

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 16, 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
John Massey, Trustee
Fred Parry, Trustee

Absent: 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
Bill Florea, Boone County Resource Management
Jesse Stephens, Crocket Engineering

The meeting was held as a Go to Meeting video conference given social distancing guidelines in place for Boone County.

Randy Chann, Chair, called the June 16, 2020 Board of Trustees meeting to order at 5:41p.m. Chann noted there was a quorum.

APPROVAL OF REVISED AGENDA

The Agenda was revised to add two new business items included in the packet.

On a motion by David Shorr and a second by Fred Perry, the Board moved to accept the revised agenda. Motion carried.

APPROVAL OF MINUTES

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

APPROVAL OF CLOSED SESSION MINUTES

The minutes for the May 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 May 2020 Closed Session meeting as written. Motion carried.

PUBLIC COMMENT

Jesse Stephens with Crocket Engineering was in attendance on behalf of agenda item L. Randy Chann asked Tom Ratermann if the Board should adjust the order of the meeting and proceed to agenda item L. Agenda item moved up to Public Comment period.

CONSIDER AGREEMENT OF SERVICE WITH LARRY AND BRENDA POTTERFIELD AT HIGHWAYS 40 AND J, AND AUTHORIZING THE GENERAL MANAGER AND GNEREAL COUNSEL TO SIGN

Ratermann reviewed the agreement and drawing included in the packet.

Ratermann reported that this agreement will be patterned after the agreement with American Outdoor Brand (AOB). Potterfields are developing about 190 acres at Hwy 40 and J, the Potterfields are proposing to convey an approximately 11-acre drip irrigation field to the sewer district. Ratermann noted that both current and future phases are on the sketch included in the packet. Ratermann would like to get authorization to continue with the agreement. Jesse Stephens, from Crocket Engineering agreed with information reported. Jesse stated flows were similar to AOB. Shorr asked about twin irrigation fields, Jesse responded yes, one will be a reserve field and will meet the needs for future build out based on calculations. Chann asked about technology for the proposal and if consistent with what is currently used, Stephens said it will be the same as AOB.

On a motion by Fred Parry and a second by David Shorr, the Board moved to allow General Manager and Council to proceed with the agreement. Motion carried.

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.

Ratermann reviewed the outstanding bill for Steven Connelly. This invoice is over his proposal by about \$2600.00. Ratermann recommended paying it.

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

MANAGER'S REPORT
Planning and Zoning Update

Bill Florea presented the Planning and Zoning Update. Florea noted May permits were down from April by about half the number of residential and half the construction valuation. June looks better, up to 60 permits to date, 17 are single family dwellings with 5.7 million construction valuation. The agenda for the Planning and Zoning Commission meeting has one rezoning on Gibbs Rd. converting back to residential zoning and three subdivision plats all using on site treatment systems. Chann asked what the onsite systems were, Florea reported most are on site lagoons other than Bella Ridge (South of Ashland) which is engineered. Chann asked for clarification of an engineered system, Florea explained it was a drip irrigation system. Lake Champetra, which is being consolidated into one lot is already using a drip irrigation system.

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

There were no letters of warnings or violations.

Coronavirus Response

Ratermann reported that late penalties are still suspended through Boone Electric and we will follow suit at least until the annual meeting July 10th. The annual meeting for Boone Electric is still scheduled, but will be held as a drive through event.

Ratermann discussed information on the report included in the supplemental packet on active past due accounts with 60 and 90 day past dues. Sandi Clark expanded and summarized the information comparing past dues from last year to this year. Clark explained the overview shows that the 60 and 90 day comparisons from last year to this year are as much as 5 times greater. Clark reported that a bulk of the past due accounts are from landlords. During discussion, Clark clarified that we offer payment agreements and send letters to all customers letting them know that while BCRSD is temporarily allowing accounts extra time to be paid, fees are still due and communication with BCRSD is needed to help resolve any issues with payment.

Ratermann reported that dressing rooms are finished and the field crew came back Monday. The first laundry service goes this week. PPE is in stock, front of house is still closed, but the admin staff are sharing time in the office. Social distancing is continuing as much as possible. During discussion, Chann assured that virtual meetings were still appropriate and Shorr agreed that keeping up with social distancing is appropriate as well, and may need to be in place longer.

Breaktime on Hwy WW and Elk Park

Ratermann reported it will be considered for adoption the first Monday in July by the City of Columbia Planning and Zoning Commission. Tom reported that this development is currently going through the City of Columbia approval process according to Jay Burchfield.

Operating Strategy Committee
Excess Real Estate
Collections
Variance for Pressure Sewers
Commercial System Rate

Operating Strategy Committee is on hiatus indefinitely.

