



REGULAR MEETING
711 West Main Street, Festus, MO 63028

Meeting Minutes

Thursday, April 19, 2018

CALL TO ORDER: By Vice President Mark Johnson at approximately 10:03 am on Thursday April 19, 2018.

ROLL CALL:

Members Present: Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten, and Mark Johnson

Absent: Tim Montgomery

Also Present: Michelle Guidicy, Morgan Maupin & Plant Manager, Jamie Aubuchon

APPROVAL OF MINUTES:

Move for Approval: Gary Underwood made motion to approve minutes from March 15, 2018 regular meeting

Second: Matt Clemens

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

Nays: None

Absent: Timothy Montgomery

Abstain: Jim Kasten abstained since he was not at the last meeting

APPROVAL OF BILLS:

Bills were reported in the amount of \$394,094.85 with additions of \$38,955.08 totaling \$433,049.83, which includes a \$200,000 CD purchase from Reliance.

Move for Approval: Jim Kasten made motion to approve bills as stated.

Second: Terry Thomas

Ayes: Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten & Mark Johnson

Nays: None

Absent: Timothy Montgomery

Abstain: None

UNFINISHED BUSINESS:

Audited Financial Statements:



Michelle Guidicy stated this agenda item was brought back because she was not at the last meeting to answer any questions regarding the audited financial statement and explained that Director Matt Clemens had one question regarding the old truck still showing its value at 100%. Guidicy explained JCWA still owns the truck therefore it should be listed as an asset but has been fully depreciated.

The other directors did not have any questions or statements regarding the audited financial statements.

MRWA Voluntary Legislative Assessment:

Michelle Guidicy explained that this item was brought back from the last meeting and stated that JCWA already pays a \$100 membership fee and that MRWA is asking for continued support for legislative issues for 2018. The Board of Directors discussed and made motion to approve.

Motion for Approval: Jim Kasten made the motion to approve paying the \$100 voluntary Legislative Assessment for 2018 to the Missouri Rural Water Association
Second: Gary Underwood
Ayes: Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten & Mark Johnson
Nays: None
Absent: Timothy Montgomery
Abstain: None

RFP Electronic Gate:

Michelle Guidicy stated that at last month's meeting Jamie Aubuchon presented a staff report recommending Tyco for the RFP that was sent out on the electronic gate and at that time the board requested that it be brought back up for discussion since some of the directors thought the doors should be secure first before they had an electronic gate installed and also since JCWA only budgeted \$17,500.

At that time, Guidicy approached Director Johnson about him maybe wanting to accept Tech Electronics since that is who City of Herculaneum will be using and that JCWA could eliminate the server and share in the access cards. Guidicy stated that even if Tech eliminated the cost of the server, it would only reduce the RFP down \$1,500, which would still not make them the lowest bidder.

Jamie Aubuchon stated that Tyco included the 100 cards with their RFP and that he would have concerns with using the same server since they have internet issues at the plant. Plant Manager, Jamie Aubuchon talked with the other employee's and everyone thought this was the better move and were actually excited about the project and asked the board to move forward with the project.

Guidicy went through the detail of capital outlay and replacement items that were budgeted for this fiscal year and discussed what Jamie Aubuchon is recommended would could be removed, moved to the following budget and/or future budgets so that the electronic gate can be approved



for this fiscal year. Director Clemens stated that the changes for the capital outlay and replacement items actually add funds to the current budget year. Guidicy explained that with personnel changes and adjustments to salaries, Fica, 401K, health insurance, etc. that JCWA would be reducing the overall budget in the amount of \$46,078. Guidicy prepared a Resolution should the board decide to approve the contract with Tyco.

NEW BUSINESS:

CD Investment:

Guidicy explained that Jefferson County Water Authority had a CD mature in the amount of \$200,000 and that she had cashed in the CD and requested an RFP through Public Purchase to re-invest the funds. At which time she received three interest rates and went with Reliance Bank. Guidicy further explained that this was informational only and copies were included in the packet for board verification of the CD purchase.

Surety Bond:

Guidicy explained that this was information only and was also included in their packets for the board to verify that there is a surety bond on her in the amount of the yearly debt service, which is required by the bonds.

Destruction of Records:

Guidicy is requesting the board approve the destruction of records according to the retention period and included a list of items that need to be destroyed at the same time the City of Festus is having their records destroyed in May. Guidicy explained that these items will be a permanent record attached with the minutes showing what items were destroyed and approved by the board. There were no questions regarding the items from the directors.

Move for Approval:	Gary Underwood made motion to approve the list of records to be destroyed.
Second:	Jim Kasten
Ayes:	Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten, and Mark Johnson
Nays:	None
Absent:	Timothy Montgomery
Abstain:	None

RESOLUTIONS:

Resolution No. 2018-1

Amending Budget for Fiscal Year 2017-2018

1st Reading

Move to Introduce:	Mark Johnson made motion to introduce Resolution No. 2018-1 Amending Budget 2017-2018 by title only.
Second:	Jim Kasten



Ayes: Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten, and Mark Johnson
Nays: None
Abstain: None

Discussion: No discussion was made regarding amending the budget.

