

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – June 15, 2021

I. Call to Order

Joe Tousignant, President, called the meeting to order on June 15, 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 Dana Felton, accounting clerk; Juanita Holderbaugh, office clerk; and Brian Strickland, 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:

- a. Mr. Strickland reported the plant site by Penzel Construction is about 40 percent completed as projected. He stated they have not experienced any major supply chain delays and the plant's processing equipment is to be shipped on about 07/23/2021. The automatic entrance gate procedure is being reviewed. He stated the office building interior work is being performed and office furniture options may be reviewed. Discussion was held.
- b. Mr. Strickland stated Carstensen's progress was also about 40 percent completed per the budget projections on the sewer lines installation in two (2) locations. Ms. Brooks requested a temporary road fix at the end of Lynn Drive in Spring Lake Estates due to the damage by the heavy equipment. Discussion was held.
- c. Mr. Strickland presented the Payment Estimate of Funds #8 for 06/01/2021 for \$1,622,647.77 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 request for Payment Estimate of Funds #8 for 06/01/2021 for \$1,622,647.77 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation.
 - b. **Permit Renewals:** No new information.
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: no grass seed needed 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 in operation.
- 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:

- a. 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.
- b. Follow up at next meeting.

4. Project Reports:

- a. **Bella Vista Estates:** Mr. Strickland reported Danny Monroe will be removing the old pipes and the concrete piers as soon as possible since the repairs. Mr. Steiner said their homeowner's association will provide the rip-rap for the stream bank and Mr. Strickland is to let them know when and where to put it when ground is drier.
- b. **Seabaugh Acres:** Mr. Garvey reported one of their residents who had yardwork repairs done after a mainline rupture has reported sinkage of the ground over the line going to their house. He said the initial repairs were done by the District and he obtained two (2) bids for \$875 and \$780 for fill dirt and reseeding the 50-foot area. Discussion was held.

Recommendations/Actions:

- a. Mr. Strickland will follow up with Danny Monroe regarding the work at Bella Vista Estates.
- b. Mr. Garvey will contact the low bidder ((\$780) to complete the yard ground/grass repair at the resident's home in Seabaugh Acres.

B. Secretary's Report: The minutes from the previous regular Board meeting and the closed Board meeting minutes of May 11, 2021 were reviewed. A correction was made to the regular Board minutes to change "lagoon berms" on Page 2, Section 4.b. to "stream bank". Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of May 11, 2021 as corrected.

C. Treasurer's Report: Ms. Boyer, treasurer, presented the treasurer's report for March 2021, April 2021, and May 2021. Income for March 2021 was \$67,929.47 and expenses were \$43,267.49. Income for April 2021 was \$44,707.25 and expenses were \$31,604.96. Income for May 2021 was \$54,283.46 and expenses were \$78,758.16. Account balances for the Operations, Project, Deposit, and DDM Accounts as well as the income and expenses for each month listed were reviewed. She reported deposit refunds will start with the "oldest" customers first in good standing. It was reported the District has 956 customers with 1015 locations. Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the treasurer's report for March 2021, April 2021, and May 2021.
- b. Deposit refunds will be made by checks to customers who have been members of the District for at least three (3) years.
- c. An addition of \$5000.00 will be added to the Deposit Account this month as previously established.

D. **Clerks' Report:** Ms. Felton reported there were 25 total shut-off notices mailed in May, 13 were Conducted, and all were restored and turned back on before the Memorial Day holiday. She reported a few adjustments were made due to late fees. There were 14 customers who moved out and 12 who moved into the District. 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; 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 attempted to contact Ms. Donze this day about the 2019-2020 audit report without success. Discussion was held.

Recommendations/Actions: Ms. Boyer will continue to contact Ms. Donze about the 2019-2020 Audit Report. Other CPA firms will also be contacted about conducting the District's audit for 2020-2021.

