

I. Call to Order

Joe Tousignant, president, called the meeting to order on June 14, 2022 at 6:40 pm at the District office. Board members present were Betty Brooks and Tommy Halford. Joe Garvey was absent. Present also were Dana Felton, accounting clerk, Juanita Cothorn, office clerk, Jenny Macke, accountant/treasurer, and Brian Strickland, engineer. Mr. Tousignant declared a quorum was present.

III. Public Comments re: Agenda Items – None.

III. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Plant: Mr. Strickland reported:

- a. Carstensen's Constructing continues to complete sewer connections and lift stations plus grading, fencing, and related projects. There are currently 31 new residential connections and 3 new business connections to the plant.
 - b. The electric security gate at the entrance to the plant and office building will be connected pending receipt of a needed bracket.
 - c. Some road repairs are being done. Ms. Brooks asked about the plans for road repair at Spring Lake Estates, requesting from the entrance to the top of the levee.
- Discussion was held.

Recommendations/Actions: Follow up at next meeting. Mr. Strickland will meet with Nate O'Brien and JR Terrazas to discuss the plans for road repair at Spring Lake Estates.

2. Permit Renewals: Mr. Strickland reported that permit renewals for Twin Oaks, Cedar Meadows, Oak Creek, Seabaugh Acres, and Saddlebrook Ridge for 2022 are being processed, pending financial information requested for each subdivision.

Recommendations/Actions: Ms. Macke will provide the financial information to Mr. Strickland who will then submit the permit renewals.

3. Facility Updates: Mr. Strickland reported: (updates are underlined)

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: will need engineering report for onsite upgrade in the next 4-5 years; effluent is meeting ammonia limits 75% of the quarters.
- c. Cedar Meadows: WWTF good
- d. Essex Place: WWTF good.
- e. Forest Meadows: WWTF good
- f. Homestead Place: WWTF good
- g. Major Custom Cable: connected to the treatment plant.
- h. Midwest Energy/ LLC: WWTF good; aerators are on hold until attached to the treatment plant.
- i. Mulberry Acres: connected to the treatment plant
- j. Pleasant Lake Estates: WWTF good
- k. Oak Creek Estates: WWTF good.
- 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 and Las Brisas' owners have been notified per letter from Scott Robbins, attorney.
- m. Saddlebrooke Ridge: completed two (2) grinder pump installations; two (2) more pending.
- n. Saxony High School: connected to the treatment plant.
- o. Seabaugh Acres: will install aerators next month.
- p. Spring Lake Estates: connected to the treatment plant
- q. Sun Valley Estates: WWTF good

- r. Tamarac Estates: WWTF good
 - s. Twin Oaks: WWTF good.
 - t. Westbridge Place: connected to the treatment plant.
- Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. Project Reports: None.

- B. Secretary's Report:** The minutes from the previous regular Board meeting of May 10, 2022 were reviewed with correction to be made in New Business B. FY 2022-2023 Annual Rate Review to change the word "rates" to "bills" as follows: "Mr. Tousignant proposed that the base rates for 2022-2023 not increased due to the recent increase in January 2022, but bills will be adjusted according to customer's calculated average water usage per policy." Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular Board meeting minutes and correction as described of May 10, 2022.

C. Treasurer's Report: Ms. Macke -

- 1. Presented the **Payroll report and Checks report** through 05/30/2022 and through 06/23/2022, and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for June 2022.
- 2. **Resolution to Amend Current Fiscal Year Budget 2021-2022:** Ms. Macke reported there is no need to amend the budget as the income/expenses have been within the budget.
- 3. **Resolution to Adopt Next Fiscal Year Budget for 2022-2023:** Ms. Macke presented the draft budget for 2022-2023, based on the financial history and projected needs. Discussion was held.

Recommendations/Actions:

- 1. It was moved, seconded, and approved unanimously to approve the Checks Report and Payroll Reports through May 31, 2022 and 06/23/2022. See attached reports.
- 2. It was moved, seconded, and approved unanimously to adopt the Resolution of the Board of Directors Adopting a Budget for the 2022-2023 Fiscal Year, Resolution # 2022-03.
- 3. It was moved, seconded, and approved unanimously to approve the treasurer's report for July 2021 through April 2022 as presented.
- 4. Invoices/bills were reviewed and signed by Betty Brooks, secretary.

D. Clerks' Report:

- 1. Mrs. Felton reported there were initially 70 shut-offs eligible in May 2022 with one (1) shut-offs completed and the landlord was notified. Thirteen (13) customers who were new or transferred within the District were received and twelve (12) customers moved out or transferred within the District. There are currently residential 989 customers.
- 2. Mrs. Cothorn reported \$6,370.20 remains in delinquent accounts prior to 2020 and information for those customers has not been found, despite extensive searches. She also reported the IRS Mileage Rates have recently increased from \$0.58 to \$0.625 per mile from 07/01/2022 through 12/31/2022. She reported Velocity will come to complete installation of the fiber optic on 06/15/2022.

Discussion was held.

Recommendations/Actions:

- 1. It was moved, seconded, and approved unanimously to write off the delinquent accounts from prior to 2022 in the amount of \$6,370.20.
- 2. It was moved, seconded, and approved unanimously to accept the clerks' report.

- E. **Mowing Report:** Mr. Garvey's report presented the 18 facilities' mowing report of 06/01/2022. The report documented some have been mowed and others needed to be mowed. The new station site at Whispering Heights cannot be mowed as it needs dead trees removed, grass seeded, and weeds trimmed.

Recommendations/Actions: Follow up next month.

IV. Old Business

- A. **Building/Facility Insurance:** Ms. Brooks reported Naught-Naught Insurance/MOPERM approved new insurance for the office building/garage and the Generac Industrial Generator. Discussion was held.

Recommendations/Actions: Ms. Brooks will contact Mr. Naught to confirm the \$5 million liability insurance policy for the plant site and about 450 easement sites and request an updated detailed policy document.

V. New Business

- A. **Construction Pay Request:**

1. Mr. Strickland presented the Payment Request for Estimate for 06/01/2022 for a total of \$638,872.69 with invoices from Carstensen's Constructing, Citizens Electric, and Strickland Engineering.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #20 Request for 06/01/2022 for a total of \$638,872.69 with invoices from Carstensen's Constructing, Citizens Electric, and Strickland Engineering.

- B. **Resolution of Governing Body of Applicant for ARPA Application:** Brian Strickland presented a resolution for a governing body of applicant for the ARPA funds application. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to designate Board President Joe Tousignant as the designated official and to adopt Resolution of Governing Body of Applicant for ARPA Application Resolution # 2022-04.

- C. **Board Member Replacements:** Ms. Brooks reported Joe Garvey's board term ends 07/01/2022 and a replacement member is needed for Greg Steiner who resigned on 05/10/2022. Ms. Brooks reported William "Brian" Atchison and Mr. Shannon Hardy were contacted and were sent applications to the Board of Directors. Mr. Atchison returned his completed application and resume. Mr. Hardy's completed application is pending. Discussion was held.

Recommendations/Actions: It was recommended both applications for Mr. Atchison and Mr. Hardy, when received, be submitted to the Cape Girardeau County Commissioners for review and approval at their next meeting.

- D. **Board of Directors Officer Elections:** Election of the officers of the Board of Directors was held to take effect 07/01/2022.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously for Joe Tousignant to remain President of the Board of Directors until 07/01/2023.

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – June 14, 2022

2. It was moved, seconded, and approved unanimously for Tommy Halford to serve at Vice President and remain the clerk's direct Board contact until 07/01/2023.
3. It was moved, seconded, and approved unanimously for Betty Brooks to remain Secretary of the Board of Directors until 07/01/2023.

VI. Public Comments for Items Not on Agenda: None.

VII. Closed Session for Legal Matters, Real Estates Issues, Personnel Business: None.

VIII. Announcements

1. The next regular monthly meeting will be held **Tuesday, July 12, 2022** at 6:30pm in the District office building at 3054 State Hwy FF, Jackson, MO 63755.

IX. Adjournment: Being no further business, the regular meeting adjourned at 8:00 pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 05/31/2022

Checks Report through 05/31/2022

Resolution to Adopt Next Fiscal Year Budget for 2022-2023, Resolution # 2022-04

Resolution of Governing Body of Applicant for ARPA Application, Resolution # 2022-05