

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – October 13, 2020

I. **Call to Order** - Joe Tousignant, President, called the meeting to order on October 13, 2020 at 6:30pm at Wesley United Methodist Church, Jackson, MO. Board members present were Greg Steiner, Joe Garvey, Betty Brooks, and Renee Boyer. Also present was Dana Felton, office clerk. 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 September 8, 2020 were reviewed.

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

B. **Treasurer's and Budget Report:** Tabled to the next meeting. Ms. Boyer reported Marcia Meuir, accounting clerk, resigned on 10/02/2020.

Recommendations/Actions: Report to be made at the next meeting on 11/10/2020.

C. **Accounting Clerk Report:** No report.

Recommendations/Actions: Follow up at the next meeting.

D. **Office Clerk Report:** Ms. Felton, office clerk, reported there were 11 total sewer shut-off notices mailed for PWS #1 and PWS #2 in September. All customers paid their bills except for two (2) prior to the shut-off date. One (1) customer is making payments as arranged and another customer has not made payments since 06/25/2020. Ms. Felton stated she is not eligible to become a notary for the District since Ms. Meuir is no longer with the office. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the accounting clerk report as reported by Ms. Felton. Persons requiring a notary for their signature will be offered other locations for those services.

F. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported the Board of Trustees for the Project is scheduled to meet on 10/16/2020 at 9am at Fruitland Community Church in Jackson regarding the Project. It is open to the public and a notice has been distributed. A meeting with the contractors is scheduled for 10am and the groundbreaking is scheduled for 11:30am behind Major Custom Cable. Mr. Tousignant reported Penzel Construction has started land work for the plant. He said focused controlled rock blasts will be performed for the project plant and neighboring homeowners will be contacted prior to the blasts plus afterwards, if needed. He stated approval was given for additional focused rock blasting for future plant expansion if needed. Discussion was held.

Recommendations/Actions: Follow up at the next meeting. Ms. Boyer will contact Brian Strickland about media coverage plans for the groundbreaking ceremony on 10/16/2020.

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

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.
 - 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.
 - m. Saddlebrooke Ridge: UV system being installed; 2 grinder pumps installed for new construction plus 2 more pending.
 - 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.
- 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. Steiner reported easement documents have been prepared for the two (2) residents whose property lines have sewer lines crossing the creek. He will talk to them about having the documents signed and notarized. Discussion was held.
- c. **Commercial Property Hwy 177:** No new information.

Recommendations/Actions: Follow up at the next meeting.

G. Mowing Report: Mr. Garvey presented and reviewed the mowing reports of the District's eighteen facilities that require mowing. He reported no new concerns. Discussion was held.

Recommendations/Actions: Follow up at next meeting as needed.

III. Old Business

- A. **Budget Item for System Operations & Maintenance Fees:** Ms. Boyer and Ms. Felton reported this budget item for system operations and maintenance fees is now in place. Monthly operation and maintenance expenses plus grinder pump expenses were reviewed. Discussion was held.
Recommendations/Actions: Follow up on monthly billing statements; operation and maintenance fees will be re-evaluated in May 2021 at the annual review.

- B. **Employee Handbook Review:** Ms. Boyer presented proposed additions to the District's draft Employee Handbook last reviewed in December 2017. Ms. Brooks and Mr. Tousignant also offered proposed additions/revisions. Discussion was held.

Recommendations/Actions: Ms. Boyer will update the draft Employee Handbook and distribute it to the Board of Directors for discussion at the November meeting and proposed adoption by the December 2020 meeting.

IV. New Business

- A. **MOPERM Insurance Renewal Review:** Ms. Brooks reported the 2021 MOPERM Insurance Renewal Questionnaire was received and is due for return. Discussion was held.
Recommendations/Actions: Ms. Brooks will complete and return the MOPERM Renewal Questionnaire and contact Board members with any questions.

- B. **Bella Vista Request:** Mr. Steiner requested permission from the District on behalf of Bella Vista Estates to hook up to the sewer manhole/line near their swimming beach area so they can install a single-flush toilet with a shed and water reservoir. He projected use of the facility annually from April through October. Bella Vista would pay for the installation which would replace their current Porta-Potty rentals. Discussion was held.
Recommendation/Action: It was moved, seconded, and approved by Mr. Tousignant, Mr. Garvey, Ms. Boyer, and Ms. Brooks with Mr. Steiner abstaining to approve Bella Vista to hook up to the District's sewer manhole/line near their swimming beach area for a negotiable cost of \$30 per month while the system is in use when the project is completed.

- V. **Closed Session for Legal Actions - 610.021 (1), Real Estate Matters - 610.021 (2), Personnel Business - 610.021 (3), and Sealed Bids/Documents - 610.021 (12):** It was moved, seconded, and passed unanimously to go into closed session for Legal Actions, Real Estate Matters, Personnel Business and Sealed Bids/Documents from 8pm to 8:50pm.

VI. Announcements

The next regular monthly meeting will be held on **Tuesday, November 10, 2020** at 6:30pm at Wesley United Methodist Church, Jackson, MO.

- VI. **Adjournment:** Being no further business, the regular meeting adjourned at 8:55pm.

Respectfully submitted,

Betty Brooks, Board Secretary