

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – February 9, 2021

I. Call to Order

Joe Tousignant, President, called the meeting to order on February 9, 2021 at 6:35 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Renee Boyer, Betty Brooks, Joe Garvey, and Greg Steiner. Present also were Juanita Holderbaugh, office clerk, and Brian Strickland, engineer, from Strickland Engineering. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions – None.

III. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Project: Mr. Strickland reported Carstensen's winter crew will be working here until about mid-March to install sewer lines after which a reduced crew will continue on the project. Mr. Strickland also reported Penzel Construction reported work change directions #1 and #2 were completed to removed additional rock for future construction area and install the box culvert, respectively, as previously approved by the Board for an increase in cost of \$164,998.00 above contract. He reported a correction of 5% retainage in progress payment instead of 10% will be held back and paid upon completion. He presented the Payment Estimate of Funds #3 for 01/01/2021 and #4 for 02/10/2021 for a total of \$1,118,519.27 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation. Discussion was held.

Recommendations/Actions:

- A. It was moved, seconded, and approved unanimously to approve the Estimate of Funds #3 of 01/01/2021 and #4 of 02/10/2021 for a total of \$1,118,519.27 for the monthly construction reimbursement invoices for development, engineering fees, and construction observations.
- B. It was moved, seconded, and approved unanimously to approve Penzel Construction's reported work change directions #1 and #2 were completed to removed additional rock for future construction area and install the box culvert, respectively, as previously approved by the Board for an increase in cost of \$164,998.00 above contract.
- C. Mr. Strickland asked Ms. Boyer to email Penzel and Carstensen when the ACH payments are approved each month and she agreed to do so.

2. Permit Renewals: Mr. Strickland reported permits are renewed and in place.

Recommendations/Actions: Follow up as needed.

3. Facility Updates: Mr. Strickland reported the following as underlined:

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: will need grass seed for the banks; will need engineering report for onsite upgrade in the next 4-5 years.
- c. Cedar Meadows: DNR site visit conducted; recommendations received for ammonia issues.
- 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 to be installed to decrease 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 Restaurant: pumping to Major Custom Cable; no flow to lagoon; grease problems and related system clogs continued with the restaurant; notice given to them to install a grease trap within 90 days.
 - m. Saddlebrooke Ridge: UV system to be installed by April 1, 2021 for disinfection season.
 - 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; will be evaluated and repaired.
 - q. Sun Valley Estates: Pumping discharge to Tamarac Estates; may need to restart lagoon when new apartments east of Sun Valley is completed.
 - r. Tamarac Estates: WWTF good
 - s. Twin Oaks: Facility meeting limits; septic tank contents were pumped out and repairs made, so will be cheaper in the future; will still need additional sludge tank in the future.
 - t. Westbridge Place: WWTF good.
- Mr. Tousignant stated \$1200 was spent recently to remove grease clogs and reminded everyone to not pour grease down their drains. Discussion was held.
- Recommendations/Actions:** Follow up at the next meeting.

4. Project Reports:

- a. **North View Estates subdivision** west of Tamarac Estates: No new information.
 - b. **Bella Vista Estates:** Mr. Strickland reported they are working to repair sewer lines crossing the creek; will remove the old lines.
 - c. **Commercial Property Hwy 177:** No new information.
- Recommendations/Actions:** Follow up at the next meeting.

B. **Secretary Report:** The minutes from the previous regular Board meeting January 12, 2021 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of January 12, 2021.

C. **Treasurer's and Budget Report:** Ms. Boyer, treasurer, presented the treasurer's report for November 2020. The December 2020 and January 2021 reports are pending resolution of reconciliation issues. Ms. Boyer reported balances in each account and noted several categories were either over or under budget in November 2020; especially under budget in office supplies. She reported \$10,000.00 was transferred in December 2020 from the Operations account to the Deposit account. She also reported the office of Jerry Husky, CPA, as approved by Joe Tousignant, was hired to assist with the reconciliation issues and tax questions. She reported that she and the clerks are looking for a new customer maintenance program due to CUSI/CBSW's change in program/updates and increased charges. She stated they are also researching other credit companies instead of using Credit Bureau Services, if still needed due to increased cost of services. She also reported the employment anniversary date of Dana Felton, accounting clerk, is 02/13/2021 and the 3-month anniversary of office clerk Juanita Holderbaugh is 02/12/2021. Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and passed unanimously to accept the treasurer's report for November 2020 presented.
2. Ms. Boyer and Ms. Holderbaugh will obtain a Letter of Engagement from the office of Jerry Husky, CPA.

