

1. Call to Order

Joe Tousignant, president, called the Board Meeting to order on March 14, 2023 at 6:40 pm at the district's office. Board members present were Brian Atchison, Betty Brooks, Tommy Halford, and Shannon Hardy. Present also were Juanita Cothorn, office clerk, Jenny Macke, accountant/treasurer, and Brian Strickland, engineer. Mr. Tousignant declared a quorum was present.

2. Introduction of Guests: None.

3. Public Comments re: Agenda Items: None.

4. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Plant: Mr. Strickland and Mr. Tousignant reported Carstensen's have completed the construction project and plan to complete their work on restoration and final items by 03/25/2023. Discussion was held.

Recommendations/Actions: Follow up at next meeting.

2. DNR Permit Renewals: Mr. Strickland reported renewals have been submitted for all facilities in the Hubble Creek and Cane Creek watersheds. Some renewals are on Public Notice each month. There are no major limit changes.

Recommendations/Actions: Follow up at the next meeting.

3. Facility Updates: Mr. Strickland reported the last facility lagoon for Northview Estates and Tamarac Estates has been diverted to the Treatment Plant. The Saxony High School piping will be removed and the school will fill in the lagoon. Disinfection season starts April 1. He also recommended the district develop a plan for property maintenance. He also reported Cape Girardeau County will start providing monthly updates for the mapping system. The Fruitland plant and satellite facilities are as follows:

- a. Fruitland WWFT (wastewater treatment facility) – daily flow continues to increase; new septic unloading screen has arrived and will be installed soon.
- b. Bella Vista Estates: WWTF good
- c. Cedar Meadows: WWTF good
- d. Highlands Ranch – WWTF good
- e. Oak Creek Estates: WWTF good; fencing, blowers, UV upgrades being discussed.
- f. Saddlebrooke Ridge: WWTF good; pumps from Jackson Machine and Fruitland Meats used to replace pumps.
- g. Seabaugh Acres: WWTF good; now has ammonia limit.
- h. Twin Oaks: WWTF good. Need to pump septic tank; considering installing a sludge tank.

Recommendations/Actions: Follow up at the next meeting. Mr. Hardy will start developing a property maintenance plan to include grease trap enforcement, open trench evaluations, Open Communication campaign, and a process for work orders.

4. Project Reports: No new information.

- a. Cedar Meadows, Oak Creek, Seabaugh Acres monitoring installed.
- b. Oak Creek fencing, blows, and UV planned.
- c. Oak Creek monitoring systems not complete yet.
- d. 3 grinder pumps to be installed at RMC concrete plant, Base Rock Mineral quarry, and McIntyre.
- e. Installation of septic tank unloading station screen at Fruitland WWFT.

f. Several new homes under construction in Saddlebrooke.

Recommendations/Actions: Follow up next meeting.

5. **Facility Transfers:** Mr. Strickland reported the transfer for Highlands Ranch was completed in December 2022. The DNR Permit transfer and renewal forms have been submitted.

Recommendations/Actions: Follow up at the next meeting.

6. **Upcoming Items:** Mr. Strickland reported the following:

a. Kinder Farm – the facility at Arbor Trails has been pumped out, the steel is in good condition for age, and plans are being made to move the mechanics to Kinder Farm, schedule pending.

b. Lagoon closures – project to be bid in 2023 when the budget is established.

c. Apartment development near Fruitland Livestock has started sewer construction.

d. Preliminary discussion and plans for the Starlight treatment plant have begun.

Recommendations/Actions: Follow up next meeting.

B. **President’s Report:** Mr. Tousignant reviewed the phone calls, up to 500 emails per month, and contact with customers, Carstensen’s, Strickland Engineering, and others regarding the Fruitland Waste Water Treatment Facility, projected Starlight treatment plant, and other related business. Discussion was held.

C. **Secretary’s Report:** The minutes from the previous regular Board meeting 02/14/2023 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of 02/14/2023.

D. **Treasurer’s Report:** Ms. Macke presented the following:

1. Bills and checks report through 02/28/2023, and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for February/2023.

2. Presented the Payroll Report through 02/28/2023.

3. Recommended an Investment Policy be developed as recommended by the auditor. Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Payroll Report through 02/28/2023 and the Bills/Checks Report through 02/28/2023. See attached reports.

2. Ms. Macke will contact attorney Scott Robbins to prepare the investment policy.

3. Invoices/bills/adjustments were reviewed and signed by Joe Tousignant, President.

E. **Clerk’s Report:** Mrs. Cothern reported the following:

1. There were 59 potential shut-offs on 02/27/2023. 18 were turned off on 02/06/2023 with 16 in PWSD #1 and 2 in PWSD #2. All shut-offs have been restored.

2. Late fee penalties for 97 customers totaled \$751.49.

3. Total customers are still over 1600, exact number to be determined. There were 3 new customers and 22 moved out of the district.

4. Invoices sent 02/28/2023 for finals customers.

5. Several customers have presented cards from health insurance companies to pay utilities.

6. Customer issues were discussed.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve to clerk’s report.

- F. **Mowing Report:** Mr. Hardy received the district’s mowing contracts for the 2023 season for facilities and pump station sites as needed. He will contact the mowers and Ms. Cothorn will mail them the updated contracts and W-9 forms for completion. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

5. **Old Business**

- A. **Rate and Fee Policy Update:** Mr. Tousignant presented an updated Rates and Fee Schedule with proposed additions and changes. Discussion was held.

Recommendations/Actions: Follow up next meeting. Mr. Strickland will check into water meters for customer with wells.

6. **New Business**

- A. **Construction Pay Request:** Mr. Strickland presented Payment Request Estimate of Funds #29 for 03/01/2023 for \$333,660.84 with the invoices from Carstensen Constructing. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #29 for 03/01/2023 for \$333,660.84 with the invoices from Carstensen Constructing.

- B. **Updated Legal Services Agreement:** Mr. Tousignant presented Scott Robbins’ updated legal services agreement for April 2023. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the updated legal services agreement for April 1, 2023.

- C. **H.D. Media Quote:** Ms. Cothorn presented a quote from H.D. Media to install connection cables for monitoring and alert the fire department if the fire alarm is triggered at the plant. Discussion was held.

Recommendations/Actions: Mr. Tousignant will contact other local vendors for quotes and report at the next meeting.

- D. **Starlight Regional Collection & Treatment Preliminary Engineering Report:** Mr. Strickland offered an agreement between Strickland Engineering and the Cape Girardeau County Reorganized Common Sewer District for the Starlight Regional Collection & Treatment Preliminary Engineering Report at a cost of \$30,000.00. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the agreement between Strickland Engineering and the Cape Girardeau County Reorganized Common Sewer District for the Starlight Regional Collection & Treatment Preliminary Engineering Report at a cost of \$30,000.00.

7. **Public Comments for Items Not on Agenda:** None.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved to enter Closed Session for Personnel Business.

9. **Next regular District Board meeting:** It will be held **Tuesday, April 11, 2023** at 6:30pm in the district office building at 3054 State Hwy FF, Jackson, MO 63755.

10. **Adjournment:** Being no further business, the regular meeting adjourned at 9:15pm.

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – March 14, 2023

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 02/28/2023
Bills/Checks Report through 02/28/2023