



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

**Meeting Minutes**

**Thursday, February 20, 2020**

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**CALL TO ORDER:** Jim Kasten called meeting at approximately 10:03 am

**ROLL CALL:**

Members Present: Terry Thomas, Greg Camp, Matt Clemens, Jim Kasten, & Mark Johnson

Absent: Gary Underwood

Also Present: Plant Manager, Jamie Aubuchon, Treasurer, Michelle Vaughn, Crystal City Administrator, Jason Eisenbeis. Crystal Water Superintendent, Larry Lalk, Bruce Collignon DDS, Jane Collignon RDH, Michael Povich, and Timothy Montgomery

**APPROVAL OF MINUTES:**

Move for Approval: Terry Thomas made motion to accept minutes from the regular meeting on January 16, 2020

Second: Matt Clemens

Ayes: Terry Thomas, Greg Camp, Matt Clemens, Mark Johnson, and Jim Kasten

Nays: None

Absent: Gary Underwood

Abstained: None

**Agenda Amendment:**

Jim Kasten asked the Jefferson County Water Authority board if they would allow amendment to the agenda to allow Mr. Povich to speak for (3) minutes. Mark Johnson made the motion to allow the agenda to be amended for today only, seconded by Terry Thomas, motion passed unanimously.

**Remarks of Visitors (added):**

Mr. Povich stated that he lives at 812 Horine Road in Festus, MO. and wanted to talk about stopping fluoridation in our system and explained the it originated after WWII and is not approved by the FDA or EPA and needs to be terminated because it is essentially a chemical poison and is damage to American citizens. Mr. Povich stated that the city of Farmington, Hillsboro, DeSoto, and Arnold have stopped adding fluoride to their drinking water and it needs to terminate because it is nothing but hazardous waste. Prior to the meeting Mr. Povich did provide additional information, by paper form, that he handed out prior to the meeting. This will be included as part of the agenda packet.

Jim Kasten asked if any other visitor would like to address the board. No other visitors requested to speak.



## **APPROVAL OF BILLS:**

Bills were reported in the amount of \$ 186,941.56, which included the addendum.

Move for Approval: Greg Camp made the motion to approve bills including the addendum in the amount of \$186,941.56  
Second: Mark Johnson  
Ayes: Terry Thomas, Greg Camp, Matt Clemens, Jim Kasten, & Mark Johnson  
Nays: None  
Absent: Gary Underwood

## **NEW BUSINESS:**

### **Interconnect with Crystal City:**

Jason Eisenbeis & Larry Lalk who are representing the city of Crystal City are interested in connecting to Jefferson County Water Authority for emergency purposes only. Crystal City would pay for the infrastructure to make connection, which would include connections, valves, and mag meter. The infrastructure would run between Festus and plant close to Yeida Drive. Jim Kasten stated to the board that Crystal City would like to deal with JCWA instead of the cities in order to purchase water at wholesale. Festus can supply water to Crystal City and Crystal can supply water to Herculaneum but Herculaneum cannot supply water to Crystal because the pressure is too high.

Jason Eisenbeis stated he would from an agreement to bring back to the board, Jim Kasten stated that he would like to see in the agreement that each of the two cities needs is met first before helping Crystal City out. Once an agreement is formed, it can be presented to JCWA's attorney for review and brought back to the board as an action item.

### **Financial Statements Peroid Ending 9/30/19:**

Board of Director's went over treasure report regarding the financial statements. Greg Camp mentioned that he would like see JCWA implement the recommendations from the auditors regarding the Home Depot credit card purchases. Vaughn stated that the internal control policy already has recommendation in place and that we are just not following it. Vaughn brought up that Jamie Aubuchon questioned why just Home Depot credit card and not stuff that is being purchased at Buchheit's because it is basically the same thing even though it is on a charge account. It was further discussed to possibly cap the credit card purchases to \$200 or \$250 to require a second signature if purchasing tools, ect. However, end the end the board agreed to keep the policy as it is stated and to start having other personnel verify the receipt and sign the receipt. Matt Clemen's questioned why can't we get three quotes on the chemicals at least annually or quarterly and have them available for auditors review. Jamie Aubuchon stated he would start providing additional quotes for purchases over \$4,000.

