



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

**Meeting Minutes**

**Thursday, March 17, 2022**

**CALL TO ORDER:** Greg Camp called meeting at approximately 10:00 a.m.

**ROLL CALL:**

Members Present: Matt Unrein, Terry Thomas, Greg Camp, and Kevin Dennis (via Zoom)

Absent: Jim Kasten & Mark Johnson

Also Present: Morgan Kimbrell, Michelle Vaughn, & Plant Manager, Jamie Aubuchon

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:**

Motion for approval: Matt Unrein made motion to approve regular & closed minutes from February 17, 2022 as presented.

Second: Kevin Dennis

Ayes: 4

Nays: 0

Absent: 2

**APPROVAL OF BILLS:**

Bills were reported in the amount of \$563,419.89.

Move for Approval: Terry Thomas made a motion to approve the bills as presented totaling \$563,419.89.

Second: Matt Unrein

Roll Call: Greg Camp, Matt Unrein, Terry Thomas, and Kevin Dennis

Nays: 0

Absent: 2



## **OLD BUSINESS:**

**Collector Well Progress Report:** Greg Camp stated that Burns & McDonnell had given their monthly progress billing report for updates for the board to look at and had asked if there were any questions. The board did not have any questions.

## **NEW BUSINESS:**

### **Staff Report Main Plant UPS Upgrade & Replacement:**

Camp stated they received two bids from Reinhold Electric & Guarantee Electrical with recommendation to go with the low bidder.

The board agreed to go with the low bid from Guarantee Electrical. Kevin Dennis asked Jamie if he was ok with that. Jamie stated yes because Aschinger Electric has been bought out by Guarantee Electrical and have used Aschinger for many years.

Motion:	Kevin Dennis made the motion to accept the quote and go with Guarantee Electrical.
Second:	Terry Thomas
Roll Call:	Greg Camp, Terry Thomas, Matt Unrein, and Kevin Dennis
Nays:	0
Absent:	2

### **Staff Report for Audited Financial Statements:**

Greg Camp informed the board that the audit was completed and there were two small internal control deficiencies, but everything else looked fine. Matt Unrein asked if it would be the same company next year for the audit, Michelle Vaughn stated yes, and that next year will be the last year of the contract.

### **Amending Fixed Asset Policy:**

Greg Camp stated that the Fixed Asset Policy is one of the deficiencies that the auditors asked us to look at and there are some recommended changes, which some relate to GASB that does not affect us anymore. Greg stated that at the end of the day we are asking for an end of the year report. Michelle explained that at the end of the year she gives Jamie a capitalized asset listing of assets that are depreciated and then Jamie informs her of assets that need to be disposed. Typically, those items have never been presented to the board before because they are like a pump, such as a low lift pump per Jamie, which is still at the plant waiting to be scrapped. Vaughn's preference is to not take those types of items to the board but only equipment like a truck, vehicle or bobcat but is fine with it if that is what the board wants to do. Camp suggested maybe a threshold of items below the threshold just be disposed of and anything above the threshold have an itemized list that the board can review and approve to dispose to have in time prior to the audit. Vaughn stated that she will have to have the inventory list to Jamie



sooner after year-end so that it can be brought to the board for approval in October or November prior to audit starting. Camp asked Vaughn if she would be comfortable with a \$5,000 threshold, which Vaughn stated that would be fine since the fixed asset threshold is already at \$5,000. Camp stated that the amendment to the policy, in addition to removing the forms that are not being used, include language that assets under \$5,000 can be disposed of by the plant managers discretion and assets over \$5,000 will be kept as an itemized list and presented to the board for approval to dispose with whatever timetable Michelle would want to use.

Camp requested a motion for Michelle to proceed with the revision of the fixed asset policy, which will be available at the next meeting to approve.

