



ANNUAL MEETING
711 West Main Street, Festus, MO 63028

Meeting Minutes

Thursday, February 16, 2023

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

ROLL CALL:

Members Present: Greg Camp, Mark Johnson, Terry Thomas, Matt Unrein, and Kevin Dennis

Absent: Jim Kasten

Also Present: Jeff Crannick, Plant Manager, Michelle Vaughn, and Catherine Politte with HRGreen

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

Greg Camp entertained a motion to approve the minutes from December 15, 2022 & January 19, 2023

Motion for Approval: Terry Thomas
Second: Mark Johnson
Ayes: 5
Nays: 0
Absent: 1

APPROVAL OF BILLS:

Greg Camp entertained a motion to approve the bills in the amount of \$607,931.90.

Motion for Approval: Matt Unrein
Second: Terry Thomas
Roll Call: Matt Unrein, Mark Johnson, Terry Thomas, Kevin Dennis, and Greg Camp
Nays: 0
Absent: Jim Kasten



OLD BUSINESS:

Collector Well Progress Report:

Greg Camp stated that things are progressing very well, which he had a chance to talk with Kathryn Kern and some of the project team, which are still processing the pump test that they did back in December. Layne said it was very favorable and Jeff and JCWA employees were very mindful in watching the existing collector well and how it was impacted by the testing. Greg went through some of the images of the collector well project that was provided in the progress reporting.

Elect New Officers for 2023:

Motion:	Mark Johnson made the motion to reinstate the current officers for 2023
Second:	Terry Thomas
Ayes	5
Nays:	0
Absent:	1

Itemized List of Disposed Assets:

Greg Camp stated we have an itemized list of disposed assets and asked if there were any questions related to the list and if not would need to make motion for approval. Matt Unrein asked if the items have been recycled or thrown away. Jeff Crannick stated an inventory was completed, which some of the items have already been disposed of. Matt Unrein stated he has had great success with Purple Wave on selling items and would provide that information to Jeff.

Motion:	Matt Unrein
Second:	Greg Camp
Ayes	5
Nays:	0
Absent:	1

DNR Inspection Report:

Greg Camp stated we had a good report from the DNR Inspection and noted only one deficiency of a screen. Jeff Crannick stated it was a simple little screen, which was fixed the next day, sent verification, which he did not have to do any kind of written response. Jeff also mentioned that it was a thorough inspection but the findings that they did have was stuff they already identified and already working on. There will be another inspection 2-3 years down the road, which they will dig a little deeper on which is more of a sanitary survey with the drinking water. They are also expecting within the next year or year and half another inspection from DNR on the lagoon, which they have plans for this spring to jump on some items for the lagoon.



Greg Camp requested a motion to accept the report.

Motion: Matt Unrein
Second: Mark Johnson
Ayes: 5
Nays: 0
Absent: 1

MRWA “Voluntary” Legislative Assessment:

Greg Camp stated this is the annual voluntary assessment, which Rural Water is a great partner for water systems across the state, so his recommendation is to go ahead and pay the assessment in the amount of \$175.

Motion to Approve: Mark Johnson
Second: Terry Thomas
Roll Call: Greg Camp, Terry Thomas, Matt Unrein, Kevin Dennis, and Mark Johnson
Nays: 0
Absent: Jim Kasten

Corporation Compliance Certification:

Greg Camp explained that this is the compliance certification on the 2021 Series A&B bond requirements, which we review the activities from the preceding fiscal year. Michelle Vaughn went through what some of the bond requirements are, which is making sure the debt service coverage is above the 110%, Independent Insurance Consultant Report that is provided by Custom Insurance, proposed budget for current fiscal year, and surety bond on Vaughn. Greg Camp stated we will need to authorize the compliance certification.

Motion to Authorize: Terry Thomas
Second: Greg Camp
Ayes: 5
Nays: 0
Absent: 1

Independent Insurance Review:

Greg Camp stated as Michelle had mentioned earlier that the Insurance Consultant Report was provided by Custom Insurance according to bond requirements. Michelle Vaughn stated that there are really no changes until the new collector well goes on-line and then of course we will make sure that gets included. Greg Camp pointed out that in the summary it is stated there are no outstanding coverage issues at this time and a schedule of coverages enforced are attached.



