



REGULAR MEETING
711 West Main Street, Festus, MO 63028

Meeting Minutes

Thursday, January 17, 2019,

CALL TO ORDER: By Tim Montgomery at 10:03 a.m.

ROLL CALL:

Members Present: Tim Montgomery, Matt Clemens, Terry Thomas, Gary Underwood & Mark Johnson
Absent: Jim Kasten
Also Present: Michelle Guidicy and Morgan Maupin

APPROVAL OF MINUTES:

Move for Approval: Matt Clemens made motion to approve minutes for 12/20/18 meeting.
Second: Terry Thomas
Ayes: Tim Montgomery, Matt Clemens, & Terry Thomas
Nays: None
Abstain: Gary Underwood & Mark Johnson
Absent: Jim Kasten

APPROVAL CLOSED OF MINUTES:

Move for Approval: Matt Clemens made motion to approve minutes for 12/20/18 meeting.
Second: Terry Thomas
Ayes: Tim Montgomery, Matt Clemens, & Terry Thomas
Nays: None
Abstain: Gary Underwood & Mark Johnson
Absent: Jim Kasten

APPROVAL OF BILLS:

Bills were reported in the amount of \$375,426.78.

Move for Approval: Mark Johnson made motion to approve bills & addendum totaling \$375,426.78.
Second: Gary Underwood
Ayes: Tim Montgomery, Matt Clemens, Terry Thomas, Gary Underwood & Mark Johnson
Nays: None
Absent: Jim Kasten

UNFINISHED BUSINESS: N/A



NEW BUSINESS:

MRWA Legislative Assessment:

Move for Approval: Gary Underwood made the motion to pay the MRWA Legislative Assessment in the amount of \$175.00.

Second: Mark Johnson

Ayes: Tim Montgomery, Matt Clemens, Terry Thomas, Gary Underwood & Mark Johnson

Nays: None

Absent: Jim Kasten

Matt Clemens stated the City of Festus agreed not to pay the legislative assessment and relies on JCWA to make that payment on behalf of the City.

JCWA New Truck Decision:

The board wanted to go on the record and state that with the issues they have had in the past with vehicles was more of a personnel issue, but wanted to clarify that the usage of the JCWA work truck needs to follow the JCWA personnel policy and be used for business use only. The board also stated that the truck needs to have the JCWA logo decaled to the door.

Move for Approval: Tim Montgomery made the motion to follow the JCWA personnel policy for the truck to be used for JCWA business use only.

Second: Gary Underwood

Ayes: Tim Montgomery, Matt Clemens, Terry Thomas, Gary Underwood & Mark Johnson

Nays: None

Absent: Jim Kasten

MRWA Conference March 12-14, 2019:

Gary Underwood stated that he would like to attend the conference.

Tim Montgomery stated that he needs to check his schedule first but he will let Michelle Guidicy know as soon as possible.

Vacation & Buyout Discussion:

Michelle Guidicy brought up to the board about reinforcing the vacation time. The policy states that vacation can be taken in either a half day or a whole day depending on hours they are scheduled to work for a particular day. Guidicy gave an example on Jamie Aubuchon who put down on his timesheet he worked 5 hours and took 3 hours vacation. The policy states half days or whole days only. Guidicy stated she went ahead and only took away 3 hours and paid him his balance for the buyout since he worked all those other hours on the week of the cleaning. She also mentioned that another employee lost a personal holiday and had two vacation days earned last year that she paid him for his buyout but in all reality should have only paid him one of those days because the policy states buyout can be only 1/2 of unused vacation. Michelle stated that she would like to type up a memo for every employee to sign so they understand the vacation increments and buy out. Mark Johnson suggested have every employee sign but also have one posted to their bulletin board so they can see it as a reminder. It was also brought to the boards attention that Jamie Aubuchon takes vacation all of December, the board did not find that to be an issue when there was two class A license holders at the plant, but since Jamie Aubuchon is the only class A license holder the board did not think it was a good idea for the plant manager and the only class A license holder to be on vacation for majority of the a month even though he lives within a few minutes of the plant.



Move for Approval: Terry Thomas made the motion that the JCWA plant operator cannot take more than two weeks of vacation at a time without the board's approval in writing until another employee holds a Class A license.

Second: Gary Underwood

Ayes: Tim Montgomery, Matt Clemens, Terry Thomas, Gary Underwood & Mark Johnson

Nays: None

Absent: Jim Kasten

Internal Control Review:

Guidicy would have like to have had the internal control review right after the meeting but is going to have to postpone until the February meeting since she and Matt Clemens will be in interviews. However, she put together a packet for Gary Underwood and Mark Johnson to take home and review and highlight items they would like to review and test. Guidicy would like them to bring back to her in advance so she has the items pulled and ready for them to review. She also mentioned that she thought Jamie Aubuchon also needs to review the internal control policy as well.

RESOLUTIONS: N/A

REPORTS:

Treasurer Report for period ending 12/31/18 (Informational Only)

Plant Manager Report:

Plant Manager's report will be included in the minute book as a permanent record.

Board of Directors:

Gary Underwood – **N/A**

Mark Johnson – **N/A**

Terry Thomas – **N/A**

Jim Kasten – **Absent**

Tim Montgomery- **Stated that he is happy with how everything is going with the water plant, also that we have not had any personnel issues in a very long time where it seemed every meeting something being discussed about our personnel in the past.**

Matt Clemens – **N/A**

Michelle Guidicy – Stated that the auditors were here this week doing field work for the annual audit and mentioned that the fixed asset policy will have to be amended that pumping equipment be classified as machinery and equipment with a \$5,000 threshold and not a \$50,000 threshold. Utility Service is supposed to get together the cost of the river motors that were replaced last year so they can be recorded as JCWA's asset and contributed revenue.

ADJOURN:

Matt Clemens made motion to adjourn meeting, seconded by Terry Thomas, motion carried unanimously.

These minutes were approved this _____ day of _____, 2019



Tim Montgomery, President

Attest:

Morgan Maupin, Secretary