

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 21, 2018
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: David Shorr, Vice Chair
Deborah Schnedler, Secretary
John Massey, Trustee
Fred Parry, Trustee (until 7 p.m.)

Absent: Randy Chann, Chair

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

David Shorr, Vice Chair, called the August 21, 2018 Board of Trustees meeting to order at 5:33 p.m. Shorr noted there was a quorum.

Adoption of Revised Agenda

The agenda was not revised.

Approval of Minutes

The minutes for the June 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 June 2018 Board of Trustees meeting as written. Motion carried.

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

The financial reports were 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 June and July 2018. Motion carried.

Approval of Outstanding Bill(s)

The four outstanding bills for June and July 2018 were included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the outstanding bills for June and July 2018, to include:

- o \$10,468.00 payable to Enviro-Line for two pumps at Prairie Meadows.
- o \$10,452.00 payable to Enviro-Line for pump at Crestwood Hill Lift Station
- o \$8,000.00 payable to RA Trucking for crane truck repairs
- o \$3,373.83 payable to Reliable Plumbing for replacement back flow valve and annual pressure testing at Rocky Fork Wastewater Treatment Facility.

Motion carried.

Public Comment:

Consider O & M of On-Site Systems

Jay Gebhardt was present to discuss the potential for when the BCRSD might accept the maintenance and operation of individual on-site systems. He distributed a proposed list of 8 conditions that should be met before the BCRSD assumes O & M of an on-site system. He distributed maps of proposed development areas where on-site treatment would be a desirable option.

Shorr advised that Boone County Resource Management and the County Health Department need to weigh in on the matter before a rule can be determined. He stated the conversation is important, and asked for data on the expected longevity of the on-site systems, who carries the burden of any system failure, how the system failure might impact the neighboring areas, and how the BCRSD might build a rate structure for the maintenance and operation of private on-site systems. Shorr asked Shawver to arrange a meeting to discuss Boone County Resource Management's considerations on the matter. Ratermann advised that he will deliver an update on his meeting with the Resource Management and County Health Department offices during the September Board meeting.

**Manager's Report
Easement Acquisition Report**

The Easement Acquisition Report was included in the packet.

Planning and Zoning Update

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

Permit Status Report

(See also *Manager's Report: Draft Permits from MDNR for Review*)

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. There were no new warnings or violations to report.

2nd Quarter Lien Report

Clark reviewed the lien report included in the packet.

BCRSD – City of Columbia Work Session

The work session minutes for May, June and July were included in the packet.

Resolution Regarding Termination of Service

Ratermann advised this item will return for discussion during the September meeting.

Henderson Branch at City Council, Possibly as Early as August 20th

Ratermann advised there will be a Public Hearing on September 4, 2018.

Draft Permits from MDNR for Review

Ratermann explained that the Missouri Department of Natural Resources (MDNR) put 12 of the District's permits on public notice. He distributed and reviewed the response from MDNR addressing the District's comments submitted June 14, 2018. All public comment is due September 17, 2018.

Shorr recommended the District respond with an appeal for the Lee Heights and Oberlin Valley permit to request a 3 year deadline from the date of financing, not from the date of the permit.

Prairie Meadows Report

Ratermann explained the property owner who filed a complaint with the Health Department has not commented since the Health Department's evaluation report was released.

Columbia's Integrated Management Plan "Comment Period Open Until July 13, 2018"

The District's comments on the Integrated Management Plan that were submitted to the Deputy City Manager were included in the packet.

Sunnyslope: Report from TREKK

Ratermann stated that the District needs the Sanitary Sewer Evaluation report from TREKK in order to pursue connection agreement with Hallsville for Sunnyslope.

Clear Creek

Ratermann reviewed the connection agreements that the Board authorized for signature in

June 2018. General Counsel requested the signature-ready agreements from the City, but the annexation agreements between City and owners are pending.

Perche Ridge

Ratermann reviewed the connection agreements that the Board authorized for signature in June 2018. General Counsel requested the signature-ready agreements from the City, but the annexation agreements between City and owners are pending.

Information Sharing Among Political Subdivisions and Utility Providers

Ratermann explained that the connection agreements made between the City and the District affect many other jurisdictions. The required pre-annexation agreements are allowing the City extraterritorial control outside of City limits, sometimes creating disputes about whether to develop to County standards or to City standards, and the County Commission may not know about these disputes. He said what has been proposed is the implementation of a more formal process for informing the County Commission, the fire districts, the water districts and Boone Electric about the BCRSD-City connection agreements so they understand what the BCRSD is working on in the Urban Service Area.

