

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 20, 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

Absent: John Massey, Trustee

Others Present: Tom Ratermann, General Manager
Lara Florea, Treasurer & Assistant Secretary
Virgil Farnen, Operations Manager
Andy Lister, Project Manager
John Whiteside, General Counsel
Sandi Clark, Office Administrator

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 April 20, 2021 Board of Trustees meeting to order at 5:43 p.m. Chann noted there was a quorum.

ADOPTION OF REVISED AGENDA

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

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve the minutes for the March 2021 Board of Trustees meeting as written. Motion carried.

APPROVAL OF BOARD MEETING MINUTES

The minutes for the March 2021 Board of Trustees Meeting were included in the packet.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the minutes for the March 2021 Board of Trustees meeting as written. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

The Closed Session minutes for the March 2021 Board of Trustees Meeting were included in the packet.

On a motion by Debbie Schnedler and a second by Justin Aldred, the Board moved to approve the minutes for the March 2021 Board of Trustees 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)

Quarterly Lien Reports

Status Report (Work in Progress)

The reports listed on the Consent Agenda were included in the packet. Chann requested a consolidated report reflecting the ammonia standards per facility, facility challenges faced and facility types ready to respond to ammonia limits expected in future permits.

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 FINANCIAL REPORTS

The 2021 first quarterly financial reports were included in the packet. Debbie Schnedler advised the financial reports should be tabled until research is completed regarding recent changes to the State Revolving Fund's (SRF) accounting policies and how it has impacted the BCRSD's interest expense report. The changes were initiated by the Department of Natural Resource.

This item was tabled, motion overlooked.

MANAGER'S REPORT

Planning and Zoning Update

The Planning and Zoning update, Building Permit Statistics, and the Boone County Construction Reports were included in the packet.

MDNR Inspections/ Letters of Warning (LOW)/

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

The report was included in the packet. There were no new warnings or violations to report.

Reimbursement Resolution for Brookfield/ Oak Hill Estates

The draft Resolution was included in the packet. Ratermann advised it will be revised and moved to an agenda item for the May Board Meeting.

Agreement with Dan Hagan for Water's Edge Improvement

Ratermann reviewed the request and the map included in the packet. He recalled that the Trustees hired HDR to provide a sewer study that revealed portions of pipe surcharging, and recommended flow should not be added to those segments at Water's Edge. The property owner making request owns 14 lots around Driftwood Court and expects around 90 residential units. Ratermann explained the sewer would be easier to build before the property is developed. Discussion regarding design and related studies ensued.

Chann requested a calibrated physical model using actual data to demonstrate the capabilities of the infrastructure.

Ratermann received consent from the Trustees to move forward with the agreement with Hagan.

Review Subsurface Drip Dispersal Regulations

Ratermann reviewed the drip dispersal regulations included in the packet. He recommended revisions to the regulations, to change the verbiage to capture what the drip dispersal is intended to serve (they currently state "domestic wastewater"), and to eliminate volume flow limitations.

Midway Area Facility Plan

Ratermann reviewed the plan submission summary included in the packet. He explained staff will review the 40 received Requests for Qualifications (RFQ) and the plan submissions, and will make a recommendation at the May Board Meeting.

Discussion of Financial Advisory Services

Schnedler reviewed the email and memo included in the packet. She recommended the District secure a financial advisor for long-term assistance with SRF loan analysis and comparisons to other funding options. Schnedler and staff will draft a RFQ for financial advisors.

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.

OPERATIONS AND MAINTENANCE (O&M) REPORT

Virgil Farnen reviewed the O & M Reports included in the packet. The BCRSD received a Letter of Warning (LOW) for the Cedar Gate facility for failure to submit an Electronic Discharge Monitoring Report (EDMR). Staff sent DNR the confirmations that the EDMRs had been submitted by deadline. The BCRSD received a LOW for failure to submit a 2019 Inflow & Infiltration (I&I) Report, but the warning was written under requirements of the new permit issued in November 2020, not for 2019 requirements. Farnen responded to DNR with commentary on I&I in 2019.

The BCRSD received an Unsatisfactory Finding notice at Kinkade Crossing for missing a dissolve

oxygen (DO) reading from the sludge holding tank. The DNR requires DO readings for digesters, but does not specify for sludge holding tanks. Staff has since implemented a regular schedule for the DO readings.

Farnen reviewed the remaining O&M reports in the packet.

On a motion by David Shorr and a second by Justin Aldred, the Board moved to accept the O & M Report as presented. Motion carried.

