

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – April 13, 2021

I. Call to Order

Greg Steiner, Vice President, called the meeting to order on April 13, 2021 at 6:40 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Renee Boyer, Betty Brooks, and Joe Garvey. Absent was Joe Tousignant. Present also were Dana Felton, accounting clerk, and guest Theodore Nowick, resident. Mr. Steiner declared a quorum was present.

II. Guest Comments/Questions – Mr. Nowick had no specific questions or concerns and stated he was present to observe. Discussion was held.

III. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Project: Ms. Brooks reported Penzel Construction continues to work on the plant site and Carstensen Constructing continues to install the mainline pipes. Ms. Felton presented the Payment Estimate of Funds #6 for 04/01/2021 for \$2,525,789.34 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation, as provided prior to the meeting by Brian Strickland of Strickland Engineering. Ms. Brooks reported Payment Estimate of Funds #5 for 03/01/2021 for \$1,824,780.65 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation was distributed by Mr. Strickland on 03/16/2021 to the Board members via email, reviewed, and approved by Joe Tousignant, seconded and approved by Betty Brooks, Renee Boyer, and Joe Garvey on 03/17/2021. Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously on 03/17/2021 to approve the Payment Estimate of Funds #5 for 03/01/2021 for \$1,824,780.65 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation.
2. It was moved, seconded, and approved unanimously to approve the Payment Estimate of Funds #6 for 04/01/2021 for \$2,525,789.34 for the monthly construction reimbursement invoices for development, engineering fees, and construction observation. Joe Tousignant will be contacted to sign the Request as soon as possible for processing.

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:** Mr. Steiner reported 2 grinder pumps have been installed as planned, but the old pipes and concrete need to be removed. He will contact Mr. Tousignant and Mr. Strickland.
- 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 March 9, 2021 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of March 9, 2021 with a grammatical correction on Page 2 in the treasurer's report.

C. Treasurer's and Budget Report:

1. Ms. Boyer, treasurer, presented the March 2021 report was incomplete, but the March income was increased due to payments received for the grinder pumps. She reported that over the last three (3) months, average income has been about \$45,000 per month. She stated no budget adjustments are indicated for March 2021. She recommended \$5000 be transferred from the Operations Account to the Deposits Account to start reimbursements by the oldest customers first by the first customer numbers. She stated she will email the completed reports soon and hopes to send the reconciled reports, including construction account information, to the Board members in the future 2-3 days before the next Board meeting.
2. Ms. Boyer reported she and Ms. Felton met with Ms. Donze, CPA for a very productive meeting about accounting procedures and future meetings are planned at no extra charges. She reported an accurate email and contact procedure for Ms. Donze is now in place.

Discussion was held.

Recommendations/Actions:

1. The treasurer's report for December 2020, January 2021, February 2021, and March 2021 will be approved at the next meeting, pending receipt of the completely reconciled reports.

D. Clerks' Report:

1. Ms. Felton, accounting clerk, reported there were six (6) shut-off notices total mailed for March 2021 with 3 completed, including 1 for PWSD #1 and 2 for PWSD #2; all paid.
2. Ms. Felton inquired about a customer's question for a second grinder pump for an out-building; she was referred to engineer Brian Strickland.

Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the clerk's report.

- E. Mowing Report:** Joe Garvey presented the Mowing Contract Report of the 18 District facilities that require mowing. He reported the areas overall have been mowed and look good. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

IV. Old Business

- A. 2019-2020 Audit Report:** Ms. Boyer reported she gave the additional information to Ms. Donze, CPA who continues to work on the 2019 Audit. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

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

Recommendation/Actions: Ms. Felton stated she will contact Mr. Huskey again for the letter next month after tax season.

- C. Customer Maintenance Proposal (CUSI-CBSW):** Ms. Felton reported the server was not updated and she will call CUSI about the problems.

Recommendations/Actions: Follow up at the next meeting.

- D. Proposed HB 804:** Ms. Brooks reported HB 804 is unchanged to date, but Mr. Tousignant has been in contact with Rep. Hovis to put the wording back in to allow reasonable expenses in addition to actual expenses and \$100 per board meeting, if passed. Discussion was held.

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

- E. Board Member Duties/Activities:** No new information.

Recommendations/Actions: Board members were asked to list their related activities for review at the next meeting.

- F. Payroll Services:** Ms. Boyer and Ms. Felton stated there is no need to seek outside source assistance for payroll services as Ms. Felton has been instructed how to perform the procedure per Ms. Donze, CPA. Discussion was held.

Recommendations/Actions: Follow up as needed.

V. New Business

- A. Employee Evaluations:** Ms. Boyer reported she completed an annual evaluation with Ms. Felton and a 3-month evaluation with Ms. Holderbaugh with “above expectations” on all but two (2) areas where they “met expectations.” Discussion was held.

Recommendations/Actions: None.

- B. District T-Shirts:** Ms. Boyer reported she is researching T-Shirts for staff and Board members when participating in District activities. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- C. FP Mailing Solutions Contract:** Ms. Boyer and Ms. Felton reported the current 5-year contract with a postage meter, scale, and software to 2025 is no longer needed or cost effective as bulk rate mail is cheaper. Ms. Felton stated she called and the \$1000 contract cannot be cancelled. Discussion was held.

Recommendations/Actions: The consensus was that the contract was beneficial initially, but bulk rate mail should be used now and the contract will need to be allowed to run out as it cannot be cancelled.

VI. Announcements

The next regular monthly meeting will be held on **Tuesday, May 11, 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 7:50 pm.

Respectfully submitted,

Betty Brooks, Board Secretary