

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 16, 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
John Massey, Trustee

Absent: Lesley Oswald, Assistant Secretary & Treasurer

Others Present: Tom Ratermann, General Manager
Stan Shawver, Boone County Resource Management
Dwayne Cooksey, Operations & Maintenance Manager
Andy Lister, Project Manager
John Whiteside, General Counsel
Erin Keys, City of Columbia
Sandi Clark, Administrative Assistant

Randy Chann, Chair, called the January 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 December 2017 Board of Trustees Meeting were included in the packet.

On a motion by David Shorr and a second by John Massey, the Board moved to approve the minutes for the December 2017 Board of Trustees meeting as written. Motion carried.

Approval of Closed Session Minutes

The December 2017 Closed Session minutes were included in the packet.

On a motion by David Shorr and a second by John Massey, the Board moved to approve the Closed Session Minutes for December 2017 as presented. Motion carried.

Approval of Cash Receipts & Disbursements & Bank Reconciliation and Monthly Operating Report for December 2017

The financial reports were included in the packet.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the Cash Receipts & Disbursements, Bank Reconciliation and Monthly Operating Reports for December 2017. Motion carried.

Approval of Outstanding Bill(s)

There were no outstanding bills for December 2017.

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 District has to realign pipe for Oberlin Valley, and the City has asked the District to vacate the existing easement, and another will be processed through City Council.

See Agenda Item V: Consider Vacation by Quit Claim Deed of Easement Recorded in Book 4276, Page 99 (Oberlin Valley Project)

Planning and Zoning Update

Shawver distributed and reviewed the Resource Management's Planning & Inspection Annual Report for 2017. The Trustees expressed interest in a map overlay showing where county construction activities are in relation to District lines.

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.

4th Quarter 2017 Lien Report

The 4th Quarter lien report was included in the packet.

Subsurface Drip Dispersal Wastewater Treatment Draft Regulations

Ratermann reviewed HDR's draft response to public comment concerning soil loading rate. He explained the District is proposing the use of a default soil loading rate of .05 gallons per day per square foot. He noted the District is proposing to accept a variance to soil loading rate if verified by two independent soil scientists. Schnedler directed the District to identify acceptable independent soil scientist standards. Chann suggested a review of qualitative data in support of the default soil loading rate be included. Shorr noted the requirement of a secondary application field is a safeguard against the unknowns concerning soil loading rates. Ratermann advised an updated response will be presented in February.

1st Annual BCRSD – City of Columbia Work Session

Ratermann reviewed the email from John Glascock dated January 8, 2018 included in the packet. It was determined that Ratermann and Oswald should meet with City staff to develop a list of key issues between City and District to address in such a meeting. Schnedler requested a position paper be submitted to the City Council to identify the issues presented by the evolving '97 resolution. Shorr commented that the HH extension captures many of the issues at hand for the District and other public entities, and that a work session with specific agenda is appropriate. Parry suggested the City, the District and other County entities who are able to approve staff decisions attend the work session. Trustees agreed District and City staff should identify which conversations are essential in a facilitated work session.

Sunnyslope/ Hallsville

Ratermann reviewed the letter from Hallsville included in the packet. He recommended the response address: the 80% wholesale rate; an agreement for a per lot connection fee; the removal of the lagoon by 2020; and propose the details for a 20 year term for contract. Trustees directed Ratermann send his response as presented.

Manager's Report New Topic: Office Remodel Review

Ratermann added a topic to the Manager's Report regarding an office remodel. He reviewed the options included in the packet. Ratermann will advise the Board on the expiration of the District's land lease with Boone Electric Cooperative.

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. Cooksey submitted the Annual O & M Report for 2017.

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

Safety Report

Ratermann reviewed the safety report included in the packet. The Board discussed the cyber

safety and financial processes currently in place to guard against attack, theft and fraud.

Status Report (Work in Progress)

Capital Improvement Projects (CIP) – Construction

(none currently)

CIP – Design & Easement Acquisition

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

See Agenda Item V: Consider Vacation by Quit Claim Deed of Easement Recorded in Book 4276, Page 99 (Oberlin Valley Project).

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

No report.

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

No report.

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

Ratermann advised District staff will meet with one of the primary land owners soon.

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

Ratermann reported the District received preliminary plans from HDR.

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

Ratermann reported the District received preliminary plans from HDR.

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

No report.

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

Ratermann advised the District will be able to work on a purchase agreement for one lot once the plat is recorded.

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

No report.

Sunnyslope Facility Plan – Cochran – \$23,950

See Manager's Report.

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

No report.

Tier 2

(None Currently)

Neighborhood Improvement District (NID)

Phenora North Sanitary Sewer NID - Rocky Fork WRF

Ratermann advised the engineers are working on plans.

Bolli Rd. Sanitary Sewer NID –Midway Crossings

Ratermann advised the engineers are working on plans.

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

No report.

