

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – January 12, 2021

I. Call to Order

Joe Tousignant, President, called the meeting to order on January 12, 2021 at 6:30 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Betty Brooks and Joe Garvey. Absent were Renee Boyer and Greg Steiner. Present also were guests Cary and Judy Rohr, Rob Lewis, Rob Francis, Judy Diebold, Kirk Lorenz, John Allen, Bill Dorris, and Jeff Kennett. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions – Delayed until after the business meeting.

III. Reports

A. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported Carstensen's Constructing put in 4000 feet of main sewer line, is currently on their holiday break, and will resume work soon. He stated Penzel Construction has poured over 1200 yards for the 3-foot-thick concrete base for the treatment plant. He reviewed the Project Area Map 01/11/2021 from Carstensen's in that they will progress with Area #1, then move to Area #2 and so on, as crews finish their assigned areas. Mr. Tousignant represented the Estimate of Funds #3 of 01/01/2021 for \$941,043.98 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Estimate of Funds #3 of 01/01/2021 for \$941,043.98 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation.

2. **Permit Renewals:** No new actions.

Recommendations/Actions: Follow up as needed.

3. **Facility Updates:** Mr. Tousignant 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; aerators to be installed to decrease 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 Restaurant: pumping to Major Custom Cable; no flow to lagoon; grease problems and related system clogs continued with the restaurant; notice given to them to install a grease trap within 90 days.
- m. Saddlebrooke Ridge: UV system being installed; 2 more grinder pumps have been installed.
- 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.
- Mr. Tousignant stated \$1200 was spent recently to remove grease clogs and reminded everyone to not pour grease down their drains. 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. Tousignant reported the locations have been completed to repair the sewer lines crossing the creek with the work to be done within two (2) weeks if possible.
 - c. **Commercial Property Hwy 177:** No new information.
- Recommendations/Actions:** Follow up at the next meeting.

B. Secretary Report: The minutes from the previous regular Board meeting December 8, 2020 were reviewed. Ms. Brooks also reported she is compiling a list of motions and major actions from the Board meetings since the organizational meeting in July 2009 through 2020 as requested and will send it to the Board members and clerks upon completion later this week. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of December 8, 2020.

C. Treasurer's and Budget Report: Tabled to the next meeting February 9, 2021.

D. Clerks' Report: Tabled to the next meeting February 9, 2021.

IV. Old Business

- A. Treasury Supervisor Duties Proposal:** Tabled to the next meeting February 9, 2021.
Recommendations/Actions: Follow up at next meeting.

B. Collections Policy: Ms. Brooks reported she researched the Board's previous activity with Credit Bureau Services when the Board's agreement was signed Credit Bureau Services on 05/19/2015. According to the meeting minutes, Beth Bollinger reported on 06/16/2015 that \$2873.00 in delinquent payments were sent to Credit Bureau Services. She also reported on 09/15/2015 that \$3521.20 in late payments were submitted to Credit Bureau Services. Beth reported on 01/16/2016 that Credit Bureau Services reported they had collected six (6) of 28 requests of late payments that had been submitted to them to date. It was reported in the minutes of 10/17/2017 that Credit Bureau said new requirements requested full name, address, full social security number or full date of birth for them to turn someone over for collections for nonpayment. Marcia Warren reported on 11/21/2017 that customers were being asked for the personally identifiable information as required and about 75% of customers were giving the information. No further documentation was given since that time. Discussion was held.

Recommendations/Actions: Ms. Brooks reported Renee Boyer, treasurer, has the above information and will be speaking soon with Michelle Clements at Credit Bureau Services regarding their collection services with the Board.

V. New Business

- A. **District Holiday Schedule:** Mr. Tousignant reported that questions have been raised about the District office schedule on post office/government holidays which interrupt billing activities. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to recognize paid holidays for the District in the future, effectively immediately, will be those days that are both a Federal/Post Office holiday and a banking holiday. This will include New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day; for holidays falling on Saturday, most of the bank branches will be open the preceding Friday. This information will be posted on the District's website.

- B. **Clerk Hours:** Mr. Tousignant reported Ms. Boyer requested part-time clerk Juanita Holderbaugh's hours be increased from 20 hours to 25 hours per week due to her increased work load and excellent job performance. Ms. Boyer also requested Ms. Holderbaugh's ETO benefits be implemented immediately instead of waiting 60 days. Ms. Holderbaugh was hired on 11/10/2020. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to increase Juanita Holderbaugh's hours from 20 hours to 25 hours per week and implement her ETO benefits immediately.

- C. **Donation to Church:** Mr. Tousignant suggested a donation be made to Wesley United Methodist Church for allowing the District Board to hold their meetings at the church while the County Commissioner's Chambers has been unavailable. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to donate \$200 to Wesley United Methodist Church for allowing the District Board to hold their meetings at the church while the County Commissioner's Chambers has been unavailable.

VI. Announcements

The next regular monthly meeting will be held on **Tuesday, February 9, 2021** at 6:30pm at the Wesley United Methodist Church, Jackson, MO in Jackson, MO.

VII. Adjournment: Being no further business, the regular meeting adjourned at 6:55 pm.

- VIII. Guest Comments/Questions:** Mr. Tousignant reviewed the plans and progress of the Fruitland Wastewater Collection and Treatment Plant. Guests presented comments and questions were discussed. Updates will be posted to the District's Facebook page and website. Homeowners and business owners are encouraged to contact Carstensen's directly if desired for more specific questions.

Respectfully submitted,

Betty Brooks, Board Secretary