

JEFFERSON COUNTY PUBLIC SEWER DISTRICT  
REGULAR MEETING MINUTES  
April 25<sup>th</sup>, 2018

A regular meeting of the Jefferson County Public Sewer District (JCPSD) was held on Wednesday, April 25<sup>th</sup>, 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, and David Courtway were all present; Secretary Tom Ward was out on medical leave.

**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 6:07 pm., noting all board members present, with the exception of Secretary Tom Ward.

**Approval of Agenda:** Wade Amsden made a motion to amend the agenda adding Cedar Hill Billing and Byrnes Mill Sludge Hauling to District Managers Report. Dave Courtway seconded; Unanimously approved. Wade Amsden made a motion to approve the agenda as amended, Dave Courtway seconded; unanimously approved.

**Approval of Minutes:** Wade Amsden made a motion to approve the minutes of the March 28<sup>th</sup> 2018 meeting; Peter Birkes seconded; Unanimously approved.

**Citizens to be Heard:** None

**Chairperson's Report:**

- a) Tom Ward's two month leave of absence:
  - i) Wade Amsden made a motion to approve a two month medical leave of absence for Tom Ward' Peter Birkes seconded; Unanimously approved.
  - ii) Peter made a motion to nominate Wade Amsden to perform any and all Secretary duties while Tom Ward is on medical leave' Dave Courtway seconded; Unanimously Approved.
- b) Conflict of Interest Disclosure:
  - i) In accordance with Missouri Revised Statutes 105.450 to 105.462, Clyde Pratt informed the board the employment of Vicki Amsden (Wife of Wade Amsden) for Environmental Consulting & Operations, Inc (Owned by Jefferson County Public Sewer District Operator Jon Fribis) as of February 20, 2018.

**Vice Chairperson's Report:** None

**Secretary's Report:** None.

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

- Monthly Reports:** Account Balances, Budget, Profit & Loss: Discussion Only
- Authorization to pay non-recurring bills:** Wade Amsden made a motion to approve the payment of the non-recurring bills in the amount of \$23,052.93; Dave Courtway seconded; Unanimously approved.
- Report Approval:** Wade Amsden made a motion to approve the Financial Report; Dave Courtway seconded; Unanimously Approved.

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

- A. **Windswept Farms:** Discussion Only.
- B. **User Rate Implementation**
  - a. **House Springs - water rate issues:** Discussion Only.
- C. **Yorktown Expansion:**

- a. **Bid Review:** Peter Birkes made a motion to accept the Upper Bear Creek Extension Bid from JH Berra in the amount of \$331,688.00, Wade Amsden seconded; Unanimously Approved.

**D. Meetings:**

- a. **Sommer Set:** Discussion Only.
  - b. **McBride / Windswept:** Discussion Only.
  - c. **Carol Park Homes:** Peter Birkes made a motion to initiate a Sewer Improvement Area for the 10 proposed homes in Carol Park; Wade Amsden seconded; Unanimously Approved.
  - d. **City of Desoto:** Discussion Only.
  - e. **Public Water Supply District No. 2:** Discussion Only.
- E. Byrnes Mill Sludge Application:** Discussion Only.
- F. Cedar Hill Billing:** Discussion Only.

**District Operator Report:** Jon Fribis provided the Board with and reviewed his monthly Operations Report, Facilities Report, as well as Weber Hill / Warren Wood SSIA Report.

**Public Relations Report:** None at this time.

**OLD BUSINESS:**

- A. **Clyde Hamrick C6 Update:** Discussion Only.
- B. **Rate analysis, notification timeline, early returns:** Discussion Only.

**NEW BUSINESS:**

- A. **None**

**Closed Session (per Chapter 610.021(1), -610.021(18) RSMo 2016)**

Wade Amsden made a motion to adjourn Open Session to go into closed session according to 610.021(1), - 610.021(18) RSMO 2016 at 7:24 pm, Peter Birkes seconded, all board members answered Aye, and motion was unanimously approved.

The open meeting resumed at 8:46 pm.

**Adjournment:** Wade Amsden made a motion to adjourn, Peter Birkes seconded. Unanimously approved. Meeting Adjourned at 8:46 pm.