Motion: Terry Thomas made a motion to have Michelle proceed with revising the Fixed Asset Policy.  
Second: Kevin Dennis  
Ayes: 4  
Nays: 0  
Absent: 2

### **Purchasing Policy:**

Camp stated here again is another recommendation from the auditors, which is adjustments to the purchasing policy to update the guidelines with set tiers. Michelle asked the board to go over each tier today so that if the board does not agree with her recommendation that the draft policy change be changed. Vaughn would like to have at least two directors get with Jamie to go over the proposed purchasing policy to make sure we have everything covered. The board went through each tier that was recommended by Vaughn and approved all as follows:

**Tier (I)** For any budgeted purchase or contract services, which is twenty-five hundred (\$2,500) or less, the Plant Manager may order the item or items as needed without formality but is still encouraged to seek the best possible price whenever possible. **Board Agreed**

**Tier (II)** Any budgeted purchase or contract services that exceed two thousand five hundred dollars (\$2,500) but less five thousand dollars (\$5,000.00) shall, whenever possible, be based on at least three (3) competitive bids. Such solicitations may be obtained orally with follow up confirmation in writing. The Plant Manager may purchase items or contract for services from the lowest responsible or best-qualified bidder. A written memo listing the received bids and purchase request must be submitted to the treasurer when submitting invoice. **Board Agreed**

**Tier (III)** Any budgeted purchase or contract services, which is five thousand dollars (\$5,000.00) but less than ten thousand dollars (\$10,000.00) shall, whenever possible, be based upon at least three (3) written competitive bids. The Plant Manager may purchase items or contract for services from the lowest responsible or best-qualified bidder. A written memo listing the received bids and purchase request must be submitted to the treasurer when submitting invoice. **Board Agreed**



**Tier IV** All budgeted purchase or contract services, which is ten thousand dollars (\$10,000.00) or over requires a formal bid process that is published in one issue of a newspaper of general circulation in Jefferson County with a notice inviting bids. Said notices shall be published at least seven (10) working days, excluding weekends & holidays, prior to date set for the receipt of the bids. The notice herein required shall include a general description of the articles to be purchased or services performed and the time and place of bid opening. In addition, a notice can be posted on either the City of Festus or the City of Herculaneum’s websites to reach respective bidders (whenever possible). Also, the notice may be mailed, emailed, or faxed to any responsible prospective suppliers of the items to be purchased or services performed. After public bid opening, the Plant Manager shall prepare a staff report giving his/her recommendation to the lowest responsible or best-qualified bidder with a list of bids received to be included in the next available agenda packet to present to the Board of Directors. Final approval for such purchases requires the approval of the Board of Directors by Resolution if for contracted services. Once approved by the Board, the Plant Manager can purchase items or notify the awarded bidder to proceed with contract. **Board Agreed**

The board decided to update the policy and have Michelle bring it back to the board next month.

Matt Unrein & Terry Thomas stated that they would get together with Jamie and go over the policy as well.

Motion: Matt Unrein made the motion to have Michelle update the purchasing policy and bring it back to the board next month.  
Second: Kevin Dennis  
Ayes: 4  
Nays: 0  
Absent: 2

**RESOLUTION:**

**Resolution No. 2022-36 “Guarantee Electrical Construction”**

Move to Introduce: Matt Unrein made motion to introduced Resolution No. 2022-36 to be read by Title only.  
Second: Terry Thomas  
Ayes: 4  
Nays: 0  
Absent: 2

Secretary, Morgan Kimbrell read resolution No. 2022-36 by title only.  
The board did not have any questions.

Move to Adopt: Terry Thomas made motion to adopt Resolution No. 2022-36  
Second: Greg Camp



Roll Call: Matt Unrein, Terry Thomas, Greg Camp, and Kevin Dennis  
Nays: 0  
Absent: 2

**REPORTS:**

**Treasurer Report for period ending 2/28/22 (Informational Only):**

The board did not have any discussion on the reports.

**Plant Manager Report:**

The board did not have any discussion on the reports.

**Board of Directors:**

Jim Kasten- Absent

Greg Camp- None

Terry Thomas- Stated that everything looked good with his internal control review & surprise inspection at the plant with Jamie went great. Also thank you to Morgan and Michelle for preparing everything and answering any questions I had.

Matt Unrein- None

Kevin Dennis- None

Mark Johnson- Absent

**ADJOURN:**

Matt Unrein made a motion to adjourn meeting, seconded by Kevin Dennis motion carried unanimously.

These minutes were approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Greg Camp, President

Attest:

\_\_\_\_\_  
Minutes taken & prepared by Morgan Kimbrell, Secretary

Reviewed by Michelle Vaughn, Treasurer