Shorr suggested the process involve inviting each of these districts to the Concept Review. Ratermann stated he feels these entities should be informed not at the beginning or at the end of agreement negotiations, but when the negotiations are nearly complete and before the final draft agreement.

Whiteside commented that he copies all involved parties on agreement-related emails for the purpose of transparency.

On a motion by Fred Parry and a second by John Massey, 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 for June and July 2018 included in the packet.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to accept the O & M Reports for June and July as presented. Motion carried.

Status Report (Work in Progress)

Capital Improvement Projects (CIP) – Construction

No report

CIP – Design & Easement Acquisition

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

See Manager's Report: Permit Status Report

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

See Manager's Report: Permit Status Report

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

See Manager's Report: Permit Status Report, Draft Permits from MDNR for Review

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

See Manager's Report: Permit Status Report, Draft Permits from MDNR for Review

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

No report.

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

No report.

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

No report.

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

No report.

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

No report.

Sunnyslope Facility Plan – Cochran – \$23,950

Ratermann advised the District will continue to seek a connection agreement with Hallsville.

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 owners are pursuing an easement, and plans and legal descriptions have been submitted.

Neighborhood Improvement District (NID)

Phenora North Sanitary Sewer NID - Rocky Fork WRF

Ratermann advised the District requires easements for this project, and the owner has been notified of this.

Bolli Rd. Sanitary Sewer NID –Midway Crossings

See Agenda Item P: Consider Adopting Alternative No. 2 for the Bolli Road Sanitary Sewer Neighborhood Improvement District (NID) Facility Plan

Developer & Homeowner Built

Connections to City

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

No report.

North Battleground, Westward Home Builders LLC – Crockett Engineering – 88 Lots
No report.

Perche Ridge, Overton – Crockett Engineering – 33 Lots
No report.

Clear Creek, JQB Construction – Crockett Engineering – 45 Lots
See Agenda Item V: *Consider Agreement with HDR for Third Party Review of Engineering Plans for Clear Creek in the Not to Exceed Amount of \$2,700.00*

Sapp Industrial Park – Jeremy Sapp – McClure Eng – 1 Multi-use Lot
No report.

Connections to South Route K

Liepard – A Civil Group – Arrowhead Lake Estates – 2 Lots
Ratermann reported that owners Liepard and Wilson have submitted a rezoning request to Resource Management, and require a connection agreement in order to rezone the plat.

3WT Properties (Keithahn) – Arrowhead Lake Estates – 9 Lots
No report.

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

No report.

Harvester Road – Alviso & S&S – A Civil Group – 3 Lots
No report.

Harvester Road – C & J Property Management – 1 Lot
No report.

Creasy Bend – David Butcher – Crockett Engineering – 4 Lots
See Agenda Item X: *Consider Acceptance of Bill of Sale from David Butcher on Creasy Bend Subdivision*

Connections to Midway Crossings

Midway Elementary – S&A Equipment & Builders – ES&S – 1 Lot
No report.

Ravenwood – Fred Overton LLC – Crockett Engineering – 172 Lots
No report.

Connections to Kinkade Crossing
Eng – Kinkade Crossing – 2 Lots

No report.

Hinton Road – 200 E Hinton
No report.

***Connections to Prairie Meadows
Real Estate LLC – School Upgrade***

No report.

***Connection to Cedar Gate Lagoon
Abell Acres, Abell Label LLC – 4 Lots***

No report

Lake Chateau – Riley – Engineering Surveys & Services – 5 Lots

No report.

***Drip Dispersal System
American Outdoor Brands – Crockett Engineering – 1 Lot***

No report.

**Misc
Hinkson Creek (303d list)**

No report.

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

No report.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the Status of Work In Progress Report as presented. Motion carried.

(Agenda Items)

Consider Adoption of City of Columbia’s Sanitary Sewer Specifications Dated October 2016, and Subsequent Revisions to August 21, 2018

Ratermann reviewed the Sanitary Sewer Specifications memo to the Board included in the packet. Ratermann advised he and Massey reviewed the specs and made the recommended revisions.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to adopt the City of Columbia’s Sanitary Sewer Specifications Dated October 2016, and subsequent revisions to August 21, 2018, including the recommendations from the General Manager. Motion carried.

Consider Adoption of City of Columbia’s Sanitary Sewer Pump Station Design Requirements and Standard Specifications Dated January 2018, and Subsequent Revisions to August 21, 2018

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to adopt the City of Columbia’s Sanitary Sewer Pump Station Design Requirements and Standard Specifications dated January 2018, and subsequent revision to August 21, 2018, including the recommendations from the General Manager. Motion carried.

