

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – September 8, 2020

I. **Call to Order** - Joe Tousignant, President, called the meeting to order on September 8, 2020 at 6:35pm at Wesley United Methodist Church, Jackson, MO. Board members present were Greg Steiner, Joe Garvey, Betty Brooks, and Renee Boyer. Also present were Marcia Meuir, accounting clerk, Dana Felton, office clerk, and Brian Strickland, engineer. Guests present were Paul Bollinger and Brad Noel, residents from Whispering Heights subdivision. Mr. Tousignant declared a quorum was present.

II. **Guest Comments/Questions** - Paul Bollinger and Brad Noel, residents from Whispering Heights subdivision presented questions about the Fruitland Wastewater Collection and Treatment Project. Discussion was held.

III. **Reports**

A. **Secretary Report:** The minutes from the previous regular Board meeting held August 18, 2020 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of August 18, 2020.

B. **Treasurer's and Budget Report:** Ms. Boyer, treasurer presented the treasurer's report for August 2020. The August 2020 income was \$45,887.20 with expenses of \$33,897.58. The income and expense statements for July and August 2020 were distributed to Board members and reviewed. Additional accounts were also reviewed. Ms. Boyer reported the Refundable Deposits Account was confirmed to be a checking account as businesses are not permitted to have savings account, according to the bank. Ms. Boyer reported the Service Income Actual was over Budget for August 2020. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the treasurer's report for August 2020 and additional reports as presented. The financial report for June 2020 will be signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer. Deposits into the Refundable Deposits Account will be reviewed monthly.

C. **Accounting Clerk Report:** Ms. Meuir, accounting clerk, reported there were 19 shut-off notices mailed for PWSD #1 and seven (7) shut-off notices for PWSD #2 in August. All paid bills in PWSD or made arrangements prior to the shut-off date. Clerks will be going through old meeting minutes and making a list of votes that affect policy to add to the policy binder. Customer ACH for due date 08/18/2020 were processed on 08/19/2020. A Financial Analysis was prepared and distributed to Board members for review to aid in understanding of Balance Sheet accounts and Income Statement accounts with some items to be addressed and some to be corrected. A Project Funds Request was presented for reviewed, but tabled until further need.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the accounting clerk report as reported by Ms. Meuir.

D. **Office Clerk Report:** Ms. Felton, office clerk, reported she continues to manage the District's website and is looking for ways to improve it. She asked to use her personal camera to take pictures of the District's wastewater facilities to add to the website and to show progress of the Project as it takes place. Discussion was held.

Recommendations/Actions: The Board consented to give approval for Ms. Felton to take pictures of the District's wastewater facilities to add to the website. A tour of the sites will be arranged.

F. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant and Mr. Strickland reported the USDA Rural Development awarded \$17.8 million to complete the Fruitland Wastewater Collection and Treatment Project which was announced on 08/27/2020 which brings the total investment of the USDA to \$32,243,000 for the project. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

2. **Permit Renewals:** Mr. Strickland reported no pending permit renewals.

Recommendations/Actions: Follow up as needed.

3. **Facility Updates:** Mr. Strickland reported the following:

- 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; to get proposal for rip-rap on the berms for erosion
- c. Cedar Meadows: Ammonia levels continue elevated; continue to review options for treatment.
- d. Essex Place: WWTF good; muskrats continue to degrade the berms.
- e. Forest Meadows: WWTF good.
- f. Homestead Place: WWTF good
- g. Major Custom Cable: WWTF good;
- h. Midwest Energy/ LLC: WWTF good.
- i. Mulberry Acres: WWTF good
- j. Pleasant Lake Estates: WWTF good
- k. Oak Creek Estates: WWTF good
- l. Red Barn Restaurant: pumping to Major Custom Cable; no flow to lagoon.
- m. Saddlebrooke Ridge: UV system being installed; 2 grinder pumps installed for new construction plus 2 more pending.
- n. Saxony High School: No discharge.
- o. Seabaugh Acres: WWTF good.
- p. Spring Lake Estates: WWTF good; duckweed treated and gone.
- q. Sun Valley Estates: Pumping discharge to Tamarac Estates; no start-up needed at present.
- r. Tamarac Estates: WWTF good
- s. Twin Oaks: Facility meeting limits; septic tank contents to be disposed at alternate site due to increased rates at previous disposal site; installation of additional sludge tank on hold.
- t. Westbridge Place: WWTF good.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. Project Reports:

