

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 19, 2021
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: Randy Chann, Chair
David Shorr, Vice Chair
Deborah Schnedler, Secretary
Justin Aldred, Trustee
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
Jesse Stephens, Crockett Engineering

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 January 19, 2021 Board of Trustees meeting to order at 5:34 p.m. Chann noted there was a quorum.

APPROVAL OF REVISED AGENDA

The agenda was revised to add two items to New Business.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to approve the Revised Agenda for the January Board of Trustees Meeting. Motion carried.

APPROVAL OF MINUTES

The minutes for the December 2020 Board of Trustees Meeting were included in the packet. Debbie Schnedler requested a correction to the motion for approval for the 2020 End of Year Write-Offs on page four of the December minutes presented.

On a motion by Randy Chann and a second by John Massey, the Board moved to approve the minutes for the December 2020 Board of Trustees Meeting, contingent upon the correction to the motion for approval for the 2020 End of Year Write-Offs. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

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

PUBLIC COMMENT

See Agenda Item N: Consider Cost Share Agreement with Iuvo Constructum, LLC, for the Oak Hill/ Brookfield Estates Wastewater Treatment Plant in the Not to Exceed Amount of \$225,050.00.

Jesse Stephens of Crockett Engineering was present to discuss the Oak Hill/Brookfield Estates wastewater treatment plant (WWTP). Ratermann reviewed the documents included in the packet. He advised there are 48 lots anticipated at Oak Hill in need of wastewater services. The Brookfield Estates recirculating sand filter has a compliance schedule for ammonia and e-coli limits in 2035. The option of serving both neighborhoods with a Brookfield facility expansion to handle 30,000 gallons per day would provide a cost savings to the BCRSD, which would participate in the project with 35% financial contribution at approximately \$225,000.00. Expanding the Brookfield facility would also save the BCRSD the challenge of starting up a new facility that has no load to start with. Ratermann advised the Brookfield neighborhood covenants have been reviewed, and staff feel the covenants do not apply to the lot owned by the BCRSD; he saw no legal issues in expanding the facility, but there are various design issues to consider. Ratermann recommended the Trustees authorize the General Manager (GM) and General Counsel (GC) to negotiate the cost share agreement with Iuvo. Discussion ensued regarding design considerations, project priority, considering future development in the area, future nutrient limits, and funding the project outside of the 2021 budget. David Shorr asked the GM and GC to redraft the agreement with regard to a protecting the BCRSD against a potential housing market that delays or prevents new connections to the new or upgraded Brookfield/ Oak Hill facility.

CONSENT AGENDA

Easement Acquisition Report
Permit Status Report
Monthly Financial Reports
Outstanding Bill(s)
Lien Reports
Status Report (Work in Progress)

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

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the reports included on the Consent Agenda as presented. Motion carried.

QUARTERLY & ANNUAL FINANCIAL REPORTS

Lara Florea reviewed the reports included in the packet.

On a motion by Justin Adred and a second by Debbie Schnedler, the Board moved to approve the Quarterly & Annual Financial Reports as presented. Motion carried.

MANAGER'S REPORT

Planning and Zoning Update

Bill Florea advised there is no meeting for Planning & Zoning (P&Z) in January. He reviewed the annual P&Z permit statistics for 2020.

MDNR Inspections/ Letters of Warning (LOW)/

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

There were no new Notices of Violation or Letters of Warning in the last 30 days.

Operations Strategy Committee

The next committee meeting was scheduled for January 27, 2021.

South Fork of Grindstone

Ratermann stated an easement from the property owner was received and recorded.

Midway Facility Plan

Ratermann advised the Request for Qualifications was sent out with a deadline of April 1st. Disadvantaged enterprises were solicited. He felt the BCRSD is complying with requirements to get engineering services eligible for State Revolving Fund (SRF) loans.

Vaccination Written Policy

Ratermann stated the BCRSD needs a vaccination policy that addresses a status for current employees versus new hires, and which vaccinations to require. Shorr recommended that BCRSD contact staff at County Fire District to discuss what they have determined regarding a vaccination policy, federal requirements, and how a policy could apply to the novel coronavirus vaccinations.

Bonne Femme Watershed Plan

Ratermann advised there is a draft watershed plan developed jointly between County Resource Management, the City of Columbia, and local partners. The draft plan is now out on County Resource's website for review.

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.

ELECTION OF 2021 BOARD OFFICERS

The Trustees proposed to re-elect the current slate of Board officers for 2021 terms.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to re-elect the current Board Officers to their respective roles for 2021.

