

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – December 8, 2020

I. Call to Order - Joe Tousignant, President, called the meeting to order on December 8, 2020 at 6:35pm at Wesley United Methodist Church, Jackson, MO. Board members present were Betty Brooks and Renee Boyer. Absent were Greg Steiner and Joe Garvey. Present also was Dana Felton, accounting clerk, Juanita Holderbaugh, office clerk, and Brian Strickland from Strickland Engineering. Mr. Tousignant declared a quorum was present.

II. Guest Comments/Questions – None.

III. Reports

A. Engineering Update:

1. Fruitland Wastewater Collection and Treatment Project: Mr. Strickland reported Penzel Construction continues to work on the plant site with a goal to have the base concrete poured by 12/25/2020. The concrete box culvert is ordered. He reported Carstensen Construction is securing local temporary housing for their crews, a work yard, and is delivering pipe to easement areas. He reviewed the office building floor plan. He stated he will follow up on the list of supplies requested on site from Carstensen. Ms. Boyer reported that ACH has been set up for Penzel and Carstensen for their payroll checks. No construction expenses were submitted from the District. Discussion was held.

Recommendations/Actions:

It was moved, seconded, and approved unanimously to approve the Estimate of Funds #3 of 12/01/2020 for \$276,571.29 for the monthly construction payroll and engineering invoices.

- a. It was moved, seconded, and approved unanimously to approve to disperse construction account expense funds for payroll and engineering invoices approved at the Board meetings with single signatures on the checks instead of two (2) signatures.
- b. It was recommended to move the interior clerk's office wall further south to align with the customer counter.

2. Permit Renewals: No new actions.

Recommendations/Actions: Follow up as needed.

3. Facility Updates: Mr. Strickland reported the following as underlined:

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: Riprap has been added to lagoon banks; will need grass seed for the banks; will need engineering report for onsite upgrade in the next 4-5 years.
- c. Cedar Meadows: Ammonia levels continue up/down; continue to review options for treatment.
- 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.
- 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.
- m. Saddlebrooke Ridge: UV system being installed; 2 more grinder pumps have been installed.
- 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; no start-up needed at present.
 - 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.
- Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

4. Project Reports:

- a. **North View Estates subdivision** next to Tamarac Estates: No new information.
- b. **Bella Vista Estates:** Mr. Strickland reported easements have been signed to repair the sewer lines crossing the creek with the work to be done within 60 days when possible. Discussion was held.
- 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 and Closed Board meeting held November 10, 2020 were reviewed. Ms. Brooks also reviewed the discussion from the recent Board meeting of the Missouri Association of Sewer Districts on 12/02/2020. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of November 10, 2020 with the correction of “precast concrete block” to “precast concrete box culvert” in the report of the Fruitland Wastewater Collection and Treatment Project. It was moved, seconded, and approved unanimously to approve the Closed Board meeting minutes of November 10, 2020.

C. Treasurer's and Budget Report: Ms. Boyer, treasurer, presented the treasurer's report for October 2020. The November 2020 report is pending completion. The October 2020 income was \$47,173.96 with expenses of \$29,602.45. The income and expense and budget statements for October 2020 and fiscal year to date were distributed to Board members prior to the meeting and reviewed. The operations, construction, and refundable deposits accounts were also reviewed. Ms. Boyer reported the Service Income Actual, bank service charges, postage, travel expenses, system operation and maintenance expenses were over budget likely due to customer and construction expenses. Professional fees were also over budget which was likely due to possible incorrect coding which will be corrected. Discussion was held.

Recommendations/Actions:

- a. It was moved, seconded, and approved unanimously to transfer \$10,000.00 to the Deposit Refund Account.
- b. It was moved, seconded, and passed unanimously to accept the treasurer's report for October 2020 as presented.
- c. The financial report for October 2020 will be signed/initialed by President Mr. Tousignant and/or Treasurer Renee Boyer.
- d. Mr. Tousignant signed the paperwork for Montgomery Bank's Demand Deposit Marketplace Program for FDIC protection.

D. Clerks' Report: Ms. Felton reported there were 26 shut-off notices total for November with 16 mailed for PWSD #1 and ten (1) for PWSD #2. Four (4) services overall were shut off (2 for PWSD #2 and 2 for PWSD #1) and all services are back on. She said that she and Ms. Holderbaugh are working hard with customers on payment arrangements as needed. She reported there are a number of files for refunds with no forwarding address or phone numbers plus additional files whose deposits are due and asked for assistance with the files. Ms. Felton also asked about getting a full computer server backup program as the current back up is only for QuickBooks; a quote was obtained from Velocity for about \$1600.00. Discussion was held.

Recommendations/Actions:

- a. Ms. Boyer will contact collection agencies for bids and proposals to aid with collection efforts.
- b. Ms. Felton will obtain clarify the backup program quote with Velocity.
- c. It was moved, seconded, and approved unanimously to attempt to contact customers and hold refunds for one (1) year and if no response, return the monies to the District account.
- d. It was moved, seconded, and approved unanimously to collect social security numbers on all new customer service agreements and if no service agreement is completed, then service will be terminated in one (1) month, plus all social security numbers will be kept only on paper and not in the computer files.
- e. Emergency contact information will also be obtained on new customer service agreements.
- f. It was moved, seconded, and approved unanimously to approve the clerks' report.

III. Old Business

A. **Employee Handbook Review:** Ms. Boyer reviewed the revised District's draft Employee Handbook of 10/2020 that was sent to the Board of Directors prior to the meeting. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approved the Employee Handbook revision 11/2020 with minor edits.

B. **Bond Insurance:** Ms. Brooks reported Ms. Felton has been approved for public official bond insurance and has completed the application.

Recommendations/Actions: Follow up as needed.

IV. New Business

A. **Office Consultant Proposal:** Ms. Boyer reported there is no longer a need for an office consultant due to Ms. Holderbaugh's expertise. Discussion was held.

Recommendations/Actions: None.

B. **Treasury Supervisor Duties Proposal:** No further information.

Recommendations/Actions: Follow up at next meeting.

C. **Mileage Rate Change:** Ms. Holderbaugh noted the current IRS mileage rate is \$0.575 for 2020 and a new mileage chart is released every January 1. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to automatically adjust the mileage rate reimbursement yearly on January 1 according to the IRS mileage chart.

D. **Employee Christmas Bonus:** Ms. Boyer proposed each employee receive \$100 for 1-5 years' service, increased to \$125 for 6-10 years' service, and \$150 for 11+ years' service. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously that each employee receive a \$100 Walmart gift card for 1-5 years' service, increased to \$125 for 6-10 years' service, and \$150 for 11+ years' service with the anniversary date as of the December Board meeting.

VI. Announcements

The next regular monthly meeting will be held on **Tuesday, January 12, 2021** at 6:30pm at the Cape County Administration Building in Jackson, MO, Commissioner's Chambers, Third Floor.

VI. Adjournment: Being no further business, the regular meeting adjourned at 8:30pm.

Respectfully submitted,

Betty Brooks, Board Secretary