

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2018
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

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

Absent: John Massey, Trustee

Others Present: Tom Ratermann, General Manager
Lesley Oswald, Assistant Secretary & Treasurer
Andy Lister, Project Manager
Stan Shawver, Boone County Resource Management
John Whiteside, General Counsel
Sandi Clark, Administrative Assistant
Erin Keys, City of Columbia

Randy Chann, Chair, called the February 20, 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 January 2018 Board of Trustees Meeting were included in the packet.

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

Approval of Closed Session Minutes

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

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

Approval of Cash Receipts & Disbursements & Bank Reconciliation and Monthly Operating Reports for January 2018, Year End Financial Report for 2017, and the Insurance Expense Report for 2018

Oswald reviewed the financial reports included in the packet.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the Cash Receipts & Disbursements, Bank Reconciliation and Monthly Operating Reports for January 2018, Year End Financial Report for 2017, and the Insurance Expense Report for 2018. Motion carried.

Approval of Outstanding Bill(s)

Oswald reviewed the outstanding bill from the Missouri Association of Sewer Districts for annual dues in the amount of \$2,500.00.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the outstanding bill in the amount of \$2,500.00, payable to the Missouri Association of Sewer Districts for annual dues. Motion carried.

Public Comment:

There was no public comment.

**Manager's Report
Easement Acquisition Report**

The Easement Acquisition Report was included in the packet. Ratermann advised the Oberlin Valley easement needed from the City of Columbia was on the February 18th Council agenda. There are 3 other easements needed for Lee Heights/ Oberlin Valley.

Planning and Zoning Update

Stan Shawver reviewed the Planning and Zoning agenda and Boone County building permit statistics.

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. There were no new warnings or violations to report.

Subsurface Drip Dispersal Wastewater Treatment Draft Regulations

See Agenda Item U: Consider Adoption of Subsurface Drip Dispersal Regulations

BCRSD – City of Columbia Work Session

The agenda from the February 1st meeting between District and City staff was included in the packet. Erin Keys advised the Highway HH firehouse agreement passed on the City's Consent agenda. Ratermann explained the agreements for Perche Ridge and Clear Creek are being reviewed by the City. He stated the wholesale agreement discussion is ongoing. He reviewed the annexation agreement between the City and JQB Construction, and advised he asked the City to revise the language implying the City can cutoff a customer on District lines.

Chann requested meeting minutes on key items for the BCRSD-City work sessions.

MASD – Tracking Proposed Legislation – HB 1595 & HB 2289

The House Bills were included in the packet. Schnedler commented that these bills mention they are intended for the for-profit districts, but in other parts intended for all sewer districts, in which case the District would be subject to being regulated by the Public Service Commission.

RFP for Classification, Wage and Benefit Study – Selection Committee

Oswald requested Trustee participation for the RFP Selection Committee. Schnedler agreed to join the Selection Committee.

Mowing Analysis

This was not reviewed due to time constraints.

Review Land Lease with Boone Electric

This was not reviewed due to time constraints.

Report on Hubbell Property

Ratermann reviewed the map included in the packet, submitted according to the Board's January request.

Janlin LLC Property

This was not reviewed due to time constraints.

Succession Planning

This was not reviewed due to time constraints.

City of Ashland

This was not reviewed due to time constraints.

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

This was not reviewed due to time constraints.

Safety Report

This was not reviewed due to time constraints.

Status Report (Work in Progress)

The Status Report was not reviewed due to time constraints.

(Agenda Items)

Consider Agreement with Lake Chateau Inc. et al

Ratermann reviewed the agreement included in the packet.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the agreement with Lake Chateau Inc. et al, for wastewater collection and treatment services. Motion carried.

Consider Columbia Public Schools Request

Ratermann reviewed Columbia Public Schools' (CPS) request for design changes to the Midway Heights Elementary School sanitary sewer included in the packet. Ratermann and Trustees felt the request to omit the odor control system should be denied. CPS requested the three year warranty on the trench settlement be omitted. CPS requested the District's request for a shelter over the control panels be removed.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved: to deny the request from CPS to omit the odor control system from the Midway Heights Elementary School sanitary sewer system; to approve the request to omit the three year warranty for the trench settlement; and to approve the request to omit the shelter over the system's control panels. Motion carried.

Consider Agreement with Bartlett and West for Phase 3 Mapping Transition to GIS in the Amount Not to Exceed \$40,500

The agreement was included in the packet. Ratermann advised that this agreement for Phase 3 will bring the District's online maps current.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve the agreement with Bartlett and West for Phase 3 of the mapping transition to GIS in the amount not to exceed \$40,500.00. Motion carried.

Consider Waiver of Tier 2 for Hilltop Acres

Ratermann advised Hilltop Acres lagoon is a private lagoon permitted by the Department of Natural Resources (DNR). It has been conveyed to a new owner, who also provided an easement to the District. The District now has Tier 2 authority, and there is a need to waive this authority so that the lagoon can be closed.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve waiving Tier 2 authority on the Hilltop Acres lagoon with the contingency that the lagoon be closed upon receipt of the closure plan approval from DNR. Motion carried.

Consider Water Shut Off Agreement with Green Hills Mobile Home Park – Burks Properties

The agreement was included in the packet. Ratermann explained this type of agreement is in place with other water districts in Boone County.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the water shut off agreement with Green Hills Mobile Home Park and Burks Properties. Motion carried.

Consider Ratifying Engagement Letter with Gerding Korte and Chitwood (GKC) for the Fiscal Year 2017 Audit

The engagement letter was included in the packet. Oswald advised the field work took place on February 14th.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to ratify the engagement letter with GKC. Motion carried.

Consider Amendment 1 with Cochran Engineering on the Highfield Acres Project in the Amount Not to Exceed \$5,750.00

The amendment was included in the packet. Ratermann advised an owner who will provide one of the easements for this project has plans to hook up three buildings, which requires additional planning.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve Amendment 1 with Cochran Engineering on the Highfield Acres project in the amount not to exceed \$5,750.00. Motion carried.

Consider Adoption of Subsurface Drip Dispersal Regulations

The regulations were included in the packet. Ratermann advised lagoons will not be used for storage or treatment prior to dispersal. Chann requested additional time to review the regulations.

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

Randy Chann, David Shorr, Debbie Schnedler and Fred Parry voted in favor. John Massey was absent. Motion carried to table this item.

Consider Authorization of Resolution Revising Section 10.7 of the Personnel Policies

Oswald reviewed the changes to cell phone use in the personnel policies included in the packet.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve the resolution revising section 10.7 of the Personnel Policies. Motion carried.

Consider Accepting Report from Connell Architecture

The report for office remodeling options was included in the packet. Ratermann advised the expansion would include adding floor area of 640 square feet, and would remodel 1,200 square feet of existing space. Schnedler asked that District office staff review the floor plans before the District settles on a floor plan. Schnedler requested additional time to review the report.

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

Randy Chann, David Shorr, Debbie Schnedler and Fred Parry voted in favor. John Massey was absent. Motion carried to table this item.

New Business

There was no New Business.

Old Business

There was no Old Business.

Vote to Hold Closed Session Under Section 610.021 (13)

On a motion by Fred Parry and a second by David Shorr, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 6:50 PM on February 20, 2018, as authorized by section 610.021(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 Fred Parry voted in favor. John Massey was absent. Motion carried.

On a motion by Fred Parry and a second by David Shorr, the Board moved to re-open the regular meeting at 7:00 PM on Tuesday, February 20, 2018.

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

Adjournment

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

Meeting was adjourned at 7:00 PM.

Approved by:
