/Actions:** Ms. Boyer will contact BOLD to set up an additional email address at \$5.00 per month for archival of emails. Follow up next month.
- C. **Emergency Call Response:** It was suggested to create an Incident Report Form and Policy regarding emergency situations including communication and follow up. Discussion was held.  
**Recommendations/Actions:** Mr. Tousignant will follow up on the procedure of emergency calls/texts with Brian Strickland and Bill Bonney. Ms. Brooks will follow up on related forms and policies. Follow up at the next meeting.
- D. **Plant Site Update:** Mr. Tousignant reported the DNR gave approval for the District to drain the remaining two (2) ponds of water that are no longer used by Fruitland Meat, which will be at the future Plant site. Discussion was held.  
**Recommendations/Actions:** Follow up as needed.

### IV. New Business

- A. **Funds Request # 22:** Ms. Warren presented a Request for Estimate of Funds Needed #22 for 12/10/2019 for \$44,332.75 as requested by Mr. Tousignant, President, for Land and Rights-of-Way, Legal Services, and Other/Wire Fees. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and passed unanimously to submit the Monthly Disbursement Request # 22 for 12/10/19 for \$44,332.75. Mr. Tousignant signed 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.
- B. **Office Computer Upgrade:** Ms. Boyer and Ms. Warren proposed updating the office computer and telephone system that operates off a server with individual expandable work stations, a VOIP expandable phone system, and contract with an IT company for service and maintain updates to malware and firewall protection. Problems were identified with the current phone and computer system. Proposals were reviewed. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the proposal from Velocity Electronics in Cape Girardeau for two (2) VOIP headsets, server as described, 2 computer work stations, IT contract as described for one (1) year, and associated upgrades not to exceed \$11,000.00. Ms. Boyer will contact Velocity Electronics regarding the installation.
- C. **Closed Session for Personnel Business - 610.021 (3).** It was moved, seconded, and passed unanimously to go into closed session for Personnel Business from 8:10pm to 8:50pm.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, January 14, 2020** 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