

1. Call to Order

Joe Tousignant, president, called the Board Meeting to order on December 13, 2022 at 6:30 pm at the District's office. Board members present were Betty Brooks, Tommy Halford, and Shannon Hardy. Absent was Brian Atchison, 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.

2. Public Comments re: Agenda Items: None.

3. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Plant:** Mr. Strickland reported the contract with Penzel Construction is complete and the final check will be delivered after the warranty period on 12/22/2022. The connection of gravity sewer connections by Carstensen's are completed except for about 10 connections on Route W. They are also working on pressure sewers along Highway 61. Discussion was held.

Recommendations/Actions: Follow up at next meeting.

2. **DNR Permit Renewals:** Mr. Strickland reported renewals for the facilities at Cedar Meadows, Oak Creek, Saddlebrooke, Twin Oaks, and Seabaugh Acres were submitted and will be posted for public notice. Renewals were also submitted for all District facilities connected to the Fruitland Waste Water Treatment Facility (Fruitland WWTF) except Red Barn, since those permits are expiring, but schedule for their closures is pending.

Recommendations/Actions: Follow up at the next meeting.

3. **Facility Updates:** Mr. Strickland reported the following facilities are connected to the Fruitland Waste Water Treatment Facility: Arbor Trails, Essex Place, Forest Meadows, Homestead Place, Major Custom Cable, Pleasant Lake Estates, Saxony High School, Spring Lake Estates, Sun Valley, Westbridge Place, Mulberry Acres, and Midwest Energy. The Red Barn facility is also connected to the plant, the lagoon is filled in, and awaiting DNR permit closure. The remaining seven (7) satellite facilities are as follows:

a. Cedar Meadows: WWTF good

b. Bella Vista Estates: WWTF (wastewater treatment facility) good

c. Oak Creek Estates: WWTF good; fencing, blowers, UV upgrades being discussed.

d. Saddlebrooke Ridge: WWTF good; need to replace 4 pumps; will move pumps from Homestead and Jackson Machine.

e. Seabaugh Acres: WWTF good

f. Tamarac Estates: WWTF good; reduced flow because Sun Valley and part of Tamarac direct to Fruitland WWTF; connecting to Fruitland WWTF in February 2023.

g. Twin Oaks: WWTF good.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. **Project Reports:** Mr. Strickland reported:

a. Cedar Meadows, Oak Creek, Seabaugh Acres monitoring systems received; installations pending.

b. Oak Creek fencing, blows, and UV planned.

c. Bella Vista Facility Plan – ARPA funding not selected.

d. Starlight WWTF – ARPA funding not selected.

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- e. Sewer extension completed in Highland Hills for new apartment buildings/duplexes.
 - f. Eight (8) grinder pumps to be installed; 6 in Saddlebrooke and 6 in Fruitland.
- Discussion was held.

Recommendations/Actions: Follow up next meeting.

5. **Facility Transfers:** Mr. Strickland reported Highlands Ranch is pending closing. Discussion was held.

Recommendations/Actions: Follow up by Mr. Tousignant and Mr. Strickland.

6. **Upcoming Items:** Mr. Strickland reported:

- a. Kinder Farms – Arbor Trails pumped out; steel is in good condition for age; making plans for moving it to Kinder Farms, schedule pending.
- b. Not enough biosolids in the digesters to warrant removal at the Fruitland WWTF; will re-evaluate again in summer 2023.
- c. Completed update of new sewer construction to One Call.
- d. Lagoon closures project to be bid in 2023.

Discussion was held.

Recommendations/Actions: Follow up next meeting.

- B. **President’s Report:** Mr. Tousignant reported on the multiple emails, projects, and customer contacts he has addressed since the last meeting. He discussed updating the district’s aerial photography in conjunction with Cape Girardeau County.

- C. **Secretary’s Report:** The minutes from the previous regular Board meeting and the closed Board meeting minutes of November 8, 2022 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes and closed Board meeting minutes of November 13, 2022 as corrected.

- D. **Treasurer’s Report:** Ms. Macke -

- 1. Presented the bills and checks report through 12/19/2022, and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for 11/30/2022.
- 2. Presented the Payroll Report through 11/25/2022.
- 3. Resolution to Approve 2021-2022 Audit: The 2021-2022 Audit by Stanley, Dirnberger, Hopper, and Associates was reviewed.

Discussion was held.

Recommendations/Actions:

- 1. It was moved, seconded, and approved unanimously to approve the Payroll Report and Bills/Checks Report through 11/25/2022 and 12/19/2022, respectively. See attached reports.
- 2. It was moved, seconded, and approved unanimously to approve the Resolution to Approve the 2021-2022.
- 3. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

- E. **Clerks’ Report:**

- 1. Mrs. Felton reported there were 13 shut-offs in November with 13 in PWSD #1 with 2 remaining off for non-payment. There were 2 shut-offs in PWSD #2 with 1 remaining off and 1 moved out of the district. Penalties were applied 11/17/2-22 with 149 charged late fees for a total of \$1,120.45 and total postage \$84.93.

2. Total current customers are 1530 with 411 customer additions and 8 customers moved out of the district.
3. Adjustments of \$6,755.34 were reviewed.
4. There will be no shut-offs in December due to the holidays.

Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the adjustments report.
- b. It was moved, seconded, and approved unanimously to accept the clerks' report.

4. Old Business

- A. **Bid Requests for Digesters and Lagoons:** Mr. Strickland reported the bid for digesters is not necessary at this time and will be re-evaluated in the summer of 2023. Bids for lagoon closures will be done in 2023.

Recommendations/Actions: Follow up in 2023.

- B. **Liability Insurance Renewal:** Ms. Brooks reported MOPERM/Linda Ownby has been contacted for an updated liability insurance quote with the recent additions and changes. Discussion was held.

Recommendations/Actions: Ms. Brooks will contact MOPERM/Linda Ownby, agent, for the updated liability insurance quote for 2023.

5. New Business

- A. **Construction Pay Request:** Mr. Strickland presented Payment Request Estimate of Funds #26 for 12/01/2022 for a total of \$1,033,774.44 with invoices from Carstensen Constructing and Strickland Engineering. Ms. Macke reported the Pay Requests for August and September 2022 were completed and paid. Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Payment Request Estimate of Funds #26 for 12/01/2022 for a total of \$1,033,774.44 with invoices from Carstensen Constructing and Strickland Engineering.

- B. **Stanley Automatic Door Warranty:** Mr. Tousignant presented a warranty quote from Stanley Automatic Doors for the office entrance. Discussion was held.

Recommendations/Actions: It was unanimously agreed to not pay for a warranty from Stanley Automatic Doors for the office entrance.

- C. **New Customer Deposit Policy:** Mr. Tousignant and Mr. Halford presented possible changes to the new customer deposit policy. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to waive the \$100 deposit for new homeowner customers with proof of ownership, effective immediately, with review in November 2023 for additional deposit refunds, if any.

- D. **Plant Generator Preventative Maintenance Agreement:** Mr. Tousignant presented a quote of \$2060.00 from EVAPAR for annual and semi-annual preventative maintenance on the plant's industrial generator. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to pay for the EVAPAR Preventative Maintenance Agreement.

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6. **Public Comments for Items Not on Agenda:** None.
7. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved to enter Closed Session for Real Estate Issues.
8. **Next regular District Board meeting:** It will be held **Tuesday, January 10, 2023** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.
9. **Adjournment:** Being no further business, the regular meeting adjourned at 8:15pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 11/25/2022
Bills/Checks Report through 12/19/2022