Consider Conveying Quit Claim Deed of the Powell Lagoon Tract to James Claude McCray and Tabetha G. McCray

Ratermann advised this lagoon was closed as a part of the Rocky Fork project. It is now time to revert back to underlying owner.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to convey the Quit Claim Deed of the Powell lagoon tract to James Claude McCray and Tabetha G. McCray. Motion carried.

Consider Adopting Alternative No. 2 for the Bolli Road Sanitary Sewer Neighborhood Improvement District (NID) Facility Plan

The Bolli Road facility plan was distributed to the Trustees. Ratermann reviewed Alternative No. 2.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to adopt Alternative No. 2 for the Bolli Road Sanitary Sewer Neighborhood Improvement District (NID) facility plan. Motion carried.

Ratify Acceptance of Proposal from BServices for the Office Telephone System Upgrade in the Amount Not to Exceed \$3,522.00

Ratermann explained the best and lowest bid for the telephone system upgrade came from BServices and the estimate came with an expiration date. The proposal was accepted by staff.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to ratify the acceptance of the proposal from BServices for the BCRSD office telephone system upgrade in the amount not to exceed \$3,522.00. Motion carried.

Consider Adoption of Job Descriptions

Ratermann reviewed the proposed job descriptions included in the packet. He clarified that staff was seeking acceptance for the descriptions, and not asking for any approval of a budget item. He said he reviewed and made recommendations before these descriptions were submitted for approval.

Schnedler stated she would like this to come back as a September agenda item, and asked for additional information about who developed the descriptions and how the pay ranges were assigned, and asked staff to consider if descriptions are all encompassing of the qualities required for these roles, as well as whether cross training is included. Shorr commented that there is not much room for improvement, but wants to be sure that BCRSD is posting the proper description for the public.

Ratermann advised the Board should have until October to make a motion regarding these job descriptions.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to table this item.

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

Consider Agreement for Service with OMKARA, *et al*

Ratermann explained the property owner would like an agreement for wastewater collection and treatment services. The draft agreement was included in the packet.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the agreement for wastewater collection and treatment services with OMKARA, *et al*, subject to continuation of discussions and any revisions approved by the BCRSD General Manager and General Counsel. Motion carried.

Consider Acceptance of Hydraulic Evaluation Report for Copper Creek Subdivision

Ratermann advised this study was commissioned by the Board.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to accept the hydraulic evaluation report for Copper Creek subdivision. Motion carried.

**Consider Revisions for Engineering Agreement between BCRSD and HDR for Lee Heights/
Oberlin Valley – A No Cost Change**

Ratermann reviewed the no-cost revision to the engineering agreement included in the packet.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the revisions to the engineering agreement between the BCRSD and HDR for Lee Heights/Oberlin Valley. Motion carried.

**Consider Agreement with HDR for Third Party Review of Engineering Plans for Clear
Creek in the Not to Exceed Amount of \$2,700.00**

Ratermann advised Crockett Engineering is eager to have the project started and would like to have HDR ready for the engineering plan review.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the agreement with HDR for the third party review of engineering plans for Clear Creek in the not to exceed amount of \$2,700.00. Motion carried.

**Consider Agreement between BCRSD and McClure Engineering for Wastewater Treatment
Plant (WWTP) and Pump Station Upgrades at Kinkade, Prairie Meadows, Meadow Village,
South Route K, Crestwood and Shalimar Gardens in the Not to Exceed Amount of
\$60,400.00**

Ratermann explained Kinkade, Prairie Meadows, Meadow Village and South Route K facilities are in need of painting and the District needs assistance in writing the painting specs. He advised Crestwood needs odor control. Shalimar Gardens needs a new control panel. McClure Engineering will help with specs and the bidding process.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the agreement with McClure Engineering for wastewater treatment plant and pump station upgrades at Kinkade, Prairie Meadows, Meadow Village, South Route K, Crestwood and Shalimar Gardens in the not to exceed amount of \$60,400.00. Motion carried.

Consider Acceptance of Bill of Sale from David Butcher on Creasy Bend Subdivision, Plat 1

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to accept the Bill of Sale from David Butcher on Creasy Bend Subdivision, Plat 1. Motion carried.

New Business

There was no New Business.

Old Business

There was no Old Business.

Vote to Hold Closed Session Under Section 610.021 (13)

There was no Closed Session

Adjournment

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

Meeting was adjourned at 7:18 PM.

Approved by: _____
