

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
JULY 20, 2021
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: David Shorr, Vice Chair
Deborah Schnedler, Secretary
Justin Aldred, Trustee
John Massey, Trustee

Absent: Randy Chann, Chair

Others Present: Tom Ratermann, General Manager
Lara Florea, Treasurer & Assistant Secretary
Virgil Farnen, Operations Manager
Andy Lister, Project Manager
John Whiteside, General Counsel
Sandi Clark, Office Administrator
Spencer Nichols, former BCRSD employee

The meeting was held as a virtual GoToMeeting video and telephone conference; on-site attendance was optional.

David Shorr, Vice Chair, called the July 20, 2021 Board of Trustees meeting to order at 5:30 p.m. Shorr noted there was a quorum.

ADOPTION OF REVISED AGENDA

The Agenda was not revised.

APPROVAL OF JUNE 2021 BOARD MEETING MINUTES

The minutes for the June 2021 Board of Trustees Meeting were included in the packet.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the minutes for the May 2021 Board of Trustees meeting as written. Motion carried.

APPROVAL OF JUNE 2021 CLOSED SESSION MINUTES

The Closed Session minutes for the June 2021 Board of Trustees Meeting were included in the

packet.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the minutes for the June 2021 Board of Trustees Closed Session as written. Motion carried.

PUBLIC COMMENT

Spencer Nichols was present to review his request for consideration for re-hire in the event of a future employment opening.

CONSENT AGENDA

Easement Acquisition Report
Permit Status Report
Monthly Financial Reports
Outstanding Bills
Quarterly Lien Reports
Status Report (Work in Progress)

The reports and outstanding bill listed on the Consent Agenda were included in the packet.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the reports included on the Consent Agenda as presented. Motion carried.

QUARTERLY FINANCIAL REPORTS

The 2nd quarter financial reports for 2021 were included in the packet. Shorr noted that some items were listed over budget for the year. Lara Florea advised some expenses, such as the newsletter, occur infrequently and seem to be over budget at the beginning of the year, but will balance out toward the end. Virgil Farnen explained the cleanup of a ruptured sludge bag was earmarked as sludge removal and is an isolated incident. Schnedler noted that unplanned issue-driven legal fees are necessary at this time, and have exceeded the annual budget.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the 2021 second quarter financial reports as presented. Motion carried.

MANAGER'S REPORT

Planning and Zoning Update

Bill Florea reviewed the Planning and Zoning reports included in the packet.

**MDNR Inspections/ Letters of Warning (LOW)/
Notices of Violation (NOV)/ Unsatisfactory Features/ Return to Compliance**
The report was included in the packet. Ratermann advised that Highfield Acres received a letter of warning for exceeding the monthly average limit for BOD on a single sample taken by the Department of Natural Resources (DNR).

Discussion of Financial Advisory Services

Ratermann explained that three responses were received out of the request for qualifications of financial advisory entities. Schnedler will be on the interview committee. Staff should have a recommendation for a candidate at the August Board meeting.

Discussion of Legal Services

Ratermann advised there were seven responses to the request for qualifications for legal services. He asked for trustee involvement in an interview committee for legal services. Shorr intends to be on the interview committee.

State Emergency Management Agency ± \$11,000.00

Ratermann reported BCRSD submitted (application for reimbursement of approximately \$11,000) to the State Emergency Management Agency (SEMA), the Federal Emergency Management Agency (FEMA) for the rainfall events of late June 2021.

American Rescue Plan

Ratermann reviewed the draft request to the Boone County Commission for American Rescue Plan funding for nine capital improvement projects and one Neighborhood Improvement District (NID) project.

Executive Summary – Amendment 2 – Richardson Acres & Brown Station Wastewater Improvements Facility Plan

Ratermann reviewed the Executive Summary for the Richardson Acres and Brown Station wastewater improvement facility plan in the packet.

Request for Service on Richland Road

Ratermann advised the City Council voted to enter into an annexation agreement for the Blume property on Richland Road. The City Manager submitted request to BCRSD Trustees to consider renegotiating the connection agreement. He reviewed the draft response included in the packet.

Part-Time Administrative Assistant

Ratermann reported the BCRSD is advertising for a part-time administrative assistant. Interviews will take place at the end of July.

Carwash Considerations

Ratermann explained a property owner in Ravenwood subdivision has a lot that is intended for a car wash. Ratermann advised he does not feel the capacity in this region is conducive to a commercial car wash with heavy load. He recommended that a car wash should have the ability to recycle 100% of the water to mitigate load volume. Trustees agreed.

