

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – November 10, 2020

I. Call to Order - Joe Tousignant, President, called the meeting to order on November 10, 2020 at 6:30pm at Wesley United Methodist Church, Jackson, MO. Board members present were Greg Steiner, Joe Garvey, Betty Brooks, and Renee Boyer. Present also was Dana Felton, accounting clerk, Brian Strickland from Strickland Engineering, and J.R. Terrazas from Carstensen Constructing. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions – Mr. Terrazas from Carstensen Construction reported he was in the area to locate staging areas, housing options, and other logistical arrangements for when their company would be back in about January 2021 to work on installation of the Project's main sewer lines. Discussion was held.

III. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Project:

- a. Mr. Strickland confirmed Carstensen Constructing was in town in their planning phase and he was having weekly conference calls with their plant manager team. He reported Penzel Construction had completed the focused controlled rock blasts on 11/06/2020 and is working on excavation and site management for the plant. Discussion was held.
- b. Mr. Strickland stated he talked with Whitney Watts at Rural Development and will be submitting the monthly Fund Requests with the Carstensen's and Penzel's pay requests from now on. Ms. Brooks reported she talked with Ms. Watts and confirmed the wiring instructions for Regions Bank in Nashville, TN for the Project related fund requests to be sent to the District's account at Montgomery Bank. Discussion was held.
- c. Mr. Strickland requested a work change directive for Penzel Construction to purchase and install a 7'x5'x56' precast concrete block for \$49,736.00 in the access road to the treatment plant site due to the creek, low elevation, and insufficient culvert in that area. Discussion was held.
- d. Mr. Strickland presented color options for the exterior walls, roof, and shutters of the plant building. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the work change directive for Penzel Construction to purchase and install a 7'x5'x56' precast concrete block for \$49,736.00 in the access road to the treatment plant site. Project expenses/fund requests will be brought to the District Board meetings for Mr. Strickland for him to send to Ms. Watts at Rural Development for her to submit to Regions Bank with wire transfer to Montgomery Bank/District account and subsequent payment of the expenses as approved. Ms. Boyer, Ms. Felton, and Ms. Brooks will review the color options of the exterior plant building and contact Mr. Strickland with their recommendations.

2. Permit Renewals: No new actions.

Recommendations/Actions: Follow up as needed.

3. Facility Updates: Mr. Strickland reported the following as underlined:

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: Riprap has been added to lagoon banks; will need grass seed for the banks; will need engineering report for onsite upgrade in the next 4-5 years.
- c. Cedar Meadows: Ammonia levels continue up/down; continue to review options for treatment.
- 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.
- i. Mulberry Acres: WWTF good
- j. Pleasant Lake Estates: WWTF good
- k. Oak Creek Estates: WWTF good; issues with high flows.
- l. Red Barn Restaurant: pumping to Major Custom Cable; no flow to lagoon.
- m. Saddlebrooke Ridge: UV system being installed; 2 grinder pumps installed for new construction plus 2 more pending.
- 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; no start-up needed at present.
- 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.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. Project Reports:

- a. **North View Estates subdivision** next to Tamarac Estates: No new information.
- b. **Bella Vista Estates:** Mr. Steiner reported easement documents have been prepared for the two (2) residents whose property lines have sewer lines crossing the creek. He will talk to them about having the documents signed and notarized. Discussion was held.
- c. **Commercial Property Hwy 177:** No new information.

Recommendations/Actions: Follow up at the next meeting.

Closed Session for Personnel Business - 610.021 (3) It was moved, seconded, and passed unanimously to go into Closed Session for Personnel Business - 610.021 (3) from 7pm to 8:00pm.

III. Reports (continued)

B. Secretary Report: The minutes from the previous regular Board meeting held October 13, 2020 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of October 13, 2020.

C. Treasurer's and Budget Report: Ms. Boyer, treasurer, presented the treasurer's report for September 2020. The September 2020 income was \$42,338.06 with expenses of \$63,039.14. The income and expense and budget statements for September 2020 and fiscal year to date were distributed to Board members prior to the meeting and reviewed. The operations, construction, and refundable deposits accounts were also reviewed. Ms. Boyer reported the Service Income Actual was under budget which was likely due to correction of CBSW entries or more customers moving out than moving in. Other budget areas were also reviewed. Ms. Boyer also reported our account will participate in Montgomery Bank's Demand Deposit Marketplace Program for FDIC protection. Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the treasurer's report for September 2020 as presented. The financial report for September 2020 will be signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.

D. **Accounting Clerk Report:** Ms. Felton reported there were 13 shut-off notices mailed for PWSD #1 and five (5) shut-off notices for PWSD #2 in October. Three services overall were shut off and the remainder services were left on for late payments. She asked about delinquent accounts and those with no forwarding address and/or social security number(s). Discussion was held.

Recommendations/Actions: Ms. Boyer will contact collection agencies for bids and proposals. Mr. Tousignant will check on the legality of requesting social security numbers. It was moved, seconded, and approved unanimously to approve the accounting clerk's report.

E. **Office Clerk Report:** None.

Recommendations/Actions: Follow up at the next meeting

F. **Mowing Report:** No new actions; mowing on hold for the season.

Recommendations/Actions: Follow up in Spring 2021.

III. Old Business

A. **Employee Handbook Review:** Ms. Boyer briefly reviewed the new District's draft Employee Handbook of 10/2020 that was sent to the Board of Directors prior to the meeting. Additional suggestions were given. Discussion was held.

Recommendations/Actions: Ms. Boyer will review the suggestions offered for review at the December 2020 meeting.

B. **Bond Insurance:** Ms. Brooks reported she contacted Barb Henderson at Naught-Naught Insurance who confirmed with MOPERM that Ms. Felton will need to apply for public official bond insurance. She said an application has been obtained and will be completed by her and the new office clerk when hired.

Recommendations/Actions: Follow up as needed.

IV. New Business

A. **Board Meeting Location:** Ms. Brooks asked if the Board meetings should continue at Wesley United Methodist Church or return to the Cape County Commissioner's Chambers in Jackson. Discussion was held.

VI. Announcements

The next regular monthly meeting will be held on **Tuesday, December 8, 2020** at 6:30pm at Wesley United Methodist Church, Jackson, MO.

VI. **Adjournment:** Being no further business, the regular meeting adjourned at 9:55pm.

Respectfully submitted,

Betty Brooks, Board Secretary