

**JEFFERSON COUNTY WATER AUTHORITY
MEETING MINUTES
January 18, 2018
10:00 A.M.**

The Jefferson County Water Authority met in regular session at Festus City Hall on January 18, 2018 at 10:00 a.m. The following board members were present for roll call: Terry Thomas, Gary Underwood, Jim Kasten, Mark Johnson and Matt Clemens. Absent: Tim Montgomery. Mark Johnson presided over the meeting. Also present Michelle Guidicy, Morgan Maupin, and Plant Manager, Steve Settlemoir.

Minutes

Minutes of the December 21, 2017 meeting were presented for approval. **Motion to approve these minutes was made by Jim Kasten, seconded by Gary Underwood. On a call by the chair, Minutes of the December 21, 2017 meeting were then approved by the following votes: Ayes – Terry Thomas, and Mark Johnson; Abstain – None; Nays – none.**

Bills

Bills were reported in the amount of \$345,048.84. **Terry Thomas made a motion to approve the bills as stated \$345,048.84, seconded by Gary Underwood. On a call by the chair to approve the bills the votes were as follows: Ayes – Jim Kasten, Matt Clemens and Mark Johnson. Nays – none.**

Visitors:

None

New Business:

Elect New Office Officials:

Officials for JCWA are Tim Montgomery, President and Mark Johnson, Vice President. Terry Thomas motioned to have the officials stay as they are; Matt Clemens seconded that motion. On a chair call by the Chair: Ayes – Mark Johnson and Jim Kasten. Nays – Gary Underwood.

Setup Internal Control Committee:

Mark Johnson nominated Terry Thomas and Tim Montgomery to be present for the Internal Control Committee. Michelle Guidicy stated that they will set up a time around the second week in February.

Old Business:

Utility Service:

Insurance Claim Update: Michelle received an email from Insurance that the check is being issued and will be released to Utility Services after receipt. Matt Clemens mentioned to Steve Settlemoir to get a new contract with Utility Services.

Reports:

Financial Report for Period Ending 12/31/17 – Terry Thomas stated that he noticed there was a pay period where an employee has 40 hours vacation and still had 44 hours within that same week. Guidicy stated that the pay periods are 2 weeks, not 1 week. Guidicy stated that the auditors brought up that there is a lot of overtime still being paid out. Guidicy stated that adding the seventh employee is not fixing the overtime issue because of current personnel issues. Michelle Guidicy went over the Trial Balance Sheet with the Board.

Plant Manager Report:

Steve Settlemoir presented his written report to board members as follows:

- Flow was down in December; the river was down as well. Utility Service came in and cleaned on January 10, 2018. The cleaning is going to once per year. Steve Settlemoir is concerned about the cleaning once per year, but stated that if the flow is off by a certain percentage Utility Services has to come clean always. The control room is almost completed. Garage doors were installed and they only have to put the metal up around the outside, which will be done in warmer weather.

Board of Directors:

Johnson asked for the trees to be cut around the fence line in 12/21/17 meeting. Bids for cleaning up the fence are still being looked into by Steve Settlemoir only one company has come out but has not submitted their bid yet. Matt Clemens told Steve Settlemoir to get three bids not two.

Closed Session:

Closed Session: Notice is hereby given that the JCWA Board of Directors will go into closed session pursuant to Missouri Law for the purpose of dealing with matters relating to the following: (1) Personnel Issues (RSMO 610.021 3)

Mark Johnson motioned to go into closed session, Terry Thomas second this motion.

Jim Kasten made the motion to adjourn closed session and return to meeting, Terry Thomas second this motion.

Jim Kasten made a motion to adjourn, seconded by Gary Underwood. Motion carried unanimously.

These minutes were approved this _____ day of _____, 2018

Morgan Maupin, Secretary

Timothy Montgomery, President