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

REVIEW OF BY-LAWS

No changes were recommended.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to accept the by-laws in their current state with no changes or amendment. Motion carried. Randy Chann, David Shorr, Debbie Schnedler, Justin Aldred and John Massey voted in favor. Motion carried.

OPERATION AND MAINTENANCE REPORTS

Virgil Farnen reviewed the Operations and Maintenance (O&M) reports included in the packet.

On a motion Randy Chann and a second by John Massey, the Board moved to accept the Operation and Maintenance Reports as presented. Motion carried.

CONSIDER COST SHARE AGREEMENT WITH IUVO CONSTRUCTUM LLC FOR THE OAK HILL/ BROOKFIELD ESTATES WWTP IN THE NOT TO EXCEED AMOUNT OF \$225,050.00

See also: Public Comment.

Ratermann asked if the Trustees' request for additional tankage at Brookfield was intended for future nutrient removal or for additional capacity. Shorr explained it was for both, but did not expect it be hard-drafted. Chann suggested the tankage at Brookfield be examined for additional tankage for future capacity and limits, and the potential for less tankage intended for aligning with flows at the plant.

On a motion by Randy Chann and a second by David Shorr, the Board moved to table this item for the GM to return with an updated draft of the agreement. Motion carried.

CONSIDER VARIANCE REQUEST FOR 6121 N WAGON TRAIL ROAD AND 6151 N WAGON TRAIL ROAD FROM THE 2-ACRE RULE FOR PRESSURE SEWERS

Ratermann reviewed two lots, each with less than one acre, each with a lagoon needing to be eliminated. He felt the only way to eliminate the lagoons would be for the owners to build pressure sewers, but the BCRSD would not maintain the tanks or pumps. He recommended a variance from the 2-acre rule for pressure sewers for these lots.

On a motion by John Massey and a second by Randy Chann, the Board moved to approve the variance from the 2-acre rule for the properties known as 6121 and 6151 N Wagon Trail Road. Motion carried.

CONSIDER PROPOSAL FROM MCCLURE FOR ENGINEERING SERVICES RELATED TO THE UPCOMING REBUTTAL TESTIMONIES IN THE NOT TO EXCEED AMOUNT OF \$4,000.00

Ratermann reviewed the proposal included in the packet; he recommended the Trustees approve the proposal.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to accept the proposal from McClure for engineering services related to the upcoming rebuttal testimony in the amount not to exceed \$4,000.00. Motion carried.

CONSIDER BILL OF SALE FROM HASHTAG PROPERTIES FOR HARVESTER ROAD SANITARY SEWER

Ratermann explained the extension is complete and is ready to be conveyed to the District.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to accept the Bill of Sale from Hashtag Properties for the Harvester Road sanitary sewer. Motion carried.

CONSIDER RESOLUTION ACKNOWLEDGING THE SERVICE OF FRED PARRY
Service award draft was included in the packet.

On a motion by David Shorr and a second by John Massey, the Board moved to approve the resolution acknowledging the service of Fred Parry. Motion carried.

OLD BUSINESS

Chann requested the Permit Status Report be revised to include the facility type and compliance notes of interest.

NEW BUSINESS

Consider Modifying Section 2.6 of the Personnel Policy regarding Benefited and Non-Benefited Positions

Ratermann suggested the current policy Section 2.6 be modified to add “for twenty hours per a week” to clarify the current status of the Finance Manager. Chann recommended updates to language that differentiates between permanent part time and temporary part time staff in Section 2.6. Shorr advised the insurance experience rating and premium may be impacted by part-time permanent employee status. Each new hire proposed as a part-time position would be approved and classified by the Trustees.

On a motion by David Shorr and a second by Randy Chann, the Board moved to table this item for additional revision to the personnel policy. Motion carried.

Consider Resolutions Authorizing the Filing of Applications for Loans and Grants from the State Revolving Fund Program for the Following Projects: South Route K; Trails West; Midway Crossings; Midway Arms; Rollingwood; Sunnyslope; Wagon Wheel Mobile Home Park

Ratermann reviewed the seven resolutions included in the packet.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to authorize the applications for loans & grants for: South Route K; Trails West; Midway Crossings; Midway Arms; Rollingwood; Sunnyslope; Wagon Wheel Mobile Home Park. Motion carried.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1) & (13)

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 6:48 PM on January 19, 2021, 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; and (13) RSMo. to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that exemption shall not apply to names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source.

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

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to reopen the regular meeting at 7:04 PM on Tuesday, January 19, 2021.

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

Adjournment

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

Meeting was adjourned at 7:04 PM.

Minutes approved via GoToMeeting virtual meeting on February 16, 2021

Approved by: John Massey

David Shorr