

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 17, 2018
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: Randy Chann, Chair
Deborah Schnedler, Secretary
Fred Parry, Trustee

Absent: David Shorr, Vice Chair
John Massey, Trustee

Others Present: Tom Ratermann, General Manager
Lesley Oswald, Assistant Secretary & Treasurer
Andy Lister, Project Manager
Dwayne Cooksey, Operations & Maintenance Manager
Stan Shawver, Boone County Resource Management
John Whiteside, General Counsel
Sandi Clark, Administrative Assistant
Erin Keys, City of Columbia
Danielle Linneman, Law Student
Fred Overton, Developer

Randy Chann, Chair, called the April 17, 2018 Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

Adoption of Revised Agenda

The agenda for the April 17, 2018 Board of Trustees meeting was revised and included in the packet.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the Revised Agenda for the April 2018 Board of Trustees meeting. Motion carried.

Approval of Minutes

The minutes for the March 2018 Board of Trustees Meeting were included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the minutes for the March 2018 Board of Trustees meeting as written. Motion carried.

Approval of Closed Session Minutes

The March 2018 Closed Session minutes were included in the packet.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the Closed Session Minutes for March 2018 as presented. Motion carried.

Approval of Cash Receipts & Disbursements & Bank Reconciliation and Monthly Operating Report for March 2018

Oswald reviewed the financial reports included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the Cash Receipts & Disbursements, Bank Reconciliation and Monthly Operating Reports for March 2018. Motion carried.

Approval of Outstanding Bill(s)

Oswald reviewed the outstanding bill for pump repair at the Sharidan Hills lift station for \$1,816.82.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the outstanding bill for \$1,816.82, payable to Vandevanter Engineering for Sharidan Hills pump repair. Motion carried.

Public Comment:

See Agenda Item S: Consider Agreement for Provision of Wastewater Collection and Treatment Services for Ravenwood Subdivision with Fred Overton et al

Fred Overton was present to discuss the wastewater connection and treatment agreements for the Ravenwood subdivision for 172 lots. Ratermann reviewed the agreement included in the packet. He advised the connection fees in this area are \$2,719.50 per lot, or more than \$467,000 upfront for the subdivision. He proposed the District allow the developer to submit an irrevocable letter of credit for the \$467,000 to secure the sewer capacity for the subdivision. He explained Boone County Planning & Zoning (P&Z) requires the subdivision acquire suitable sewer treatment upfront. Ratermann said Overton is prepared to post a 10% deposit, and if the District received a legitimate offer from someone else in the future for the unpaid capacity, Overton Development would have 60 days to post the remaining balance for connection fees. Ratermann and Shawver did not feel the latter option will meet P&Z's requirement for sewer capacity for all 172 lots.

Discussion ensued regarding P&Z's sewerage requirements. Ratermann advised that the District has had an unspoken policy of first come, first serve, and if capacity is promised to a developer without payment, and if another developer makes a request for that capacity with cash available, the unused capacity is tied up without payment. Schnedler commented that the Trustees recently revamped the policy for specific tracts to state that capacity should only be reserved for so long before it will be relinquished to the next developer with the intent to use it.

Shawver advised an irrevocable letter of credit or a surety bond for sewer capacity is acceptable within an agreement with the District. Ratermann explained that Overton still has two months to resolve this issue before rezoning approval deadline.

This item was tabled.

Manager's Report Easement Acquisition Report

The Easement Acquisition Report was included in the packet. Ratermann advised the Grone easement is the final easement required for the Lee Heights and Oberlin Valley projects.

Planning and Zoning Update

Shawver reviewed the Planning and Zoning update, Building Permit Statistics, and Boone County Construction Report.

Permit Status Report

The Permit Status Report was included in the packet.

Disinfection Deadlines

The Disinfection Deadlines Report was included in the packet.

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

The report was included in the packet. Ratermann advised District received two LOW's for exceeding e-coli limits in 2017 at Oberlin Valley and Lee Heights.

First Quarter Lien Report

Clark reviewed the lien report included in the packet.

BCRSD – City of Columbia Work Session

Ratermann advised the District met with the City to discuss agreement terms between the District and the City. He said the discussions about the definition, monitoring and criteria for excessive inflow and infiltration (I&I) continue. Chann observed that the characteristics of I&I for small areas will differ from larger service areas.

