

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – October 12, 2021

**I. Call to Order**

Joe Tousignant, president, called the meeting to order on October 12, 2021 at 6:30 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Betty Brooks, Greg Steiner and Tommy Halford. Present also were Dana Felton, accounting clerk, Juanita Holderbaugh, office clerk, and Jenny Macke, accountant/treasurer. Absent was Joe Garvey. Mr. Tousignant declared a quorum was present.

**II. Guest Comments/Questions – None.**

**III. Reports**

**A. Engineering Update:**

**1. Fruitland Wastewater Collection and Treatment Project:**

- a. Mr. Tousignant reported the plant site completion will be delayed past the 10/15/2021 date, but it will not affect progress by Carstensen's Constructing or the District's operations.
- b. It was noted progress continues by Carstensen's Constructing on the pipe lines/lift stations, primarily in Whispering Heights 1 and 2 at this time.
- c. Mailbox type and placement plus a drop box at the new office was discussed.
- d. Delays in ground restoration, grass seeding, and erosion control issues after pipe placements were discussed.
- e. Water line interruptions during pipe placement was discussed.
- f. Three (3) temporary easements remain incomplete.
- g. Office lighting in the new office was discussed re: dimmer switches or soft light bulbs.
- h. Office flooring color installation was discussed, as it was not the choice previously discussed.

**Recommendations/Actions:** Mr. Tousignant will talk with Carstensen's Constructing on 10/13/2021 regarding ground restoration issues. Public Water Supply District #1 has been contacted about their main line locations, which had not been identified, at the PWSD's expense. No changes in the office flooring will be made. Final certified mail letters have been sent to the temporary easement homeowners.

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

**Recommendations/Actions:** Follow up as needed.

**3. Facility Updates:** Updates were given as underlined.

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: no grass seed needed for the banks; will need engineering report for onsite upgrade in the next 4-5 years.
- c. Cedar Meadows: New control panel installed with ammonia levels within limits; need to address issues with the other pea gravel bed.
- 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; aerators are hold due to improved BOD and TSS levels; muskrat damage to be addressed.
- i. Mulberry Acres: WWTF good
- j. Pleasant Lake Estates: WWTF good
- k. Oak Creek Estates: WWTF good; issues with high flows.

- l. Red Barn/Las Brisas Restaurant: pumping to Major Custom Cable; grease problems and related system clogs continued with the restaurant; continued grease/clog problems reported.
- m. Saddlebrooke Ridge: Several new grinder pumps were installed and/or repaired.
- n. Saxony High School: No discharge.
- o. Seabaugh Acres: WWTF good.
- p. Spring Lake Estates: WWTF good; concrete/brick foundation around the manhole on the levee is crumbling; drainage from manhole reported and will be addressed as soon as possible.
- q. Sun Valley Estates: Pumping discharge to Tamarac Estates; will restart lagoon soon.
- r. Tamarac Estates: WWTF good
- s. Twin Oaks: Facility meeting limits; plan to submit paperwork to re-rate facility for usage due to new development being built nearby; to add more diffusers to address ammonia levels.
- t. Westbridge Place: WWTF good.

Discussion was held.

**Recommendations/Actions:**

1. Las Brisas Restaurant: Mr. Tousignant will ask Bill Bonney to contact Las Brisas re: their grease trap and if not installed, will have them pay for unclogging their affected lines or not connecting them to the Treatment Project until the grease trap is installed. Mr. Strickland recommended contacting the county Health Department for enforcement assistance.
2. Follow up at the next meeting.

**4. Project Reports:**

- a. **Bella Vista Estates:** Mr. Steiner reported Danny Monroe is scheduled to remove the old pipes and the concrete piers since earlier repairs. Mr. Steiner said the homeowner's association will provide the rip-rap for the stream bank

**Recommendations/Actions:** Follow up as needed.

**B. Secretary's Report:** The minutes from the previous regular Board meeting minutes of September 14, 2021 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of September 14, 2021.

**C. Financial Report:** Ms. Macke presented and reviewed the Checks report through October 31, 2021; the Payroll report through 10/15/2021; Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July through September 2021. She explained the increased expenses for Saddlebrook Estates included grinder pumps. She explained the temporary negative checking account balance was due to the timing of the nightly transfer to the DDM account. Ms. Felton reported check returns cost the District \$5.00 each and increased time is spent to recover the costs from customers at the current amount of \$5.00 charged to customers. Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the Checks Report through October 31, 2021 and Payroll reports through October 15, 2021. The Checks report was signed and the Payroll report will be signed after 10/31/2021. See attached reports.
2. It was moved, seconded, and approved unanimously to approve the treasurer's report for July through September 2021 as presented.
3. It was moved, seconded, and approved to increase the returned check charge to customers from \$5.00 to \$10.00 per returned check. Mr. Tousignant will update the Rate and Fee Schedule.

