

JEFFERSON COUNTY PUBLIC SEWER DISTRICT  
REGULAR MEETING MINUTES  
March 19<sup>th</sup>, 2025

A regular meeting of the Jefferson County Public Sewer District (JCPSD) was held on Wednesday, March 19<sup>nd</sup>, 2025, at 6:00 PM, in the Conference Room of the JCPSD offices, 4629 Yeager Rd., Hillsboro, MO 63050.

**Trustees present:** Chairman Peter Birkes, Secretary David Keeley and Richard Williams were present. Clyde Pratt was absent on personal business. There is one open seat.

**Others present:** Sewer District Manager Doug Bjornstad, and Board Clerk JoAnn Thompson.

**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 Richard Williams all answered yes in attendance.

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

**Approval of Minutes – March 4<sup>th</sup>, 2025:** Richard Williams made a motion to approve the minutes of the March 4<sup>th</sup>, 2025 meeting; Peter Birkes seconded; Unanimously approved, Motion Passed.

**Citizens to be Heard:** None

**Chairperson's Report:** None

**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:** David Keeley 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. Board of Trustees Positions: Chairman, Vice Chairman, Secretary and Financial Officer. Nominations and Elections. Vote Required.** Richard Williams made a motion to nominate Peter Birkes as the Chairman of the Board of Trustees; David Keeley seconded; Unanimously approved, Motion Passed. David Keeley made a motion to nominate Clyde Pratt as the Vice Chairman of the Board of Trustees; Richard Williams seconded; Unanimously approved, Motion Passed. Peter Birkes made a motion to nominate David Keeley as the Secretary of the Board of Trustees; Richard Williams seconded; Unanimously approved, Motion Passed.

Peter Birkes made a motion to nominate Richard Williams as the Financial Officer of the Board of Trustees; David Keeley seconded; Unanimously approved, Motion Passed.

- B. Bel Aire Estates MHP Disinfection: Proposal from Legion Water Solutions for \$29,883.48 to construct and install a chlorine contact tank. Staff Recommends directing the District Manager to approve a Master Service Agreement with Legion Water Solutions and Issue a Task Order for the construction of the chlorine contact tank for a not to exceed price of \$30,000.00.** David Keeley made a motion to authorize the District Manager to approve a Master Service Agreement with Legion Water Solutions and Issue a Task Order for the construction of the chlorine contact tank for an amount not to exceed price of \$30,000.00; Peter Birkes seconded; Unanimously approved, Motion Passed.

**OLD BUSINESS:**

- A. Alternate funding for the Lower Big River Regionalization Project. Staff recommends approving the District Manager to seek funding for the project cost that exceed the original \$19.8 million USDA Funding; vote required.**  
Discussion Only

**Closed Session pursuant to Chapter 610.021(1)(2)(15) RSMo January 2023:** Peter Birkes made a motion to go into closed session at 6:11 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; David Keeley seconded. Chairman Peter Birkes called roll call vote: Peter Birkes, Richard Williams and David Keeley all voted Yea; motion approved.

**Open Session Resumed 6:13 PM**

**Adjournment:** Peter Birkes made a motion to adjourn, David Keeley seconded. Unanimously approved. Meeting Adjourned at 6:13 pm.