

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – February 11, 2020

I. Call to Order

Joe Tousignant, President, called the meeting to order on February 11, 2020 at 6:30 pm at the Cape County Administration Building in Jackson, MO. Board members present were Greg Steiner, Betty Brooks, and Renee Boyer. Marcia Warren, Accounting Clerk, was also present for the Board meeting. Absent was Joe Garvey. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions - None.

It was moved, seconded, and passed unanimously to go into Closed Session for Personnel Business from 6:30pm to 8:15pm.

III. Reports

- A. Secretary Report:** The minutes from the previous regular Board meeting and Closed meeting held January 14, 2020 were approved unanimously as presented.
- B. Treasurer's Report:** Ms. Boyer, treasurer, with Ms. Warren, clerk, gave the treasurer's reports for December 2019 and January 2020. The December 2019 income was \$43,895.99 with expenses of \$27,207.07. The January 2020 income was \$44,501.31 with expenses of \$34,063.15. The payments, adjustments, and fees were each month also reviewed. Discussion was held.
- Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the treasurer's reports for December 2019, January 2020, and additional reports as presented. The financial reports for November 2019 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.
- B. Clerk's Report:** Ms. Warren presented the following:
1. Letters from the Missouri Department of Natural Resources re: Essex Place, Pleasant Lakes, and Forest Meadows were reviewed. She reported letters were sent to the seven (7) facility mowers re: insurance status with five (5) mowers returning their signed letters.
 2. Letters were mailed to request bids for mowing at Seabaugh Acres for review at the March Board meeting; 3 responses have been received.
 3. A renewal for the Cash-Book Journal was received with question to renew.
 4. A meeting is scheduled with the auditors to discuss setting up checks and balances per general accepted accounting practice and to schedule the in-house audit. Discussion was held.
- Recommendations/Actions:** Mr. Tousignant will contact Mr. Strickland about the DNR letters re; the facilities. It was agreed not to renew the subscription to the Cash-Book Journal. It was moved, seconded, and passed unanimously to accept the clerk's report as presented.

D. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported there are three (3) easements remaining to be completed. He stated attorney Scott Robbins is working on the Right-of-Way opinion. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to direct Joe Tousignant, President, and Betty Brooks, secretary, to sign the Right of Way opinion when completed for the remaining easements for the Fruitland Wastewater Collection and Treatment Project.

2. **Permit Renewals:** Mr. Tousignant reported the following updates:
 - a. **Forest Meadows and Pleasant Lake Estates:** permits are on public notice.
 - 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:**

- 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. He also reported the depression between the two (2) lagoon cells is getting deeper. 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. The plan for the depression between the lagoon cells is to apply rip-rap to the areas when the ground is drier.
 - 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. **Red Barn:** Mr. Tousignant reported the facility is not discharging, but still has a permit. The second lagoon cell is filled with rain water.
Recommendation/Action: It was moved, seconded, and approved unanimously pump the excess water from the second lagoon cell at Red Barn to the Forest Meadows facility through the pump station.
- E. **Mowing Report:** Ms. Brooks presented the emailed response from Steve Naught from Naught-Naught Agency/MOPERM re: uninsured mowers. Discussion was held.
Recommendations/Actions: Mr. Tousignant stated that Joe Garvey will prepare waiver documents for the uninsured mowers to review and sign.

III. **Old Business**

- A. **Office Computer Upgrade:** Ms. Warren reported new office computer and VOIP system will be installed by Velocity on 02/13 and 02/14/2020. Charter Internet is already live and ready to switch over and ATT Internet will be cancelled once the set-up is complete.
Recommendations/Actions: Follow up as needed.
- B. **Web/Email Service:** Ms. Warren reported A preliminary meeting with Clairvoyant Media will be held to discuss the District's website and other needs.
Recommendations/Actions: Follow up at the next meeting.
- C. **Emergency Call Response:** Mr. Tousignant reported he talked to Mr. Strickland and an Incident Report is needed is sewage is in a basement and Mr. Strickland or Bill Bonney will provide the Incident Report to the District. Ms. Warren presented a sample work order form that can be customized and used for facility and emergency work orders. Discussion was held.
Recommendations/Actions: Follow up as needed.

- D. **Board Member Bond Insurance Renewal:** Ms. Brooks reported on the response from Barb Henderson at Naught-Naught Insurance/MOPERM regarding bond insurance. Ms. Boyer reported she has submitted her application for the treasurer's bond insurance for from 01/24/2020 to 07/1/2021. Discussion was held.
Recommendations/Actions: Follow up as needed.

IV. **New Business**

- A. **Public Water Supply District #1 Agreement:** A copy of the proposed renewal agreement with Public Water Supply District #1 was presented for January 2020 to January 2025 with the hourly rate for Water Provider changed from \$25/hour to \$30/hour to bill Sewer Provider when letters, special reports, etc. would be required for the Sewer Provider. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the 5-year renewed agreement with the Public Water Supply District #1.
- B. **Office Clerk:** Mr. Tousignant announced that Dana Felton has been hired as the part-time office clerk after the interviews during the Closed Meeting prior to the Board meeting. She will start on 02/13/2020. Discussion was held.
Recommendations/Actions: Follow up as needed.

V. **Announcements**

- A. The next regular monthly meeting will be held on **Tuesday, March 10, 2020** at 6:30pm at the Cape Girardeau County Reorganized Common Sewer District Office at 113 West Main Street, Suite 6, Jackson, MO.

- VI. **Adjournment:** Being no further business, the regular meeting adjourned at 9:15 pm.

Respectfully submitted,

Betty Brooks, Board Secretary