Personnel Policy Changes:

Greg Camp stated that with the start of a new year there were a couple of items that were brought to our attention that include holiday overtime, vacation buy-out, and some cobra mentions in the code. The main issues were the way we have been handling holiday overtime and vacation buy-out is not how policy was reflected and the policy needs to be updated to reflect how we have been doing it the last few years. The issue with cobra is because we have such a few number of employees that we do not fall under the threshold of the cobra requirements and therefore basically needs to be removed from the personnel policy.

Vaughn stated that the holiday overtime policy stated that if an employee worked the holiday, all hours worked would be at 1.5 times and then the holiday pay would be observed at an 8-hour day. Vaughn explained that since JCWA is 24/7 with three shifts at either 8, 10, or 12 hours according to the existing policy we would have to give that holiday pay at 8, 10, or 12 hours depending on their schedule, which would not be fair to the person who worked the 8 or 10 hour shift on the same holiday. Greg Camp stated that it basically addresses the shift differentials on the shifts. Camp stated that on the vacation buy-out essentially the way the policy reads is that an employee would lose a portion of their vacation because only half of it can be bought out so if they had 60 hours they could sell 30 but lose 30 hours that they accrued, which really isn't fair. Vaughn explained the new policy if they earned 120 hours that year, they could cash out 60 hours but if someone had 70 hours, they would only get 60 hours and would lose 10 hours. Vaughn stated that they did have one employee that had the same scenario and he lost hours, which Jeff can attest that he was told to use it or lose it. Jeff stated he just did not want to use it so he ended up losing some of his vacation time. Matt Unrein stated that he did talk to a couple guys about the vacation and the problem is the way their shift works they have so much time off between shifts they don't need to take the vacation and they like the policy to be able to sell it back. Kevin Dennis questioned if they could cash in the vacation at any time or do they have to wait until the end of the year. Greg stated it at the end of year.

Internal Control Review:

Greg Camp stated the Internal Control Review needs to be scheduled in March. Matt Unrein and Terry Thomas volunteered to do the review again this year. Vaughn stated she would get the review packet together and then each of them could come in at their own leisure.

RESOLUTION:

Resolution No. 2023-45 Amending Employee Policy Handbook:

Greg Camp requested a motion to introduce the resolution for its first reading by title only.

Motion to Introduce:	Kevin Dennis
Second:	Mark Jonson
Ayes:	5
Nays:	0
Absent:	1



Treasurer, Michelle Vaughn read Resolution No. 2023-45 by title only.

Camp stated not hearing any discussion he would entertain a motion to adopt Resolution No. 2023-45.

Motion to Adopt: Matt Unrein
Second: Mark Johnson
Roll Call: Matt Unrein, Kevin Dennis, Mark Johnson, Terry Thomas, and Greg Camp
Nays: 0
Absent: Jim Kasten

REPORTS:

Treasurer Report for period ending 1/31/23 (Informational Only):

The Board did not have any discussion on the reports.

Plant Manager Reports:

Greg Camp wanted to say that the number of operators that have decided to embrace the challenge of getting their licenses and upgrading their licenses since Jeff has been plant manager blows him away and is incredible and wanted to say thank you. Camp also stated that in Jeff's report you will see that there are several operators getting their upgrades and taking course work outside of that a course that is administered by the University of the California Sacramento, which Jeff Crannick is doing.

BOARD OF DIRECTORS:

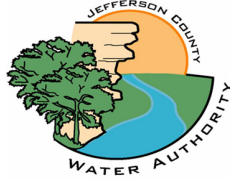
Jim Kasten:
Absent

Greg Camp:
None

Terry Thomas:
Stated he was sorry about last month not being able to attend the meeting. He also stated that on the 1st day he was appointed to this board and the disaster it was in and where it is now that Jeff has it where everything needs to be and new caisson going in he feels so much more comfortable now with the way things are and complimented Jeff on a great job and to let the guys know to.

Matt Unrein:
None

Kevin Dennis:
Stated he thinks they are doing a great job, and thinking being pro-active is paying off so compliments to Jeff and his gang and he runs a tight ship and has some good people and glad to see them getting their education.



Mark Johnson:
None

ADJOURN:

Matt Unrein made a motion to adjourn meeting, seconded by Mark Johnson motion carried unanimously.

These minutes were approved this _____ day of _____, 2023.

Greg Camp, President

Attest:

Morgan Kimbrell, Secretary
Minutes Prepared by Michelle Vaughn