

Prior to the meeting, Howard Baker from the Missouri Rural Water Association and Steve Goehl from D.A. Davidson, Company presented a check for \$141,286.87 to the Cape Girardeau County Reorganized Sewer District. The check was from the Missouri Public Utilities Commission and was a rebate of a portion of the interest the District paid during construction of the Wastewater Collection and Treatment Plant.

I. Call to Order

Joe Tousignant, president, called the meeting to order on August 9, 2022 at 6:30 pm at the District office. Board members present were William “Brian” Atchison, Betty Brooks, Tommy Halford, and Shannon Hardy. Present also were Dana Felton, accounting clerk, Juanita Cothorn, office clerk, Jenny Macke, accountant/treasurer, and Brian Strickland, engineer. Mr. Tousignant declared a quorum was present.

II. Public Comments re: Agenda Items: None.

III. Reports

A. Engineering Update: Mr. Strickland reported the following:

1. Fruitland Wastewater Collection and Treatment Plant

- a. Penzel has completed their contract, addressed the punchlist items, and will be submitting for final payment in September 2022.
- b. Carstensen’s Constructing continues to complete housing sewer connections and grading, fencing, and related projects. Mr. Tousignant reported the best time for grass seeding is August 16-November 16.
- c. Facilities at Essex Place and Red Barn have been connected to the plant. Arbor Trails, Pleasant Lake Estates, Homestead Place, and Midwest Energy are expected to be connected to the plant soon.
- d. Ms. Brooks reported additional layer of asphalt has been added to the entrance area at Spring Lake Estates. She also reported several additional issues regarding reseeding, regarding, and removal of the erosion rolls.

Discussion was held.

Recommendations/Actions: Mr. Strickland will address Spring Lake Estates’ other repair issues with Carstensen’s.

2. **Permit Renewals:** Renewals for Cedar Meadows, Oak Creek, Saddlebrooke, Twin Oaks, and Seabaugh Acres have been submitted. Bella Vista and Fruitland American Meat renewals will be due in 2023.

Recommendations/Actions: Follow up at the next meeting.

3. **Facility Updates:** Mr. Strickland reported: (updates are underlined)

- a. Arbor Trails: Wastewater treatment facility (WWTF) good; to be connected to plant soon.
- b. Bella Vista Estates: WWTF good
- c. Cedar Meadows: WWTF good
- d. Essex Place: connected to the treatment plant.
- e. Forest Meadows: WWTF good
- f. Homestead Place: WWTF good; to be connected to plant soon.
- g. Major Custom Cable: connected to the treatment plant.
- h. Midwest Energy/ LLC: WWTF good; to be connected to plant soon.
- i. Mulberry Acres: connected to the treatment plant
- j. Pleasant Lake Estates: WWTF good; to be connected to plant soon.

- k. Oak Creek Estates: WWTF good.
 - l. Red Barn/Las Brisas Restaurant: connected to the treatment plant.
 - m. Saddlebrooke Ridge: WWTF good.
 - n. Saxony High School: connected to the treatment plant.
 - o. Seabaugh Acres: WWTF good
 - p. Spring Lake Estates: connected to the treatment plant
 - q. Sun Valley Estates: pumping to Tamarac facility
 - r. Tamarac Estates: WWTF good
 - s. Twin Oaks: WWTF good.
 - t. Westbridge Place: connected to the treatment plant.
3. **Project Reports:** Mr. Strickland reported the following:
- a. Cedar Meadows, Oak Creek, Seabaugh Acres monitoring systems have been ordered.
 - b. Bella Vista Facility Plan – submitted to DNR for ARPA funding.
 - c. Starlight WWTF – submitted to DNR for ARPA funding.
 - d. Sewer extension underway in Highland Hills for new apartment buildings/duplexes.
 - e. Several grinder pumps to be installed in Saddlebrooke.
4. **Facility Transfers:** none pending.
5. **Upcoming Items**
- a. Kinder Farms – agreement needed with developer for relocating Arbor Trails WWTF to serve Phase I of development.
 - b. Need to solicit bids for biosolids removal from the digesters this fall.
 - c. Need to update One Call with new sewer construction.
 - d. Discuss contracting of locates?
 - e. Several inquiries received about extensions and connections for new development in Fruitland.
 - f. Lagoon Closures

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

B. **Secretary's Report:** The minutes from the previous regular Board meeting of July 12, 2022 were Reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes of July 12, 2022.

