

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – July 20, 2021

I. Call to Order

Joe Tousignant, President, called the meeting to order on July 20, 2021 at 6:35 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Betty Brooks, Joe Garvey, Tommy Halford, and Greg Steiner. Present also were Dana Felton, accounting clerk; Juanita Holderbaugh, office clerk; Brian Strickland, from Strickland Engineering, and guest Jenny Macke, accountant. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions – Jenny Macke, accountant, was invited to present her credentials, experience, and information for a possible hired treasurer position with the Cape Girardeau County Reorganized Common Sewer District. Discussion was held.

III. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Project:

- a. Mr. Strickland reported progress by Carstensens Constructing continues along Highway 61 North and FF and putting in the tank per contract at the plant. Penzel Construction is also progressing with the treatment plant site and work inside the office building. He stated both companies are about 45% completed in their projects. He said details regarding possible changes to the plant access will need to be discussed and inquired about internet/phone providers for the office building. He said the facility fence will need to be relocated from the original plans due to the purchase of additional acreage and a change order will be provided. He reported the contractors have had some challenges, but no major delays with obtaining supplies for the construction project. Mr. Tousignant reported he has requested a title search on the last four (4) remaining temporary easements and will follow up with attorney Scott Robbins. Discussion was held.
- b. Mr. Tousignant reported some homeowners at Pleasant Lake Estates have reported problems with soil erosion and gravel wash-out on their property with the recent heavy rains after construction work was done. Ms. Brooks also requested more work on the broken asphalt at the end of Lynn Drive in Spring Lake Estates due to the damage by the heavy equipment. Other issues have been reported to Carstensens' customer line. Discussion was held.
- c. Mr. Strickland presented the Payment Estimate of Funds #9 for 07/01/2021 for \$1,163,749.72 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation. Discussion was held.

Recommendations/Actions:

- a. Ms. Felton reported Spectrum is our current Internet provider and their services are available at the plant site and will request services. Velocity will be contacted regarding the phone services.
- b. Homeowner property issues will be followed up with Carstensens Constructing, but final repairs will be done upon completion of the project by November 2022.
- c. It was moved, seconded, and approved unanimously to approve the request for Payment Estimate of Funds #8 for 07/01/2021 for \$1,163,749.72 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation.
- d. **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 control panel, so a new one has been ordered to continue to address the ammonia levels.
- 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; drainage from manhole reported and will be addressed as soon as possible.
- 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.

Recommendations/Actions: Mr. Strickland will follow up with Danny Monroe regarding the work at Bella Vista Estates.

B. Secretary's Report: The minutes from the previous regular Board meeting and the closed Board meeting minutes of June 15, 2021 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of June 15, 2021 as corrected.

C. Financial Report: Ms. Felton, accounting clerk, presented the Profit and Loss reports for July 2020 through June 2021 and June 2021. The net income for July 2020 through June 2021 was \$38,754.75. The operations account income for June 2021 was \$53,215.58 and expenses were \$51,123.93. Auto-pay and payroll documents were reviewed and signed. She reported she and Ms. Holderbaugh met with Patty Harrell at Montgomery Bank who will create a second DDM account for the construction account, which will allow for more accurate daily balance figures. Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the financial report for July 2020-June 2021 and June 2021.
- b. Ms. Brooks will contact Ms. Harrell at Montgomery regarding paperwork for the second DDM account as needed.

D. Clerks' Report: Ms. Felton reported there are currently 976 customers. There were 21 total shut-off notices mailed in June with five (5) shut-offs completed. There were 14 new customers and eight (8) who moved into the District. Ms. Holderbaugh reported she started with 25 collections and is down to 19, but continues to work on securing past due bills. Ms. Felton and Ms. Holderbaugh requested changing the office hours to starting and closing earlier as there are usually no customers after 4 pm. Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve changing the office hours from 9am to 5pm to 7:30am to 4pm daily and after 4 pm by appointment, effective immediately. Ms. Felton and Ms. Holderbaugh will update the District's website and signage on 07/21/2021.
- b. 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. Felton stated the report has not been received. Discussion was held.

