

**ADAIR COUNTY COMMISSION MINUTES
MONDAY, JANUARY 28, 2019
10TH DAY JANUARY REGULAR**

The Adair County Commission convened at 8:30 a.m. on January 28, 2019 in the Courthouse at Kirksville. All Commissioners were present.

At 10:30 a.m., the Commission met with members of Ameren, Missouri; Ameren Transmission Company of Illinois (ATXI); and Northeast Power. Present at the meeting were Charles Twellmann, Douglas Aeilts, Leah Dettmers, Jim Jontry, Kami Mohn, Annette Sweet, Randy Cox, and Todd Barnes. The Commission meets regularly with these companies for an update regarding the progress of the Mark Twain Transmission Line.

Mr. Twellmann gave a recap on the construction project for Presiding Commissioner Mark Shahan, and introductions were made.

Mr. Twellmann gave the Commissioners revised haul route maps. He indicated that the green lines were the original routes that were approved and the new lines were marked in blue. He said that they would be amending the original lines in the next couple of weeks. Mr. Twellmann said that the trucks are coming in heavy on the green lines but will be going light on the blue line roads. These additional roads were added due to keeping the traffic flowing by not having the trucks going both directions on the roads.

They will use an air bridge to protect the wooden bridge off of Missouri Trail. This air bridge will allow trucks to cross the wooden bridge without putting any weight on the actual structure, then once the trucks are finished in that area they will remove the air bridge.

The tree crews are still working and are about 50% finished at this time. They plan to be completely finished by the end of February.

Northeast Power said that they have 80% renewal on current right away leases.

They hope to have the next meeting on February 25 and will call and schedule. They also invited the Commission to watch the transformer come in to Zackery substation and that should be in the first part of February.

At 1:30 pm the Adair County Commission presented a Check for \$1500.00 to O.A.T.S. for providing reliable transportation for disadvantaged citizens of Adair County during 2018. Attending the presentation was Presiding Commissioner, Mark Shahan; 1st District Commissioner, Bill King; 2nd District Commissioner, Mark Thompson; Stella Patinio, Ruby Dunbar, Dixie Daffron, Gloria Kwok, and Kim Kreigel.

Presiding Commissioner Shahan signed a letter of engagement with Daniel Jones & Associates to prepare the Scheduled of Expenditures of Federal Awards (SEFA) for Adair County as of December 31, 2018.

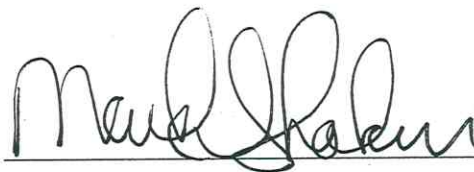
The Adair County Commission adjourned at 4:00 p.m. on January 28, 2019.

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ATTEST:



County Clerk



Presiding Commissioner


**ADAIR COUNTY COMMISSION MINUTES
MONDAY, JANUARY 28, 2019**

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Unscheduled Public Walk-Ins and other Non-Agenda Items for Monday, January 28, 2019:

None

IN REF. ORDER NO 12 Engagement Letter to prepare 2019 Scheduled of Expenditures of Federal Awards (SEFA)



**Daniel Jones
& Associates**
MEMBERS OF
MISSOURI SOCIETY OF CPAs
AMERICAN INSTITUTE OF CPAs

CERTIFIED PUBLIC ACCOUNTANTS

January 23, 2019

Sandra Collop
Adair County Clerk
Adair County
106 W. Washington Street
Kirksville, MO 63501

Dear Ms. Collop:

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Adair County.

We will apply the agreed-upon procedures which you have specified, listed in the attached schedule, to prepare the Schedule of Expenditures of Federal Awards of Adair County as of December 31, 2018, prepared in accordance with Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). This engagement is solely to assist Adair County in preparing its 2018 Schedule of Expenditures of Federal Awards. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination, we will not express an opinion on the Schedule of Expenditures of Federal Awards. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of Adair County, and should not be used by anyone other than those specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are responsible for the presentation of the Schedule of Expenditures of Federal Awards in accordance with the Uniform Guidance; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for assuming all management responsibilities and for overseeing the Schedule of Expenditures of Federal Awards we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Al Kirchhofer, Jr. is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on January 23, 2019, and, unless unforeseeable problems are encountered, the engagement should be completed by January 24, 2019. At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the Schedule of Expenditures of Federal Awards in accordance with the Uniform Guidance.

Our fee for these services will be \$4,500. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If

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ATTEST: Sandra Collop
County Clerk

Mark Shaben
Presiding Commissioner

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additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Sincerely,
Daniel Jones & Associates
Daniel Jones & Associates

RESPONSE:
This letter correctly sets forth the understanding of Adair County.
By: Mark Shahan
Title: Presiding Commissioner
Date: 1-28-2019

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Procedures to be performed by Daniel Jones & Associates (DJA):

1. DJA will obtain documentation from various County departments regarding the amount of federal monies expended for the year ended December 31, 2018.
2. From the information provided from the various County departments, DJA will prepare a Schedule of Expenditures of Federal Awards for the year ended December 31, 2018.

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IN REF. ORDER NO 13 Agreement for Services between County of Adair and Adair County O.A.T.S.

AGREEMENT FOR SERVICES

This Agreement entered into this 28th day of January, 2019 by and between the County of Adair, State of Missouri and the Adair County O.A.T.S. Committee.

WHEREAS, the Adair County Commissioners are interested in making sure that the disadvantaged citizens of Adair County have available to them reliable transportation; and



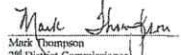
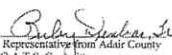
WHEREAS, the Adair County O.A.T.S. Committee is committed to providing reliable transportation to disadvantaged citizens of Adair County, Missouri.

WITNESSETH:

Now THEREFORE, for the mutual promises and covenants contained herein, Adair County and Adair County O.A.T.S. Committee agree as follows:

1. Adair County O.A.T.S. Committee provided reliable transportation for disadvantaged citizens of Adair County during 2018 and at times set by the Committee.
2. In exchange for the Adair County O.A.T.S. Committee provided the reliable transportation as stated above, Adair County promised to pay County O.A.T.S. Committee the sum of \$1,500.00.
3. The parties agreed and acknowledged that this Agreement for Services was a memorialization of an oral agreement made and entered into by the parties on January 28, 2019.
4. The Adair County O.A.T.S. Committee further acknowledges receipt of \$1,500.00 from the Commissioners of Adair County, Missouri presented on behalf of the County of Adair on January 28, 2019.

IN WITNESS WHEREOF, the parties have set their hands to the Agreement on the day and year first above written.

 Mark Shahan Presiding Commissioner	 William King 1 st District Commissioner
 Mark Thompson 2 nd District Commissioner	 Robin Spalden Representative from Adair County O.A.T.S. Committee

ATTEST:

Andrea Collop
County Clerk

Mark Shahan
Presiding Commissioner