

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – January 14, 2020

I. Call to Order

Joe Tousignant, President, called the meeting to order on January 14, 2020 at 6:35 pm at the Cape County Administration Building in Jackson, MO. Board members present were Greg Steiner, Betty Brooks, Renee Boyer, and Joe Garvey. Marcia Warren, accounting clerk, was absent due to illness. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions - None.

III. Reports

A. **Secretary Report:** The minutes from the previous regular Board meeting and Closed meeting held December 10, 2019 were approved unanimously as presented.

B. **Treasurer's Report:** Tabled until the next meeting.
Recommendations/Actions: Tabled until the next meeting.

C. **Clerk's Report:** Tabled until the next meeting.
Recommendations/Actions: Tabled until the next meeting.

D. Engineering Update:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported one easement waiting to be signed with the agreement, Brian Strickland is working on modifications for another easement, and he is working on modifications for another optional stub main. The goal is to obtain the Right-of-Way opinion soon so that the bidding process can begin. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.

2. **Permit Renewals:** Mr. Tousignant reported the following updates:
a. **Forest Meadows and Pleasant Lake Estates:** permits went out for 10-day reviews and will go out for public notice soon.
b. **Bella Vista:** permit went out for 10-day review and will be issued without a scheduled of compliance.
Recommendations/Actions: Follow up at the next meeting.

3. **Facility Updates:**

- a. **Arbor Trails:** Wastewater treatment facility (WWTF) good.
- b. **Bella Vista Estates:** Need to repair muskrat damage and add riprap to lagoon banks; will need ammonia upgrade in the future. good; to get proposal for rip-rap on the berms for erosion
- c. **Cedar Meadows:** Moving Bed Biological Reactor (MBBR) system completed; ammonia treatment has improved; is cleaning up the pea gravel.
- e. **Essex Place:** WWTF good; muskrats continue to degrade the berms.
- f. **Forest Meadows:** no discharge from lagoon.
- g. **Homestead Place:** WWTF good
- h. **Major Custom Cable:** WWTF good;
- i. **Midwest Energy/ LLC:** WWTF good.
- j. **Mulberry Acres:** WWTF good
- k. **Pleasant Lake Estates:** WWTF good

- l. Oak Creek Estates: 2 new pumps are ordered to replace the original pumps.
- m. Red Barn Restaurant: pumping to Major Custom Cable.
- n. Saddlebrooke Ridge: Needs to have UV system for disinfection installed; due by April 1, 2020
- o. Saxony High School: No discharge.
- p. Seabaugh Acres: WWTF good; temporary lines installed to divert the flow from collapsed sewer main; the new pump station will be installed as soon as the ground dries out more.
- q. Spring Lake Estates: WWTF good
- r. Sun Valley Estates: Pumping discharge to Tamarac Estates.
- s. Tamarac Estates: WWTF good
- t. Twin Oaks: Facility meeting limits; need to pump septic tank and install additional sludge tank.
- u. Westbridge Place: WWTF good; replaced blower and it is much quieter. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. **Project Reports:** No new information.

- a. Bella Vista: Mr. Steiner reported information is pending from Brian Strickland regarding the type of pumps needed to connect 2 houses on the north end, remove creek crossings and the source of the electricity for the pumps. Discussion was held. **Recommendations/Actions:** It was moved, seconded, and passed unanimously to approve the purchase and installation of up to two (2) pump stations to connect 2 houses on the north end at Bella Vista, when the weather permits.
- b. Saddlebrooke Ridge: UV system needs to installed in first quarter of 2020.
- c. Westbridge: New aerator installed; had to replace the electric service panel and add a control panel for the blowers.
- d. New Subdivision next to Tamarac is under construction; lift station equipment will be needed in six (6) months.

Recommendations/Actions: Follow up at the next meeting.

- E. **Mowing Report:** Ms. Brooks reported a response is pending from Naught-Naught Insurance/MOPERM re: liability insurance for residents who are mowing the facilities at Oak Creek, Pleasant Lake Estates, and Whispering Heights. Discussion was held. **Recommendations/Actions:** Ms. Brooks will continue to contact Mr. Naught at MOPERM with the question about the insurance coverage and report at the next meeting.

III. Old Business

- A. **Office Inclement Weather Procedure:** Ms. Brooks presented samples of two (2) inclement weather policies. Discussion was held. **Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the following Office Inclement Weather Policy: “The Board President will decide if the office is open or closed due to inclement weather and will notify the clerk(s). Office closings will be announced on the District’s Facebook Page. If the President closes the office, the staff will be paid. If the office is open and the employee(s) do not come to work, the employee may use ETO time or remain unpaid.”

- B. **Office Computer Upgrade:** Ms. Boyer reported that Charter was coming to the office tomorrow 01/11/2020 with the internet services and Velocity will be coming next week with the office computer services. Discussion was also held about the District's website management and services so we can manage it timelier.
Recommendations/Actions: Ms. Boyer will contact BOLD about purchasing the District's website from them. Follow up next month.
- C. **Emergency Call Response:** Mr. Tousignant reported he talked to Mr. Strickland and Bill Bonney about the Emergency Call Response procedure. Ms. Boyer reported that Ms. Warren, clerk, is developing an Incident Report Form for documentation and follow up purposes. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.

IV. New Business

- A. **Board Member Bond Insurance Renewal:** Ms. Brooks reported that a Treasurer's bond insurance policy renewal for past treasurer Drenna Shrive was received and canceled. Ms. Boyer, treasurer, had several questions regarding the policy renewal which were forwarded to Barb Henderson at Naught-Naught Insurance/MOPERM. The Missouri Statutes were reviewed. Discussion was held.
Recommendations/Actions: Ms. Boyer will submit the application for treasurer's bond insurance for \$100,000 to MOPERM, ask for the premium, and forward further questions to Ms. Henderson as needed. Ms. Brooks will review the Missouri Statutes and the District's Liability Policy regarding the other Board members' liability.
- B. **Assistant Clerk Job Posting:** Ms. Boyer reported they have received 12 resumes from candidates for the assistant part-time clerk in the District office. She suggested that she and Ms. Warren will start the initial interviews the week of 01/20/2020 and suggested that the final interviews of the top candidates at the February Board meeting. Discussion was held.
Recommendations/Actions: It was agreed unanimously to have Ms. Boyer and Ms. Warren conduct the initial interviews of the candidates for the assistant part-time clerk and have the top candidates come to the February Board meeting for the final interview.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, February 11, 2020** at 6:30pm at the County Commission Chambers room on the 3rd Floor of the County Office Building in Jackson, MO.

Note: The March Board meeting will be held in the District's office due to the Election being held on 03/10/2020 and the meeting room at the Cape County Administration Building will not be available.

- VI. **Adjournment:** Being no further business, the regular meeting adjourned at 7:45 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

