

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – August 18, 2020

I. Call to Order

Joe Tousignant, President, called the meeting to order on August 18, 2020 at 6:35pm at Wesley United Methodist Church, Jackson, MO. Board members present were Greg Steiner, Joe Garvey, Betty Brooks, and Renee Boyer. 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 July 14, 2020 were reviewed.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of July 14, 2020.

1. Treasurer's and Budget Report: Ms. Boyer, treasurer presented the treasurer's report for July 2020. The July 2020 income was \$48,482.60 with expenses of \$54,045.62. The payments, adjustments, and fees were also reviewed. Ms. Boyer reported the Refundable Deposits Account was actually opened as another checking account instead of a savings account and will be changed to a savings account, pending a comparison review of the interest amounts of the account. Review of the 2020 Budget vs. Actual noted that it exceeded Postage and Office Supplies in July to cover bills for additional mailings and ink when post card statements ran out. The Budget for Service Income was also exceeded in July 2020. Discussion was held.

Recommendations/Actions:

- a) It was moved, seconded, and passed unanimously to adjust the 2020 Budget for Office Supplies in July 2020 from \$425 to \$900.00.
 - b) It was moved, seconded, and passed unanimously to adjust the 2020 Budget for Postage in July 2020 from \$250 to \$575.00.
 - c) It was moved, seconded, and passed unanimously to accept the treasurer's report for July 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. Deposits into the Refundable Deposits Account will be reviewed monthly.
 - d) Mr. Tousignant recommended an additional budget line item be added (67250) for System Operations and Maintenance Standard Monthly Fees in addition to 67200 for extraneous items.
- 2. Accounting Clerk Report:** Ms. Boyer reported on behalf of Marcia (Warren) Meuir, accounting clerk, that she will renew her notary public certificate on 08/25/2020. There were six (6) shut-off notices for PWSD #1 in July, but all paid their bills and were not shut off; another one (1) had moved and did not inform the landlord. One (1) shut off notice was sent for PWSD #2, but they also paid the bill and were not shut off. Generic office business cards were received and distributed to Board members. New postcard billing statements in green/blue were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the accounting clerk report as reported by Ms. Boyer for Ms. Meuir.

3. **Office Clerk Report:** No new information.
Recommendations/Actions: Follow up as needed.

F. **Engineering Update:**

1. **Fruitland Wastewater Collection and Treatment Project:** Mr. Tousignant reported that the final decision on the increased budget grant request from Rural Development is still pending and the end of their fiscal year is 09/30/2020. Discussion was held.
Recommendations/Actions: Follow up at the next meeting. Further plans are pending funding approval and bid approval.

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:** 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:** No new information.
 - a. **North View Estates subdivision** next to Tamarac is nearing completion; temporary system is installed. Discussion was held.
Recommendations/Actions: Follow up at the next meeting.

- G. **Mowing Report:** Mr. Garvey presented and reviewed the mowing reports of the District's facilities. He reported Mr. Sparks, one of the mowing contractors, quit unexpectedly and a new contractor has been hired to mow the several facilities that need mowing very soon. Discussion was held.
Recommendations/Actions: Follow up at next meeting.

III. Old Business

- A. **Project Budget/Bid Proposals:** Tabled until next meeting pending grant request response from Rural Development.
Recommendations/Actions: Follow up at next meeting

IV. New Business

- A. **Closed System Grinder Pumps:** Ms. Boyer reported that the replacement Flo-System grinder pumps are being billed at a higher rate than previously billed. Discussion was held.
Recommendations/Actions: Mr. Tousignant requested that Ms. Boyer contact Ms. Meuir to keep record of the Flo-System pumps with follow up discussion in November 2020 with the next budget review.
- B. **Closed Session for Personnel Business - 610.021 (3) and Real Estate Matters - 610.021 (2).** It was moved, seconded, and passed unanimously to go into closed session for Personnel Business and Real Estate Matters from 7:40pm to 8:00pm.

V. Announcements

- A. The next regular monthly meeting will be held on **Tuesday, September 8, 2020** at 6:30pm at the Wesley United Methodist Church, Jackson, MO.

- VI. **Adjournment:** Being no further business, the regular meeting adjourned at 8:05pm.

Respectfully submitted,

Betty Brooks, Board Secretary