

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
JULY 16, 2018
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: Deborah Schnedler, Secretary
Fred Parry, Trustee
John Massey, Trustee

Absent: Randy Chann, Chair
David Shorr, Vice Chair

Others Present: Tom Ratermann, General Manager
Lesley Oswald, Assistant Secretary & Treasurer
Virgil Farnen, Operations Supervisor
Andy Lister, Project Manager
Stan Shawver, Boone County Resource Management
John Whiteside, General Counsel
Sandi Clark, Sr. Administrative Assistant
Tim Crockett, Crockett Engineering

Debbie Schnedler, Secretary, called the July 16, 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 for the July 2019 Board of Trustees Meeting was included in the packet.

On a motion by Fred Parry and a second by John Massey, the Board moved to approve the Revised Agenda for the July 2019 Board of Trustees meeting as written. Motion carried.

Approval of Minutes

The minutes for the June 2019 Board of Trustees Meeting were included in the packet.

On a motion by Fred Parry and a second by John Massey, the Board moved to approve the minutes for the June 2019 Board of Trustees meeting as written. Motion carried.

Public Comment

See also, Agenda Item P.2, New Business: Consider Permitting Sanitary Sewer Construction at Clear Creek Estates Prior to Plan Accepted

Tim Crockett was present to discuss construction of sanitary sewer at Clear Creek, which requires District permission. Final plat has been submitted, but final plats will not be approved until all improvements are completed. The developer is seeking District permission to build the on-site portion of sanitary sewer at this time. Easement acquisition is in progress, and the Trustees previously approved an off-site easement by condemnation for this project. Boone County Resource Management (BCRM) will not record the final plat until the District says it is ready.

See Agenda Item for motion.

CONSENT AGENDA

Easement Acquisition Report

The Easement Acquisition Report was included in the packet. Ratermann advised.

Permit Status Report

The Permit Status Report was included in the packet.

Approval of Cash Receipts & Disbursements & Bank Reconciliation and Monthly Operating Report for June 2019

The Financial Reports were included in the packet.

Approval of Outstanding Bill(s)

There were no outstanding bills for July 2019.

Quarterly Lien Report

The Lien Reports were included in the packet.

Safety Report

The Safety Report was included in the packet.

Status Report (Work in Progress)

The Status Report was included in the packet.

On a motion by Fred Parry and a second by John Massey, the Board moved to approve the reports on the Consent Agenda. Motion carried.

Quarterly Financial Report

Lesley Oswald reviewed the Income Statement vs. Budget report included in the packet.

On a motion by Fred Parry and a second by John Massey, the Board moved to approve the Quarterly Financial Reports 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.

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 Committee

The minutes were included in the packet.

Florence North, Lake Capri Resident & Rate Payer

Ratermann explained Ms. North asked him to inform the Board she is unhappy with her sewer bill. She submitted no request for consideration.

Draft Clean Water State Revolving Fund Regionalization Grant

The draft grant was included in the packet. Ratermann advised the District did not have time to submit comment. The application cycle is to begin August 1st. He noted that several District projects would be good candidates for this grant. He explained the MDNR Water Protection Forum meets on August 8th. He plans to attend and find out more about these grants.

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

Operations and Maintenance Report – Virgil Farnen

Virgil Farnen reviewed the O & M Reports included in the packet.

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

(Agenda Items)

Consider Waving or Reducing the Connection Fee for 4934 North Creasy Springs Road

Ratermann reviewed the memo included in the packet. He explained there is a single property, cited by the Health Department, that remains connected to a lagoon that is out of compliance and in need of closure. He advised developer Butcher built an extension to reach the property in question, but this property owner does not have the money to finish the project, which requires a pressurized pump. This project is a financial burden for the senior citizen property owner. The developer has offered a potential monetary contribution of \$2,000 toward this owner's estimated \$10,000 connection costs. John Whiteside noted that the lagoon's current agreement for the property is not enforceable by the District.

