

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 17, 2020
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: Randy Chann, Chair
David Shorr, Vice Chair
Fred Parry, Trustee
Deborah Schnedler, Secretary
John Massey, Trustee

Absent:

Others Present: Tom Ratermann, General Manager
Lesley Oswald, Treasurer
Lara Florea, Assistant Secretary
Virgil Farnen, Operations Supervisor
Andy Lister, Project Manager
Bill Florea, Boone County Resource Management
John Whiteside, General Counsel
Sandi Clark, Office Administrator
Justin Aldred, Commissioner-Elect

The meeting was held as a GoToMeeting video and telephone conference, given social distancing guidelines in place for Boone County.

Randy Chann, Chair, called the November 17, 2020 Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

APPROVAL OF REVISED AGENDA

The agenda was not revised.

APPROVAL OF MINUTES

The minutes for the October 2020 Board of Trustees Meeting were included in the packet.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve the

minutes for the October 2020 Board of Trustees Meeting as written. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

The minutes for the October 2020 Closed Session Meeting were included in the packet.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve the minutes for the October 2020 Closed Session meeting as written. Motion carried.

PUBLIC COMMENT

There was no Public Comment.

CONSENT AGENDA

Easement Acquisition Report

Permit Status Report

Monthly Financial Reports

Outstanding Bill(s)

Safety Report

Status Report (Work in Progress)

The reports listed on the Consent Agenda were included in the packet.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve all items on the Consent Agenda. Motion carried.

MANAGER'S REPORT

Planning and Zoning Update

Bill Florea presented the Planning and Zoning Update. He advised a property owner is exploring options for opening a travel center off of I-70 at or near Route z and Rangeline.

MDNR Inspections/ Letters of Warning (LOW)/

Notices of Violation (NOV)/ Unsatisfactory Features/ Return to Compliance

There were no letters of warnings or violations in the last 30 days.

Coronavirus Response

Ratermann announced the BCRSD lobby is currently closed to the public, following Boone Electric's lobby closure. Most customer matters can be addressed over the phone or by email.

Operations Strategy Committee

Ratermann said he will contact committee members in December to discuss and schedule the next committee meeting in January.

Final Missouri State Operating Permits

Ratermann reviewed the summary included in the packet. He felt the District should accept the permits issued as none of the 16 permits warrant an appeal.

Budget

Oswald reviewed the memo and draft budget included in the packet. She advised there will be no rate increase in 2021, but expenses will increase by 2%

Chann requested a defined human resource policy for part time positions with benefits going forward, which can be used in discussion regarding promotions. He requested an organizational chart that reflects movement of staff as assets, as a tool for use in evaluating growth and continuity going forward. He requested a written policy on when equipment is purchased, replaced and retired that takes into account when maintenance overwhelms the practicality of equipment and reflects when the District must replace it. He requested a defined basis for any merit increase that could be used for the 2021 budget and future years.

Shorr expressed interest in equipment replacement as a policy, and a more detailed basis for merit increase ratios.

Debbie Schnedler spoke in favor of a conservative budget in 2021, based on trends in years prior to 2020. She felt the District cannot predict when County projects will hit our revenue stream. She stated the latent impact of COVID19 is yet unknown, and recalled that the District has had pop-up projects and improvements in the past that could have benefitted from residual cash funding.

Parry advised it is beneficial to adhere to a formula for a merit pool increases. He stressed the value of maintaining employees with appropriate increases, rather than suffering costly employee turnover. Parry and Shorr each cautioned against delaying the replacement of equipment too long.

Chann recommended creating of one budget for treatment and one budget for collections.

Chann commented on the recurring newsletter expense, suggesting it might be adjusted while the District considers increasing communications with rate-payers.

Oak Hill

Ratermann reviewed the letter to Crockett Engineering included in the packet. Developer is proposing a 48-lot subdivision near Brookfield Estates, to be developed at 2.5 acre lots under the existing A-2 zoning. He recommended the Trustees consider privately-maintained pumps at this subdivision. He advised the facility permits have not yet been obtained from the Missouri Department of Natural Resources. Discussion ensued regarding the challenges of developing in this location.

Southfork of Grindstone

Ratermann reviewed the email included in the packet. He advised previous owner posted \$10,100 cash for extension of 150 feet of sewer, which was placed temporarily in holding with County government in 2007. Since then, no owner or contractor committed to perform the work. He reviewed the four options for this scenario: 1) the BCRSD can construct the line for the \$10,000 in payment, but concerns are what to do if the payment is too much or not enough, and how would this project detract from other obligations of BCRSD staff; 2) the original subdividers could hire a contractor to do the work, but they've not shown interest in this option; 3) the current owner could construct the line in exchange for the \$10,100; or 4) the County could transfer money to BCRSD for holding until current or future owners are ready to construct the sewer extension.

Bill Florea advised that the developer runs the risk of forfeiture as a result of not meeting the deadline for the construction. He explained the expectation is that if the developer defaults, the sewer district will have the extension constructed in exchange for the amount confirmed in the original agreement. Schnedler posed the question that if the developer defaults several years down the road, how is the difference made up between the original cost estimate and the actual cost of

construction.

Shorr proposed the BCRSD obtain a current cost estimate to consider in order to move toward fulfilling the obligation of providing sewerage to the respective lot. Ratermann will work on getting an updated cost estimate, but is hesitant about the BCRSD staff doing the construction instead of hiring a contractor.

