



**REGULAR MEETING**  
711 West Main Street, Festus, MO 63028

**Meeting Minutes**

**Thursday, July 18, 2019**

**CALL TO ORDER:** By Director, Jim Kasten at 10:00 am

**ROLL CALL:**

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

**APPROVAL OF MINUTES:**

Move for Approval: Terry Thomas made motion to approve meeting minutes for 6/20/19 meeting.  
Second: Gary Underwood  
Ayes: Gary Underwood, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens  
Abstained: Mark Johnson was not at last meeting

**APPROVAL OF BILLS:**

Bills were reported in the amount of \$ 209,791.99, which included the addendum.

Move for Approval: Gary Underwood made motion to approve bills in the amount of \$ 209,791.99.  
Second: Mark Johnson  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens

**NEW BUSINESS:**

**Liability Insurance Renewal with Custom Insurance:**

Tony Becker with Custom Insurance was contacted by cell phone and put on speaker to discuss with the board about raising the insured values on the plant and equipment. Becker stated that originally the project cost around \$20 million but this also included land and site preparation work. Over the years, Plant Manager, Tom Ward revised the values downward because certain pieces of equipment would not be replaced or others could be rebuilt for much less. The Clarifier along with water plant, collector well and meter vaults is currently insured for \$12.7 million. Tony Becker suggested increasing the value with a 3% compounding rate to somewhere around \$13.9 million. Tony also mentioned that he would get with Plant Manager, Jamie Aubuchon to go over the increased value between the plant and equipment and update information for getting quotes to bring back to the board next month.



Move for Approval: Jim Kasten made motion increase plant values to \$13.9 Million  
Second: Gary Underwood  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens

**Exempt Employee Compensation:**

The board discussed giving Jamie Aubuchon a one-time stipend due to the fact that he went above and beyond his duties that were not in the job description. Jamie thanked the board for the recognition on all the hard work he does.

Move to Motion: Mark Johnson made motion to pay Jamie Aubuchon a one-time \$1500 stipend for the extra 85 hours worked due to caisson issues in May of 2019.  
Second: Greg Camp  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens

**Starting Pay Increase:**

Jamie asked the board to consider giving the employees a 5% increase in pay. Jamie also asked the board to look into changing the starting salary for a new employee due to the fact of the number of applicants he received during this last hiring process, which was 80 from the indeed site online and 4 or 5 from the leader newspaper ad. Guidicy went over her staff report stating she received starting and ending pay scales for a Water Specialist I, Water Specialist II, and Water Specialist II from the Office of Administration and felt JCWA was in line with the beginning pay scale. The board stated that they feel that would be appropriate but it will be discussed later on when we get to the proposed budget. Greg Camp stated that for raises to take place it is important to look at the starting pay and the scale of the current employees together to make sure the raise work across the board.

**Caisson Issue & Laterals:**

Mark Johnson stated that looking over all the reports that a caisson is suggested to be built downstream, his suggestion would be to build the exact same caisson downstream and run it into the current plant pipe. Jamie Aubuchon stated that it would cost 2.5 to 3.5 million to build another caisson. Greg Camp stated that the extent of the damage for the current caisson needs to be checked out and go from there. Jim Kasten stated that he agrees the damage needs to be checked out then look into Mark's theory for a new caisson. Jamie stated that he would schedule for Lane and Suez to come to the next board meeting to discuss an engineering study and what the cost might be. The board stated that they could have 15 minutes to talk.



### **Depository Bank Contract with FSCB expiring 10/31/2019:**

Guidicy requested the board consider renewing another three year agreement, at the same terms, with First State Community Bank (FSCB), which will be expiring on 10/31/19. Guidicy stated that the transition from Commerce to FSCB was a hard transition at first but have since then established a good banking relationship and has been very happy with them.

