

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 15, 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

Absent: John Massey, Trustee

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
Jesse Stephens, Crockett Engineering
Darin File, Buffalo Ridge Estates

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 December 15, 2020 Board of Trustees meeting to order at 5:40 p.m. Chann noted there was a quorum.

APPROVAL OF REVISED AGENDA

The agenda was revised to add New Business – Consider Consulting Agreement with Lesley Oswald in the Not to Exceed Amount of \$13,049.00.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the Revised Agenda for the December Board of Trustees Meeting. Motion carried.

APPROVAL OF MINUTES

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

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the minutes for the November 2020 Board of Trustees Meeting as written. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

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

PUBLIC COMMENT

Darin File and Jesse Stephens were present to discuss Buffalo Ridge Estates. Stephens explained he was working on a plan to request a variance on the pressure sewer regulation at Buffalo Ridge Estates to allow centrifugal grinder pumps. Ratermann advised the existing sewer main is not large enough to handle the additional lots. Bill Florea explained the lots are too small for on-site systems. David Shorr advised that any request for a variance to the 2.5 acre rule for on-site STEP systems requires more in terms of due diligence, as the BCRSD does not have opportunity to reverse some of these decisions. Chann suggested perhaps a technology assessment is needed to determine short term and long-term cost perspectives in this area.

CONSENT AGENDA

Easement Acquisition Report

Permit Status Report

Monthly Financial Reports

Outstanding Bill(s)

Status Report (Work in Progress)

The reports listed on the Consent Agenda were included in the packet. The outstanding bill to Enviroline was for a basin moved to Hillcreek for \$1,500.00.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the outstanding bill for \$1,500.00, payable to Enviroline for moving a basin to the Hillcreek facility. Motion carried.

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

MANAGER'S REPORT

Planning and Zoning Update

Bill Florea reviewed the Planning and Zoning (P&Z) agenda and reports included in the packet. Ratermann commented that the previous owner of the Special Olympics property entered into an agreement with the BCRSD to serve three residential units at the Prairie Meadows facility, which was shared at the concept review in which owner revealed that the property would include a

warehouse but not a distillery which is now the request. Ratermann advised this presents concerns about pretreatment, capacity and special wastes. He stated the facility has limited capacity which is all spoken for, and John Whiteside stated the paperwork has been drawn to transfer the agreement terms to the new property owner. Florea recommended that sewerage discussions should continue before the P&Z meeting.

MDNR Inspections/ Letters of Warning (LOW)/

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

Ratermann explained MDNR inspections noted an unsatisfactory feature at Sunnyslope for exceeding an effluent limit, and that the BCRSD missed inflow and infiltration reports in 2018.

Coronavirus Response

Ratermann reviewed the coronavirus response documents included in the packet. He explained the BCRSD has plenty of personal protective equipment (PPE), and that the sewer jet hose disinfectant has been postponed.

Operations Strategy Committee

Ratermann stated organizing and resuming these meetings will be a January focus.

Final Missouri State Operating Permits

Ratermann reviewed the report included in the packet.

Oak Hill

Ratermann advised he, Virgil Farnen and Jesse Stephens reviewed how to design and manage a facility that begins with zero load. Ratermann reviewed the Brookfield WWTP exhibit included in the packet. He mentioned the BCRSD received approval from DNR for antidegradation. Ratermann advised the Brookfield facility is a recirculating sand filter that will need to comply with ammonia and e-coli limits in 2035, and upgrading to suit the needs of Oak Hill may bring the facility into compliance. If not, Oak Hill may have a separate small facility that the BCRSD will manage.

Southfork of Grindstone

Ratermann reviewed the report included in the packet. He advised the plan showed an easement that was not conveyed as part of platting. Property owner has agreed to also convey the easement.

Midway Facility Plan, Request for Qualifications (RFQ)

Ratermann reviewed the RFQ included in the packet. He asked for insight into the selection process, as the solicitation to prospects can impact the BCRSD's eligibility for State Revolving Fund (SRF) funding.

Sewer Connection Agreement for Lots 1 – 4, Lawson Subdivision, St. Charles Road

Ratermann reviewed the correspondence included in the packet. The BCRSD made a request to have an active role in the City's Cost of Service Study. The City responded the BCRSD can participate in the public outreach for the project.

Brown Station, Cedar Gate, Richardson Acres

Ratermann explained HDR Engineering sent the facility plan to MDNR, reminding the Trustees that they authorized an amendment to connect Cedar Gate to Rocky Fork with Brown Station and Richardson Acres. He advised MDNR suggested Richardson Acres – Brown Station is eligible for

a \$1 million SRF loan and a \$500,000 Water Quality Incentive grant.