C. **Treasurer's Report:** Ms. Macke -

- 1. Presented the Payroll Report and Checks Report through 07/22/2022 and 08/31/2022, respectively, and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July 2022.
 - 2. Reported the 2021-2022 audit will begin soon.
 - 3. Options for deposit of the MUPC check of \$141,286.87 were presented.
- Discussion was held.

Recommendations/Actions:

- 1. It was moved, seconded, and approved unanimously to approve the Checks Report and Payroll Report through 8/31/2022 and 07/22/2022, respectively. See attached reports.

2. It was moved, seconded, and approved unanimously to deposit the MUPC check of \$141,286.87 into a suitable money market and use it for capital improvement projects. Ms. Macke will check with local banks for the best money market options.
3. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

D. Clerks' Report:

1. Mrs. Felton reported there were 95 eligible shut-offs in July 2022 which reduced to 22 on the shut-off date. Seventeen (17) in PWSD #1 and five (5) in PWSD #2 remained on the shut-off date and eight (8) were shut off. Sixteen (16) in PWSD #1 and all five in PWSD #2 were turned back on. New customers included 59, seven (7) customers moved out, and one (1) customer refund was issued. There are currently 1229 customers in the District.
2. Adjustments were discussed which are done per the clerks' discretion.
3. The updated tax-exempt letter has been received.

Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to give up to a \$5.00 credit to customers who sign up for ACH billing and E-Billing.
2. It was moved, seconded, and approved unanimously to accept the clerks' report.

E. Mowing Report: Joe Garvey's report of the 18 facilities' mowing report of 08/01/2022 was reviewed. The report documented some have been mowed and others needed to be mowed. The sites at Arbor Trails and Whispering Heights need to be restored. The weeds in the rip-rap at the site at Spring Lake Estates needs to be sprayed. Discussion was held.

Recommendations/Actions: Ms. Brooks reported the weeds have been sprayed at the Spring Lake Estates' lagoon rip-rap areas.

IV. Old Business

A. Property Site Weed Control: Action pending.

Recommendations/Actions: Will be discussed with potential vendors.

B. Golf Cart for Property Use: Mr. Halford reported there are limited carts available at a reasonable cost. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to have Mr. Halford and Mr. Tousignant purchase of a golf cart at or below \$3000.00 for use on the District property.

C. Office Cleaning Services: Action pending.

Recommendations/Actions: Ms. Felton and Ms. Cothorn will prepare list of cleaning duties/Scope of Work be prepared by the clerks and submitted to him. Bids will then be obtained for the services.

D. Grease Traps: It was reported that letters have been sent to customer business facilities that need required grease traps. Las Brisas Restaurant has contacted Danny Monroe about the issue.

Recommendations/Actions: Mr. Strickland will propose a maintenance schedule for the customer business facilities re: grease traps and follow up with those businesses.

V. New Business

- A. **Construction Pay Request:** Mr. Strickland presented the Payment Request Estimate of Funds #22 for 08/01/2022 for a total of \$458,809.43 with invoices from Carstensen's Constructing, Citizens Electric, and Strickland Engineering.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #22 Request for 08/01/2022 for a total of \$458,809.43 with invoices from Carstensen's Constructing, Citizens Electric, and Strickland Engineering.
- B. **New Office Printer:** Mr. Tousignant and the clerks reported the current home office printer is needing replaced due to the volume of current business. A commercial all-in-one copier, printer, fax, and scanner was requested. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved to purchase a commercial all-in-one copier, printer, fax, and scanner through contract with GFI Managed Print Services for \$5125.00 with the maintenance agreement. The clerks will check prices on stationery and window envelopes.

VI. Public Comments for Items Not on Agenda: None.

VII. Closed Session for Legal Matters, Real Estates Issues, Personnel Business: None.

VIII. Announcements

The next regular District Board meeting will be held **Tuesday, September 13, 2022** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

IX. Adjournment: Being no further business, the regular meeting adjourned at 8pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 07/22/2022
Checks Report through 08/31/2022