4. The clerks will review the grinder pumps' costs for review of the rate and fee schedule, plus income versus expenses for Saddlebrooke Estates.
5. It was confirmed that customer water usage is based on the PWSD water bills of December, January, and February annually which is the actual water usage in November, December, and January annually.

**D. Clerks' Report:**

1. Ms. Felton reported there were 37 shut-off letters sent in September, then 11 total shut-off notices sent with eight (8) in PWSD #1 and three (3) in PWSD #2. None of the PWSD #2 customers were shut-off due to their staff shortage. The PWSD #1 customers' service was reconnected upon payment. Late fee notices were sent to 160 customers. She reviewed the bill adjustments total of \$643.62 were made which including refunds to landlords, account credits, and one (1) clerk error. Ms. Holderbaugh reported within the last month, the number of delinquent accounts since 2017 she has reduced their numbers from 72 to 67. She reported they continue to address customer issues and questions as they arise. Discussion was held.
3. Mr. Tousignant reported Brian Strickland is working to add the new Cane Creek Subdivision and Goodwin Subdivision sewer facilities to the Twin Oaks Subdivision's treatment facility. Mr. Steiner reported three (3) new homes will be completed in Bella Vista Subdivision within the next 2 years.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to revise the Shut-Off Policy so that shut-offs will be due by the due date with any past due dollar amount. Single shut-off letters will be mailed only on the 17<sup>th</sup> of the month. Red shut-off door signs will be personally posted by the clerks three (3) days and/or 24 hours before the actual shut-off date. No grace period will be given for late fees. Customers who do not return their Customer Service Agreement within 30 days will be notified that their water service will be shut off.
2. Follow up will be done with Mr. Strickland/his office for their KMZ file of the District's territory which can be merged with Google Maps and he will help with the application on the office computer to address customer's questions regarding their location in the District.
3. Mr. Tousignant will contact attorney Scott Robbins to confirm the procedure to address refunds to customers with no forwarding address or phone numbers.
4. Ms. Holderbaugh will prepare a list of delinquent customer bills and bring it to the next Board meeting for review and action.
5. Landlords are responsible for a tenant's sewer bill if the water is still on and if they and/or the tenant has not notified the Sewer District when a tenant has moved in or out.
6. It was moved, seconded, and approved unanimously to accept the clerks' report.

**E. Mowing Report:** No new information.

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

**IV. Old Business**

- A. Fiscal Years 2020-2021 Audits:** Ms. Macke reported the necessary information has been sent to Patrick Kintner, CPA to complete the District's audits for fiscal years ending 06/30/2020 and 06/30/2021.

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

- B. Rules and Regulations Updates: Collections, Refunds to Customers with No Forwarding Information, December Shut-Off Policy, Customer Deposit Refund Policy:** No new information.

**Recommendations/Actions:** Mr. Tousignant will prepare the draft updates and send to the Board members for review and approval.

- C. MOPERM Insurance Renewal Survey:** Ms. Brooks reported the renewal survey from MOPERM for the District's liability and cyber risk policies was completed and sent after discussion with Lynda Kammeier from Naught-Naught Insurance Agency. She also added coverage for 100 simplex grinder pumps at Saddlebrooke as directed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to discontinue the coverage for simplex grinder pumps effective 01/01/2022. Additional coverage for the duplex grinder pumps/lift stations and the land/equipment will be reviewed with Ms. Kammeier next year before completion of the Treatment and Collection Plant.

**V. New Business**

- A. Construction Pay Request:** Ms. Brooks presented the Payment Request for Estimate of Funds #12 for 10/01/2021 on behalf of Brian Strickland of Strickland Engineering. The Request was for \$964,858.90 for the monthly construction reimbursement invoices for the monthly development, engineering fees, and construction observation. Discussion was held.
- Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #11 for 09/01/2021 for \$2,514,188.80 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation.

**VI. Closed Session for Legal Actions - 610.021 (1) or Personnel Business - 610.021 (3):** None.

**VII. Announcements**

The next regular monthly meeting will be held **Tuesday, November 9, 2021** at 6:30pm in the lower-level meeting room at the Wesley United Methodist Church, Jackson, MO in Jackson, MO.

**VIII. Adjournment:** Being no further business, the regular meeting adjourned at 8:30pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments:  
Checks Report  
Payroll Report