

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 21, 2020, 5:30 PM
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

MEETING MINUTES

Trustees Present: Randy Chann, Chair
David Shorr, Vice Chair
Fred Parry, Trustee

Absent: John Massey, Trustee
Deborah Schnedler, Secretary

Others Present: Tom Ratermann, General Manager
John Whiteside, General Counsel
Andy Lister, Project Manager
Virgil Farnen, Operations Manager
Lesley Oswald, Assistant Secretary Treasurer
Lara Florea, Asst. Manager Finance & Administration
Sandi Clark, Office Administrator
Stan Shawver, Boone County Resource Management
Bill Florea, Boone County Resource Management

The meeting was held as a Go to Meeting video conference call given stay at home order in place for the state of Missouri.

Randy Chann, Chair, called the April 21, 2020 Board of Trustees meeting to order at 5:31p.m. Chann noted there was a quorum.

APPROVAL OF REVISED AGENDA

Agenda was not revised.

APPROVAL OF MINUTES

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

APPROVAL OF CLOSED SESSION MINUTES

The minutes for the March 2020 Closed Session 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 March 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)
Status Report (Work in Progress)

The reports listed on the consent agenda were included in the packet. There was discussion on the Outstanding Bill(s). Shorr asked about Grinder pumps and how much inventory do we keep. Virgil Farnen responded 15-30 at a time, when they get down to about 5-6, we place an order.

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.

QUARTERLY FINANCIAL REPORTS

Lesley Oswald reviewed the Quarterly Reports included in the packet.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve the Quarterly Financial Reports. Motion carried.

MANAGER'S REPORT

Planning and Zoning Update

Stan Shawver introduced Bill Florea as the new Director of Resource Management and went over his support of the hire. Shawver reviewed the Planning and Zoning update, reported that there has been a lot of activity with residential building permits. Most issued in last half of March and early part of April. The April Planning and Zoning meeting was cancelled and many county projects are currently on hold. He reported that projects such as asphalt would be cost effective to proceed with now, due to petroleum costs being down, however sales tax revenue is also down.

During discussion, Parry talked about Florea's new position and gave support to that decision. The Board and all those present thanked Stan Shawver for his 38 years of service and for being a great ambassador to Boone County. The change in Director will be effective May 4th 2020.

Disinfection Deadlines

Lee Heights – Tom Ratermann reported flow diverted 4/10.
Oberlin Valley - Ratermann reported flow diverted 4/3.

**Report on MDNR Inspections/ Letters of Warning (LOW)/
Notices of Violation (NOV)/ Unsatisfactory Features/ Return to Compliance**

There were no new warnings or violations.

Coronavirus Response

Ratermann reported that BCRSD placed a Suspension of Water Shutoff for Non-Payment of Sewer Bill (sample letters in mailed out packets). Correspondence was sent to customers and posted on the website.

Chann asked about delinquency of invoices. Sandi Clark reported there are some that are late, but not sure it's substantially more than normal. Ratermann reported that he and Virgil Farnen were deferring the sewer jet as a lease purchase with payment spread out over 5 years. We may wait and see how things progress prior to proceeding further.

Farnen reported shortages of PPE, David Shorr gave recommendations for options. Currently maintenance involving pumping is being deferred until PPE is secured.

Ratermann reported that the split shifts operation, admin working from home most days and social distancing was still in place for all staff and was working.

Breaktime on Hwy WW and Elk Park

No questions.

Triston Brownfield Property

Ratermann reported they want to connect 4 acres which requires a few more easements. Ratermann suggests sending an email to get into the records.

**Operating Strategy Committee
Excess Real Estate
Collections
Variance for Pressure Sewers**

On hold through Shelter In Place Order.

Operating Permits

Ratermann reported we received 14 draft pre-publication permits from DNR on April 21st, we will be reviewing by June 2nd. We have 8 permits expiring at the end of March and 4 more at the end of June.

