

Public Water Supply District #2 of St. Charles County, Missouri
Minutes of the November 8, 2017 Regular Board Meeting

Denis Raab, President
Vicky Steinkamp, Director

John Cook, Vice President
Kay Schnurr, Director

Mark Piontek, Legal Counsel
Brian Schwermann, Financial Consultant

Bob Schwermann, Financial Consultant

Kevin Dunn, General Manager/Treasurer

Kim Cantrell, Clerk
Matt Jaspering, District Engineer

Ron Smith, District Manager
Brian Pieper, Operations Manager

The regular meeting of the Board of Directors of Public Water Supply District #2 of St. Charles County, Missouri, was held on November 8, 2017 at the Water District offices, 100 Water Drive, O'Fallon, Missouri, at 6:00 PM.

Denis Raab called the meeting to order. Kim Cantrell served as Clerk of the meeting and attested that notice of the meeting was duly and timely posted. The following directors were present: Denis Raab, John Cook, Vicky Steinkamp and Kay Schnurr. Jim Inghram was absent.

John Cook moved to adopt the agenda as presented, seconded by Kay Schnurr, all yea, motion carried.

Denis Raab requested review and discussion of the October 11, 2017 Regular Board meeting minutes, Vicky Steinkamp motioned to accept the October 11, 2017 Regular Board meeting minutes as presented, seconded by Kay Schnurr, all yea, motion carried. Next, Denis Raab requested review and discussion of the October 4, 2017 Special Board meeting minutes, Kay Schnurr motioned to accept the October 4, 2017 Special Board meeting minutes as presented, seconded by Vicky Steinkamp, all yea, motion carried, Next, Denis Raab requested review and discussion of the October 18, 2017 4:30 Special meeting minutes, Kay Schnurr motioned to accept the October 18, 2017 4:30 Special meeting minutes as presented, seconded by John Cook, all yea, motion carried, Next Denis Raab requested review and discussion of the October 18, 2017 5:30 Special Board meeting minutes, Kay Schnurr motioned to accept the October 18, 2017 5:30 Special Board meeting minutes as presented, seconded by Vicky Steinkamp, all yea, motion carried, Lastly, Denis Raab requested review and discussion of the October 24, 2017 Special Board meeting minutes, Kay Schnurr motioned to accept the October 24, 2017 Special Board meeting minutes as presented, seconded by John Cook, all yea, motion carried, all yea, motion carried.

Denis Raab presented the list of bills and additions for review and consideration. After further discussion, Kay Schnurr motioned to approve the bills, seconded by Vicky Steinkamp, all yea, motion carried.

Denis Raab requested Kevin Dunn review the District's Treasurer's Report. Mr. Dunn reviewed the District's Treasurer's Report including the Summary of Bank Accounts, Balance Sheet, and revenues and expenses for the period ending September 30, 2017. After further discussion, Kay Schnurr motioned to approve the Treasurer's Report as presented, seconded by Vicky Steinkamp, all yea, motion carried.

Kevin Dunn presented the list of bad debts to be considered for write-off. Mr. Dunn reported that the bad debt list totals \$23,091.39. Kim Cantrell reassured the Board that this amount is being written off, but these accounts have been turned over to collections and staff would continue to pursue collections on these accounts. After further discussion, Vicky Steinkamp moved to approve the list of bad debts totaling \$23,091.39, seconded by Denis Raab, all yea, motion carried.

Denis Raab stated that there has been no response from Alliance regarding the Breach of Contract.

Kim Cantrell informed the Board that there is a Memorandum of Understanding (MOU) that has been approved by Mark Piontek between the District and the St. Vincent DePaul Society to be signed. After further discussion, John Cook motioned to authorize signatures for the MOU, seconded by Kay Schnurr, all yea, motion carried.

Denis Raab asked Brian Pieper to provide an update on the O'Fallon Sewer Odor. Brian Pieper stated he has received two (2) proposals that he will be submitting to Kevin Dunn for review and approval.

Denis Raab requested an update on the Staff's recommendation for New System Development Fee structure. Kevin Dunn discussed the method that he created that was similar to Carl Brown's method. Mr. Dunn passed out a memo that broke down Carl Brown's recommendations and what staff recommended versus his recommendation. The newly calculated proposed fees were still higher than neighboring areas but the numbers were considerably lower than Mr. Brown's on larger meter sizes. Mr. Dunn reviewed the structure in detail. After further review and discussion, Vicky Steinkamp motioned to approve the new System Development Fee structure, seconded by Kay Schnurr, all yea, motion carried.

Vicky Steinkamp also motioned to change the term in the Rules and Regulations from Connection Fee to System Development Fee, seconded by Kay Schnurr, all yea, motion carried.

