

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – May 12, 2020

I. **Call to Order**

Joe Tousignant, President, called the meeting to order on May 12, 2020 at 7 pm at the Cape County Administration Building in Jackson, MO. Board members present were Greg Steiner, Joe Garvey, Betty Brooks, and Renee Boyer attended per telephone. Marcia Warren, Accounting Clerk, Dana Felton, Office Clerk, and Brian Strickland, Engineer, were 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 held March 10/2020 and the closed meeting held April 14, 2020 were approved unanimously as presented. There was no regular Board meeting in April 2020 due to the COVID-19 pandemic.
- B. **Treasurer's Report:** Ms. Boyer, treasurer gave the treasurer's report for March and April 2020. The March income was \$54,421.16 with expenses of \$33,015.73. The payments. The April income was \$30,850.00 and the expenses were \$51,293.02. 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 March-April 2020 and additional reports as presented. The financial reports for March-April 2020 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.
- C. **Engineering Update:** Mr. Strickland reported the following:
1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Strickland reported the Advertisement for Bids for the new mechanical wastewater treatment plant plus the collection system were/are to be published on 04/27/2020, 04/29/2020, 05/06/2020, and 05/13/2020 and are to be received by the District office by 2pm on 06/04/2020. He reported that 26 interested contractors have requested copies of the bid packets to date. **Recommendations/Actions:** Follow up at the next meeting.
 2. **Permit Renewals:** Mr. Strickland reported the following:
 - a. **Forest Meadows and Pleasant Lake Estates:** permits renewals were issued 04/01/2020.
 - b. **Bella Vista:** permit has not been issued; will follow up with DNR. **Recommendations/Actions:** Follow up at the next meeting.
 3. **Facility Updates:** Mr. Strickland reported the following:
 - 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:** Ammonia treatment has improved in the last week.

- e. Essex Place: WWTF good; muskrats continue to degrade the berms.
- f. Forest Meadows: WWTF good.
- 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: WWTF good; 2 new pumps were installed replace the original pumps.
- m. Red Barn Restaurant: pumping to Major Custom Cable; no flow to lagoon.
- n. Saddlebrooke Ridge: Needs to have UV system for disinfection installed in second quarter 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 next week.
- q. Spring Lake Estates: WWTF good; lagoon inflow flushed 02/24/2020 due to blockage.
- r. Sun Valley Estates: Pumping discharge to Tamarac Estates; may need to start it back up to relieve the load at Tamarac.
- 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.

Ms. Boyer reported there was a bad smell reported recently at the Forest Meadows' facility. Mr. Tousignant said to forward such calls to him. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- 4. **Project Reports:** Mr. Strickland reported the following:
 - a. **Seabaugh Acres:** New pump station on Ora Lee Drive should be completed next week.
 - b. **Saddlebrooke Ridge:** UV system needs to installed in second quarter of 2020.
 - c. **North View Estates subdivision** next to Tamarac is nearing completion; temporary lift station equipment is installed.
 - d. Sewer extension next to Sun Valley for apartment complex is about ready to start; this will connect to the Sun Valley Estates' lift station.
Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- 5. **Clerks' Reports:** Ms. Warren and Ms. Felton reported the following:
 - a. Ms. Warren reported that no shut-offs were conducted in April due to COVID-19 restrictions. A letter was sent to customers with past due bills over \$100 and late fees were waived if the late payments were paid except the late fees by 05/01/2020. May shut-offs will depend on if the Water Districts decide to conduct shut-offs due to bill non-payments. The Board agreed that no late fees are to be charged in May 2020.
 - b. The District office has been closed to the public due to COVID-19 restrictions since 03/21/2020, but the staff remain working in the office.

- c. Ms. Warren reported another metal shelving unit is needed in the office for binder folders if anyone has or finds one.
- d. Ms. Warren asked if board members needed new/more business cards and it was agreed no new/more business cards were needed.
- e. Ms. Warren asked she should renew her notary status; and it was agreed she should renew it.
- f. Ms. Felton requested a telephone headset; Mr. Tousignant authorized purchase of the headset, and Ms. Boyer will facilitate the purchase.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the clerks' reports as presented.

- E. **Mowing Report:** Mr. Garvey presented and reviewed the mowing contract report. He reported there are broken fence posts at the Oak Creek facility that need to be replaced. Discussion was held.

Recommendations/Actions: Mr. Garvey will contact someone to see if they can replace the broken fence posts. Follow up at next meeting.

III. Old Business

- A. **Repair Bids for Seabaugh Acres:** Mr. Tousignant reported the bids are conducted by the District's contractual operator who is able to select their own contractor for the repairs at Seabaugh Acres. Discussion was held.

Recommendations/Actions: Follow up as needed.

- B. **FDIC Coverage Review:** Ms. Boyer reported she contacted Montgomery Bank who said that they will insure \$250,000.00 for each account, so our funds are covered. Discussion was held.

Recommendations/Actions: Follow up as needed.

- C. **Web/Email Service:** Ms. Felton, office clerk, reported the District website transfer will be completed by the end of the week. It will change the address to ".org" from ".com" and board member's email addresses. It will include 9 emails and an archive email. She will email instructions to the board members when the change is completed. The public will also be informed of the change which will be capecountysewer.org. Many positive comments were given on the presentation of the District's new website. Mr. Tousignant asked that photos of the District's facilities also be uploaded to the website. Discussion was held.

Recommendations/Actions: Follow up as needed.

IV. New Business

- A. **Annual Rate Review/Revisions:** Proposed rate increases were presented for the fiscal year 2020-2021. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to make no rate increases for the first half of the fiscal year 2020-2021 from July to December 2020 with rate review again at that time.

B. **Rules/Regulations: - Purchasing & Service Agreements:** It was presented that a process is needed to approve services and/or items according to cost values. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to authorize one (1) board member to approve District-related items under \$500 and services under \$1000 and Board member approval for District-related items over \$500 and services over \$1000. Mr. Tousignant will add this information to the District's Rules and Regulations.

C. **2021 Proposed Fiscal Year Budget:** Ms. Warren and Ms. Boyer presented and reviewed the draft Fiscal Year 2021 budget. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the 2021 Fiscal Year Budget with the removal of items Income 41500 Interim Construction Financing and Expense 60200 Penalty and Interest Expense Project.

D. **2020 Capital Improvements:** Mr. Strickland presented a list of nine (9) proposed capital improvements for 2020 for a total of \$147,000.00. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the top five (5) priority capital improvements for 2020 for \$102,500.00 including Seabaugh Acres Ora Lee Drive Duplex Pump Station, Twin Oaks septic tank pumping, Saddlebrooke Ridge UV System, Sun Valley blower motors and pumps, and Bella Vista sewer services. The remaining improvements for Bella Vista lagoon bank riprap, upgrade monitoring systems equipment, Twin Oaks sludge tank, and Saddlebrooke septic tank pumping will be delayed until funds are available.

E. **MASD Dues Renewal:** Ms. Warren inquired about the District's membership renewal with the Missouri Association of Sewer District. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to renew membership with MASD with the 2020 year. Ms. Brooks will contact Ms. Oswald at MASD to confirm the dues amount and process and contact Ms. Warren with the information.

V. **Announcements**

A. The next regular monthly meeting will be held on **Tuesday, June 16, 2020** at 6:30pm at the Cape Girardeau County Administration Building, Jackson, MO.

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

Respectfully submitted,

Betty Brooks, Board Secretary

