

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – September 14, 2021

**I. Call to Order**

Greg Steiner, vice president, called the meeting to order on September 14, 2021 at 6:30 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Betty Brooks, Joe Garvey, and Tommy Halford. Present also were Dana Felton, accounting clerk, Juanita Holderbaugh, office clerk, and Jenny Macke, accountant/treasurer. Absent was Joe Tousignant. Mr. Steiner declared a quorum was present.

**II. Guest Comments/Questions – None.**

**III. Reports**

**A. Engineering Update:**

**1. Fruitland Wastewater Collection and Treatment Project:**

- a. Ms. Felton presented the Payment Request for Estimate of Funds #11 for 09/01/2021 on behalf of Brian Strickland of Strickland Engineering. The Request was for \$2,514,188.80 for the monthly construction reimbursement invoices for the monthly development, engineering fees, and construction observation. She stated a Change Order will be forthcoming for three (3) Citizen's Electric bills including the Wellington lift station. Discussion was held.
- b. It was noted progress continues by Penzel Construction on the Plant Site and by Carstensen's Constructing on the pipe lines/lift stations.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #11 for 09/01/2021 for \$2,514,188.80 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation.
2. It was agreed to place the forthcoming Change Order expenses with the next Payment Request for October 1, 2021.

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

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

**3. Facility Updates:** No new updates were given.

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: no grass seed needed for the banks; will need engineering report for onsite upgrade in the next 4-5 years.
- c. Cedar Meadows: New control panel installed with ammonia levels within limits; need to address issues with the other pea gravel bed.
- 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; aerators are hold due to improved BOD and TSS levels; muskrat damage to be addressed.
- i. Mulberry Acres: WWTF good
- j. Pleasant Lake Estates: WWTF good
- k. Oak Creek Estates: WWTF good; issues with high flows.
- l. Red Barn/Las Brisas Restaurant: pumping to Major Custom Cable; grease problems and related system clogs continued with the restaurant; continued grease/clog problems reported.
- m. Saddlebrooke Ridge: UV system in operation.
- 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; drainage from manhole reported and will be addressed as soon as possible.
- q. Sun Valley Estates: Pumping discharge to Tamarac Estates; will restart lagoon soon.
- r. Tamarac Estates: WWTF good
- s. Twin Oaks: Facility meeting limits; plan to submit paperwork to re-rate facility for usage due to new development being built nearby; to add more diffusers to address ammonia levels.
- t. Westbridge Place: WWTF good.

**Recommendations/Actions:**

- 1. Las Brisas Restaurant: Mr. Tousignant will ask Bill Bonney to contact Las Brisas re: their grease trap and if not installed, will have them pay for unclogging their affected lines or not connecting them to the Treatment Project until the grease trap is installed. Mr. Strickland recommended contacting the county Health Department for enforcement assistance.
- 2. Follow up at the next meeting.

**4. Project Reports:**

- a. **Bella Vista Estates:** No new information.

**Recommendations/Actions:** Mr. Strickland will follow up with Danny Monroe about removing the old pipes and the concrete piers as soon as possible since the repairs. Mr. Steiner said their homeowner's association will provide the rip-rap for the stream bank and Mr. Strickland is to let them know when and where to put it when ground is drier.

- b. **Seabaugh Acres:** Mr. Garvey reported Mondragon Lawn Service will reseed the 50-foot lawn area after October 1, 2021 of one of their residents who had yardwork repairs done after the mainline rupture last spring.

**B. Secretary's Report:** The minutes from the previous regular Board meeting minutes of August 17, 2021 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of August 17, 2021.

**C. Financial Report:** Ms. Macke, accountant/treasurer, presented Checks report and Payroll report through September 30, 2021 plus the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July through August 2021, and the Project's financial report to date. See attachments. She reviewed the documents and discussion was held. She explained the increased expenses for Saddlebrook Estates included grinder pumps and expenses for Oak Creek were due to a change in bookkeeping. She also reported customer deposit return checks will be begin soon for those with good payment histories over three (3) years.

**Recommendations/Actions:**

- 1. It was moved, seconded, and approved unanimously to approve the Checks Report and Payroll reports through September 30, 2021. Both reports were signed.
- 2. It was moved, seconded, and approved unanimously to approve the treasurer's report for July through August 2021 as presented.