- a. **North View Estates subdivision** next to Tamarac is nearing completion; temporary system is installed. Discussion was held.
- b. **Bella Vista Estates:** Mr. Steiner reported one of the pipes between lagoon cell #1 and #2 is exposed. Mr. Strickland said the issue will be addressed soon.
- c. **Commercial Property Hwy 177:** new grinder pump installed for existing warehouse business.

Recommendations/Actions: Follow up at the next meeting.

G. Mowing Report: Mr. Garvey presented and reviewed the mowing reports of the District's facilities. He reported the facilities that needed mowing are being addressed. Discussion was held.

Recommendations/Actions: Follow up at next meeting.

III. Old Business

- A. **Project Budget/Bid Proposals:** Mr. Strickland reviewed the bids received on 06/15/2020 and the prepared the bid tabulation for the Fruitland Wastewater System Improvements Project. He distributed the information to the Board members. He stated recommended Penzel Construction from Jackson, MO for Contract #1 Treatment System for their lowest bid, qualifications, and experience. He also recommended Carstensen Contracting for Contract #2 Collection System for their lowest bid, qualifications, and experience. Discussion was held. Ms. Brooks asked if negotiation of the bid quotes was possible after awarding of the bids with the contractors. Mr. Strickland said that was possible as long as the project was kept as designed and not over the bid.

Recommendations/Actions:

1. Joe Tousignant moved to accept the bid of contract from Penzel Construction for Contract #1 Treatment System for the Fruitland Wastewater System Improvements Project and issue them the Notice of Award for the amount of \$5,964,359.50. It was seconded by Greg Steiner. Roll call vote: Joe Tousignant – aye; Greg Steiner – aye; Renee Boyer – aye; Betty Brooks – aye; and Joe Garvey – aye.
2. Joe Tousignant moved to accept the bid of contract from Carstensen Contracting for Contract #2 Collection System for the Fruitland Wastewater System Improvements Project and issue them the Notice of Award for the amount of \$19,378,098.00. It was seconded by Greg Steiner. Roll call vote: Joe Tousignant – aye; Greg Steiner – aye; Renee Boyer – aye; Betty Brooks – aye; and Joe Garvey – aye.

IV. New Business

A. **Velocity Electronics Computer Service Contract:** Ms. Boyer reported our current service contract with Velocity Electronics is for 20 hours which has been used and without a contract, service is billed at \$95 per hour in half hour increments. It was suggested that a 50-hour service contract which is estimated to last about 12 months which is less expensive primarily in billed increments/5-15-minute phone calls. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve a 50-hour computer service contract with Velocity Electronics.

B. **Budget Item for System Operations & Maintenance Fees** – Tabled until next meeting.

C. **Closed Session for Legal Actions - 610.021 (1), Real Estate Matters - 610.021 (2), Personnel Business - 610.021 (3), and Sealed Bids/Documents - 610.021 (12).**

It was moved, seconded, and passed unanimously to go into closed session for Legal Actions, Real Estate Matters, Personnel Business and Sealed Bids/Documents from 8:55am to 9:55pm.

V. Announcements

A. The next regular monthly meeting will be held on **Tuesday, October 13, 2020** at 6:30pm at the Wesley United Methodist Church, Jackson, MO.

VI. **Adjournment:** Being no further business, the regular meeting adjourned at 10:00pm
Respectfully submitted,

Betty Brooks, Board Secretary