Highfield Acres

Ratermann noted that MDNR advised Highfield Acres is not eligible for a grant. The deadline for compliance at Highfield Acres is November 2025.

Coronavirus Sewershed Surveillance Project

Ratermann reviewed the power point presentation from the Water Protection Forum. The program acquires 70 samplings from designated sites across the state each week. He advised he believes the CARES Act funded this project. Schnedler asked for cost of the program and how it is being funded. Shorr requested more detail on how the data is being used.

Shorr requested information about when the vaccine will be available for wastewater operators as essential employees. Schnedler requested discussion about potential for vaccination policy, and Chann requested examples from other companies that already have vaccination policies.

On a motion by Randy Chann and a second by David Shorr, 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. Chann requested more specific reports on data collected in the field in pressure sewer subdivisions.

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 APPROVAL OF THE FISCAL YEAR (FY) 2021 OPERATING AND CAPITAL ADDITIONS BUDGET

Oswald reviewed the memo included in the packet. Chann suggested a percentage range be included and tracked to be used to ensure the BCRSD does not push itself out of range. Chann recommended Ratermann assist Trustees in keeping track of how the organizational chart presented now evolves into something else in the future. Budget discussion ensued.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the FY 2021 Operating and Capital Additions Budget. Motion carried.

CONSIDER APPROVAL OF THE 2020 END OF YEAR WRITE OFF REPORT

Ratermann advised the write off report was included in the packet. The write off bad debt ratio was 1.1%, and is acceptable considering the financial difficulty many rate payors have endured in 2020.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the 2020 End of Year Write Off Report. Motion carried.

CONSIDER APPROVAL OF THE ADDITION OF A PART TIME ADMINISTRATIVE

SUPPORT ASSISTANT AS A BENEFITED POSITION

Ratermann reviewed the memo included in the packet. He recommended the Trustees approve the part time administrative support assistant with benefits as a permanent employment position.

Chann recommended the BCRSD make a distinction between permanent vs. non-permanent employment for part time positions. Schnedler asked for pro-rata determination for the 1,000 hours per year in accordance to when employee begins work. Shorr noted that the language states the BCRSD must budget the position for a minimum of 1,000 hours per year (not that employee must work 1,000 hours in the same year hired).

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the addition of a part time administrative support assistant as a benefited position pursuant to the memo included in the December 15, 2021 Board packet. Motion carried.

**CONSIDER ACCEPTANCE OF BILL OF SALE FROM TRACEY AREY REALTY, LLC
ON MARTHA’S GROVE SUBDIVISION**

Ratermann advised the project has concluded and the sanitary sewers are ready to be accepted.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve the Bill of Sale from Tracey Arey Realty, LLC, for Martha’s Grove Subdivision. Motion carried.

**CONSIDER ELECTING 457 PLAN PROVISIONS MADE AVAILABLE UNDER THE
CARES ACT**

Ratermann reviewed the materials included in the packet. He recommended that the Trustees opt in to the provisions allowing employees to withdraw from their 457 deferred compensation programs due to the financial situations created by coronavirus 19. Ratermann explained an employee has requested this allowance, and the employee is aware they are borrowing against their retirement fund and that taxations and penalty fees may apply.

On a motion by David Shorr and a second by Fred Parry, the Board moved to elect the 457 plan provisions available under the CARES Act. Motion carried.

**CONSIDER ENGAGEMENT LETTER WITH GERDING, KORTE AND
CHITWOOD CPAS IN THE NOT TO EXCEED AMOUNT OF \$9,350.00 FOR
THE FY 2020 AUDIT**

The engagement letter was included in the packet.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the engagement letter with Gerding, Korte and Chitwood CPAs in an amount not to exceed \$9,350.00 for the FY 2020 audit. Motion carried.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

**Consider Consultant Agreement with Lesley Oswald in the Not to Exceed
Amount of \$13,049.00**

Oswald asked that the trustees table this item for further review. Schnedler stated that staff should check into employment versus consultant laws and regulations to be certain the language of the agreement and procedures are in line.

On a motion by Fred Parry and a second by David Shorr, the Board moved to table this item.

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

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 7:02 PM on December 15, 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, and Fred Parry voted in favor. John Massey was absent. Motion carried.

On a motion by Fred Parry and a second by David Shorr, the Board moved to re-open the regular meeting at 7:09 PM on Tuesday, December 15, 2020.

Randy Chann, David Shorr, Debbie Schnedler, and Fred Parry voted in favor. John Massey was absent. 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 7:09 PM.

Approved via virtual meeting 01/19/2021

Approved by: Debbie Schnedler

John Massey