

JEFFERSON COUNTY PUBLIC SEWER DISTRICT
REGULAR MEETING MINUTES
February 28th, 2018

A regular meeting of the Jefferson County Public Sewer District (JCPSD) was held on Wednesday, February 28th, 2018 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, Secretary Tom Ward, and David Courtway were all present.

Others present: District Manager Doug Bjornstad, District Operator Jon Fribis, 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.

Approval of Agenda: Tom Ward made a motion to approve the agenda, Peter Birkes seconded; Unanimously approved.

Approval of Minutes: Peter Birkes made a motion to approve the minutes of the January 24th, 2018 meeting; Wade Amsden seconded; Unanimously approved.

Citizens to be Heard: None

Chairperson's Report: Clyde Pratt updated the board on his monthly activities, Discussion Only.

A. Election of Officers:

Tom Ward made a motion to nominate Clyde Pratt as Chairman of the Board; Wade Amsden seconded; Unanimously approved.

Peter Birkes made a motion to nominate Tom Ward as Secretary of the Board; David Courtway seconded; Unanimously approved.

Tom Ward made a motion to nominate Peter Birkes as Financial Officer of the Board; Wade Amsden seconded; Unanimously approved.

Peter Birkes made a motion to nominate Wade Amsden as Vice Chairman of the Board; Tom Ward seconded; Unanimously approved.

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) Wade Amsden made a motion to approve the 2018 Budget Performa as presented; Tom Ward seconded; Unanimously approved.
- Authorization to pay non-recurring bills:** Wade Amsden made a motion to approve the payment of the non-recurring bills in the amount of \$9,776.59; 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. Connection Policy: Peter Birkes made motion to approve the adoption of the Notification and

- Connection Policy as amended; David Courtway seconded; Unanimously approved.
- B. Procurement Policy:** Tom Ward made motion to approve The Procurement Policy as presented; Wade Amsden seconded; Unanimously approved.
 - C. Windswept Farms:** Discussion Only.
 - D. User Rate Implementation**
 - a. **Update on Raintree:** Discussion Only.
 - b. **House Springs - water rate issues:** Discussion Only.
 - E. Mirasol Water MDNR response:**
 - a. **Submitted 02-26-2018:** Discussion Only.
 - F. Legislative update**
 - a. **MASD:** Discussion Only.
 - G. Cedar Hill PCB:**
 - a. **Documents Enclosed:** Discussion Only.
 - H. Byrnes Mill Acquisition:**
 - a. **Final passage with County:** Discussion Only.
 - b. **Closing:** Discussion Only.
 - I. Yorktown Expansion:**
 - a. **Patel Easement Signed:** Discussion Only.
 - b. **Project Request for bids in March:** Discussion Only.
 - J. Tier 2 Operating Authority:**
 - a. **Submit to MoDNR:** Discussion Only.
 - K. Meetings:**
 - a. **Festus:** Discussion Only.
 - b. **Missouri Department of Natural Resources:** Discussion Only.
 - c. **Eureka:** Discussion Only.

District Operator Report: Jon Fribis provided the Board with and reviewed his monthly Operations Report, Facilities Report, as well as updating the board on Weber Hill / Warren Wood SSIA Report. Wade Amsden made a motion to authorize District Manager Doug Bjornstad to purchase necessary items for the Brookside Parc UV Addition; Tom Ward seconded; Unanimously Approved.

Public Relations Report: None at this time.

OLD BUSINESS:

- A. Clyde Hamrick C6 Update:** Project is pending DNR review. Discussion Only.
- B. Rate analysis:** See User Rate Implementation under District Manager's Report. Discussion Only.

NEW BUSINESS:

- A. Septic Tank Management Plan:** Discussion Only.

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

Tom Ward made a motion to adjourn Open Session to go into closed session according to 610.021(1) RSMO 2016 at 7:47 pm, Wade Amsden seconded, all board members answered Aye, and motion was unanimously approved.

The open meeting resumed at 9:13 pm.

Adjournment: Wade Amsden made a motion to adjourn, Tom Ward seconded. Unanimously approved. Meeting Adjourned at 9:13 pm.