



REGULAR MEETING
711 West Main Street, Festus, MO 63028

Meeting Minutes

Thursday, July 19, 2018

CALL TO ORDER: By President, Tim Montgomery at 10:04 a.m.

ROLL CALL:

Members Present: Terry Thomas, Gary Underwood, Tim Montgomery, Jim Kasten, and Mark Johnson

Absent: Matt Clemens

Also Present: Plant Manager, Jamie Aubuchon and Michelle Guidicy

APPROVAL OF MINUTES:

Move for Approval: Terry Thomas made motion to approve the June 21, 2018 regular meeting minutes.

Second: Mark Johnson

Ayes: Terry Thomas, Gary Underwood, Tim Montgomery, and Mark Johnson

Nays: None

Absent: Matt Clemens

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

APPROVAL OF BILLS:

Bills were reported in the amount of \$235,901.40.

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

Second: Terry Thomas

Ayes: Terry Thomas, Gary Underwood, Tim Montgomery, Jim Kasten, and Mark Johnson

Nays: None

Absent: Matt Clemens

UNFINISHED BUSINESS: N/A



NEW BUSINESS:

General Liability Renewal:

Guidicy stated that the general liability insurance will be up for renewal on August 25, 2018 and was hoping to have Tony Becker attend meeting to discuss the renewal process and bidding. However, Tony Becker was out of the office for an insurance meeting and will bring back as an agenda item next month.

Budget Discussions for Fiscal Year 2018-2019

- **Raises** – Guidicy presented to the board a list of the current employee’s with their current salary rate per hour and presented a \$1/hour increase reflecting percentage increases ranging from 3% to 7%. Board discussed keeping the starting rate at \$13.34 per hour but amending the personnel policy to give a \$.50 per hour pay increase after their 6 month probation period has ended. Once the policy is amended, the current new employees who were recently hired will receive the \$.50 per hour increase. Board discussed license level pay upgrades to include a B License, which was missed in the personnel policy.

Currently the personnel policy gives \$.50 for “D” License, \$.75 for “C” License and \$1.00 for “A” License. We currently have one employee that will be trying to achieve his “B” License this next fiscal year. Board is requesting that the personnel policy be amended to change policy to; \$.50 “D” License, \$.75 “C” License, \$1.00 “B” License and \$1.25 “A” License.

- **New Hire** – Board is authorizing Jamie Aubuchon to start advertising for the 7th employee.
- **401K Contribution** – Guidicy suggested increasing the 401K Contribution from \$2,500 to \$3,000 for fiscal year 2018-2019 since JCWA had around \$9,000 in forfeited funds available for use from previous employees who have left and were not vested. Board did not have a problem with the recommendation from Guidicy.

RESOLUTIONS:

Resolution No. 2018-4 – Guidicy explained the resolution was needed to amend the current budget for the expenditure the board approved at their last meeting for the change order to include the new access door control system. This will be the 2nd Amendment to the current budget.

1st Reading

Move to Introduce: Jim Kasten made motion to introduce Resolution No. 2018-4 for first reading by title only.

Second: Mark Johnson



Ayes: Terry Thomas, Gary Underwood, Tim Montgomery, Jim Kasten, and Mark Johnson
Nays: None
Absent: Matt Clemens
Discussion: None

2nd Reading:

Move to Suspend Rules: Jim Kasten made motion to suspend rules for a 2nd reading by title only.
Second: Mark Johnson
Ayes: Terry Thomas, Gary Underwood, Tim Montgomery, Jim Kasten and Mark Johnson
Nays: None
Absent: Matt Clemens

Final Passage:

Move for Approval: Mark Johnson made motion to approve Resolution No. 2018-4.
Second: Jim Kasten
Ayes: Terry Thomas, Gary Underwood, Tim Montgomery, Jim Kasten, and Mark Johnson
Nays: None
Absent: Matt Clemens

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)

Move to Close: Mark Johnson made motion to go into closed session at approximately 10:35 a.m.
Second: Jim Kasten
Ayes: Terry Thomas, Gary Underwood, Tim Montgomery, Jim Kasten, and Mark Johnson
Nays: None
Absent: Matt Clemens

Move to Open: Jim Kasten made motion to leave closed session at approximately 10:49 a.m. and go into regular meeting.
Second: Gary Underwood
Ayes: Terry Thomas, Gary Underwood, Tim Montgomery, Jim Kasten, and Mark Johnson
Nays: None
Absent: Matt Clemens



REPORTS:

Treasurer Report for period ending 6/30/18:

Guidicy stated the reports are for information only unless there are any questions. Board had no questions regarding the report that was submitted for review.

Plant Manager Report: Aubuchon briefly went over the following items in his report and will be attached with the minutes.

- **Chlorine Building Project Update:** Aubuchon stated there has been some progress on the building inside with some insulation along with interior walls. Montgomery wanted it noted in the minutes that the top priority is that if anybody goes into the chlorine building the exhaust fan better get turned on. Safety is the number one priority and good quality water is the second highest priority. Underwood suggested posting a sign so they can see before they enter. Aubuchon stated he would make up a sign and have the employees sign it. The board further discussed wiring fans right to the door and get a rocker switch from electrician and have it hard wired. Montgomery mentioned that there will be no cooling inside the building unless it gets over 150 degrees. Aubuchon stated it will cost approximately \$1300 for two heaters that are corrosion resistant.
- **Jefferson County Health Department Visit:** Aubuchon stated that the visit from the health department went very well and the visitors loved the tour and could not believe what comes in and what comes out and had no idea what goes into the plant. Sounds like there could be more visits from Missouri stream team and others.
- **Lime Silo Dust Collection System:** RFP has been sent out and is closing on August 3, 2018. Per Jamie there has been approximately 4-5 companies come out or inquire about the RFP.
- **Lime Silo Drain Failure:** Aubuchon is in the process of starting to get bids on rerouting and replacing the line with a 6" with a clean-out with lid to permit cleaning in both directions at the 90 degree turn.
- **New Gate Upgrade Project:** Aubuchon stated that the gate project is behind schedule. One of the issues is because of a subcontractor they are using called Zumwalt. In fact, the company had to come back out to re-do some concrete slab work they done poorly.
- **Low Lift #2 Motor:** Aubuchon stated the bearings failed but had a spare to put in its place and have one at Cardinal Electric.
- **Backwash Meter:** Aubuchon stated he has been in contact with Greyline and Ressler & Associates giving them three options to get this meter working. Sounds like they are going to replace it with another upgraded version from a 1.0 to a 6.1 at no cost. Aubuchon has a backup meter option if this doesn't work.



- **Scada Computers:** Aubuchon got some pricing on a Window XP computer for around \$500-\$600 or an industrial grade server with vmware, which is more expensive. He expects the setup and program to cost around \$10,000. Montgomery did not realize that this was for replacing the existing computer and wanted to know about a spare for backup. Montgomery suggested getting pricing for two systems at the industrial grade and have one installed and one as a backup in case of an emergency.
- **Gutter Repair:** Board discussed enforcing the areas of concern above the computers until it can be sub-contracted out next fiscal year.
- **Other Items of Discussion:**
 - Air reliefs for river pumps will be shipped 7/31/18
 - Spare CPU for scada system estimated to be around \$8,100

Board of Directors:

Gary Underwood – Nothing
Mark Johnson – Nothing
Terry Thomas – Nothing
Jim Kasten – Nothing
Tim Montgomery – Nothing
Matt Clemens - Absent

ADJOURN:

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

These minutes were approved this _____ day of _____, 2018

Timothy Montgomery, President

Attest:

Morgan Maupin, Secretary