Move to Motion: Greg Camp made motion to renew with FSCB for another three years at the same agreement terms  
Second: Mark Johnson  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens

### **Proposed Budget 2019-2020:**

The board discussed Jamie's proposal with a 5% pay raise vs \$1.00 pay increase. Guidicy stated that the cost between the two was only an additional cost of \$235. Guidicy explained the CPI at December 2018 was 1.9% and that JCWA employees have received a \$1.00 pay increase for the last three years. However, there are a few employees that have not been here long enough to receive the additional increase. Greg Camp stated he generally looks at the CPI and stated a good start would be a 3% pay increase. Guidicy noted that the proposed budget leaves the starting salary at \$13.34 and needed to know if the board wanted to consider increasing the starting base pay. It was discussed with a 5% increase it would bring the starting pay to \$14.01. Guidicy stated she needs direction on what they want her to bring back on pay and if the board is okay with the \$3,000 contribution into the 401K plan. They all agreed that they were okay with the \$3,000 and that the starting pay for any new employee would be changed from \$13.34 to \$14.00 even with the new hire coming now.

There was some discussion on a possibly cost of \$50,000 for the engineering study for capital improvement to the Caisson and Guidicy stated that the wholesale water rate might have to go up some to cover that additional expense since it would be considered an operating expense even though they have funds available in reserve to cover it. Guidicy stated she would reach out to Sarah with DNR to ask if it would be okay to take funds from reserve to pay for this expense and not include it when determining the 110% debt service coverage so rates would not have to increase to cover this cost. For now the proposed budget will include a 5% increase and then the board can decide if that is what they want to give out.

Move to Motion: Greg Camp made motion to start the new hired employees at \$14.00 per hour and to not include the new hires with the budget increase starting October 1, 2019.  
Second: Terry Thomas  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens



**OLD BUSINESS:**

**Hiring Maintenance/Labor Position:**

Jamie Aubuchon asked the board if he could hire an employee to become a maintenance position for the plant and not require them to get a D License within the 24 months of hire. Mark Johnson stated to the board and Jamie that he does not find the position necessary at this point in time and that the plant needs to have operators who know how to run the plant before it needs to have a position just for maintenance specifically. Greg Camp did not see why a new hire would not be able to obtain a D License within the 24 months. Jim Kasten stated that they have approved extensions before for other employees so they can definitely look into that option again if need be. Guidicy stated that the personnel policy was changed to only give them 24 months and if they did not pass, they would be terminated.

**RESOLUTIONS:**

**Resolution No. 2019-3 “Budget Amendment No. 1 for Fiscal Year 2018-2019”**

Move to Motion: Terry Thomas made motion to introduce Resolution No 2019-3 by title only  
Second: Mark Johnson  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens

Jim Kasten asked Michelle Guidicy to read Resolution No 2019-3 by title only

Discussion Followed: Guidicy discussed the need to amend the budget to remove some capital improvements that will not be completed this year to be re-budgeted for the next fiscal year. The board did not have any questions regarding the amendments.

Move to Adopt: Terry Thomas made motion to adopt Resolution No 2019-3.  
Second: Gary Underwood  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens

**Resolution No. 1 “Nationwide 401K Updating Directors”**

Move to Motion: Mark Johnson made motion to introduce Resolution No. 1 by title only  
Second: Greg Camp  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens

Jim Kasten asked Michelle Guidicy to read Resolution No. 1 by title only.

Discussion: None



Move to Adopt: Mark Johnson made motion to adopt Resolution No 1.  
Second: Greg Camp  
Ayes: Gary Underwood, Mark Johnson, Terry Thomas, Greg Camp, and Jim Kasten  
Nays: None  
Absent: Matt Clemens

**REPORTS:**

**Treasurer Report for period ending 6/30/19 (Informational Only):** The Board did not have any discussion on the report.

**Plant Manager Report:** The Board did not have any discussion on the report.

**Board of Directors:**

Gary Underwood – N/A

Mark Johnson – N/A

Terry Thomas – N/A

Jim Kasten – N/A

Greg Camp – N/A

Matt Clemens – Absent

**ADJOURN:**

Jim Kasten made motion to adjourn meeting, seconded by Greg Camp motion carried unanimously.

These minutes were approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Jim Kasten, President

Attest:

\_\_\_\_\_  
Morgan Maupin, Secretary