**D. Clerks' Report:**

- 1. Ms. Felton reported there were two (2) total shut-off notices in August, one (1) in PWSD #1 and one (1) in PWSD #2, and both were reconnected upon payment. There were 22 new customers and 10 who moved out of the District. She reviewed the bill adjustments made

which including waiving late fees when appropriate, and pro-rating a bill from a previous tenant. She reported they are also working to “clean-up” customer accounts. She presented three (3) quotes from Velocity for \$1348.95 system back up including the backup server and external hard drive, a quote for a wall rack and supplies for \$4804.54 for the new office, and a quote for a new desktop computer for Ms. Felton for \$2028.92 as her current computer is slow and having other problems. The total quote package was \$8,182.41. She also received notice that her bond insurance is being cancelled as Aegis is going out of business, but she has contacted Barb at Naught-Naught Insurance for assistance to find another vendor. Discussion was held.

- 2 Ms. Holderbaugh reported she has implemented White Pages to aid in securing delinquent customer’s addresses and/or phone numbers. She reported the office furniture for the new office has been ordered from Reppert’s Office Supplies in Anna, IL, they will store it until the office is ready, and will deliver/set it up. She reported she and Ms. Felton will attend the Missouri Rural Water Association’s (MRWA) conference on October 25-27, 2021 at the Lodge of the Four Seasons in Lake of the Ozarks, as approved. She inquired about the District’s membership in the MRWA in order to receive reduced rates for the conference and lodging. She suggested no customer shut-offs be conducted for October as they will be out of the office. She reported they continue to address customer issues and questions as they arise. Discussion was held.
3. Ms. Felton and Ms. Holderbaugh requested some way to identify addresses which are in the District when customers contact them regarding their location in the District. Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to purchase the backup software for \$1,348.95, wall rack system for the new office for \$4,804.54, and new desktop computer for Ms. Felton for \$2028.92 from Velocity Electronics for a total of \$8,182.41.
  2. Mr. Halford recommended Mr. Strickland/his office be contacted for their KMZ file of the District’s territory which can be merged with Google Maps and he will help with the application on the office computer to address customer’s questions regarding their location in the District.
  3. It was moved, seconded, and approved unanimously to accept the clerk’s report.
- E. **Mowing Report:** Joe Garvey presented the Mowing Contract Report of 09/09/2021 of the 18 District facilities; He reported most areas have been mowed and look good. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting.

**IV. Old Business**

- A. **Resolution to Accept Audit for Fiscal Year Ending June 30, 2019:** The Final Audit for Fiscal Year ending 06/30/2019 was received from Gina Donze, CPA and reviewed. Ms. Macke presented Resolution 2021-02 to Accept the Audit for Fiscal Year Ending June 30, 2019. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to accept Resolution 2021-01the Final Audit Report for Fiscal Year ending June 30, 2019.

- B. Fiscal Years 2020-2021 Audits:** Ms. Macke reported she is forwarding the necessary information to Stanley, Dirnberger, Hopper, and Associates, CPAs to performing the District's audits for fiscal years ending 06/30/2020 and 06/30/2021.
- C. Rules and Regulations Updates: Collections, Refunds to Customers with No Forwarding Information, December Shut-Off Policy, Customer Deposit Refund Policy:** No new information.  
**Recommendations/Actions:** Tabled until the next meeting.
- D. T-Shirts/Caps:** No new information.  
**Recommendations/Actions:** Tabled.

**V. New Business**

- A. MOPERM Insurance Renewal Survey:** Ms. Brooks reviewed the renewal survey from MOPERM for the District's liability policies. Discussion was held.  
**Recommendations/Actions:** Ms. Brooks will contact Naught-Naught agent Linda Kammeier regarding the District's additional coverage regarding grinder pumps and the Project site. She will complete the survey and submit it to Ms. Kammeier as directed.
- B. Clerk Hours Increase:** Mr. Halford proposed Juanita Holderbaugh's weekly hours be increased from 30 to 40 hours per week immediately in preparation for the additional office work forthcoming with the office move, increased customer activity, and to ensure the office is staffed at all times. Ms. Holderbaugh stated she was in agreement with the change to 40 hours per week. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to increase clerk Juanita Holderbaugh's hours immediately from 30 to 40 hours per week.

**VI. Closed Session for Legal Actions - 610.021 (1) or Personnel Business - 610.021 (3):** None.

**VII. Announcements**

The next regular monthly meeting will be held **Tuesday, October 12, 2021** at 6:30pm in the lower-level meeting room at the Wesley United Methodist Church, Jackson, MO in Jackson, MO.

**VIII. Adjournment:** Being no further business, the regular meeting adjourned at 7:55pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments:

Profit/Loss Report

Balance Sheet

Checks Report

Payroll Report

Resolution 2021-02: Accept the Audit for Fiscal Year Ending June 30, 2019