2nd Reading:

Move to Suspend Rules: Jim Kasten made motion to suspend the rules and call for a second reading by title only
Second: Gary Underwood
Ayes: Terry Thomas, Matt Clemens, Mark Johnson, Gary Underwood, and Jim Kasten
Nays: None
Abstain: None

Final Passage:

Move for Approval: Jim Kasten made motion to adopt Resolution No. 2018-1
Second: Matt Clemens
Ayes: Terry Thomas, Matt Clemens, Mark Johnson, Gary Underwood, and Jim Kasten
Nays: None
Absent: Timothy Montgomery
Abstain: None

Resolution No. 2018-2

Authorize chairman to enter into contract with Tyco for electronic gate system in the amount of \$36,065.

1st Reading:

Move to Introduce: Jim Kasten made motion to introduce Resolution No. 2018-2 for 1st reading by title only
Second: Mark Johnson
Ayes: Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten, and Mark Johnson
Nays: None
Abstain: None

Discussion:

Numerous debates were made between the Directors on holding off until next fiscal year so that it could be rebid to include the doors. Some of them thought the doors should have been the priority instead of the gate. There was also discussion on accepting the bid and doing a change order to see what the cost would be to include the doors and if they did not like what was presented would do an RFP to budget for doors next year. Director, Matt Clemens wanted it noted that he did not like the idea that the cost has nearly doubled than what was originally



budgeted for this project. Most all the directors would have liked to have seen the doors and gate done at the same time and would have preferred waiting until the next fiscal year. Plant Manager, Jamie Aubuchon expressed that he would really like to see the board accept the contract and then budget the doors the following year.

2nd Reading:

Move to Suspend Rules: Jim Kasten made the motion to suspend the rules for a 2nd reading by title only

Second: Terry Thomas

Ayes: Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten, and Mark Johnson

Nays: None

Abstain: None

Final Passage:

Move for Approval: Jim Kasten made motion to adopt Resolution No. 2018-2

Second: Mark Johnson

Ayes: Jim Kasten, Mark Johnson, Terry Thomas, Gary Underwood, and Matt Clemens

Nays: None

Absent: Timothy Montgomery

Abstain: None

Resolution No. 2018-3

Adopt by Resolution an employee personnel policy.

1st Reading:

Move to Introduce: Jim Kasten made motion to introduce Resolution No. 2018-3 by Title Only

Second: Terry Thomas

Ayes: Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten, and Mark Johnson

Nays: None

Abstain: None

Discussion:

Guidicy stated that she did not print the policy to the resolution to save on paper but did note that on the staff report she reflected what changes were made to the policy in red for their review. No further discussions were made.

2nd Reading:

Move to Suspend: Mark Johnson made motion to suspend the rules for a 2nd reading by title only

Second: Jim Kasten



Ayes: Terry Thomas, Gary Underwood, Matt Clemens, Jim Kasten, and Mark Johnson
Nays: None
Abstain: None

Final Passage:

Move for Approval: Jim Kasten made motion to adopt Resolution No. 2018-3
Second: Matt Clemens
Ayes: Terry Thomas, Matt Clemens, Gary Underwood, Jim Kasten, and Mark Johnson
Nays: None
Absent: Timothy Montgomery
Abstain: None

CLOSED SESSION:

Move to Close: Jim Kasten made motion to go into closed session pursuant to Missouri Law for the purpose of dealing with matters relating to personnel issues (RSMO 610.021 3).
Second: Mark Johnson
Ayes: Matt Clemens, Mark Johnson, Terry Thomas, Jim Kasten, and Gary Underwood
Nays: None
Absent: Timothy Montgomery
Abstain: None

Move to Adjourn/Open: Jim Kasten made motion to adjourn closed meeting and open regular meeting.
Second: Terry Thomas
Ayes: Gary Underwood, Mark Johnson, Matt Clemens, Terry Thomas, and Jim Kasten
Nays: None
Abstain: None

REPORTS:

Jim Kasten made motion to stop discussion on the rest of the agenda items, which are available in their packets for review only, seconded by Gary Underwood, motion carried unanimously.

Treasurer Report for period ending 3/31/18:

Report was available in the board packet but no discussion at the meeting.

Plant Manager Report:

Report was available in the board packet but no discussion at the meeting.



Board of Directors:

Nothing was discussed by the board of directors.

ADJOURN:

Jim Kasten made motion to adjourn meeting, seconded by Mark Johnson, motion carried unanimously.

These minutes were approved this _____ day of _____, 2018

Timothy Montgomery

Attest:

Morgan Maupin, Secretary