Rezoning - Gans & Rock Quarry

Ratermann reviewed the letter from Crockett Engineering included in the packet.

Midway Truck Stop

Ratermann advised the owner of Midway Truck Stop has expressed interest in connecting to the Midway Crossings facility. He advised this facility has limited capacity now, and the next upgrade is scheduled for 2023.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to accept the Manager's Report as presented. Motion carried.

OPERATION AND MAINTENANCE REPORTS

Virgil Farnen reviewed the Operations and Maintenance (O&M) reports included in the packet. Shorr requested feedback from the research performed by the University of Missouri in the evaluation of wastewater to determine where COVID19 outbreaks are surging.

On a motion David Shorr and a second by Debbie Schnedler, the Board moved to accept the Operation and Maintenance Reports as presented. Motion carried.

CONSIDER AGREEMENT WITH ANTHEM BLUE CROSS BLUE SHIELD FOR HEALTH INSURANCE

Ratermann reviewed the memo included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to authorize the General Manager to negotiate the agreement for employee health insurance with Anthem Blue Cross Blue Shield. Motion carried.

CONSIDER APPROVAL OF FACILITY PLAN – AMENDMENT 1 – RICHARDSON ACRES AND BROWN STATION WASTEWATER IMPROVEMENTS DATED OCTOBER 9, 2020

Ratermann explained the purpose of the amendment was to include taking the Cedar Gate facility offline, and connecting Cedar Gate, Richardson Acres and Brown Station facilities to the Rocky Fork Wastewater Treatment Facility (WWTF). The alternative to this plan would be to improve the facilities to meet additional ammonia and e-coli limits. He advised that the option to expand treatment had a net cost of \$3.9 million, while the option to pump to Rocky Fork was at \$4.1 million. Benefits included in the option to pump to Rocky Fork include getting away from meeting nutrient limits, three private facilities could also be closed, and there would be reduced discharge into the Hinkson Creek (which is on the 303d list). He stated this option also supports the District in serving the City of Hallsville if needed. Draft Amendment 1 copy will be presented to the Board by the end of November for comment. He recommended the Trustees approve the draft amendment

to the facility plan.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve the amended facility plan from HDR form Richardson Acres and Brown Station Road and authorized the General Manager to submit to MDNR. Motion carried.

**CONSIDER APPROVAL OF WATER'S EDGE INTERCEPTOR CAPACITY
EVALUATION DATED SEPTEMBER 29, 2020**

Ratermann reviewed the recommendations made in the Water's Edge collection system draft evaluation included in the packet. The report shows that there is no additional flow capacity available at Water's Edge, and recommends that future developers continue to meter actual flows and provide sufficient engineering and surveys to verify new development.

On a motion by David Shorr and a second by John Massey, the Board moved to accept and approve the September 29,2020 evaluation of the Water's Edge Interceptor capacity from HDR. Motion carried.

**CONSIDER MAPPING AND ASSET MANAGEMENT CONTRACT WITH BARTLETT
& WEST FOR THE ADDITION OF THE CLEAR CREEK, PERCHE RIDGE, AND
SILVER CREEK SERVICE AREAS TO THE SERVICE MAP IN THE NOT TO EXCEED
AMOUNT OF \$2,288.00**

Ratermann reviewed the memo included in the packet.

On a motion by David Shorr and a second by Randy Chann, the Board moved to approve the contract with Bartlett and West for the addition of the Clear Creek, Perche Ridge and Silver service areas to the BCRSD's service map in the amount not to exceed \$2,288.00. Motion carried

**CONSIDER RATIFYING PROPOSAL FROM MCCLURE ENGINEERING FOR WORK
REGARDING HALLSVILLE AND THE PUBLIC SERVICE COMMISSION IN THE
AMOUNT NOT TO EXCEED \$4,000.00**

Ratermann asked the Trustees to ratify the proposal from McClure Engineering included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the proposal from McClure Engineering for work regarding Hallsville and the Public Service Commission in the amount not to exceed \$4,000.00. Motion carried.

**CONSIDER APPROVING PROFESSIONAL SERVICES CHANGE ORDER 2
WITH MCCLURE ENGINEERING FOR ADDITIONAL WORK ON THE
SHALIMAR GARDENS PUMP STATION IN THE NOT TO EXCEED
AMOUNT OF \$5,000.00**

Ratermann reviewed the change order included in the packet. He requested assistance with shop drawing and submittal reviews on this item.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve

Change Order 2 with McClure Engineering for additional professional services work on the Shalimar Gardens pump station in the not to exceed amount of \$5,000.00. Motion carried

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1)

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 7:11 PM on November 17, 2020, as authorized by: 610.021(1) RSMo. to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and as authorized by section 610.021.

Randy Chann, David Shorr, Debbie Schnedler, John Massey and Fred Parry voted in favor. Motion carried.

On a motion by Fred Parry and a second by David Shorr, the Board moved to re-open the regular meeting at 7:31 PM on Tuesday, November 17, 2020.

Randy Chann, David Shorr, Debbie Schnedler, John Massey and Fred Parry voted in favor. Motion carried.

Adjournment

On a motion by Randy Chann and a second by Fred Parry, the Board moved to adjourn the meeting. Motion carried.

Meeting was adjourned at 7:35 PM.

Approved via virtual meeting 12/15/2020

Approved by: David Shorr

Debbie Schnedler