B. **Customer Maintenance Proposal (CUSI-CBSW):** Ms. Felton reported she contacted CUSI about the billing problems and obtained information and quote for an upgrade UMS Utility Billing Software Solution, Miscellaneous Services, and IT Services for \$15,270.00. She said the current CBSW software from CUSI is outdated. It was also noted CUSI systems are more specific to water districts. Discussion was held.

Recommendations/Actions: CUSI will be contacted to see if the District may continue using CBSW for another 3 months or until further research into another sewer district-specific billing software system is researched, if possible. Ms. Brooks will contact other sewer districts about their billing software.

C. **2021-2022 Proposed Fiscal Year Budget:** No new information.

Recommendations/Actions: Tabled to next meeting.

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

Recommendations/Actions: No further follow-up; refer to the Bylaws.

E. **New Home/Building Policy/Procedure:** Mr. Tousignant reported he and Mr. Strickland will follow up on the procedures for homeowners and/or plumbers to apply for sewer service on new homes or buildings to also include an application for service.

Recommendations/Actions: Follow up at next meeting.

- F. HB 804:** Mr. Tousignant reported the bill which proposed reimbursement for board members of reorganized county sewer districts did not pass the recent Missouri legislative session. Discussion was held.

Recommendations/Actions: None.

- G. District T-Shirts:** The District T-shirts were distributed to Mr. Tousignant, Ms. Boyer, Ms. Brooks, Ms. Felton, and Ms. Holderbaugh. Ms. Boyer reported the initial quote of \$198 from Terry's Embroidery did not include the embroidery costs of \$8-10 per shirt and the total cost was \$401.00. The caps for Mr. Tousignant and Ms. Felton have not been completed. Discussion was held.

Recommendations/Actions: Ms. Boyer will contact Terry's Embroidery to remove the tax from the bill and will contact a different vendor to provide the two (2) caps.

V. New Business

- A. District Credit Card:** Ms. Boyer requested a District credit card be obtained from the bank (Montgomery Bank) for use by the Dana Felton, accounting clerk for auto pay and other related district expenses. She stated that such expenses historically have been put on her District debit card. Discussion was held.
Recommendations/Actions: Ms. Boyer will contact Montgomery Bank for a corporate credit card for the District, check monetary and use restrictions. It was recommended to have a \$1000 limit per transaction and have the accounting clerk keep a log of all credit card transactions to submit to the treasurer monthly for approval.
- B. Board Member Re-Appointment:** Ms. Boyer reported she contacted the County Commissioner's office and was informed she would receive a letter by the end of the month.
Recommendations/Actions: Follow up at the next meeting.
- C. New Customer Rate Adjustment:** Mr. Tousignant recommended a new residential customer rate increase from \$45 to \$50 per month which was not included in the recent rate adjustments. Discussion was held.
Recommendations/Actions: It was moved, seconded and approved unanimously to increase the new residential customer rate increase from \$45 to \$50 per month effective July 1, 2021.
- E. New Office Printer:** Ms. Felton and Ms. Holderbaugh reported the current office printer is using toner cartridges much faster than usual and is having problems, confirmed by Ms. Boyer. They reported various models have been reviewed, estimated cost about \$600. Discussion was held.
Recommendations/Actions: Ms. Boyer was authorized to purchase an HP color laser jet all-in-one printer/scanner for the office.
- F. CUSI/CBSW Back Up:** Ms. Felton reported the current billing software does not provide backups. She stated Velocity can provide off-site backups daily or weekly or two (2) external hard drives can be obtained for manual backups. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to contact Velocity to do off-site back-ups for up to \$500.

VI. **Closed Session for Personnel Business - 610.021 (3):** It was moved, seconded, and passed unanimously to go into closed session for Personnel Business from 8:45pm to 8:50pm.

VII. **Announcements**

The next regular monthly meeting will be changed to **Tuesday, July 20, 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.

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

Respectfully submitted,

Betty Brooks, Board Secretary