The Trustees requested additional information on the cost of the public sewer connection, the nature of the existing agreement(s) for the lagoon, and to ensure that staff discuss with the owner what is legally happening, and the implications of closing the lagoon.

Schnedler and Ratermann recommended the District ask the Boone County Health Department to provide mediation between the developer and the property owner, and to thoroughly explain what will happen with the lagoon closure. Trustees requested this item be tabled.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to table Item K: Consider Waving or Reducing the Connection Fee for 4934 North Creasy Springs Road.

Debbie Schnedler, Fred Parry and John Massey voted in favor.
Randy Chann and David Shorr were absent. This item was tabled.

Consider License Agreement with Columbia Terminal Railroad in the Amount of \$5,256.55
Ratermann reviewed the agreement included in the packet, which calls for boring under a railroad for the Richardson Acres - Brown Station project. Ratermann explained the topography of the land makes this the least intrusive route for the sewer line. He asked the Trustees to authorize the General Manager (GM) to execute the agreement.

On a motion by John Massey and a second by Fred Parry, the Board moved to authorize the General Manager to enter a license agreement with the Columbia Terminal Railroad in the amount of \$5,256.55. Motion carried.

**Consider Engagement Letter with
Smith Lewis for Clear Creek Estates Easement Acquisition**

Ratermann reviewed the letter included in the packet and explained the process of easement by condemnation.

On a motion by John Massey and a second by Fred Parry, the Board moved to accept the engagement letter with Smith Lewis for Clear Creek easement acquisition, and authorized the General Manager to execute the agreement with Smith Lewis. Motion carried.

**Ratify Payment of \$10,000.00 to Robert & Patricia Tufts in Settlement for the Easement for
the Phenora North Sanitary Sewer Neighborhood Improvement District**

Ratermann advised this easement has been recorded and the property owners have the payment.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to ratify the payment of \$10,000 to Robert & Patricia Tufts in settlement for an easement for the Phenora North Sanitary Sewer Neighborhood Improvement District. Motion carried.

Old Business

There was no Old Business.

New Business

**Consider Authorizing Bidding on Used Rubber-Tracked Sewer Jet
in the Amount Not to Exceed \$20,000.00**

Ratermann explained the City of Columbia is selling an old "right of way machine". Farnen advised the District would use this vehicle routinely during line maintenance, it has increased ability to access narrow entries. The District would continue to use the current sewer jet, as well. The 10-year-old equipment for sale is in good condition.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to authorize District staff to bid on used rubber-tracked sewer jet in the amount not to exceed \$20,000.00. Motion carried.

**Consider Permitting Sanitary Sewer Construction at
Clear Creek Estates Prior to Plan Accepted**

See Also Public Comment.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the sanitary sewer construction at Clear Creek Estates prior to plan acceptance. Motion carried.

**Consider Acceptance of Lease Purchase Proposal
for Purchase of International Construction Dump Truck at a Cost of \$142,331.11**

Oswald reviewed the proposal included in the packet. She recommended the Trustees accept Central Banks' proposal. The truck lease purchase was included in the 2019 budget.

On a motion by Fred Parry and a second by John Massey, the Board moved to accept the proposal from Central Bank for the lease purchase proposal for the purchase of an International construction dump truck in the amount not to exceed \$142,331.11. Motion carried.

**Consider Hiring Crocket to Perform Sanitary Sewer Analysis
no Cost to move Sewer Line at Arrowhead Lake**

Ratermann advised the creek at Deerfield Ridge is getting closer to the sanitary sewer force main, and the District has interest in hiring Crockett Engineering to describe the sewer line easement needed in efforts to move the force main away from the creek.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to authorize the General Manager to enter an agreement with Crocket Engineering to provide a new easement description in connection with the Peckham farm at Arrowhead Lake Estates. Motion carried.

Old Business

There was no Old Business.

Vote to Hold Closed Session Under Section 610.021 (13)

There was no Board of Trustees Closed Session for July 2019.

Adjournment

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

Meeting was adjourned at 6:15 PM.

Approved by:
