

**BOONE COUNTY REGIONAL SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
APRIL 16, 2019  
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE  
1314 NORTH SEVENTH STREET**

**Trustees Present:** Randy Chann, Chair  
David Shorr, Vice Chair  
Deborah Schnedler, Secretary

**Absent:** Fred Parry, Trustee  
John Massey, Trustee

**Others Present:** Tom Ratermann, General Manager  
Lesley Oswald, Assistant Secretary & Treasurer  
Dwayne Cooksey, Operations & Maintenance Manager  
Andy Lister, Project Manager  
Stan Shawver, Boone County Resource Management  
John Whiteside, General Counsel  
Sandi Clark, Sr. Administrative Assistant  
Jay Gebhardt, A Civil Group

Randy Chann, Chair, called the April 16, 2018 Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

**Adoption of Revised Agenda**

The agenda was not revised.

**Approval of Minutes**

The minutes for the March 2019 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 2019 Board of Trustees meeting as written. Motion

carried.

### **Approval of Closed Session Minutes**

The minutes for the March 2019 Board of Trustees Closed Session 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 2019 Board of Trustees Closed Session Meeting as written. Motion carried.

### **Public Comment:**

#### **See Also: Manager's Report: Lot 40, University Estates, Plat 4, 4.6 Acres**

Jay Gebhardt was present to discuss lots in University Estates that may be developed and are in need of wastewater treatment. He asked the Trustees to consider authorizing the GM and General Counsel to execute a connection agreement for these lots. Gebhardt distributed a proposed lot replatting map for Nursery Heights. Wastewater flow would go to the Cascades pump station and be treated by the City of Columbia. Ratermann advised that when the connection agreement with the City, connection fees were paid for 39 connections, and 9 to 12 connections remain available. He recommended the Trustees accept this proposal to collect connection fees that remain unpaid by other developed-lot owners who currently have functional on-site systems. Schnedler stated she does not feel the capacity is truly reserved for any of the lots that have not paid the connection fees, but was concerned about an on-site system failing after the capacity at the pump station is no longer available. Ratermann clarified that there has not been a right-to-connect agreement made with any of the existing-lot owners. She asked Trustees to consider if easements would be needed from a lot owner who cannot connect. Shorr recalled that the District previously issued an ordinance limiting the development of sewer infrastructure in this area, and Ratermann agreed it would need to be revisited. This item will return to the Trustees for formal consideration and a motion later.

#### **See Also: Manager's Report: Northeast Corner, Highway 63 & Prathersville Road, 69 Acres**

Gebhardt was present to ask the Trustees to approve a wastewater treatment option for 69 acres in the Prathersville area. He distributed and reviewed the two proposed plans. He advised the pump station in Option 2 is preferred because it is more cost effective, considering topography and construction. Ratermann explained that in order for Boone County Resource Management to approve a re-zoning for these lots, they need to pass a Sufficiency of Resources Test, which requires that the owner has an agreement for wastewater treatment, which in turn requires that connection fees are paid upfront. He recommended the Trustees authorize the General Manager and General Counsel to draw an agreement for wastewater treatment and services with the presentation of a letter of credit from the property owner. Wastewater from this property would flow to the Rocky Fork Wastewater Treatment Facility (WWTF), which has ample capacity available.

Shorr noted the District should draw the agreement so that the then-current connection fees will be paid when the plats are connected, and not restricted to the 2019 connection fees. Gebhardt explained that this re-zoning is pursued by an owner in Florida who wants to sell the lots, not develop them, so the agreement would be transferrable to the next owner. Lister noted the pipe under the highway is only 15" and may be a design issue for flow capacity. This item may return

for formal consideration and motion at a later date.

### **CONSENT AGENDA**

#### **Easement Acquisition Report**

The Easement Acquisition Report was included in the packet.

#### **Permit Status Report**

The Permit Status Report was included in the packet.

#### **Approval of Cash Receipts & Disbursements & Bank Reconciliation and Monthly Operating Report for March 2019**

The financial reports were included in the packet.

#### **Safety Report**

The April 2019 Safety Report was included in the packet.

#### **Status Report (Work in Progress)**

The Status Report was included in the packet.

#### **Quarterly Lien Report**

The 1<sup>st</sup> Quarter Lien Report was included in the packet.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve the reports on the Consent Agenda. Motion carried.

#### **Quarterly Financial Report**

The 1<sup>st</sup> Quarter Actual v. Budget report was included in the packet.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve the Quarterly Financial Report as presented. Motion carried.

### **MANAGER'S REPORT**

#### **Planning and Zoning Update**

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

#### **Disinfection Deadlines**

The Disinfection Deadlines Report was included in the packet. Ratermann stated the award paperwork from Ryan Construction LLC for Oberlin Valley and Lee Heights project will be submitted to the Department of Natural Resources (DNR). Ryan Construction has until April 29, 2019, to submit contract documents and certificates of insurance. Ratermann noted that the insurance limits applied for are \$1,000,000 across the board, but the District requires roughly \$2.8 million, which is a spec issue missed by the engineer. The contractor may be asked to purchase additional insurance coverage.

**Report on 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.

**Operating Strategy**

The minutes from the March 2019 Operation Excellence Committee meeting was included in the packet.

**BCRSD – City of Columbia Meeting, March 26, 2019**

The March 26<sup>th</sup> meeting minutes were included in the packet. Ratermann advised the City is proposing the removal of American Outdoor Brands from the urban service agreement map, and adding four small lots at St. Charles and Route Z. The four lots would be District customers and would be required to sign annexation agreements with the City.

**97 Pike Street, Rocheport**

Ratermann reviewed the printed email included in the packet, explaining that this property is not connected to an effective sewer system. This property was presumed to have been connected to and treated by public sewer when the District assumed the system from the City of Rocheport. The resolution for the property would be for owner to go through the process of paying connection fees, and engineering and constructing a 10-foot sewer extension to connect to public sewer with a pressure system. He explained the next step comes from the owner or the City of Rocheport to request public sewer service.

**American Outdoor Brands (AOB)**

Ratermann reviewed the March 27, 2019 email included in the packet, requesting more information on their proposed non-sanitary discharge for which they are seeking treatment. The email to AOB proposed the District receive a third-party review of their proposal.

**Lot 40, University Estates, Plat 4, 4.6 Acres**

See Public Comment

**Northeast Corner, Highway 63 & Prathersville Road, 69 Acres**

See Pubic Comment

**Permit Timelines for Seven Expired Permits**

Ratermann distributed and reviewed the email from the Department of Natural Resources (DNR) dated April 3, 2019. The email requested timelines for compliance that might be satisfactory to the District for the seven facilities. Ratermann reviewed the Annual Rate Increases in User Rate Study (URS) 2017 table, which included an increase to the Median Household Income (MHI) at 2% each year. He proposed the Trustees approve a schedule that completes the Sunnyslope project first, and proceed in an order that addresses projects in order of highest design flow. He said he feels the District should have an updated rate study to see if rates are sustainable below 2% of MHI. He recommended obtaining a proposal from Certified Public Accountant, Stephen Connelly, and direct him to manipulate the increases until the District remains under the 2% MHI. Shorr noted that District does not want to put strain on rate payers, has complied with DNR, and DNR has not done much to address the matter of affordability. Chann recommended the District staff collect data to determine affordability, annual rate increases, and how to keep under 2% MHI. Discussion ensued.

**Rocky Fork Wastewater Treatment Plant (WWTP) Tour with  
Boone County Commission, April 23, 2019**

Ratermann advised the District will host a tour of the Rocky Fork WWTF for the Boone County Commission.

On a motion by David Shorr 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 Randy Chann, the Board moved to accept the O & M Report as presented. Motion carried.

**(Agenda Items)**

**Consider Acceptance of Internal Controls Manual**

The draft Internal Controls Manual was included in the packet. Schnedler submitted comments to Oswald for suggested revisions, but core content is appropriate.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to accept the Internal Controls Manual, subject to revisions including comments submitted by Debbie Schnedler. Motion carried.

**Consider Temporary Extra Responsibility Pay**

Ratermann reviewed the request included in the packet. He reviewed the anticipated staff flow chart, stating a Financial Assistant will be hired in 2019, and a Compliance Officer should be hired in 2020.

Schnedler asked how the District determined the temporary responsibility pay, asking how the 4.5% increase for temporary responsibility was determined for one person. District staff agreed to return with an analysis of the difference in hourly compensation between the Operations Supervisor and Operations Management positions. Chann recommended a trial-basis approach for this proposed compensation amount in the interim.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to table this item for further analysis and consideration. Motion carried; this item was tabled.

**Consider Contract with Ace Pipe Cleaning for Cured-in-Place Pipe at Gaslight Acres  
in the Amount of \$44,021.25**

Ratermann reviewed the contract included in the packet.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve the contract with Ace Pipe Cleaning for cured-in-place pipe at Gaslight Acres in

the amount of \$44,021.25. Motion carried.

### **Old Business**

There was no Old Business.

### **New Business**

#### **Revised Status Report (Work in Progress)**

There was no New Business.

### **Vote to Hold Closed Session Under Section 610.021 (1) & (13)**

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 7:15 PM on April 16, 2019, 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; 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 Debbie Schnedler voted in favor.  
John Massey and Fred Parry were 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 7:59 PM on Tuesday, April 16, 2019.

Randy Chann, David Shorr, and Debbie Schnedler voted in favor.  
John Massey and Fred Parry were 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 8:00 PM.

Approved by:

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