

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

**Absent:** Deborah Schnedler, Secretary

**Others Present:** Tom Ratermann, General Manager  
John Whiteside, General Counsel  
Virgil Farnen, Operations Manager  
Lara Florea, Asst. Manager Finance & Administration  
Sandi Clark, Office Administrator  
Bill Florea, Boone County Resource Management  
Socrates Hulen  
Jesse Stephens, Crockett Engineering

The meeting was held as a GoTo Meeting video teleconference given social distancing guidelines in place for Boone County.

Randy Chann, Chair, called the July 21, 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 June 2020 Board of Trustees Meeting were included in the packet.

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

## **PUBLIC COMMENT**

See also Agenda Item M: *Consider Service Agreement with Morgan Hulen et al., for Gaslight Acres Mobile Home Park*

Jesse Stephens and Socrates Hulen with Crocket Engineering were in attendance on behalf of Gaslight Mobile Home Park (MHP). Ratermann explained the MHP is served by the District and has an agreement for 20 units, and 19 are connected to public sewer while one remains on the old lagoon that needs to be closed. He reported the owner of the MHP was looking for approval to add a private pump station to pump to the public sewer main. Ratermann advised the City of Columbia made an offer to dewater the lagoon, which the District could also do but would have to pay the City in return. He recommended the Board authorize the General Manager and General Counsel to write a service agreement to allow an additional 6 mobile homes to connect with the addition of a private pump station.

See Agenda Item M for motion.

Stephens asked for a review on the status of the File property, which is currently on the Status of Work in Progress (WIP). Ratermann advised the owners did not have any objection to the service agreement sent to them, but an exhibit needed some minor corrections.

Stephens asked for a review on the status of the Oak Hill Subdivision, which is currently on the Status of WIP. Ratermann explained the developer plans for 45 lots and is seeking to build a treatment facility. He asked Trustees to consider working with the developer to build enough capacity to also accommodate Brookfield Estates so that the Brookfield facility can be taken out of service. Brookfield currently has a recirculating sand filter that struggles to remove ammonia.

## **CONSENT AGENDA**

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

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

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

## **QUARTERLY FINANCIAL REPORTS**

The 2<sup>ND</sup> Quarter Financial Reports were included in the packet.

On a motion by Randy Chann and a second by John Massey, the Board moved to approve the Quarterly Financial Reports as presented. Motion carried

## **MANAGER'S REPORT**

- Planning and Zoning Update**

Bill Florea presented the Planning and Zoning Update.

**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 BCRSD sent notice to delinquent account holders advising them that the water shut-offs for sewer non-payment will begin September 1<sup>st</sup>. He reviewed the status of AR accounts as compared to June 2019. He explained the District is looking into a rate assistance program, but not ready to report on it yet. At this time, customers are responsible for the full balance of their sewer accounts. Clark advised customers who were ineligible for payment plans previously would now have access to pay plans.

**Breaktime on Hwy WW and Elk Park**

Ratermann advised this property is under construction.

**Operating Strategy Committee**

No update; meetings remain on hold.

**Draft Permit Renewals for Pre-Public Notice Review**

Ratermann reviewed the related documents included in the packet, highlighting comments from BCRSD to the Missouri Department of Natural Resources (MDNR) per facility. Shorr recommended that Ratermann seek information from MDNR about what is driving the new limit requirements, which wildlife is being protected, and whether or not those species are endangered or not.

**Proposed Statements to Customers and Employees  
of BCRSD on Recent Tragedies in Our Nation**

Ratermann reviewed the revised statements included in the packet. Trustees requested more time to consider a statement to the employees of BCRSD and the timing of the statements.

**City of Hallsville Sanitary Sewer**

Ratermann reviewed the materials in the packets. He said he is getting several Public Service Commission (PSC) emails. The PSC issued news release saying that if entities who want to petition the water and sewer rate cases of the Missouri American Water, they may do that before July 22, 2020. He sent the news release to Hallsville representatives. Ratermann advised he's been attending the Hallsville City Council meetings.

**Sewage Backup Risk Management Policy – 8180 N Plain View Drive**

Ratermann advised BCRSD currently has a policy that allows the District to clean up a backup in a home at the amount of \$6,000 without accepting liability. He advised this recent backup amounted to \$2,000 and has been submitted MOPERM. The claim is currently being reviewed. He advised this is the first time BCRSD has paid out of pocket for a claim in 2 years.