(Agenda Items)

CONSIDER AWARD OF MOWING CONTRACT TO COLUMBIA LANDCARE FOR 2021 AND ALTERNATES #1 AND #2 IN THE AMOUNTS OF: \$34,025.50; \$35,067.90; AND \$36,032.25, RESPECTIVELY

Ratermann reviewed the bids included in the packet.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to award the mowing contract to Columbia Landcare for 2021 with alternates for the following two years at the amounts proposed. Motion carried.

CONSIDER PROPOSAL FROM BARTLETT & WEST FOR MAPPING THE SEWER EXTENSIONS FOR TAYLOR/FITZGERALD, NORTH BATTLEGROUND, MARTHA'S GROVE AND CRESCENT RIDGE (\$1,737.00)

Ratermann stated these subdivisions are ready to be added to maps, and noted the fee amount should be \$1,737.00 for four subdivisions.

On a motion by Randy Chann and a second by David Shorr, the Board moved to accept the proposal from Bartlett & West for mapping sewer extension for Taylor/ Fitzgerald, North Battleground, Martha's Grove and Crescent Ridge in the amount not to exceed \$1,737.00. Motion carried.

RATIFY HDR PROPOSAL FOR WATER'S EDGE IN THE NOT TO EXCEED AMOUNT OF \$1,920.00

Ratermann asked the Trustees to ratify a proposal for another run of the Water's Edge model in the amount not to exceed \$1,920.00 to determine pipe sizes needed.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to ratify the HDR proposal for Water's Edge in the amount not to exceed \$1,920.00 for running model to determine pipe sizes. Motion carried.

CONSIDER CONSENT TO SERVE LETTER FOR BUNGER PROPERTY

Ratermann reviewed the request included in the packet, advising the City of Columbia requires a consent to serve letter in order to service this property that is outside City limits. He explained the BCRSD will need to get an easement on the front of the property for the path for Brown Station/ Richardson Acres and Cedar Gate to Rocky Fork.

On a motion by Randy Chann and a second by David Shorr, the Board moved to authorize the General Manager to issue a Consent to Serve letter for the Bunger Property. Motion carried.

**CONSIDER PROPOSAL FROM HDR FOR CENTRIFUGAL
LOW-PRESSURE SEWER (LPS) PUMP EVALUATION FOR HILLCREEK SUBDIVISION
IN THE NOT TO EXCEED AMOUNT OF \$4,630.00**

Ratermann advised pumps in Hillcreek should be replaced with Centrifugal LPS, as they are creating head flow issues in that subdivision. The evolution of pumps has come a long way, BCRSD budgeted for pump replacements for 2021 at \$5,000.00.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the proposal from HDR for centrifugal LPS pump evaluation for Hillcreek subdivision in the amount not to exceed \$4,630.00. Motion carried.

**CONSIDER PROPOSAL FROM STEPHEN CONNELLY FOR A USER RATE STUDY (URS)
IN THE NOT TO EXCEED AMOUNT OF \$9,875.00**

The proposal for the URS was included in the packet. Ratermann advised that this is an outcome of the last Operation Strategy Committee meeting, in which Trustees wanted URS. Schnedler recommended the Connection Fee Study come before the URS. Trustees agreed.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to accept the proposal from Stephen Connelly for a User Rate Study in the not to exceed amount of \$9,875.00. Motion carried.

**CONSIDER PROPOSAL FROM STEPHEN CONNELLY FOR A CONNECTION FEE STUDY
IN THE NOT TO EXCEED AMOUNT OF \$5,000.00**

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to accept the proposal from Stephen Connelly for a connection fee study in the not to exceed amount of 5,000.00. Motion carried.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Review Summary of BCRSD-Operated Wastewater Treatment Facilities

Ratermann reviewed the report included in the packet. No motion needed.

Consider Replacement Alarm System for New Town Pump Station in the Amount of \$4,336.00

Ratermann advised the New Town pump station needs new alarm system, and reviewed the bid tabulation included in the packet. He recommended the award go to Vandevanter / Cogent.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve a replacement alarm system at New Town pump station from Cogent (formerly known as Vandevanter Engineering) in the amount not to exceed \$4,336.00. Motion carried.

Retirement of Lesley Oswald

Ratermann thanked those who attended the retirement reception for former Finance and Administrative Manager, Lesley Oswald. No BCRSD funds were used for the reception.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1), (2), & (13)

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 6:52 PM on April 20, 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; (2) RSMo. to discuss the leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; 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, and Justin Aldred voted in favor. John Massey was absent. Motion carried.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to re-open the regular meeting at 7:13 PM on Tuesday, April 20, 2021.

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

ADJOURNMENT

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

Meeting was adjourned at 7:14 PM.

Approved by: _____
