

**JEFFERSON COUNTY WATER AUTHORITY
MEETING MINUTES
February 15, 2018
10:00 A.M.**

The Jefferson County Water Authority met in regular session at Festus City Hall on February 15, 2018 at 10:00 a.m. The following board members were present for roll call: Terry Thomas, Gary Underwood, Tim Montgomery and Matt Clemens. Absent: Mark Johnson & Jim Kasten. Tim Montgomery presided over the meeting. Also present Michelle Guidicy, Morgan Maupin, and Plant Manager, Jamie Aubuchon.

Minutes

Minutes of the January 18, 2018 meeting, and the minutes for the closed session on January 18, 2018 were presented for approval. **Motion to approve these minutes was made by Gary Underwood, seconded by Terry Thomas. On a call by the chair, Minutes of the January 18, 2018 meeting were then approved by the following votes: Ayes – Matt Clemens; Abstain – Tim Montgomery; Nays – none.**

Bills

Bills were reported in the amount of \$241,277.54. **Matt Clemens made a motion to approve the bills as stated \$237,273.92 with the addition of \$4003.62 totaling \$241,277.54, seconded by Terry Thomas. On a call by the chair to approve the bills the votes were as follows: Ayes – Gary Underwood and Tim Montgomery. Nays – none.**

Visitors: None

New Business:

Compliance Certificate per Bond Covenants:

The board appointed Tim Montgomery to send a letter to UMB Bank that states that JCWA reviewed the activities and believe that they are not in any default within the last fiscal year.

Gary Underwood motioned; Terry Thomas seconded that motion. Ayes – Matt Clemens and Tim Montgomery. Nays – none.

Audited Financial Statement for Peroid Ending 9/30/17-Completed:

Auditors were here in January and completed the fiscal year 10/1/16 - 9/30/17 financial statements. Michelle Guidicy stated that all the reports are typed up and completed and will be given out at the next board meeting for board questions; they are due by February 28, 2018 so we are ahead of schedule at this point.

FEMA Close Out Certificate Form:

FEMA is looking to schedule a final inspection for the FEMA closeout on flood damage to road at collector well. However, in order to do that the Board needs to appoint a new representative who can sign off on the paperwork since Steve Settlemoir is no longer employed with JCWA.

Terry Thomas made motion to appoint Jamie Aubuchon as new FEMA Representative; Matt Clemens seconded that motion. On a call by the chair to approve Jamie the New FEMA Rep the votes were as follows: Ayes – Gary Underwood and Tim Montgomery. Nays – none.

Stroup Lost Vacation Payout at Year-End:

Damian Stroup wrote a letter to the board requesting that they consider paying him his 44 hours of unused vacation time that he lost at year-end. Mr. Stroup was under the impression that the Board was allowing employees to buy back their unused vacation time per Steve Settlemoir and apologized for not verifying this prior to him not scheduling his time off.

Matt Clemens made the motion to pay Mr. Stroup his 44 hours unused vacation; Terry Thomas seconded that motion. On a call by the chair to approve paying Mr. Stroup 44 hours of unused vacation the votes were as follows: Ayes – Gary Underwood and Tim Montgomery. Nays – none.

Old Business:

Internal Control Meeting Reminder:

Terry Thomas and Tim Montgomery were reminded of their internal control meeting following the JCWA meeting on February 15, 2018.

Reports:

Financial Report for Period Ending 1/31/18 – Informational Only.

Plant Manager Report:

Jamie Aubuchon presented his report to board members as follows:

- The board asked Jamie to contact Putnam Chevrolet to see if they have this truck in stock on the lot and if not how long would it take to get one in? If it takes too long the board suggested sending out a formal RFP to see what else may be available for options. The board approved Jamie to get the current truck fixed with the simple maintenance that is needed to get the truck drivable again for use around the plant area only.
- Low lift pump #1 is leaking and is still under warranty the board would like for the work to be completed for it as soon as possible.

Board of Directors:

- The three fence bids that Steve Settlemoir received were all \$10,000 or more. Matt Clemens suggested that Jamie get new bids for 5 feet off the fence and cutting the brush around the fence but leaving it for the plant to dispose of; also seeing if this job could be something that the plant workers could accomplish, Jamie stated that this would be very time consuming job but it could be done as some of the workers are good with chain saws.
- Matt Clemens stated that the new personnel manual should be completed by the next meeting and that there will be 5 to 6 things that the board will have to vote on.

Matt Clemens 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