Boone County Fire Protection District

Ratermann reviewed the letter from Ford, Parshall & Baker to the City Manager, Boone County Resource Management and the BCRSD included in the packet.

City of Sturgeon

Ratermann reported he gave a presentation to the City of Sturgeon in mid-July (included in the packet). He plans to submit a proposal on August 9th during their next City meeting.

CenturyLink, AT&T and FirstNet

Ratermann explained Lara Florea has been researching potential savings in switching phone carriers. More information will arrive as an agenda item in August.

June 23rd Meeting with MDNR – Comment on Intended Use Plan (IUP)

Ratermann reviewed the June 23rd DNR meeting agenda included in the packet. He intends to submit a request asking that the IUP amounts be reconsidered and applied to the BCRSD projects that are ready for construction, such as Rollingwood and Highfield Acres.

Water's Edge North

Ratermann noted the evaluation report included in the packet. He noted the Hominy Branch watershed is a large, primarily undeveloped watershed. HDR concluded the 8-inch pipe is surcharging and backing up into manholes. Future development is likely to worsen the surcharging. He recommended replacing 1,800 feet of 8-inch pipe with 24-inch pipe before development in this region commences. Because some of this region is City territory, he asked the Trustees to consider a site-specific connection fee to recover some of the construction costs, applying to both City and BCRSD customers.

Low Income Household Drinking Water & Wastewater Emergency Assistance Program

Ratermann advised staff has been following the progress of the distribution of the Water & Wastewater Emergency Assistance program, which will be administered in a similar manner as the CARES funding was distributed.

Families First Coronavirus Response Act (FFCRA)

Ratermann reviewed the virus-related expense report included in the packet, showing \$76,097.12 in BCRSD furlough expenses that could be reimbursable through the FFCRA.

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

OPERATIONS AND MAINTENANCE (O&M) REPORT

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

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

(Agenda Items)

CONSIDER PROPOSAL FROM HDR FOR WATER'S EDGE

Ratermann advised HDR gave a verbal proposal for the Water's Edge evaluation at \$109,700.00, which includes the geotechnical exploration and surveying.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to authorize the General Manager and General Counsel to review the proposal from HDR and authorize the expenditure for engineering services on the Water's Edge project. Motion carried.

**CONSIDER PROPOSAL FROM HDR FOR THE BROOKFIELD ESTATES/ OAK HILL
WWTF**

Ratermann advised HDR made a verbal proposal of \$8,000.00 for engineering services for the Brookfield Estates/ Oak Hill WWTF. This fee would be reimbursable from the developer of Oak Hill. Engineering report and the plans have been reviewed.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to authorize the General Manager and General Counsel to review the proposal in the amount of \$8000.00 from HDR and authorize the expenditure for engineering services on the Brookfield Estates/ Oak Hill WWTF project. Motion carried.

CONSIDER ADOPTING REVISED GENERAL MANAGER’S JOB DESCRIPTION

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to table the revised General Manager’s job description until the August Board meeting. Motion carried, this item was tabled.

**CONSIDER ADOPTING REVISIONS TO CHAPTER 5 “DESIGN REGULATIONS FOR
SUBSURFACE DRIP DISPERSAL SYSTEMS”**

Ratermann reviewed the proposed changes to the design regulations included in the packet, removing the limitations of “domestic-only wastewater” and the terminology of “up to 50,000 gallons per day”.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to adopt the revisions to chapter 5 of the Design Regulations for Subsurface Drip Dispersal Systems as presented. Motion carried.

**CONSIDER PROPOSAL FROM MCCLURE ENGINEERING FOR A REPORT ON THE
STURGEON WASTEWATER SYSTEM IN THE NOT TO EXCEED AMOUNT OF
\$3,750.00**

Ratermann reviewed the proposal included in the packet.

On a motion by John Massey and a second by Justin Aldred, the Board moved to approve the proposal from McClure Engineering for a report on the Sturgeon wastewater system in the not to exceed amount of \$3,750.00. Motion carried.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no new business.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1)

On a motion by Debbie Schnedler and a second by Justin Aldred, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 6:33 PM on July 20, 2021, 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.

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

On a motion by Debbie Schnedler and a second by Justin Aldred, the Board moved to reopen the regular meeting at 6:36 PM on Tuesday, July 20, 2021.

David Shorr, Debbie Schnedler, John Massey and Justin Aldred voted in favor. Randy Chann was 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 6:36 PM.

Approved by: _____
