

Cape Girardeau County Reorganized Common Sewer District
Board Meeting Minutes – November 9, 2021

I. Call to Order

Joe Tousignant, president, called the meeting to order on November 9, 2021 at 6:30 pm at Wesley United Methodist Church, Jackson, MO. Board members present were Betty Brooks, Greg Steiner, Joe Garvey and Tommy Halford. Present also were Juanita Holderbaugh, office clerk, Jenny Macke, accountant/treasurer, and Brian Strickland, 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:

- a. The plant site construction will be completed soon. The start-up/dry inspections will start the week of December 2, 2021. Internet cable is to be installed and sewer services for the office building need to be completed. Chain-link fencing with a sliding gate with operating equipment will be installed around the property.
- b. Carstensen's Constructing continues to install the lift stations and pressure gravity systems, primarily along Highway 61 at this time, plus pumps at the plant site. They have about 20% (2 miles) of the 4-inch resin pipe needed for connection of unsewered homes to the main lines with the remaining 80% (8 miles) pending manufacturing and delivery delays. They will continue to complete the current projects until the 4-inch pipes are available.
- c. Ms. Brooks requested Carstensen's reconsider paying for asphalt repairs on Lynn Drive in Spring Lake Estates, on behalf of the homeowners' association, to the top of the levee due to the heavy construction equipment traffic in that area.

Discussion was held.

Recommendations/Actions: Ms. Holderbaugh will coordinate the move of the new office furniture into the new office building when it is cleaned so computers, etc. can be installed. Mr. Strickland will look for an appropriate drop-off box at the site for customer payments.

2. Permit Renewals: No new information.

Recommendations/Actions: Follow up as needed.

3. Facility Updates: Updates were given by Mr. Strickland as underlined.

- a. Arbor Trails: Wastewater treatment facility (WWTF) good.
- b. Bella Vista Estates: no grass seed needed for the banks; will need engineering report for onsite upgrade in the next 4-5 years; effluent is meeting ammonia limits 75% of the quarters.
- c. Cedar Meadows: WWTF good
- 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 are on hold due to improved 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; airlift pump installed which has reduced clogging problems and related unclogging costs.

- l. Red Barn/Las Brisas Restaurant: pumping to Major Custom Cable; grease problems and related system clogs continued with the restaurant; continued grease/clog problems reported.
 - m. Saddlebrooke Ridge: continue to repair/replace existing grinder pumps with approved E-1 grinder pumps.
 - 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; drainage from manhole reported and will be addressed as soon as possible.
 - q. Sun Valley Estates: Lagoon has been restarted due to new connections and nearby new subdivision.
 - r. Tamarac Estates: WWTF good
 - s. Twin Oaks: Facility meeting limits; paperwork in progress to re-rate facility for usage due to new development being built nearby; to add more diffusers to address ammonia levels.
 - t. Westbridge Place: WWTF good.
- Discussion was held.

Recommendations/Actions:

1. Las Brisas Restaurant: Mr. Tousignant will ask Bill Bonney to contact Las Brisas re: their grease trap and if not installed, will have them pay for unclogging their affected lines or not connecting them to the Treatment Project until the grease trap is installed. Mr. Strickland recommended contacting the county Health Department for enforcement assistance.
2. Follow up at the next meeting.

4. Project Reports:

- a. **Bella Vista Estates:** Mr. Strickland reported Danny Monroe is waiting for an excavator to remove the old pipes and the concrete piers since earlier repairs. Discussion was held.

Recommendations/Actions: Follow up as needed.

B. Secretary's Report: The minutes from the previous regular Board meeting minutes of October 10, 2021 were reviewed. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the minutes of October 10, 2021.

C. Financial Report: Ms. Macke presented and reviewed the Checks report through November 30, 2021; the Payroll report through 11/30/2021; and Balance Sheet, the Profit/Loss and Profit/Loss Budget vs. Actual reports, and Expenses by Class reports for July through October 2021. Ms. Brooks noted all income and expenses are within budget to date. Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to approve the Checks Report through November 30, 2021 and Payroll reports through November 30, 2021. The Checks report and the Payroll Report were signed. See attached reports.
2. It was moved, seconded, and approved unanimously to approve the treasurer's report for July through October 2021 as presented.
3. The clerks will review income versus expenses for Saddlebrooke Ridge and Oak Creek subdivision.