Recommendations/Actions: Ms. Brooks will contact Ms. Donze and her office about the 2019-2020 Audit Report. Mr. Tousignant recommended a deadline for submission be given for the report or payment of services may be withheld.

B. Customer Maintenance Proposal (CUSI-CBSW): Ms. Brooks reported that Boone County Sewer District partners with Boone Electric for their billing who uses iVUE through NISC. Ms. Felton reported other sewer districts reported using Muni Billing and Starnik Billing who bill \$600 per month and through the iCloud. Ms. Holderbaugh stated they will be visiting Metropolitan Sewer District to review their billing systems. Ms. Felton stated CUSI wants to keep our business and is willing to negotiate our contract. Discussion was held.

Recommendations/Actions: Ms. Felton will contact Neil at CUSI for a 3-month extension on the current contract. Follow up next meeting.

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

Recommendations/Actions: Tabled to next meeting.

- D. Board Member Appointment:** Mr. Tousignant reported the Cape County Commissioners appointment Tommy Halford from Lakeview Acres to assume the expired term of Renee Boyer on July 1, 2021 until June 30, 2026.
Recommendations/Actions: None.
- E. District Credit Card:** Ms. Felton reported the application for the District’s credit needs to be completed. Discussion was held.
Recommendations/Actions: Ms. Brooks will contact Ms. Harrell at Montgomery Bank regarding the credit card application and complete the process with Ms. Felton, accounting clerk, as the primary card holder.
- F. T-Shirts/Caps:** Issues were reported with tears in the new District T-shirts and the caps for Mr. Tousignant and Ms. Felton need to be ordered. Discussion was held.
Recommendations/Actions: Ms. Felton and Ms. Holderbaugh will research other vendors for T-shirts and caps with follow up at the next meeting.
- G. New Home/Building Policy/Procedure:** Mr. Strickland requested information for contractors to apply for sewer service on homes or buildings to an existing system. Discussion was held.
Recommendations/Actions: Ms. Felton will send the Commercial Sewer Service Application to Mr. Strickland to provide to spec home builders.

V. New Business

- A. Election of Officers:** Election of officers of held among the board members of Betty Brooks, Tommy Halford, Joe Garvey, Greg Steiner, and Joe Tousignant. According to the Bylaws, the Treasurer may be a member of the Board, or the Board may appoint another qualified individual. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to re-elect Joe Tousignant as President, Greg Steiner as Vice President, Betty Brooks as secretary, Joe Garvey as board member at large, and elect Tommy Halford as board member at large.
- B. Treasurer Position:** Per discussion with Jenny Macke, accountant, and review of the By Laws, it was determined a hired treasurer position was beneficial for the District. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to hire Jenny Macke, accountant, as treasurer for the District in a salaried W-2 employee for \$650 per month for agreed-to services, effective immediately. The clerks will continue to perform their regular duties except that Ms. Macke will perform QuickBooks entries and payroll taxes, etc. Ms. Brooks will contact Montgomery Bank to facilitate the necessary paperwork for Ms. Macke’s role as treasurer. Ms. Felton, clerk, will contact the insurance company to transfer Ms. Macke’s name to the District’s bond policy.
- C. Rules and Regulations Updates: Collections, Refunds to Customers with No Forwarding Information, December Shut-Off Policy, Customer Deposit Refund Policy:** No new information.
Recommendations/Actions: Follow up at the next meeting.

D. **2020-2021 Audit:** Potential auditors for the District's 2020-2021 audit were discussed.

Recommendations/Actions: Ms. Macke will contact local auditors who are available for audits and report at the next meeting.

E. **Office Professionals Seminar – Fall 2021:** Ms. Holderbaugh and Ms. Felton reported this seminar is the last week of October 2021 at Lake of the Ozarks and additional information is pending. Discussion was held.

Recommendations/Actions: Follow up when the seminar's additional information is available.

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, August 17, 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 9:35pm.

Respectfully submitted,

Betty Brooks, Board Secretary