

## I. Call to Order

Joe Tousignant, president, called the Board Meeting to order on November 8, 2022 at 6:30 pm at the District's office. Board members present were Brian Atchison, Betty Brooks, Tommy Halford, and Shannon Hardy. Present also were Dana Felton, accounting clerk, Juanita Cothorn, office clerk, Jenny Macke, accountant/treasurer, and guest Brad Noel, customer. Mr. Tousignant declared a quorum was present.

## II. Public Comments re: Agenda Items: None.

## III. Reports

### A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Plant:** Mr. Tousignant reported Carstensen's continue to connect sewer systems to the Collection and Treatment Plant with about 100 more to complete. The Arbor Trails equipment will be removed soon. Discussion was held.

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

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

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

3. **Facility Updates:** No new information.

- a. Arbor Trails: connected to the treatment plant.
- b. Bella Vista Estates: WWTF (wastewater treatment facility) good
- c. Cedar Meadows: WWTF good
- d. Essex Place: connected to the treatment plant.
- e. Forest Meadows: connected to the treatment plant.
- f. Homestead Place: WWTF good; to be connected to plant soon.
- g. Major Custom Cable: connected to the treatment plant.
- h. Midwest Energy/ LLC: to be connected to plant soon.
- i. Mulberry Acres: connected to the treatment plant
- j. Pleasant Lake Estates: connected to the treatment plant.
- k. Oak Creek Estates: WWTF good.
- l. Red Barn/Las Brisas Restaurant: connected to the treatment plant; lagoon closed.
- m. Saddlebrooke Ridge: WWTF good.
- n. Saxony High School: connected to the treatment plant.
- o. Seabaugh Acres: WWTF good
- p. Spring Lake Estates: connected to the treatment plant
- q. Sun Valley Estates: pumping to Tamarac facility
- r. Tamarac Estates: WWTF good
- s. Twin Oaks: WWTF good.
- t. Westbridge Place: connected to the treatment plant.

4. **Project Reports:** No new information.

- a. Cedar Meadows, Oak Creek, Seabaugh Acres monitoring systems have been ordered.
  - b. Bella Vista Facility Plan – submitted to DNR for ARPA funding.
  - c. Starlight WWTF – submitted to DNR for ARPA funding.
  - d. Sewer extension underway in Highland Hills for new apartment buildings/duplexes.
  - e. Several grinder pumps to be installed in Saddlebrooke.
- Discussion was held.

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

5. **Facility Transfers:** none pending.
6. **Upcoming Items:** No new information.
  - a. Kinder Farms – draft agreement in progress with developer for relocating Arbor Trails WWTF to serve Phase I of development.
  - b. Need to solicit bids for biosolids removal from the digesters this fall.
  - c. New sewer lines to date have been uploaded to One Call.
  - d. Contracting of locates – on hold.
  - e. Continued inquiries received about extensions and connections for new development in Fruitland.

Discussion was held.

**Recommendations/Actions:** To publish a bid request for biosolids removal from the plant’s digesters this fall.

**B. President’s Report:** Mr. Tousignant reported he received an email request from Central States Water Resources – Confluence Rivers to sell the wastewater utility at Cape Girardeau County Reorganized Common Sewer District. The response unanimously was “no.”

**C. Secretary’s Report:** The minutes from the previous regular Board meeting of October 11, 2022 were reviewed. It was corrected that Mulberry Acres’ lagoon is also on the list to be closed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of October 11, 2022 as corrected.

**D. Treasurer’s Report:** Ms. Macke -

1. Presented the Payroll Report and Checks Report through 11/10/2022 and 11/11/2022, respectively, and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for October 2022.
2. Reported the 2021-2022 audit is completed.
3. Reported she is checking with local banks for the best money market options for the MUPC money.

Discussion was held.

**Recommendations/Actions:**

1. The 2021-2022 Audit will be reviewed at the next meeting for approval.
2. It was moved, seconded, and approved unanimously to approve the Payroll Report and Checks Report through 11/10/2022 and 11/11/2022, respectively. See attached reports.
3. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

**E. Clerks’ Report:**

1. Mrs. Felton reported there were no shut-offs in October as the clerks were out of the office at the Missouri Rural Water Association Fall Conference. Thirty-six (36) delinquent customers received phone calls on 10/31/2022. There were 118 penalty fees totaling \$865.05. Total current customers are 1454. Ten customers moved out of the district and 350 customers were added.
2. Adjustments of \$5,387.28 were reviewed and were due to sewer charges, delinquency, open credit, and miscellaneous charges.
3. Ms. Cothorn reported three (3) customer bills are delinquent from 2020 through 2022 to date and payments are pending. She reported her two-year employment anniversary is 11/12/2022.
4. Ms. Felton reported the office will be closed 11/11/2022 and 11/24-11/25/2022 due to the holidays.

Discussion was held.

**Recommendations/Actions:**

- a. It was moved, seconded, and approved unanimously to approve the adjustments report.
- b. It was moved, seconded, and approved unanimously to accept the clerks' report.

**F. Mowing Report:** None.

**Recommendations/Actions:** Follow up in 2023.

**IV. Old Business**

**A. Bid Requests for Digesters and Lagoons:** No new information.

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

**V. New Business**

**A. Construction Pay Request:** Mr. Tousignant presented Payment Request Estimate of Funds #25 for 11/01/2022 for a total of \$333,237.75 with invoices from Carstensen Constructing and Strickland Engineering. Ms. Macke reported the Pay Request for August and September 2022 have not yet been forwarded to Ms. Watts for payment and she has contacted Mr. Strickland to get this done. Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #25 for 11/01/2022 for a total of \$333,237.75 with invoices from Carstensen Constructing and Strickland Engineering
2. Ms. Macke will follow up with Mr. Strickland about the delinquent pay requests.

**B. Liability Insurance Renewal:** Ms. Brooks requested review of the current properties to be considered for liability insurance renewal. She stated Employee Benefit Liability is added to the policy. Mr. Tousignant stated liability insurance is needed for all District properties. Discussion was held.

**Recommendations/Actions:**

1. Mr. Tousignant will review the list of current properties to be renewed for liability insurance.
2. Ms. Brooks will contact Linda Ownby, agent, to ask if a list of all individual properties is needed for liability coverage.

**C. Credit Card Purchasing Log:** Mr. Tousignant presented a sample log for use with the District's credit card to be completed when used and submitted to the office. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant will update the log for the District's use. Written policies regarding use and limits for the credit card will be developed.

**D. Bella Vista Customer Request:** Mr. Tousignant reported a customer in Bella Vista had sewage back-up in the basement after Spectrum cut into their private sewer line after Strickland's had marked the sewer main line. The customer has requested reimbursement of the basement clean-up totaling \$1,936.12. It was noted the District is not responsible to damage of private property sewer lines. Discussion was held.

**Recommendations/Actions:** It was moved and seconded to pay the customer \$1,936.12 for the basement cleaning. Individual votes: Mr. Tousignant voted yes, Brian Atchison voted no, Betty Brooks voted no, Tommy Halford voted no, and Shannon Hardy voted no. Motion failed.

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VI. **Public Comments for Items Not on Agenda:** Brad Noel, customer in Whispering Heights #1, presented a request for additional road repairs in Whispering Heights since the use by Carstensen's Constructing for connection of homes to the Treatment and Collection Plant. Mr. Tousignant reported that agreed-upon repairs have been done.

VII. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** None.

VIII. **Announcements**

The next regular District Board meeting will be held **Tuesday, December 13, 2022** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

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

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 11/10/2022  
Checks Report through 11/11/2022