D. Clerks' Report: Ms. Holderbaugh reported the following:

1. There were 116 shut-off letters sent in October 19, 2021 with 113 in PWSD #1 and 48 in PWSD #2. No shut-offs were conducted as the clerks were out of the office at the end of October for a conference. Late fee notices were sent to 164 customers with \$1061.40 in late fees received. There were 18 new customers and 12 customers left the District.
2. She continues to attempt to contact customers for delinquent accounts. She contacted the Cash-Book Journal about a public notice/list and was advised to have the District's attorney approve the notice wording before publishing it in their Public Records.
3. She requested to consider writing off four (4) delinquent accounts with one account customer deceased due to lack of any forwarding contact information. The total amount is \$828.98, including the deceased's account of \$158.72. She said there is no estate or other sources of payment for the deceased's account.
4. She reported she and Dana Felton, accounting clerk, attended the MRWA Conference at the Lake of the Ozarks recently and they obtained good information.
5. Dana Felton was approved for the new bond insurance company through MOPERM and Liberty Mutual Insurance.

Discussion was held.

Recommendations/Actions:

1. It was moved, seconded, and approved unanimously to write off the deceased's customer delinquent account of \$158.72.
2. It was moved, seconded, and approved unanimously to accept the clerks' report.
3. There will be no shut-offs in December due to the holidays.
4. Mr. Tousignant reported Ms. Holderbaugh will receive her one-year anniversary Step increase on November 12, 2021.

E. Mowing Report: No new information.

Recommendations/Actions: Follow up when needed.

IV. Old Business

- A. Fiscal Years 2020-2021 Audits:** Ms. Macke reported Patrick Kintner, CPA is planning to complete the District's audits by January 1, 2022, for fiscal years ending 06/30/2020 and 06/30/2021. Discussion was held.

Recommendations/Actions: Follow up at the next meeting.

- B. Rules and Regulations Updates: Collections, Refunds to Customers with No Forwarding Information, December Shut-Off Policy, Customer Deposit Refund Policy:** No new information.

Recommendations/Actions: Mr. Tousignant will continue to prepare the draft updates and send to the Board members for review and approval.

V. New Business

- A. Construction Pay Request:** Mr. Strickland presented the pay requests from Penzel for \$729,115.54 and Carstensen's Constructing for \$1,592,952.62, but that additional invoices are incomplete. He said final request will be ready by 11/11/2021. Discussion was held.

Recommendations/Actions: It was moved, seconded, and approved unanimously to approve the Payment Request for Estimate of Funds #12 for 10/01/2021 for \$2,322,068.10 for the monthly construction payroll requests and hold on the other invoices until reviewed.

Mr. Tousignant will be contacted for his signature when the Pay Request is ready by 11/11/2021.

- B Request for Missouri State Assistance for Housing Relief:** Ms. Macke and Ms. Holderbaugh presented the request as received by one of the customers. Ms. Brooks reported she contacted their office and confirmed the relief is for only renters for now and confirmed the forms to be completed. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to participate in the program by the Missouri State Assistance for Housing Relief. A link to their information will be posted on the District's website for customers as appropriate.
- C. American Rescue Plan Act:** Discussion was held regarding the Act. Mr. Tousignant reported Bob Summers from Horner & Shifrin is looking into additional funding sources for the District for future needed projects. Discussion was held.
Recommendations/Actions: Follow up as needed.
- D. Saddlebrook Ridge Back-up Grinder Pump:** Mr. Tousignant requested a back-up complete retrofit and E-1 grinder pump be purchased to avoid delays when the equipment is needed when existing pump systems fail. Discussion was held.
Recommendations/Actions:
1. Mr. Strickland stated he will tell Flo-System to install a new system for the next replacement and keep the retrofit system for reserve, to keep the 3-year warranty active for the new system. He will also obtain the standard specifications for the basin system.
 2. It was moved, seconded, and approved unanimously to purchase a back-up complete retrofit and E-1 grinder pump to avoid delays when the equipment is needed when an existing pump system fails.
- E. Office Holiday Schedule:** Mr. Tousignant recommended the District's office be closed on Friday, November 26, 2021 in conjunction with Thanksgiving on November 25, 2021. Discussion was held.
Recommendations/Actions: It was moved, seconded, and approved unanimously to close the District's office on Friday, November 26, 2021 in conjunction with Thanksgiving on 11/25/2021.

VI. Closed Session for Legal Actions - 610.021 (1) or Personnel Business - 610.021 (3): None.

VII. Announcements

The next regular monthly meeting will be held **Tuesday, December 14, 2021** at 6:30pm in the lower-level meeting room at the Wesley United Methodist Church, Jackson, MO in Jackson, MO.

VIII. Adjournment: Being no further business, the regular meeting adjourned at 8:20pm.

Respectfully submitted,

Betty Brooks, Board Secretary

Attachments: Checks Report, Payroll Report