

Cape Girardeau County Reorganized Common Sewer District  
Board Meeting Minutes – July 14, 2020

**I. Call to Order**

Greg Steiner, Vice President, called the meeting to order on July 14, 2020 at 6:40pm at Wesley United Methodist Church, Jackson, MO. Board members present were Joe Garvey, and Betty Brooks. Joe Tousignant and Renee Boyer were absent. Marcia Warren, Accounting Clerk, and Dana Felton, Office Clerk, were also present. Mr. Steiner declared a quorum was present.

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

**III. Reports**

- A. Secretary Report:** The minutes from the previous regular Board meeting held June 9, 2020 were reviewed. Discussion was also held again regarding the minutes from May 12, 2020.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the minutes of June 9, 2020. The minutes of May 12, 2020 were corrected on page 3 under Annual Rate Review/Revisions to make no rate increases “other than for the annual adjusted water usage rates”.
- B. Treasurer's Report:** Ms. Warren presented the treasurer's report on behalf of Ms. Boyer for June 2020. The June 2020 income was \$63,269.06 with expenses of \$15,779.90. The payments, adjustments, and fees were also reviewed. A savings account for customer deposit monies has been opened with \$20,000 as discussed at the last meeting. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and passed unanimously to accept the treasurer's report for June 2020 and additional reports as presented. The financial report for June 2020 will be signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.
- C. Accounting Clerk Report:** Ms. Warren reported no shut-offs were done in June after the letters were mailed and either payments or payment arrangements were made, except for one customer. Generic office business cards have been ordered to give to customers. The order for additional invoice cards were signed and will be ordered as soon as possible. Discussion was held.  
**Recommendations/Actions:** It was moved, seconded, and approved unanimously to approve the accounting clerk report from Ms. Warren.
- D. Office Clerk Report:** Ms. Felton reported on the District's new website and asked members contact her with any questions. She also said members may sign up for text alerts on the website for any issues related to the District.  
**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:**

1. **Fruitland Wastewater Collection and Treatment Project:** According to information from Brian Strickland per email on 07/14/2020, Ms. Brooks reported Rural Development has submitted the Project budget request for the maximum 45% grant; their response is pending. Discussion was held.

**Recommendations/Actions:** Follow up at the next meeting. Further plans are pending funding approval and bid approval.

2. **Permit Renewals:**

- a. **Bella Vista:** Ms. Brooks reported per Mr. Strickland that the permit was renewed on 06/01/2020 until 06/30/2024 with significant changes.

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

3. **Facility Updates:**

- 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; 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:** UV system being installed.
  - 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; will be treated.
  - 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. **North View Estates subdivision** next to Tamarac is nearing completion; temporary system is installed.
- b. **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.

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

**Recommendations/Actions:** Mr. Garvey will contact Mr. Sparks about the mowing of his contracted facilities. Follow up at next meeting.

### III. Old Business

A. **Board Member Appointment 2020:** Mr. Steiner reported he received notification by the County Commissioners’ office of his reappointment to the Board of Directors for another 5-year term to 2025. A copy of the letter was received.

**Recommendations/Actions:** No follow up necessary.

### IV. New Business

A. **Meeting Location:** Ms. Brooks reported the County Commissioners requested our meetings be moved out of the chamber office until the end of the year as it is being used by the county clerk for absentee voting. Mr. Steiner was thanked for allowing this Board meeting to be held at Wesley United Methodist Church at 142 Carnation Lane in Jackson. Discussion was held.

**Recommendations/Actions:** It was moved, seconded, and approved unanimously to continue the Board meetings through 2020 at Wesley United Methodist Church.

### V. Announcements

A. The next regular monthly meeting will be held on **Tuesday, August 18th, 2020** at 6:30pm at the Wesley United Methodist Church, Jackson, MO.

VI. **Adjournment:** Being no further business, the regular meeting adjourned at 7:45 pm.

Respectfully submitted,

Betty Brooks, Board Secretary