Ratermann explained the City now proposes the District pay 100% of the City's base service fee (BSF) and 80% of the volume treatment charge. Oswald said she reviewed this, and estimated that paying the entire BSF to the City would amount to approximately \$10,000 more per month for all wholesale connections.

City of Columbia – Street, Storm and Sanitary Sewer Specifications

Ratermann advised he and John Massey are reviewing the City’s specs for sanitary sewer and will continue when Massey returns.

City of Columbia – Pump Station Design Requirements and Standard Specifications

Ratermann advised he and John Massey are reviewing these and will continue working on it when Massey returns.

Response to Request for Proposal (RFP) for Wage & Benefit Study

Ratermann explained District staff may not meet the June deadline due to the lack of affordable responses to the RFP. Staff would like resubmit the RFP in hopes of getting responses from more firms sometime in the future.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to accept the Manager’s Report as presented. Motion carried.

Operations and Maintenance Report – Dwayne Cooksey

Cooksey reviewed the O & M Reports included in the packet.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to accept the O & M Report as presented. Motion carried.

Safety Report

Oswald reviewed the safety report included in the packet.

Status Report (Work in Progress)

Capital Improvement Projects (CIP) – Construction

(none currently)

CIP – Design & Easement Acquisition

Oberlin Valley Facility Plan – HDR - \$21,900

No report.

Lee Heights Facility Plan – HDR - \$18,500

See Agenda Item Q: Consider Easement Acquisition Agreement with the Grone Trust on the Lee Heights Project

Henderson Branch – Midway Service Area – HDR - \$628,047

Ratermann advised the City plans to submit a first reading of the annexation agreements at the May City Council Meeting.

Highfield Acres Facility Plan – Cochran – \$18,280

No report.

Rollingwood Plat 1 Facility Plan – HDR - \$17,500 – Midway Crossings

No report.

Richardson Acres & Brown Station – HDR - \$20,500 – City of Columbia

Ratermann reported this project is under design.

South Route K Facility Plan, SSES & Design- Donohue & Associates - \$109,072

No report.

Cedar Gate Facility Plan – Cochran – \$28,770

See Agenda Item V: Review Purchase of Lot 4 of Abell Acres Considering Use Restrictions

Quarter Mile Hills Facility Plan– Cochran – \$38,000

No report.

Sunnyslope Facility Plan – Cochran – \$23,950

See Agenda Item T: Consider Proposal from Trekk Design Group for a Sanitary Sewer Evaluation Survey (SSES) for the Sunnyslope Service Area

Trails West Facility Plan – Allstate – \$14,000 – Midway Crossings

No report.

Tier 2

***Taylor/F&F Properties – Luebbert Engineering – Prathersville/Columbia – 2 lots
(4-plex & 3-plex)***

Ratermann explained the District is acquiring easements at this time.

Neighborhood Improvement District (NID)

Phenora North Sanitary Sewer NID - Rocky Fork WRF

Ratermann advised this project is under design.

Bolli Rd. Sanitary Sewer NID –Midway Crossings

Ratermann said District staff is working on home inspections for this project.

Developer & Homeowner Built

Connections to City

Arrowhead 3 LLC, Arrowhead Lake Estates Plat 3 – 4 Lots

No report.

Connections to South Route K

Liepard – A Civil Group – South Route K – 2 Lots

No report.

3WT Properties – South Rte K – 9 Lots

No report.

Connections to Rocky Fork WWTP at Shalimar Gardens PS
Minchew – Shalimar Gardens – 4 Lots

No report.

Harvester Road – Alviso & S&S – A Civil Group – 3 Lots

See Agenda Items O & P: Consider Agreement for Provision of Wastewater Treatment Services with [Alviso and S&S]

Midway Elementary – Midway Crossings – 1 Lot

Ratermann reported the shop drawings are being reviewed and should be approved soon.

Connections to Kinkade Crossing
Eng – Kinkade Crossing – 2 Lots

No report.

Hinton Road

No report.

Connections to Prairie Meadows
Real Estates LLC – School Upgrade - 15 Lots

No report from the District. Shawver advised the developer has submitted a request for a re-plat that does not match the agreement with the District.

North Battleground
Westward Home Builders LLC – 88 Lots

No report.

Abell Acres
Abell Label LLC – 4 Lots

See Agenda Item V: Review Purchase of Lot 4 of Abell Acres Considering Use Restrictions

Misc
Lake Chateau

No report.

Hinkson Creek (303d list)

No report.

Mapping and Asset Management – Bartlett and West – Phase Two GIS \$47,440

Ratermann explained he continues to work with Bartlett and West.