Denis Raab asked Mark Piontek if he had items for Legal. Mark Piontek stated the Board needed to approve a cost sharing of the General Managers salary to compensate for the amount of time he spends on East Central duties. Mr. Piontek made recommendation of East Centrals cost sharing be \$12,200.00 annually to reimburse for the General Managers time. After further discussion, Kay Schnurr motioned to approve \$12,200.00 as East Central's portion in the cost sharing of the General Managers salary for duties performed on behalf of East Central, seconded by Vicky Steinkamp, all yea, motion carried.

Kevin Dunn reviewed the draft of the FY2018 Budget with the Board. After further discussion, the Board tabled the discussion of the Budget until 11/16/17 at a Special Board meeting.

John Cook motioned to hold a Special Board meeting on 11/16/17 at 5:30 to discuss the FY2018 Budget, seconded by Vicky Steinkamp, all yea, motion carried.

Denis Raab requested that Brian Pieper provide the Board with an update on the operations of the District. Mr. Pieper reported on the operations and maintenance of the District's water and sewer systems and other facilities during the month of September 2017. Mr. Pieper also presented information on customer service inquiries that were handled during the month.

Denis Raab requested Matt Jaspering present the Engineer's Report. Mr. Jaspering provided updates on the Water District's projects including the Lake St. Louis Sewer Improvement Project.

Matt Jaspering stated that staff gathered quotes for removal of the existing chain link fencing and replacement with a 7' tall white PVC vinyl fencing at the Heritage at Hawk Ridge Lift Station and the lowest and best bid was received from Fence & Deck Depot, Inc., at a not-to-exceed cost of \$8,558.57. After further discussion, Kay Schnurr motioned to approve the \$8,558.57 expenditure with Fence & Deck for the new fencing at Heritage at Hawk Ridge Lift Station, seconded by Vicky Steinkamp, all yea, motion carried.

Matt Jaspering informed the Board that staff has met with the developer of a 75 acre residential development and the City of Warrenton regarding water and sanitary sewer service for he proposed development. Mr. Jaspering requested direction from the Board if they wished staff to pursue negotiations for a wholesale sanitary sewer treatment agreement with the City of Warrenton. After further discussion, the Board authorized staff to continue discussions.

The Board approved the December newsletter with a minor recommendation of inputting column lines on the second page to separate the articles.

Kevin Dunn mentioned to the Board that there has become an increasing problem of email storage and emails not going out or being received and it was his recommendation to purchase Office365. After further discussion, Kay Schnurr motioned to approve the purchase of Office365, seconded by Vicky Steinkamp, all yea, motion carried.

Denis Raab requested an update on the Employee Safety and Campus Security. Brian Pieper provided an update on the report from Officer Layton and what has been done to date and what has been proposed.

The Board directed staff to proceed with making updates to the District Admin office for meeting ADA standards.

Denis Raab requested an update on Social Media for the Water District, Matt Jaspering stated there was no update at this time.

Kim Cantrell stated she passed out a memo requesting Kevin Dunn be given authority to increase the daily limit with ETS the Water District credit/web card payment processing company. After further discussion, Kay Schnurr motioned to authorize Kevin Dunn to increase the daily limit with ETS, seconded by Vicky Steinkamp, all yea, motion carried.

Denis Raab opened the floor for Public Comment. Linda Strubel of 644 Falconcrest Drive, voiced her concern of the blasting being done for the sewer line going in. Matt Jaspering stated that the blasting was an approved method of installation by the City of Lake St. Louis and that she should reach out to the developer, McBride, if she would like to discuss the nuisances associated with their installation methods. Bob Schwermann passed out a flier regarding a new tax bill.

Denis Raab stated there was are matters for which the Board should convene in executive session pursuant to Section 610.022(1) and Sections 610.021(1) and (2) RSMo to discuss matters involving legal actions, confidential and/or privileged communications between District Officials, its representatives and its attorneys, and/or leasing, purchase or sale of real estate. Vicky Steinkamp motioned to close the regular session and convene to an executive session; seconded by Kay Schnurr. Kim Cantrell called a

roll call vote: Vicky Steinkamp voted yea, Kay Schnurr voted yea, John Cook voted yea, Denis Raab voted yea, all yea, motion carried.

Vicky Steinkamp motioned to adjourn the Executive Session and reopen the Regular Session; Kay Schnurr seconded. Kay Schnurr called a roll call vote: Kay Schnurr voted yea, John Cook voted yea, Vicky Steinkamp voted yea, Denis Raab voted yea, motion passed.

Denis Raab inquired if there was any other business to come before the Board. Being no other items for business, Kay Schnurr motioned to adjourn; Vicky Steinkamp seconded, all yea, motion carried

Minutes approved this 13th day of December, 2017.



Denis Raab, President



Kim Cantrell, Clerk

