

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – May 11, 2021

I. Call to Order

Joe Tousignant, President, called the meeting to order on May 11, 2021 at 6:30 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Greg Steiner, Renee Boyer, Betty Brooks, and Joe Garvey. Present also were Juanita Holderbaugh, office clerk, Brian Strickland, from Strickland Engineering, and Jose, Jr. Terrazas (“J.R.”) and Augie Luna, both from Carstensen’s Constructing, (CCI). Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions – See Project Update.

III. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Project:

- a. J.R. and Mr. Luna presented an update on the progress made by Carstensen’s to date including the installation of the gravity and forced main piping, which is about 30 percent completed with 14 of 15 bores done. They said they are doing some restorations when possible, but will complete restorations when the project is done by the end of October 2022. Discussion was held.
- b. Mr. Strickland reported the plant site by Penzel Construction is about 30 percent in progress with the basic office building structure in place as well. He requested a water meter application to be made for the plant site with a 2-inch meter and a 3-inch tap. He stated the concrete for the plant is projected to be done in June 2021 with equipment arrival in July 2021. He stated the plant will have a capacity of 425,000 gallons per day with up to 600,000 gallons per day with an average of about 200,000 gallons per hour. Discussion was held.
- c. Mr. Strickland presented Carstensen’s Change Order #1 dated 05/11/2021 for bore extensions, pipeline markers, force main bedding, and wye material change. The amount change was \$524,133.60 from \$19,378,098.00 to \$19,902,231.60. It was noted the additional monies would come from the 5 percent contingency fund. Discussion was held.
- d. Mr. Strickland presented the Payment Estimate of Funds #6 for 05/01/2021 for \$1,662,801.36 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation. Discussion was held.

Recommendations/Actions:

1. Ms. Boyer will make the application for the plant’s water meter as requested.
2. It was moved, seconded, and approved unanimously to approve the Carstensen Constructing’s Change Order #1 dated 05/11/2021 for bore extensions, pipeline markers, force main bedding, and wye material change with the amount change of \$524,133.60 from \$19,378,098.00 to \$19,902,231.60.
3. It was moved, seconded, and approved unanimously to approve the Payment Estimate of Funds #7 for 05/01/2021 for \$1,662,801.36 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation.

2. **Permit Renewals:** Mr. Strickland reported there are no current expiring facility permits as they will be closed when they are connected with the Treatment Project.

Recommendations/Actions: Follow up as needed.

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

- 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: Issue identified with one pea gravel bed, so the aeration pumps were moved to the other cell with normal effluent levels reported last quarter; faulty bed will be investigated.
- 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; notice given to them to install a grease trap within 90 days; continued grease/clog problems reported.
- m. Saddlebrooke Ridge: UV system installed for disinfection; electrician is doing modifications for it. Five (5) grinder pumps installed, replaced, or retro-fitted.
- 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 as Northview apartments/homes are built and have customers.
- 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.

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.
- 2. Follow up at next meeting.

4. Project Reports:

- a. **North View Estates subdivision:** It was reported that apartments/homes are built and has customers.
- b. **Bella Vista Estates:** Mr. Tousignant stated the District will remove the old pipes and the concrete piers. Mr. Steiner requested the concrete piers be broken down and spread out. He also said their homeowner's association will provide the rip-rap for the lagoon berms and Mr. Strickland is to let them know when and where to put it when ground is drier.
- c. **Commercial Property Hwy 177:** Mr. Strickland reported the property by Wren Development is completed and connected with grinder pumps to Major Custom Cable.

Recommendations/Actions: Follow up as needed.

B. Secretary's Report: The minutes from the previous regular Board meeting April 13, 2021 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of April 13, 2021 as presented.

C. **Treasurer's and Budget Report:** Ms. Boyer, treasurer, presented the treasurer's report for December 2020, January 2021, and February 2021 with reports of March 2021 and April 2021 pending reconciliations by the accounting clerk. Account balances for the Operations, Project, Deposit, and DDM Accounts as well as the income and expenses for each month listed were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the treasurer's report for December 2020, January 2021, February 2021, and March 2021.