On a motion by Randy Chann and a second by Fred Parry, the Board moved to approve the Manager's Report as presented. Motion carried.

(Agenda Items)

**Consider Acceptance of the FY 2017 Financial Audit from
Gerding, Korte & Chitwood (GKC)**

Oswald presented the FY 2017 financial audit. The audit from GKC had no significant findings.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to accept the FY 2017 financial audit from Gerding, Korte & Chitwood. Motion carried.

Consider Agreement for Provision of Wastewater Treatment Services with Roderick G. & Debra S. Alviso on Harvester Road

Ratermann reviewed the agreement included in the packet.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the agreement for provision of wastewater treatment services with Roderick G & Debra S. Alviso on Harvester Road. Motion carried.

Consider Agreement for Provision of Wastewater Treatment Services with S & S Columbia, LLC on Harvester Road

Ratermann reviewed the agreement included in the packet.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the agreement for provision of wastewater treatment services with S&S Columbia, LLC, on Harvester Road. Motion carried.

Consider Easement Acquisition Agreement with the Grone Trust on the Lee Heights Project

Ratermann reviewed the easement acquisition agreement included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the easement acquisition agreement with Grone Trust for the Lee Heights project. Motion carried.

Consider Agreement for Provision of Wastewater Treatment Services with American Outdoor Brands

Ratermann reviewed the agreement included in the packet. He advised 5.4 acres for a drip dispersal field will be conveyed to the District for ownership, operation and maintenance. There will be two easements and a redundant area for additional treatment also conveyed to the District. He noted that the developer states they will acquire title insurance.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the agreement for the provision of wastewater treatment services with American Outdoor Brands. Motion carried.

Consider Agreement for Provision of Wastewater Collection and Treatment Services for Ravenwood Subdivision with Fred Overton et al

See Public Comment.

On a motion Fred Parry and a second by Debbie Schnedler, the Board moved to table this

item.

Randy Chann, Fred Parry and Debbie Schnedler voted in favor. John Massey and David Shorr were absent. Motion carried.

Consider Proposal from Trekk Design Group for a Sanitary Sewer Evaluation Survey (SSES) for the Sunnyslope Service Area in the Not to Exceed Amount of \$4,880.00

Ratermann explained the SSES is needed in order to satisfy Hallsville's concerns about I&I. He said the Hallsville agreement is drafted.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the proposal from Trekk Design Group for a sanitary sewer evaluation survey for the Sunnyslope service area in the not to exceed amount of \$4,880.00. Motion carried.

Consider Proposal from HDR for Evaluation of Harvester Road Low Pressure Sewer in the Not to Exceed Amount of \$2,150.00

Ratermann reviewed the proposal included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the proposal from HDR for an evaluation of Harvester Road low pressure sewer in the not to exceed amount of \$2,150.00. Motion carried.

Review Purchase of Lot 4 of Abell Acres Considering Use Restrictions

Ratermann reviewed the emails regarding two use restrictions included in the packet. He explained the deed restrictions prohibit use for anything other than a single family residence, and the deed restrictions can only be condemned by approval of 2/3 of current property owners of this tract of the land. Ratermann has notified Abell of this matter. He said the District's options include flipping the lot as a single family lot, or going to the property owners to condemn the deed restriction. Schnedler expressed concerns about moving forward with the purchase and having a lot that cannot be used for a facility in the future, along with having to use resources to resolve the issues surrounding the lot use. Whiteside advised this lot would not be used for a treatment facility until 2028. Ratermann recommended the Trustees approve the purchase of this lot. The Trustees agreed the District will proceed with the purchase.

New Business

Consider Agreement for Provision of Wastewater Treatment Services with C&J Property Management, LLC, on Harvester Road

Ratermann reviewed the agreement included in the packet.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the agreement for provision of wastewater treatment services with C&J Property Management, LLC, on Harvester Road. Motion carried.

Old Business

There was no Old Business.

Vote to Hold Closed Session Under Section 610.021 (1)

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 7:18 PM on April 17, 2018, as authorized by section 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.

Randy Chann, Debbie Schnedler and Fred Parry voted in favor. Motion carried.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to re-open the regular meeting at 7:20 PM on Tuesday, April 17, 2018.

Randy Chann, Debbie Schnedler and Fred Parry voted in favor. Motion carried.

Adjournment

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

Meeting was adjourned at 7:20 PM.

Approved by:

