

JEFFERSON COUNTY PUBLIC SEWER DISTRICT  
REGULAR MEETING MINUTES  
November 27<sup>th</sup>, 2018

A regular meeting of the Jefferson County Public Sewer District (JCPSD) was held on Wednesday, November 27<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, Secretary Tom Ward, Financial Officer Peter Birkes, and David Courtway were all present.

**Others present:** District Manager Doug Bjornstad, District Operator Jon Fribis, 2 Representatives from Heneghan & Associates PC, and Board Clerk JoAnn Thompson.

**Call to Order / Roll Call:** Chairman Clyde Pratt called the meeting to order at 6:05 pm., noting all board members present.

**Approval of Agenda:** Peter Birkes made a motion to amend the agenda, moving Old Business Item 11a) Weber Hill/Warren Woods SIA, up to be heard after Approval of the October 25 meeting minutes; Wade Amsden seconded; Unanimously approved. Tom Ward made a motion to amend the agenda adding Citizens to be Heard after this Old Business item and directly before Chairperson's Report, Wade Amsden seconded; Unanimously approved. Tom Ward made a motion to approve the Agenda as amended, Wade Amsden seconded; Unanimously approved.

**Approval of Minutes of the October 25<sup>th</sup> meeting:** Wade Amsden made a motion to approve the minutes of the October 25<sup>th</sup>, 2018 meeting; David Courtway seconded; Unanimously approved.

**Weber Hill / Warren Woods SIA - Heneghan & Associates, PC Presentation:** Mr. Seth Elliott provided the board with a paper spreadsheet (Bid "A" File NO 80009-502) and a copy of map to use along with his Overhead Presentation. Mr. Elliott explained each line item, detailing specific tasks as well as cost details associated with each item.

**Citizens to be Heard:** None

**Chairperson's Report:** None

**Vice Chairperson's Report:** None

**Secretary's Report:** None

**Financial Officer's Report:** Financial Officer 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 \$32,686.49; Tom Ward seconded; Unanimously approved.
- 2019 Budget:** David Courtway made a motion to approve the proposed 2019 Budget, Wade Amsden seconded; Unanimously approved.
- FEW Management Letter, approve and execute:** Tom Ward made a motion to approve and execute the FEW Management Letter, Wade Amsden seconded; Unanimously Approved.
- FEW Audit agreement, \$7,000.00, approve and execute:** Tom Ward made a motion to approve and execute the FEW Audit Agreement for \$7,000.00, Wade Amsden seconded; Unanimously Approved.
- Report Approval:** Tom Ward made a motion to approve the Financial Report; Wade Amsden 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:** Newsletter, should go out 1st quarter 2019.

**OLD BUSINESS:**

- A. Weber Hill / Warren Woods SIA - Heneghan Associates PC Presentation:** Moved, see above
- B. Upper Bear Creek Sanitary Extension, authorize the release of retainage and close out project:** Peter Birkes made a motion to authorize the release of retainage and close out project; Tom Ward seconded; Unanimously approved.
- C. HWY 30 Sewer / Water SIA:** Discussion Only.
- D. Country Trails, Authorize Chairman to execute an Asset Purchase Agreement:** Wade Amsden made a motion to Authorize Chairman Clyde Pratt to execute an Asset Purchase Agreement in the amount of \$1.00, Peter Birkes seconded; Unanimously approved.
- E. Byrnes Mill CIP - Task order approval from Horner and Shifrin:** Peter Birkes made a motion to approve the Task order from Horner and Shifrin in the amount of \$23,000.00; David Courtway seconded; Unanimously approved.
- F. Wholesale agreement form, review and approve:** Discussion Only.

**NEW BUSINESS:**

- A. Raintree - Approved Contractor list:** Discussion Only.
- B. Rule change for making customer inactive for vacancies, natural disasters, and remodeling:** Tom Ward made a motion to approve Proposed Rule Change for inactive customers as presented, Wade Amsden seconded; Unanimously Approved.
- C. Festus Fuel:** Discussion Only.
- D. Crawler Camera:** Peter Birkes made a motion to approve the Purchase of a Crawler Camera cost up to \$60,000.00 only if Camera is approved by Wade Amsden, Doug Bjornstad and Jon Fribis; Tom Ward seconded; Unanimously approved.
- E. Resolution on the intent to use public funding for the Weber Hill / Warren Woods Sanitary Improvement Area, Resolution 18-006:** Peter Birkes made a motion to approve Resolution 18-006, A Resolution determining the intent of the Jefferson County Public Sewer District to reimburse itself for certain capital expenditures; David Courtway seconded; Unanimously approved

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

Peter Birkes made a motion to adjourn Open Session to go into closed session according to 610.021(1), - 610.021(18) RSMO 2016 at 8:33 pm, Tom Ward seconded, all board members answered Aye, and motion was unanimously approved.

The open meeting resumed at 9:49 pm.

**Adjournment:** Wade Amsden made a motion to adjourn, Tom Ward seconded. Unanimously approved. Meeting Adjourned at 9:50 pm.