

**JEFFERSON COUNTY PUBLIC SEWER DISTRICT  
REGULAR MEETING MINUTES  
March 4th 2025**

A regular meeting of the Jefferson County Public Sewer District (JCPSD) was held on Wednesday, March 4th 2025, at 4:00 PM, in the Conference Room of the JCPSD offices, 4629 Yeager Rd., Hillsboro, MO 63050.

**Trustees present:** Chairman Peter Birkes, Vice Chairman Clyde Pratt, were in attendance and Secretary David Keeley attended virtually. There are two open seats.

**Others present:** Sewer District Manager Doug Bjornstad, Office Manager Stacy Ems, and citizen Richard Williams.

**Call to Order / Roll Call:** Chairman Peter Birkes called the meeting to order at 6:00 PM, noting we have a quorum, Peter Birkes, David Keeley and Clyde Pratt all answered yes in attendance.

**Approval of Agenda:** David Keeley made a motion to approve the agenda, Clyde Pratt seconded; Unanimously approved, Motion Passed.

**Approval of Minutes – January 23rd 2025:** Clyde Pratt made a motion to approve the minutes of the January 23<sup>rd</sup> 2025 meeting; David Keeley seconded; Unanimously approved, Motion Passed.

**Citizens to be Heard:** None

**Chairperson's Report:** Chairman Peter Birkes introduced Richard Williams as a candidate for appointment for one of the vacant Board seats. Clyde Pratt made a motion to approve Richard Williams appointment to the Board of Trustees, David Deeley seconded, unanimously approved. Chairman Peter Birkes swore in Richard Williams as a new Trustee.

**Secretary's Report:** None

**Financial Officer's Report:**

- **Monthly Reports:** Account Balances, Profit & Loss, & Aging Report
- **Financial Reports Approval and Payment of the unpaid bills:** Clyde Pratt made a motion to pay the unpaid bills as presented and to approve the Monthly Financial Reports as presented; Richard Williams seconded; Unanimously approved, Motion Passed.

**District Manager's Report:** Doug Bjornstad presented his report to the board. Discussion Only.

**District Operator / Field Operations Report:** None.

**NEW BUSINESS:**

- A. **Resolution 25-001:** Resolution awarding a bid and services to the lowest and best bidder to the Lower Big River Regionalization Project – Collection System and authorizing the District manager to execute any necessary agreements or contracts to effectuate the award of the bids and proposals. Clyde Pratt made a motion to approve Resolution 25-001, David Keeley seconded the motion. Unanimously

approved, Resolution passed.

- B. Resolution 25-002:** Resolution awarding a bid and services to the lowest and best response to a request for qualification for the JCPSD Yorktown WWTF Design Build Project and authorizing the District Manager to Execute any necessary agreements or contract to effectuate the award of the bids and proposals. Clyde Prate made a motion to approve Resolution 25-002, Richard Williams seconded, Unanimously approved Resolution passed.
- C. Engineering proposal from Heneghan and Assoc. fro the Mirasol water storage tank and water line extension \$40,000:** Peter Birkes made a motion to reject the proposal and authorize the District Manager to seek more Bids, Clyde Pratt seconded the motion, Unanimously rejected proposal.
- D. Next Board Meeting Conflict with MWEA Conference, Move to 3/19.** David Keeley made a motion to approve moving the meeting to 3/19, Clyde Pratt seconded, unanimously approved, meeting moved to 3/19
- E. approved, Motion Passed.

#### **OLD BUSINESS:**

##### **A. LBR Regionalization Project Update**

- i. Increased budget sent to USDA RD for State approval and National level approval.

**Closed Session pursuant to Chapter 610.021(1)(2)(15) RSMo January 2023:** David Keeley made a motion to go into closed session at 6:18 PM, according to 610.021(1) legal action, 610.021(2) Leasing, purchase or sale of real estate, 610.021(15) Meetings and public records relating to scientific and technological innovations in which the owner has proprietary interest; Peter Birkes seconded. Chairman Peter Birkes called roll call vote: Peter Birkes, Clyde Pratt, and David Keeley all voted Yea; motion approved.

##### **Open Session Resumed 4:50 PM**

**Adjournment:** David Keeley made a motion to adjourn, Clyde Pratt seconded. Unanimously approved. Meeting Adjourned at 4:54 pm.