On a motion by Fred Parry and a second by John Massey, the board moved to accept the Manager's Report. Motion carried.

**OPERATION AND MAINTENANCE REPORTS**

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

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

**CONSIDER PROPOSAL FROM MOORE AND SHRYOCK FOR EASEMENT APPRAISAL FOR THE HIGHFIELD ACRES PROJECT**

Ratermann recommended an easement appraisal in the amount of \$2,000 be approved.

On a motion by John Massey and a second by David Shoor, the board moved to accept the proposal from Moore and Shryock for the easement appraisal for the Highfield Acres project. Motion carried.

**CONSIDER CONNECTION AGREEMENT WITH THE CITY OF COLUMBIA FOR LAWSON SUBDIVISION AT ST CHARLES ROAD AND ROUTE Z**

Ratermann advised this property includes the new wholesale rate applied for sewer. He explained this has development has been in the works for more than a year. The City wants to collect 100% of the City's base service fees (BSF) and 80% of the treatment cost. Ratermann recommended that the Trustees approve the agreement for this small subdivision, but stated that BCRSD should participate in the City's Cost of Service study. Shorr urged the assertion of BCRSD's rights to participate in this study and to negotiate the agreement with the City in the future.

On a motion by Randy Chann and a second by David Shorr, the Board moved to authorize the General Manager and General Counsel to draw a cover letter for the agreement with the City of Columbia for Lawson Subdivision, and to execute the agreement. Motion carried.

**CONSIDER AGREEMENT WITH MORGAN HULEN *et al.*, FOR GASLIGHT ACRES MOBILE HOME PART**

See also Public Comment.

On a motion by Fred Parry and a second by David Shorr, the Board moved to authorize the General Manager and General Counsel to negotiate a revised agreement with Morgan Hulen *et al.*, for the Gaslight Mobile Home Park. Motion carried.

**CONSIDER CHANGE ORDER #2 IN THE DEDUCTIVE AMOUNT OF \$34,097.95 FOR THE LEE HEIGHTS/OBERLIN VALLEY PROJECTS**

Ratermann reviewed the change order included in the packet.

On a motion by David Shorr and a second by John Massey, the Board moved to accept Change Order # 2 for the Lee Heights/ Oberlin Valley projects in the deductive amount of \$34,097.95. Motion carried.

**CONSIDER ACCEPTANCE OF BILL OF SALE ON PERCHE RIDGE SUBDIVISION FROM FRED OVERTON DEVELOPMENT, INC**

Ratermann advised the inspections of pipe and manholes are complete.

On a motion by David Shorr and a second by Fred Parry, the Board moved to accept the Bill of Sale on the Perche Ridge Subdivision from Fred Overton Development, Inc. Motion carried.

**CONSIDER APPROVAL OF NEW JOB DESCRIPTIONS FOR  
LEAD WASTEWATER OPERATOR AND FOR  
SENIOR EQUIPMENT OPERATOR/WASTEWATER OPERATOR**

Ratermann reviewed the documents included in the packet. This item was tabled from the previous month.

On a motion by David Shorr and a second by John Massey, the board moved to approve the new job descriptions for Lead Wastewater Operator and for Senior Equipment Operator/ Wastewater Operator. Motion carried.

**CONSIDER APPROVAL OF THE BCRSD  
RECORDS RETENTION POLICY**

The proposed Records Retention Policy was included in mailed out packet.

On a motion by David Shorr and a second by John Massey, the board moved to approve the BCRSD Records Retention Policy. Motion carried.

**CONSIDER APPROVAL OF REVISED ORGANIZATIONAL CHART**

The revised Organizational Chart was included in the packet.

On a motion by Randy Chann and a second by John Massey, the board moved to approve the revised BCRSD Organizational Chart. Motion carried.

**OLD BUSINESS**

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

Randy Chann recommended the BCRSD work on a policy or regulation that addresses the presence of a private, for-profit sewer company in Boone County, competing with BCRSD as a public utility. Ratermann advised Missouri American Water intends to bill Hallsville based on a flat rate, while the BCRSD bills for treatment based on volume usage per customer. Chann would like BCRSD to continue to communicate the value of the public sewer service as compared to the for-profit sewer service.

**NEW BUSINESS**

There was no New Business.

**Adjournment**

Meeting was adjourned at 6:48 p.m.

Approved via virtual meeting 8/18/2020

Approved by: John Massey

David Shorr