

JEFFERSON COUNTY PUBLIC SEWER DISTRICT  
REGULAR MEETING MINUTES  
December 27<sup>th</sup>, 2017

A regular meeting of the Jefferson County Public Sewer District (JCPSD) was held on Wednesday, December 27<sup>th</sup>, 2017 at 6:00 PM, in the Conference Room of the JCPSD offices, 4632 Yeager Rd., Hillsboro, MO 63050.

**Trustees present:** Chairman Clyde Pratt, Vice Chairman Wade Amsden, Financial Officer Peter Birkes, and Secretary Tom Ward were all present. One open seat.

**Others present:** District Manager Doug Bjornstad, District Operator Jon Fribis, Jill Malcom (Public Relations), and Board Clerk JoAnn Thompson.

**Call to Order / Roll Call:** Chairman Clyde Pratt called the meeting to order at 6:01 pm., noting all board members present with one open seat.

**Approval of Agenda:** Tom Ward made a motion to approve the agenda, Wade Amsden seconded; Unanimously approved.

**Approval of Minutes:** Wade Amsden made a motion to approve the minutes of the November 29<sup>th</sup>, 2017 meeting; Tom Ward seconded; Unanimously approved.

**Citizens to be Heard:** None

**Chairperson's Report:** None

**Vice Chairperson's Report:** None

**Secretary's Report:** None.

**Financial Officer's Report:** Peter Birkes presented :

- **Monthly Reports:** Account Balances, Budget, Profit & Loss (Review, Discussion)
- **Authorization to pay non-recurring bills:** Wade Amsden made a motion to approve the payment of the non-recurring bills in the amount of \$21,572.33, Tom Ward seconded; Unanimously approved.
- **Report Approval:** Wade Amsden made a motion to approve the Financial Report; Tom Ward seconded, Unanimously approved.

**District Manager's Report:** District Manager Doug Bjornstad Presented:

- a) **Cedar Hill PCB:** Discussion Only.
- b) **Byrnes Mill Acquisition:** Peter Birkes made a motion to authorize Chairman Clyde Pratt the authority to execute the transfer of custodianship agreement for the City of Byrnes Mill wastewater system, Wade Amsden seconded; Unanimously approved.
- c) **Yorktown Expansion:** Discussion Only.
- d) **Georgetown Manor Income Survey:** Discussion Only.
- e) **Tier 2 Operating Authority:** Discussion Only.
- f) **Ordinance adoption:** Discussion Only.

**District Operator Report:** Jon Fribis provided the Board with his Monthly Report, including discussing Weber Hill / Warren Wood SSIA Report. Discussion Only.

**Public Relations Report:** Discussion Only.

**OLD BUSINESS:**

- **Clyde Hamrick C6 Update:** Waiting on construction permit.
- **Rate analysis, notification timeline:** Discussion Only.

**NEW BUSINESS:**

- **Condemnation Ordinance:** Discussion Only.
- **Rules & Regulations Amendment:** Discussion Only.
- **2018 Staff Raises:** Peter Birkes made a motion to give employees a 2% increase, Wade seconded; Unanimously approved.

**Closed Session (per Chapter 610.021(1), RSMo 2016)**

Wade Amsden made a motion to adjourn Open Session to go into closed session according to 610.021(1) RSMO 2016 at 7:10 pm, Tom Ward seconded, all board members answered Aye, and motion was unanimously approved.

The open meeting resumed at 7:51 pm.

**Adjournment:** Wade made a motion to adjourn, Peter seconded. Unanimously approved. Meeting Adjourned at 7:52 pm.