

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 15, 2019
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

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

Absent: John Massey, Trustee
Fred Parry, Trustee

Others Present: Tom Ratermann, General Manager
Andy Lister, Project Manager
Stan Shawver, Boone County Resource Management
John Whiteside, General Counsel
Sandi Clark, Sr. Administrative Assistant

Randy Chann, Chair, called the January 15, 2019 Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

Adoption of Revised Agenda

The Revised Agenda was included in the packet.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the Revised Agenda for the January 2019 Board of Trustees meeting as presented. Motion carried.

Approval of Minutes

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

Approval of Closed Session Minutes

The minutes for the December 2018 Board of Trustees Closed Session 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 December 2018 Board of Trustees Closed Session as written. Motion carried.

Public Comment:

There was no Public Comment.

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 December 2018

The financial reports were included in the packet.

Approval of Outstanding Bills for December 2018

The summary of outstanding bills for December 2018 were included in the packet.

4th Quarter Lien Reports

The lien reports were included in the packet.

Status Report (Work in Progress)

The Status of Work in Progress report was included in the packet.

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

Review of 4th Quarter Financial Reports Actuals Compared to Budget

The comparison reports were included in the packet.

See Also Item J.5: Manager's Report: Operating Strategy

Chann noted that details for the BCRSD's operating strategy review committee should be collected and a meeting called. Shorr volunteered to be on the committee. Ratermann will send a Doodle Poll meeting scheduler to arrange meeting specifics.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve 4th Quarter Financial Reports Actuals Compared to Budget. Motion carried.

MANAGER'S REPORT
Planning and Zoning Update

Shawver distributed the Resource Management Planning & Inspections Annual Report for 2018. He noted there will be no Planning & Zoning meeting for January.

Disinfection Deadlines

Ratermann reviewed the Disinfection Deadlines Report included in the packet. He advised the pre-bid for Oberlin Valley and Lee Heights will take place on January 16, 2019, and this combined project is out to bid.

**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.

Midway Arms Operating Permit

Ratermann reviewed the comment letter addressed to Brant Farris included in the packet, noting that he is requesting a longer schedule of compliance for the Midway Arms operating permit

Operating Strategy

See also *Review of 4th Quarter Financial Reports Actuals Compared to Budget*

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to accept the Manager's Report as presented. Motion carried.

Operations and Maintenance Reports and Annual Summary

Ratermann reviewed the O & M Reports included in the packet. He explained the pressure sewer system in Woodlands now has more service calls than other subdivisions, and he suspects it has to do with the age of some of the system's features. Shorr suggested that events may be occurring (e.g., tanks settling) to create issues for which the District is not responsible. Ratermann advised the Trustees may need to edit some of the District's regulations to clarify what maintenance falls on the property owner. Shorr suggested the District send a notice to the residents of Woodlands subdivision to watch for signs of aging sanitary sewer systems.

Chann stated these comments should also be considered during the Operating Strategy committee meetings.

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

(Agenda Items)

Election of Board Officers

Schnedler proposed to elect the same officers currently in place.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to re-elect the current officers for the BCRSD Board of Trustees for 2019. Motion carried.

Review of By-Laws

The By-Laws were included in the packet.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to accept the By-Laws as written. Motion carried.

Consider Acceptance of Gerding, Korte and Chitwood (GKC) Letter of Understanding for the Fiscal Year 2018 Audit

The Letter of Understanding from GKC was included in the packet.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve the Letter of Understanding from GKC for the Fiscal Year 2018 audit as presented. Motion carried.

Consider Condemnation Resolution for the Phenora North Sanitary Sewer Project

Ratermann reviewed the materials included in the packet, and advised an easement is needed from a property owner.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to authorize the Condemnation Resolution for the Phenora North sanitary sewer project as presented. Motion carried.

Consider Acceptance of Bill of Sale on Abell Acres Subdivision

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to accept the Bill of Sale for Abell Acres Subdivision. Motion carried.

Old Business

There was no Old Business.

New Business

Consider 2019 Agreement with Bartlett and West for Mapping and Asset Management in the Hourly Not to Exceed Amount of \$40,578.00

Ratermann distributed and reviewed the Scope of Work from Bartlett and West for the 2019 Mapping and Asset Management phase.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to accept the Scope of Work from Bartlett and West for the Mapping and Asset Management 2019 phase, subject to the General Manager's approval. Motion carried.

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 6:22 PM on January 15, 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 6:37 PM on Tuesday, January 15, 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 6:40 PM.

Approved by: _____