Regionalization Grants

Regionalization grants were awarded on April 2nd from the Clean Water Commission to East Prairie, Holts Summit, Linn, Moberly and Petosi.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve all items on the Manager's Report. Motion carried.

OPERATION AND MAINTENANCE REPORTS

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

Discussion followed, Parry asked about locating septic lines, Farnen responded they do not have any tracer wire and a private plumber would need to locate those pipes by running a camera down

the line using a special locating tool. He also asked about depth of lines, Farnen responded that they are normally buried about 4 feet, with a varying range.

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

Consider Proposal from HDR for the Review of Lake Chateau Sanitary Sewer Plans in the Not to Exceed Amount of \$5235.00

Ratermann went over the proposal that was included in the packet. He explained benefits to BCRSD in reviewing this technology. Parry asked whose property (Newton Riley on Rt W). Also, how many homes are platted Ratermann responded 20+, he expanded on the buildability and explained more about the NitrOx system. We do not have any currently in the county.

On a motion by Fred Parry and a second by David Shorr, the Board moved to accept the proposal from HDR. Motion carried.

Consider Approval of Refund of Sewer Rates to Residents of 97 Pike St. Rocheport in the Amount of \$5982.96

Oswald reported on the requested refund for services that were not received. 4 people have moved in and out since BCRSD took over ownership of sewer service from 2009.

We are recommending that once a release is signed, we would pay the homeowner's the back payment. Discussion continued about where the sewage was going and what it would take to connect them. Ratermann explained the Health Department is the enforcement which would take a complaint from a neighboring property owner. Chann asked if we offer to contribute to the connection of the property. Oswald explained that there have been multiple owners who may not agree and then discussion that it may not be in the jurisdiction of the Sewer District.

On a motion by David Shorr and a second by Fred Parry, the Board moved to accept the payment of the refund. Motion carried.

Consider Engagement Letter with Stephen M Connelly, CPA for Pro Forma Financial Statement in the amount of \$3500.00

Ratermann reviewed the Engagement Letter included in the packet. Discussion followed on objectives for the new rate Pro Forma vs. the original one. Ratermann believes the new option is more palatable than the first offer for the community of Hallsville. Chann noted this money would not be recoverable, discussion continued that there was a risk, but board determined it was a small amount considering the possible gain and that we are in a better position now than we were a month ago.

On a motion by Fred Parry and a second by David Shorr, the Board moved to authorize Tom Ratermann to negotiate the engagement letter as stated. Motion carried.

Consider Amendment to Agreement with HDR for the Brown Station/Richardson Acres Facility Plan to include Cedar Gate in order for All Three Facilities to be Conveyed to the Rocky Fork Wastewater Treatment Plant (WWTP) in the Approximate Amount of \$25,000.00

Ratermann went over this proposal that was not in the mailed out packets. Discussion about the facility plan for Richardson Acres and Brown Station connecting to the City of Columbia. Ratermann wants the plan to include adding Cedar Gate so we have a sewer connection going all the way to Cedar Gate, just outside the city limits of Hallsville. The plan will also look at the need for improvements at Rocky Fork but does not include the improvements.

On a motion by David Shorr and a second by Fred Parry, the Board moved to accept HDR's proposal for Cedar Gate and facility plan connecting to Brown Station. Motion carried.

OLD BUSINESS

No Old business.

NEW BUSINESS

No New business.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (12) & (13)

On a motion by Fred Parry and a second by David Shorr, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 5:58 PM on April 21, 2020, as authorized by: 610.021(12) sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected; 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, and Fred Parry voted in favor. Motion carried. John Massey and Deborah Schnedler were absent. Motion carried.

On a motion by David Shorr and a second by Fred Parry, the Board moved to re-open the regular meeting at 6:25 PM on Tuesday, April 21, 2020. Randy Chann, David Shorr and Fred Parry, voted in favor. John Massey and Deborah Schnedler absent. Motion carried.

No discussion after closed session

Adjournment

Meeting was adjourned at 6:27p.m.

Approved by: _____
