

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – September 12, 2023

1. Call to Order

Tommy Halford, President, called the Board Meeting to order on September 12, 2023 at 6:30 pm at the district's office. Board members present were Betty Brooks, Shannon Hardy, and Lucas McCulley. Absent was Scott Whittington, board member; Joe Tousignant, manager; and Brian Strickland, engineer. Also present were Juanita Cothorn, office clerk; Judy Diebold, office clerk; and Jenny Macke, accountant/treasurer. Mr. Halford declared a quorum was present.

- 2. Approval of Agenda:** Ms. Brooks asked for the MOPERM Questionnaire to be added to New Business. It was moved, seconded, and approved unanimously to approve the agenda as amended.

- 3. Introduction of Guests:** None.

- 4. Public Comments re: Agenda and Non-Agenda Items:** None.

5. Reports

- A. Secretary's Report:** The minutes from the previous regular and closed Board meetings on 08/08/2023 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the regular and closed Board meeting minutes on 08/08/2023.

- B. Treasurer's Report:** Ms. Macke presented the following:

- 1) Bills and checks report through 08/30/2023 and the Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports through August 31, 2023.
 - 2) Payroll Report through 08/31/2023.
- Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to approve the Payroll Report through 08/31/2023 and the Bills/Checks Report through 08/31/2023. See attached reports.
- b. Invoices/bills/adjustments to be reviewed and signed by Mr. Tousignant upon his return to the office.

C. Engineering Update:

- 1) **Fruitland Wastewater Collection and Treatment Plant:** Ms. Cothorn reported there are currently seven (7) sewage companies dumping their waste at the plant. Digester 2 was emptied by Metro Ag as routine maintenance to remove excess sludge. Discussion was held.

Recommendations/Actions: Follow up next meeting.

- 2) **DNR Permit Renewals:** No new information.

Recommendations/Actions: Follow up as needed.

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

- a. Bella Vista Estates: WWTF good. MO DNR Inspection done with no major problems except for occasional ammonia level issues with options being considered.
- b. Cedar Meadows: WWTF good
- c. Highlands Ranch: WWTF good; need fencing around facility; need mowing services.
- d. Kinder Farms: The construction permit is pending final approval.
- e. Oak Creek Estates: WWTF good; fencing, blowers, UV upgrades being discussed.
- f. Saddlebrooke Ridge: WWTF good.
- g. Seabaugh Acres: WWTF good.

h. Twin Oaks: WWTF good.

Recommendations/Actions: Follow up at the next meeting. The property maintenance plan to include grease trap enforcement, open trench evaluations, Open Communication campaign, and a process for work orders will be developed.

4) **Project Reports:** No new information.

- a. Oak Creek fencing, blowers, and UV planned with fencing as the priority; pending assistance from attorney Scott Robbins.
- b. Oak Creek monitoring systems not complete yet; pending fencing.
- c. Engineering Report for the Starlight Project completed. The preliminary layout of collection lines and forced main lines to service 194 septic customers, excluding Kinder Farms, was reviewed. Overall potential is 990 customers.

Discussion was held.

Recommendations/Actions: It was suggested that the Engineer's Report be emailed to the board members by 1pm on the date of the board meeting in the future.

5) **Facility Transfers:** No new information.

Recommendations/Actions: Follow up as needed.

D. **Manager's Report:** Mr. Tousignant's emailed report was reviewed. Items included the following: H&R Alarms completed hookup of fire alarms and activated the alarm monitoring. Work continues on some yard restorations. The HVAC system was serviced and adjusted. Some of the outside lights on the building have been turned off due to neighbor complaint of light pollution at night. Certificate of Completion sent to Whitney Watts at USDA for Carstensen's final pay request, less \$89,000 until 10/15/2023 when restorations are complete. Revised quotes for Gate Access control were submitted. Discussion was held.

Recommendations/Actions: Deferred action on Gate Access control to Old Business. Ms. Brooks will contact Penzel Construction for the provider and warranty information for the HVAC system. It was suggested that the Manager's Report be emailed to the board members by 1pm on the date of the board meeting in the future.

E. **Clerk's Report:** Ms. Cothorn reported the following:

- 1) There were 106 late payments on 08/25/2023 which was reduced to 10 by the shut-off date. Payment arrangements were made so no shut-offs were required.
- 2) Late fee penalties for 170 customers applied 08/17/2023 totaled \$1,341.78.
- 4) Total locations are 1640. There were 27 new customers/connections and 18 moved out of the district.
- 5) The Missouri Rural Water Association conference is scheduled October 23-25, 2023 at the Lodge of the Four Seasons at Lake of the Ozarks. Ms. Cothorn and Ms. Diebold requested to attend the conference with the Fruitland Fire Department assisting with Ms. Diebold's expenses.
- 6) Velocity Electronics notified Ms. Cothorn that one of the hard drives are showing some serious errors and needs to be replaced. This will need to be fixed in order for the server to continue running correctly. Secondly, a third virtual machine that was created last year never got licensed. A quote was received for \$1,340.40 for the upgrade and license.
- 7) It was requested that a monthly record of net new customers/connections be reported.

Discussion was held.

Recommendations/Actions:

- 1) It was moved, seconded, and approved unanimously for Ms. Cothorn and Ms. Diebold to attend the MWRA conference October 23-25, 2023.

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- 2) It was moved, seconded, and approved unanimously to accept the quote from Velocity Electronics for \$1,340.40 to upgrade the noted hard drive and license the third virtual machine.
- 3) It was suggested that the Clerk's Report be emailed to the board members by 1pm on the date of the board meeting in the future.

F. **Mowing Report:** Mr. Hardy reported the mowing of facilities is being done. Forest Meadows still has an area to be mowed and will be done soon. Discussion was held.

Recommendations/Actions: Follow up next month.

5. **Old Business**

- A. **Security Gate Monitoring:** Mr. Tousignant's report presented two (2) bids for a "smart" security gate system to allow better monitoring of persons entering the gate. The quotes were \$6,362.47 and \$5,556.18. Mr. McCulley stated the owner of HD Media did not return his call. Discussion was held.

Recommendations/Actions: Mr. McCulley will obtain information about other less expensive options and report at the next meeting.

6. **New Business**

- A. **Investment Policy:** Ms. Macke presented the proposed Investment Policy for the district as prepared by Scott Robbins, attorney, and reviewed by the auditor. Ms. Brooks presented a proposed Resolution 2023-03 for the Investment Policy. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to accept the Investment Policy and Resolution 2023-03 for the Investment Policy as amended to attach the Investment Policy to the Resolution 2023-03.

- B. **MOPERM Questionnaire:** Ms. Brooks shared the MOPERM Questionnaire for 2024 and requested input. Discussion was held.

Recommendations/Actions: Ms. Brooks will initiate the MOPERM Questionnaire for 2024 and consult Mr. Tousignant for further input and submission.

8. **Closed Session for Legal Matters, Real Estates Issues, Personnel Business:** It was moved, seconded, and approved unanimously to enter Closed Session for Real Estate and Personnel Business.

9. **Next regular District Board meeting:** It will be held **Tuesday, October 10, 2023** at 6:30pm in the district office building at 3054 State Hwy FF, Jackson, MO 63755. It was agreed to change the November meeting date to the third Tuesday, November 21, 2023 due to board member schedule conflicts.

10. **Adjournment:** Being no further business, the regular meeting adjourned at 8:25pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Payroll Report through 08/31/2023
Bills/Checks Report through 08/31/2023