

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – June 16, 2020

I. **Call to Order**

Joe Tousignant, President, called the meeting to order on June 16, 2020 at 6:30pm at the Cape County Administration Building in Jackson, MO. Board members present were Greg Steiner, Joe Garvey, Betty Brooks, and Renee Boyer attended per telephone. Marcia Warren, Accounting Clerk, Dana Felton, Office Clerk, and Brian Strickland, Engineer, were also present for the Board meeting. Mr. Tousignant declared a quorum was present.

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

III. **Reports**

- A. **Secretary Report:** The minutes from the previous regular Board meeting held March April 28, 2020 with the correction on page 4 under New Business B.
Recommendations/Actions: “.... and Board approval for District-related items over \$500 and services under \$1000.” The closed meeting minutes of April 28, 2020 re: real estate issues were approved unanimously as presented.
- B. **Treasurer's Report:** Ms. Boyer, treasurer, gave the treasurer's report for May 2020. The May 2020 income was \$81,518.62 with expenses of \$77,197.76. The payments, adjustments, and fees were also reviewed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and passed unanimously to accept the treasurer's report for May 2020 and additional reports as presented. The financial report for May 2020 were signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer. It was also moved, seconded, and approved unanimously to move \$20,000 into a savings account for reserve as required by Rural Development (R.D.) and plan future additional monthly deposits as funds are available.
- C. **Accounting Clerk Report:** Ms. Warren presented a proposed Funds Request for 06/16/2020 regarding payment for Project legal services and related office expenses. She reported previous customer outstanding bills are up to date or in progress with payment plans. She presented a draft letter to customers regarding the annual rate review for the Board's review. She also asked if the District office would be open on July 3, 2020 for the holiday. She asked if late fees should continue to be waived in July. Ms. Warren also reported the office has been “open” recently since Governor Parsons lifted the state health restrictions on 06/15/2020, but they have few customer visitors. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Funds Request for 06/16/2020 re: Project legal services and related office services. The Board members will review the draft customer letter and contact Ms. Warren with comments. It was moved, seconded, and approved unanimously to close the District office on July 3, 2020 for the holiday on Saturday July 4, 2020. It was moved, seconded, and approved unanimously to stop waiving all late fees in July 2020, but continue the practice on a case-by-case basis as needed.
- D. **Office Clerk Report:** Ms. Felton reported the District's new website is operational and gave instructions for use for the emails for the president, vice president, secretary, treasurer, and member. The emails and website now end in “.org” instead of “.com”.
Recommendations/Actions: Follow up as needed.

E. 2021 Proposed Fiscal Year Budget: No changes were proposed to the 2021 FY Budget. Discussion was held.

Recommendations/Actions: Follow up as needed.

F. Engineering Update: Mr. Strickland reported the following:

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Strickland reported six (6) bids for the new mechanical wastewater treatment plant plus two (2) bids for the collection system were received, opened, and reviewed on 06/11/2020. The bids are in effect for 90 days. Discussion was held.

Recommendations/Actions: Mr. Strickland will release the bid information on 06/17/2020 and follow up with Whitney Watts at R.D. regarding the funding information. Further plans are pending funding approval and bid approval.

2. **Permit Renewals:** Mr. Strickland reported the following:

a. **Bella Vista:** permit has not been issued; will follow up with DNR.

Recommendations/Actions: Follow up at the next meeting.

3. **Facility Updates:** Mr. Strickland reported the following:

a. **Arbor Trails:** Wastewater treatment facility (WWTF) good.

b. **Bella Vista Estates:** Need to repair muskrat damage and add riprap to lagoon banks; will need ammonia upgrade in the future. good; to get proposal for rip-rap on the berms for erosion

c. **Cedar Meadows:** Ammonia levels elevated again; continue to review options for treatment.

e. **Essex Place:** WWTF good; muskrats continue to degrade the berms.

f. **Forest Meadows:** WWTF good.

g. **Homestead Place:** WWTF good

h. **Major Custom Cable:** WWTF good;

i. **Midwest Energy/ LLC:** WWTF good.

j. **Mulberry Acres:** WWTF good

k. **Pleasant Lake Estates:** WWTF good

l. **Oak Creek Estates:** WWTF good

m. **Red Barn Restaurant:** pumping to Major Custom Cable; no flow to lagoon.

n. **Saddlebrooke Ridge:** Work is being done on the UV system for disinfection installation.

o. **Saxony High School:** No discharge.

p. **Seabaugh Acres:** WWTF good; new pump station installed

q. **Spring Lake Estates:** WWTF good; duckweed present in both cells

r. **Sun Valley Estates:** Pumping discharge to Tamarac Estates; may need to start it back up to relieve the load at Tamarac.

s. **Tamarac Estates:** WWTF good

t. **Twin Oaks:** Facility meeting limits; need to pump septic tank and install additional sludge tank.

u. **Westbridge Place:** WWTF good.

Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. **Project Reports:** Mr. Strickland reported the following:
- a. **Seabaugh Acres:** New pump station on Ora Lee Drive completed.
 - b. **Saddlebrooke Ridge:** UV system being installed.
 - c. **North View Estates subdivision** next to Tamarac is nearing completion; temporary is installed.
 - d. **Highlands Subdivision** next to Sun Valley; needs easement from District across the treatment facility property. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to grant the easement for the sewer treatment plant from Highlands to Sun Valley, pending review of the “reversion clause” of the facility property.

- E. **Mowing Report:** Mr. Garvey presented and reviewed the mowing reports of the District’s facilities. Discussion was held.

Recommendations/Actions: Follow up at next meeting.

III. Old Business

- A. **MASD Dues Renewal:** Ms. Brooks reported on the response from Lesley Oswald from the Missouri Association of Sewer District. Ms. Warren stated she has written the check to pay the dues for 2020 renewal. Discussion was held.

Recommendations/Actions: Follow up as needed.

IV. New Business

- A. **Board Member Appointment 2020:** Mr. Steiner reported he had submitted a letter to the Vicki Ivy at the Cape County Commissioner’s office to request reappointment to the District as a board member for another term, but has not received a response to date. Discussion was held.

Recommendations/Actions: Ms. Brooks will contact Ms. Ivy for an update on Mr. Steiner’s request for reappointment to the District’s board of directors for another term and contact Mr. Steiner and the Board.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, July 14, 2020** at 6:30pm at the Cape Girardeau County Administration Building, Jackson, MO.

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

Respectfully submitted,

Betty Brooks, Board Secretary