D. **Clerks' Report:** Ms. Holderbaugh, office clerk, reported that \$5,000 was transferred to the Customer Deposit Fund and there have been 11 new customers in the last two (2) months. She reported a total of \$859.73 in late fees have been collected. There were 14 shut-off notices total mailed for April 2021 with 9 paid, but none shut off due to staff illnesses. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the clerks' report.

E. **Mowing Report:** Joe Garvey presented the Mowing Contract Report of the 18 District facilities that require mowing. He reported most areas have been mowed and look good. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

IV. Old Business

A. **2019-2020 Audit Report:** Ms. Boyer reported she gave the additional information to Ms. Donze, CPA who should finish the audit soon. The question about tax 1099 forms for easement checks and other individuals who provide paid services was raised. Discussion was held.

Recommendations/Actions: Ms. Boyer will contact Ms. Donze about the need for 1099 forms for easement payments and for service providers, such as mowers, and follow up as needed. Follow up at the next meeting.

B. **Accountant Letter of Engagement:** Ms. Boyer and Ms. Felton reported the letter of engagement from Jerry Huskey, CPA, has not been received to date for consultation services. Discussion was held.

Recommendation/Actions: Tabled until further need.

C. **Customer Maintenance Proposal (CUSI-CBSW):** Ms. Holderbaugh reported that Ms. Felton will be calling CUSI about the problems and possible upgrade this week.

Recommendations/Actions: Follow up at the next meeting.

D. **Proposed HB 804:** Ms. Brooks reported HB 804 is unchanged to date. Discussion was held.

Recommendations/Actions: Ms. Brooks will follow up with the MASD lobbyists and activity on proposed HB 804 with follow up at the next meeting.

E. **Board Member Duties/Activities:** No new information.

Recommendations/Actions: Board members were asked to list their related activities for review at the next meeting.

- F. District T-Shirts:** Ms. Boyer reported she contacted several businesses about embroidered T-Shirts and polo shirts for staff and Board members with the CGCRCSD emblem when participating in District activities. She reported a cost of \$65 for the design from Terry’s Embroidery in Jackson with \$198.00 for 10 T-shirts for the staff and 2 polo shirts for her and Mr. Tousignant. Ms. Brooks also requested a polo shirt. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to purchase the 10 embroidered T-shirts and 3 polo shirts from Terry’s Embroidery.

V. New Business

- A. Annual Rate Review/Revisions:** Options were presented for the annual customer rate increases to take effect on July 1, 2021 since the annual water usage review conducted from December 2020, January 2021, and February 2021. It was noted that no increases were made in 2020. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to increase the minimum Service Availability Charge and vacancy charge from \$30 to \$35 per month, maintain the rate per 1000 gallons/month at \$4.50, and maintain new customer rates at \$45 per month until their first usage calculation review. Ms. Felton will draft the customer rate increase letter to the Board for review prior to sending it to customers in June.

- B. New Home/Building Policy/Procedure:** A policy and procedure was requested for homeowners and/or plumbers to apply for sewer service on new homes or buildings to also include an application for service. Discussion was held.

Recommendations/Actions: Ms. Boyer will prepare a draft application form for review at the next meeting.

- VI. Closed Session for Legal Actions - 610.021 (1) and Personnel Business - 610.021 (3):** It was moved, seconded, and passed unanimously to go into closed session for Legal Actions and Personnel Business and Sealed Bids/Documents from 9pm to 9:30pm.

VI. Announcements

The next regular monthly meeting will be changed to **Tuesday, June 15, 2021** at 6:30pm in the lower level meeting room at the Wesley United Methodist Church, Jackson, MO in Jackson, MO, due to schedule changes of the Board members.

- VII. Adjournment:** Being no further business, the regular meeting adjourned at 10:35pm.

Respectfully submitted,

Betty Brooks, Board Secretary