Operating Permits

Ratermann reported on the 15 draft permits from the DNR. Information was in mailed out packet and included in supplemental information which has comments to DNR. Ratermann, recommended accepting all permit limits. The new ammonia criteria for Rocky Fork changed. There was discussion on ammonia limits and the new criteria. There are 3 or 4 permits set to expire at the end of the month, Ratermann mentioned he would hold off on accepting compliance schedules on any proposed permits until he sees the additional draft permits due out this month.

Proposed Statement to Employees and Customers

Ratermann proposed a statement to be distributed to employees and a statement to be posted for our customers reflecting the BCRSD's stance on current events and commitment to all customers. The board expressed appreciation for the written statements and discussed how the wording might be enhanced. Shorr will submit his edits to Ratermann and there was discussion of when to have the letters completed. Once complete, they will be circulated to the Board, but there is no need for a vote once approved.

City of Hallsville Sanitary Sewer

Ratermann attended June City Council meeting. Ratermann wanted BCRSD to have a presence at the meeting. There was no talk in Hallsville's open session about the sale of the water treatment facility. The BCRSD sewer jet crew was sent to Hallsville again today which created discussion about the sewer district's responsibility to Hallsville and agreements with other communities as well.

Parry asked about moving forward with agenda items that need a quorum. He will need to leave the meeting early. It was decided to move on to those agenda items a vote would be needed on, and then continue.

On a motion by David Shorr and a second by Randy Chann, the board moved to accept the Manager's Report. Motion carried.

CONSIDER APPROVAL OF NEW JOB DESCRIPTIONS

Parry asked that this be tabled until Deborah Schnedler and John Massey are in attendance. All agreed, and this item was tabled.

CONSIDER APPROVAL OF SERVICE

Larry and Brenda Potterfield

This was discussed and approved during Public Comment.

Darin and Holly File

There was information in the mailed out and supplemental packet. Capacity is available, agreement now needs to be written.

On a motion by Fred Parry and a second by David Shorr, the Board moved to allow General Manager and Council to proceed with the agreement with Darin and Holly File. Motion carried.

Triston and Angela Brownfield

There was information in the mailed out and supplemental packet. Capacity is available, agreement now needs to be written.

On a motion by Fred Parry and a second by David Shorr, the Board moved to allow General Manager and Council to proceed with the agreement with Triston and Angela Brownfield. Motion carried.

CONSIDER APPROVAL OF AMENDMENT 1 HDR

Information was included in mailed out packets. Ratermann went over information for the subdivision and the need for hydraulic analysis.

On a motion by Fred Parry and a second by David Shorr, the Board moved to allow General Manager to negotiate an agreement with HDR not to exceed \$3,000.00. Motion carried.

CONSIDER APPROVAL OF RENTS ASSIGNMENT FROM BCRSD TO FAIRWAY MEADOWS IMPROVEMENT AND BETTERMENT ASSOCIATION FOR BILLBOARDS AT FAIRWAY MEADOWS

Information was included in mailed out packets. Ratermann explained that in the agreement, money would go to the homeowner's association (HOA) and suggests that the HOA negotiate the leases on BCRSDs behalf. John Whiteside explained further and there was discussion on what would happen if the HOA was no longer in existence. Shorr wanted to approve authorization as long as there is language included in the agreement that is similar to a transfer on death on a license.

On a motion by Fred Parry and a second by David Shorr, the board moved to authorize the General Manager and Council to work out a rent's assignment with Fairway Meadows Improvement and Betterment Association including language that will alert BCRSD if there is an issue or problem with payment being processed. Motion carried.

Fred Parry left the meeting at 6:34PM, and John Massey joined the meeting at 6:34PM.

OPERATION AND MAINTENANCE REPORTS

Virgil Farnen reviewed the Operations and Maintenance (O&M) reports included in the packet. Farnen reported that the crew was back in full force on Monday. There were no questions.

On a motion by Randy Chann and a second by David Shorr, the board moved to accept the O&M Report. Motion carried.

OLD BUSINESS

There was no Old Business to report.

NEW BUSINESS

Discussion of Private, For Profit Sewer Companies (Investor Owned Utilities) in Boone County

Randy Chann sent an email regarding a written strategy on how to deal with this issue. Ratermann agrees it is a prudent idea and plans to contact Sturgeon, Harrisburg and Ashland for feedback. Chann discussed that there in the big picture there are multiple scenarios to look at and

financial responsibility conversations. Chann reported that as economics get tighter there will be additional pathways in place and we need to start thinking about it. All agreed it should be something looked at and discussed.

**Boy Scout Troop 708 Tour of the BCRSD Wastewater Treatment Facility at
American Outdoor Brands**

Ratermann reported the scout leader who installed the facility requested a tour for the troop. The Board approved of the tour and suggested a possible Rocky Fork tour as well. Ratermann was given approval to work out the details.

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

There was no closed session.

Adjournment

Meeting was adjourned at 6:48 p.m.

Approved via webmeeting 7/21/2020

Approved by: David Shorr

Fred Parry