3. Ms. Felton will be advanced to Grade 5, Step 2 at her anniversary date, 02/13/2021.
4. Ms. Holderbaugh was awarded her ETO benefits at the last meeting on 01/12/2021.
5. Continue research for alternate customer maintenance program.
6. Continue research for alternate credit bureau company, if needed.

D. **Clerks' Report:** Ms. Holderbaugh, office clerk, reported on behalf of her and Ms. Felton, accounting clerk, that there were 21 shut-off notices total mailed for January 2021. There were no actual shut-offs as the one remaining customer for shut-off paid the bill in full on that date. She asked if the interest from the deposit account could be transferred to the operations account. She also asked if any additional money is to be transferred into the deposit account. Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved to transfer the interest from the deposit account to the operations account.
2. No additional money is to be transferred into the deposit account on this date.
3. It was moved, seconded, and approved unanimously to approve the clerks' report.

IV. Old Business

A. **Treasury Supervisor Duties Proposal:** Tabled to the next meeting March 9, 2021.

Recommendations/Actions: Follow up at next meeting.

B. **Collections Policy:** Ms. Boyer reported she spoke with Credit Bureau Services and their rates have increased, but in review of the recent decreased late bills due, such services may not be needed due to the good efforts of Ms. Felton and Ms. Holderbaugh. The policy of late payments was also reviewed. Discussion was held.

Recommendations/Actions: A draft revised policy for late bill payments will be prepared for discussion and possible approval at the Board meeting in July 2021.

V. New Business

A. **Customer Deposit Refund Policy:** It was recommended that a policy be developed to return deposits to customers in a tiered system based on certain criteria. Discussion was held.

Recommendations/Actions: A draft policy for a Customer Deposit Refund Policy will be prepared for discussion and possible approval at the Board meeting in July 2021.

B. **Policy for Refunds to Customers with no Forwarding Information:** A sample policy for attempting to refund deposits to customers with no forwarding information was reviewed. Discussion was held.

Recommendations/Actions: A draft policy for a Policy for Refunds to Customers with no Forwarding Information will be prepared for discussion and possible approval at the Board meeting in July 2021.

C. **December Shut-Off Policy:** It was recommended that sewer shut-offs not be conducted annually in December due to the holidays and decreased workforce. Discussion was held.

Recommendations/Actions: A draft revised policy for a December Shut-Off Policy will be prepared for discussion and possible approval at the Board meeting in July 2021.

- D. **Accountant Consultant:** As per the Treasurer’s report, the office of Jerry Husky, CPA, has been contacted to assist with current financial record and tax issues and a Letter of Engagement will be requested and reviewed. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.
- E. **Proposed HB 804:** Ms. Brooks reported from her virtual attendance with the Missouri Association of Sewer District’s Board of Directors on 01/29/2021 and their review of proposed HB 804. She reported the lobbyists reviewed both bills presented by Rep. Barry Hovis and Rep. Atchison from SE Missouri. They discussed them and agreed to support the proposed bill by Rep. Hovis which includes “reasonable compensation” for board members of reorganized common sewer districts. Discussion was held.
Recommendations/Actions: Follow up at the next meeting
- F. **Annual Dues for Missouri Association of Sewer Districts:** Ms. Brooks reported an invoice for \$250 has been received for the 2021 membership for the Missouri Association of Sewer Districts. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to pay the 2021 membership dues for the Missouri Association of Sewer Districts.
- G. **Board and Council Virtual Training:** Ms. Brooks reported the Missouri Rural Water Association is offering a 6-hour Board and Council Virtual Training on February 16, 17, and 18 from 6:30pm to 8:30pm for \$125.00 each and distributed the contact information for the classes. She reported those who complete the classes will receive a certificate of completion. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved by Mr. Tousignant, Ms. Boyer, and Ms. Brooks to offer the MRWA Training to interested CGCRCSD Board members at the cost of the District.

VI. Announcements

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

VII. Adjournment: Being no further business, the regular meeting adjourned at 9:05 pm.

Respectfully submitted,

Betty Brooks, Board Secretary