Midway Elementary – Midway Crossings – 1 Lot

Ratermann reported the Columbia Public Schools held a pre-bid meeting. Bid opening is on January 25, 2018.

Connections to Kinkade Crossing

Eng – Kinkade Crossing – 2 Lots

No report.

Hinton Road – 6 Lots

No report.

Connections to Prairie Meadows

Real Estates LLC – School Upgrade - 15 Lots

No report.

North Battleground

Westward Home Builders LLC – 88 Lots

No report.

Abell Acres

Abell Label LLC – 4 Lots

Ratermann explained the District intends to buy one of the four lots scheduled to be platted.

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 hopes to have a negotiated 2018 contract for the next phase with Bartlett and West for the February meeting.

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)

Review of By-Laws

The By-Laws were included in the packet.

On a motion by John Massey and a second by Fred Parry, the Board moved to approve the current By-Laws for the Boone County Regional Sewer District.

Randy Chann, David Shorr, Debbie Schnedler, Fred Parry and John Massey voted in favor. None opposed. Motion carried.

Elect Board Officers

All BCRSD Board of Trustees officers were present for the election.

On a motion by Debbie Schnedler and a second by David Shorr, the Board to re-elect current officers: Randy Chann, Chair; David Shorr, Vice Chair; Debbie Schnedler, Secretary; and Lesley Oswald, Assistant Secretary and Treasurer.

Randy Chann, David Shorr, Debbie Schnedler, Fred Parry and John Massey voted in favor. None opposed. Motion carried.

Consider Connection Agreement with City of Columbia for the Clear Creek Subdivision

Ratermann reviewed the draft connection agreement with the City of Columbia included in the packet for the Clear Creek service area. He explained the independent agreement is similar to the general cooperative agreement, and requires the developer to obtain an agreement with the City for provision of wastewater treatment, and to enter agreement with the District for wastewater collection. The District’s connection fees will be waived, while the developer pays connection fees directly to the City. Ratermann will revise to include a requirement for notices to be sent to both parties.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the connection agreement with the City of Columbia for the Clear Creek subdivision as presented, pending General Manager's noted revisions. Motion carried.

Consider Wastewater Collection Service Agreement with JQB Construction Inc., et al, for the Clear Creek Subdivision

See also Agenda Item P: Consider Connection Agreement with City of Columbia for the Clear Creek Subdivision. The agreement was included in the packet.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the agreement with JQB Construction Inc., et al, for wastewater collection services for the Clear Creek subdivision. Motion carried.

Consider Connection Agreement with City of Columbia for the Perche Ridge Subdivision

Ratermann explained this independent connection agreement mimics the agreement presented for the Clear Creek subdivision. (See Agenda Item P)

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the connection agreement with the City of Columbia for the Perche Ridge subdivision as presented, pending General Manager's revisions. Motion carried.

Consider Wastewater Collection Service Agreement with Fred Overton Development Inc., et al, for the Perche Ridge Subdivision

The 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 with Fred Overton Development Inc., et al, for wastewater collection services for the Perche Ridge subdivision. Motion carried.

Consider Agreement for Engineering Services with HDR for Gravity Sewer Capacity Evaluation for the North Fork of the Grindstone Service Area in the Not to Exceed Amount of \$12,300.00

Ratermann explained a gravity sewer capacity study is needed for the line that runs from Fabick Tractor Supply to the Copper Creek subdivision, to check for flow capacity for currently negotiated and future potential service connections.

On a motion by David Shorr and a second by, the Board moved to approve the agreement for engineering services with HDR for gravity sewer capacity evaluation for the North Fork of the Grindstone service area in the not to exceed amount of \$12,300.00. Motion carried.

Consider Variance to Connection Fees for Richard Taylor and F&F Properties

Ratermann advised Prathersville property owners are looking to connect seven units combined, and are seeking a variance from the \$1,600 connection fee. Ratermann reviewed the history of

connection fee variances included in the packet. He recommended the trustees approve a variance for a \$750 connection fee per each of the seven units.

Shorr requested the amount of dollars abated through collection fees as evidence of cooperation with the Department of Natural Resources (DNR).

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the variance to connection fees for \$750 per unit for seven units for Richard Taylor and F&F Properties in Prathersville. Motion carried.

**Consider Vacation by Quit Claim Deed of Easement Recorded in Book 4276, Page 99
(Oberlin Valley Project)**

Ratermann advised the City is asking the District to vacate the existing easement and another one will be written due to the District's realignment for Oberlin Valley.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the vacation by Quit Claim Deed of easement recorded in Book 4276, Page 99, Records of Boone County, Missouri. 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)

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 7:53 PM on January 16, 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, John Massey and Fred Parry voted in favor. Motion carried.

On a motion by Fred Parry and a second by David Shorr, the Board moved to re-open the regular meeting at 8:20 PM on Tuesday, January 16, 2018.

Randy Chann, David Shorr, Debbie Schnedler, John Massey and Fred Parry voted in favor. 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 8:32 PM.

Approved by: _____
