

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – March 9, 2021

**I. Call to Order**

Joe Tousignant, President, called the meeting to order on March 9, 2021 at 6:35 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Renee Boyer, Betty Brooks, and Greg Steiner. Absent was Joe Garvey. Present also were Dana Felton, accounting clerk, and Juanita Holderbaugh, office clerk. Mr. Tousignant declared a quorum was present.

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

**III. Reports**

**A. Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported Penzel Construction continues to work on the plant site and Carstensen Constructing continues to install the mainline pipes. He reported attorney Mr. Robbins sent urgent letters to about 7-8 people regarding temporary easements. He stated he will attend a meeting with representatives from Carstensen, Brian Strickland, and attorney Scott Robbins on 03/10/2021 to discuss the project and how to manage issues such as road damage resulting from heavy equipment used to install the mainline pipes. Discussion was held.

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

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

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

3. **Facility Updates:** No new information.

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: will need grass seed for the banks; will need engineering report for onsite upgrade in the next 4-5 years.
- c. Cedar Meadows: DNR site visit conducted; recommendations received for ammonia issues.
- 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 to be installed to decrease 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 Restaurant: pumping to Major Custom Cable; no flow to lagoon; grease problems and related system clogs continued with the restaurant; notice given to them to install a grease trap within 90 days.
- m. Saddlebrooke Ridge: UV system to be installed by April 1, 2021 for disinfection season.
- 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; may need to restart lagoon when new apartments east of Sun Valley is completed.
- 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.

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

**4. Project Reports:**

- a. **North View Estates subdivision** west of Tamarac Estates: No new information.
- b. **Bella Vista Estates:** No new information.
- c. **Commercial Property Hwy 177:** No new information.

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

**B. Secretary Report:** The minutes from the previous regular Board meeting February 9, 2021 were reviewed. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of February 9, 2021.

**C. Treasurer's and Budget Report:**

1. Ms. Boyer, treasurer, presented the treasurer's report for December 2020, January 2021, and February 2021. The December 2020 operations income was \$45504.85; operation expenses are pending removal of construction expenses. The January 2021 operations income was and January 2021 operations income was \$47,645.91 and operations expenses were \$33,436.98. February 2021 operations income was \$43,548.38; operation expenses are pending removal of construction expenses. Operation budget overages for December and January were discussed, including internet and answering service expenses, plus postage due to the annual permit increase. Other budget overages were related to construction expenses. Ms. Boyer also reported several items are under budget to date. Ms. Boyer also reviewed information for the savings account, project account, checking account, and DDM Ghost account for FDIC purposes.
2. Ms. Boyer reported the 2019 Audit Report from Gina Donze, CPA has not been received and emails to her have not been returned for some time.  
Discussion was held.

**Recommendations/Actions:**

1. The treasurer's report for December 2020, January 2021, and February 2021 will be approved at the next meeting, pending receipt of the operation expenses of December 2020 and February 2021.
2. Ms. Brooks will send the requested easement document information from the October 2020 closed Board meeting minutes to Ms. Boyer to send/deliver to auditor Ms. Donze to obtain the final report of the 2019 Audit Report.
3. It was moved, seconded, and approved to raise the monthly budget for internet expenses from \$81.97 to \$112.00 due to change in rates and the answering service budget from \$45 to \$60 due to increased rates for holidays.

**D. Clerks' Report:**

1. Ms. Felton, accounting clerk, reported there were 22 shut-off notices total mailed for February 2021, including 17 for PWSD #1 and 5 for PWSD #2. There was one actual shut-offs with all other customer for shut-off paying the bill in full prior to that date. She reported one bad check write-off for 80 cents. Adjustments were made primarily due to charges made after a customer received a final bill. She reported mowing contracts have been received from

Mr. Bowyer, Mr. King, Mr. Cotner, Mr. Whitmore, and Mr. Riney. She also asked for assistance with payroll, tax payments, etc.

2. Ms. Holderbaugh, office clerk, reported she is working on past due bills and has sent out 33 bills have been sent for collections. She also reported she has identified several local agencies may help people with utility bills, if they qualify.

Discussion was held.

**Recommendations/Actions:**

1. It was moved, seconded, and approved unanimously to approve the clerks' report.
2. Ms. Boyer will contact Montgomery Bank, others re: payroll services and report at the next meeting.
3. The clerks were asked to add links to local agencies to the District's website who may help with utility bills for qualifying customers.

**IV. Old Business**

- A. Treasury Supervisor Duties Proposal:** Ms. Boyer presented a draft policy list for duties of "Board/Board member acting on behalf of the board" regarding financial and office activities. Discussion was held.

**Recommendations/Actions:** Mr. Tousignant asked all Board members to prepare a list of specific activities they perform in their current roles on the Board to establish documentation.

- B. Accountant Letter of Engagement:** Ms. Boyer reported the letter of engagement from Jerry Husky, CPA, has not been received to date for consultation services. Discussion was held.

**Recommendation/Actions:** Ms. Boyer and/or the clerks will obtain a Letter of Engagement from the office of Jerry Husky, CPA.

- C. Credit Services:** Ms. Boyer and the clerks reported they believe they can handle the late and past due accounts in-house at this time. Discussion was held.

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

- D. Proposed HB 804:** Mr. Tousignant reported he spoke with Rep. Hovis at 6pm today regarding the bill which he will revise again to put the wording back in to allow reasonable expenses. He also reviewed the current MO Statute 105.454. Discussion was held.

**Recommendations/Actions:** Ms. Brooks will follow up with the MASD lobbyists and activity on proposed HB 804 with Mr. Tousignant with follow up at the next meeting.

- E. Board Member Training:** Ms. Boyer and Ms. Brooks reported they participated in the MWRA Virtual Board and Council Training Class on February 16, 17, and 18, 2021. They reported the class was very informative and beneficial. Discussion was held.

**Recommendations/Actions:** None.

**V. New Business**

- A. Employee Evaluation Form:** Ms. Boyer presented a draft Employee Evaluation Form for review to be used prior to employee's yearly anniversary date. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the Employee Evaluation Form to be used prior to employee's yearly anniversary date.

**B. Board Meeting Location:** Ms. Brooks said Kara Clark reported the County Commissioners are asking groups to meet at the former court house on the third-floor large courtroom at 100 Court Street, Jackson, MO 63755, instead of the current Commissioners' Chambers. There is an accessible entrance at the north entrance of the building and an elevator in the building which can be taken to the third floor. Mr. Steiner stated we may continue to meet at Wesley UM Church, if desired. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved to keep the current meeting location at Wesley United Methodist Church, Jackson, MO.

**VI. Announcements**

The next regular monthly meeting will be held on **Tuesday, April 13, 2021** at 6:30pm in the lower level meeting room at the Wesley United Methodist Church, Jackson, MO in Jackson, MO.

**VII. Adjournment:** Being no further business, the regular meeting adjourned at 8:45 pm.

Respectfully submitted,

Betty Brooks, Board Secretary