### **Bond Covenant Certification Letter:**

Vaughn stated that every year the Board is to review its activities during the preceding fiscal year to determine whether or not we have complied with all the terms, provisions, and conditions of the loan agreement and to verify that we are not in any default to the best of our knowledge.



Greg Camp made motion to send certification letter to UMB Bank, seconded by Mark Johnson; motion was unanimously passed with no objections.

## **RESOLUTIONS:**

### **Resolution No. 2020-2 “Underwriter Service Agreement”**

Move to Introduce: Greg Camp made motion to introduce and read, by title only, Resolution No. 2020-2 “Underwriter Service Agreement”  
Second: Terry Thomas  
Ayes: Terry Thomas, Greg Camp, Matt Clemens, Jim Kasten, & Mark Johnson  
Nays: None  
Absent: Gary Underwood

Michelle Vaughn read Resolution No. 2020-2 by title only.

Discussion: Mark Johnson questioned if we need to do an RFQ or is this considered specialized services. Greg Camp stated that in order for us to just talk to them to discuss a potential issue for funding of any new money we have to sign an agreement and that we are not under any obligation and is not coasting us anything at this point. Jim Kasten indicated that both cities have worked with this firm in the past. Vaughn questioned why not hire a Financial Advisor vs and underwriter. Camp indicated that they were one in the same.

Move to Adopt: Terry Thomas made the motion to adopt Resolution No 2020-2.  
Second: Mark Johnson  
Ayes: Greg Camp, Jim Kasten, Matt Clemens, Terry Thomas, and Mark Johnson  
Nays: None  
Absent: Gary Underwood

## **REPORTS:**

### **Plant Manager Report:**

- Collector well lateral inspection was to be conducted by Layne today but has now pushed back until next week.
- Jamie went to look at another facility for the City of Charles and while he was there determined it would be possible to have a generator that would run both of our collector wells sitting on top of a platform if we choose to build a 2<sup>nd</sup> one. Clemens questioned if there were port holes in the roof so pumps can be worked on and Jamie said yes.
- Scada upgrade will start and be completed mid to late March 2020. When the new programming and computers are to go on-line, they will also have the old system running in tandem to make sure all the bugs have been worked out. Once it has been determined, the old system will be taken offline permanently. If there is funding available from the first phase, they will use the remaining funds to upgrade cabling, keyboards, ethernet switch in preparation for phase 2.
- Department of Natural Resources did the sanitary sewer that is to be done every three years, which the final report is not available yet but they found no deficiencies other than some recommendations, which one is the power backup, and a better working platform when working on the lime feed lines.



- Currently working on the exterior concrete wall of the filters, which have been slightly leaking for years? They are attempting to fix certain leaks and seal the exterior wall, which is a temporary solution.
- Currently working on the RFP for the Clari-Cone cleaning, sandblasting, and coating.

**Treasurer Report (Period Ending 1/30/20):**

There were no discussions regarding the financial statements for the period ending 1/30/20.

**Board of Directors:**

Matt Clemens – None  
Mark Johnson - None  
Terry Thomas – None  
Greg Camp – None  
Jim Kasten - None

**ADJOURN:**

Matt Clemens made motion to adjourn meeting, seconded by Terry Thomas motion carried unanimously.

These minutes were approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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

Attest:

\_\_\_\_\_  
Morgan Kimbrell, Secretary

Internal control meeting followed regular meeting, which including Greg Camp, Terry Thomas, and Michelle Vaughn. Each of the directors were given an opportunity to select items to be tested from; Bank Statements, A/P check register, manual journal entries, payroll check register, Home Depot invoice register, and Commerce Bank Credit card invoice register. They were also given a list of tools and equipment to verify they are located at the plant.

There were a few minor changes to the internal control policy but nothing worth mentioning. However, one topic of discussion was the credit card receipts that state someone other than the person making the purchase needs to verify and sign off on the receipt. The board agreed that this should still be in place and followed.