

JEFFERSON COUNTY PUBLIC SEWER DISTRICT  
REGULAR MEETING MINUTES  
September 26<sup>th</sup>, 2018

A regular meeting of the Jefferson County Public Sewer District (JCPSD) was held on Wednesday, September 26<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 were absent on Medical Leave.

**Others present:** District Manager Doug Bjornstad, District Operator Jon Fribis, Citizens to be heard Jim & Colleen Guthrie, Rebecca Howley from GBA, and Board Clerk JoAnn Thompson.

**Call to Order / Roll Call:** Chairman Clyde Pratt called the meeting to order at 6:03 pm., noting all board members present, with the exception of Secretary Tom Ward.

**Approval of Agenda:** Peter Birkes made a motion to amend the agenda, adding two items to new business: Discussion of hiring an Architect to redesign the office, and Discussion of hiring a 3rd party Engineer to provide solutions to the Byrnes Mill/House Springs Consolidation; Wade Amsden seconded; Unanimously approved. Wade Amsden made a motion to approve the Agenda as amended, David Courtway seconded; Unanimously approved.

**Approval of Minutes of the August 22<sup>nd</sup> meeting:** Wade Amsden made a motion to approve the minutes of the August 22<sup>nd</sup>, 2018 meeting; Peter Birkes seconded; Unanimously approved.

**Citizens to be Heard:** Jim & Colleen Guthrie addressed the board for help regarding their unusually high water & sewer bill from a recent undetected underground water leak. Jim & Colleen Guthrie already had repairs made, and provided board with documentation showing repairs completed and paid. Peter Birkes made a motion to reduce the Guthrie's August & September bills, basing the charges on the average of amounts billed from April, May & June 2018. Wade Amsden seconded; Unanimously approved.

**Raintree I&I Report - GBA:** Rebecca Howley of GBA provided the board members with packets of information from the I&I Study in Raintree. Rebecca Howley gave detailed explanations of the report, preliminary findings etc. Rebecca discussed options on moving forward with Raintree's I&I Study based on findings with the board.

**Chairperson's Report:** None

**Vice Chairperson's Report:** None

**Secretary's Report:** None

**Financial Officer's Report:**

- 2017 Audit :** Discussion Only
- Monthly Reports:** Account Balances, Budget, Profit & Loss: Discussion Only
- Authorization to pay non-recurring bills:** Peter Birkes made a motion to approve the payment of the non-recurring bills in the amount of \$48,393.02; Wade Amsden seconded; Unanimously approved.
- Report Approval:** Wade Amsden made a motion to approve the Financial Report; Clyde Pratt seconded; Unanimously Approved.

**District Manager's Report:** Doug Bjornstad presented his report, reviewing and discussing with the Board.

**District Operator Report:** Jon Fribis provided the Board with and reviewed his monthly Operations, Equipment and Facilities Report. Discussion Only.

**Public Relations Report:** Radio show tomorrow, Sanitary Improvement Areas.

**OLD BUSINESS:**

- A. ECO Lower Big River Operation Contract \$87,000.00/Year:** Peter Birkes made a motion to approve the ECO Lower Big River Operations Contract for \$87,000.00 per year. David Courtway seconded; All board members voted Aye with the exception of Wade Amsden who abstained, motion passed.
- B. Carol Park SIA - CDI Engineering Services Agreement, \$45,911.00:** Discussion Only.
- C. HWY 30 Sewer / Water SIA:** Discussion Only.
- D. Cedar Hill Rate Increase:** Discussion Only.
- E. Country Trails:** Discussion Only.
- F. Byrnes Mill Gate: Imperial Fence -- \$3,992.00, Geatley Gates -- \$7,876.00, Chesterfield Fence and Deck -- \$11,735.00:** Discussion Only.

**NEW BUSINESS:**

- A. Discuss hiring an architect to renovate the Jefferson County Public Sewer office space:** Discussion Only
- B. Discuss hiring a 3rd Party Engineering Firm to provide solutions for the Byrnes Mill / House Springs Consolidation:** Discussion Only.

**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 8:23 pm, Peter Birkes seconded, all board members answered Aye, and motion was unanimously approved.

The open meeting resumed at 8:53 pm.

**Adjournment:** Wade Amsden made a motion to adjourn, Peter Birkes seconded. Unanimously approved. Meeting Adjourned at 8:53 pm.