

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

I. Call to Order

Joe Tousignant, President, called the meeting to order on March 10, 2020 at 6:30 pm at the Cape Girardeau County Reorganized Common Sewer District Office in Jackson, MO. Board members present were Greg Steiner, Joe Garvey, Betty Brooks, and Renee Boyer. Marcia Warren, Accounting Clerk, was also present for the Board meeting. 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 February 11, 2020 were approved unanimously as presented.

B. Treasurer's Report: Ms. Boyer, treasurer gave the treasurer's report for February 2020. The February income was \$ 33,491.03 with expenses of \$34,065.22. 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 February 2020 and additional reports as presented. The financial reports for February 2020 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer. Ms. Boyer will contact Montgomery Bank to confirm FDIC insurance amount limits.

C. Clerk's Report: Ms. Warren reported the following:

1. Ms. Warren, Ms. Felton, and Ms. Boyer met with Gina Donze, CPA to review office procedures and financial reporting requirements and work toward having expense accounts equal customer deposits with a "deposit liability fund." A follow up meeting is planned for 03/19/2020 to review the reports and begin the audit.
2. Work has begun to collect data for the annual customer rate review and changes plus the 2021 Fiscal Year proposed budget.

Recommendations/Actions: 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 attorney Scott Robbins is working on the Right-of-Way opinion with the possibility of an approved exception. The final engineering plans are being sent to Rural Development this week. Discussion was held regarding the two previous pond sites at Fruitland American Meat. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

2. **Permit Renewals:** No new 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; lagoon inflow flushed 02/24/2020 due to blockage.
- 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.

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. **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.

d. **Red Barn:** Mr. Tousignant reported Monroe regraded the ditch to keep the surface water out of the second lagoon cell; no pumping needed; problem resolved.

Recommendation/Action: No further action needed.

E. **Mowing Report:** Mr. Garvey reported that Dan Whitmore was contracted to mow the facilities are Seabaugh Acres and Twin Oaks and Kevin Reiman will mow the facility at Red Barn. Insurance waivers were obtained from Jerry King and Sam Sparks. Certificates of insurance are still needed from other mowers and will be obtained. Discussion was held.

Recommendations/Actions: Follow up as needed.

III. Old Business

A. **Office Computer Upgrade:** Ms. Warren reported Velocity has the new server and computer system in operation. The VOIP system is working, but still has the ATT cell number forwarded. All internet is now through Spectrum/Charter and ATT has been contacted to cancel internet services. Discussion was held.

B. **Recommendations/Actions:** Follow up as needed.

C. **Web/Email Service:** Ms. Warren reported Dana Felton, part-time office clerk, is working with Ms. Boyer to find a new web service and then will be maintaining the site. Discussion was held.

Recommendations/Actions: Follow up as needed.

IV. New Business

A. **Repair Bids for Seabaugh Acres:** Discussion was held about the bids for the repair work needed to repair the collapsed sewer main.

Recommendations/Actions: Mr. Tousignant will contact Brian Strickland about the issue.

V. Announcements

A. The next regular monthly meeting will be held on **Tuesday, April 14, 2020** at 6:30pm at the Cape Girardeau County Administration Building, Jackson, MO.

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

Respectfully submitted,

Betty Brooks, Board Secretary

