

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 19, 2018
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: David Shorr, Vice Chair
Deborah Schnedler, Secretary
John Massey, Trustee
Fred Parry, Trustee

Absent: Randy Chann, Chair

Others Present: Tom Ratermann, General Manager
Lesley Oswald, Assistant Secretary & Treasurer
Dwayne Cooksey, Operations & Maintenance Manager
Andy Lister, Project Manager
Stan Shawver, Boone County Resource Management
Sandi Clark, Administrative Assistant
Erin Keys, City of Columbia
Kyle Shern, BioGard
Jay Gebhardt, A Civil Group
Randy Miles, Randy J Miles, LLC
Curtis Les Bourgeois, Les Bourgeois Vineyards

David Shorr, Vice Chair, called the June 19, 2018 Board of Trustees meeting to order at 5:32 p.m. Shorr noted there was a quorum.

Adoption of Revised Agenda

The agenda was not revised.

Approval of Minutes

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

Approval of Cash Receipts & Disbursements & Bank Reconciliation and Monthly Operating Report for May 2018

Oswald reviewed the financial reports included in the packet.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the Cash Receipts & Disbursements, Bank Reconciliation and Monthly Operating Reports for May 2018. Motion carried.

Approval of Outstanding Bill(s)

Oswald reviewed the outstanding bill for \$1,934.02, payable to EJ Equipment for a replacement wheel kit for the TV inspection unit.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the outstanding bill for \$1934.02, payable to EJ Equipment for a replacement wheel kit for the TV inspection unit. Motion carried.

Public Comment:

Les Bourgeois Winery

See also “Manager’s Report: Les Bourgeois” for motion.

Ratermann advised guests were present to discuss Les Bourgeois winery. Jay Gebhardt of A Civil Group distributed the parcel map for the property. Gebhardt explained the owner is seeking approval to install a drip irrigation system to service only his property, as the existing lagoons alone are no longer adequately treating the winery’s wastewater. He asked Trustees to consider if the District would operate and maintain the system, or if the District could waive its continuing authority for sewer treatment for the property. Currently, the District’s standards for drip irrigation systems do not include a drip dispersal field that is full of trees.

Randy Miles was present to discuss the soil science report, advising the tract in question could support a drip irrigation system, which has the capacity to treat the wastewater as well as to absorb the nutrients.

Ratermann explained the Trustees have waived the continuing authority for a period of 5 years in the past in exchange for a 1 acre tract of land for a potential facility site. He advised other options include sending the wastewater to the Rocheport treatment facility, but it would be expensive and future permit limits from the Department of Natural Resources (DNR) are uncertain at this time.

Kyle Shern was present to explain the proposed one acre drip irrigation system. He advised the lagoons would serve as holding cells for excess wastewater generated during the three peak months of the year, and could be gradually applied to the field.

Shorr explained the agreement should be reviewed when General Counsel returns. Shorr expressed concern about having a contingency plan in the event of unforeseen system failure.

Gebhardt stated that if the Trustees were to waive their Tier 2 authority, the system would be built according to DNR standards. If Trustees do not waive authority, the system would be built according to District standards and the District would operate the system.

Shorr asked Ratermann to write a letter to DNR explaining the District intends to continue its Tier 2 Authority waiver for this property.

On-Site Sanitary Sewer Systems

See also “Manager’s Report: Management of On-Site Sanitary Sewer Systems”.

Gebhardt reviewed the sketch and explained that he’s met with County planners to explore potential sewer options for new development of multiple lots of 2.5 acres in the urban service area, as the City of Columbia’s regulations make it costly to develop to standards. He asked if the Trustees would consider maintaining authority for individual on-site systems for 40 lot neighborhoods and assume them for management and operation.

Shorr advised that once a residential area has more than seven lots, it is then subject to state law which prohibits densifying single-lot systems. He asked why a centralized collection and treatment system does not work for the development proposed. Gebhardt explained the on-site system has a lower cost.

Shern distributed areal pictures demonstrating how drip irrigation systems have performed as an alternative to lagoon facilities. He advised topography is not always ideal for a drip system. Trustees asked Shern and Gebhardt to consult with County Resources, consider legal questions surrounding easement and maintenance requirements, and return in 90 days to report again.

Manager’s Report Easement Acquisition Report

The Easement Acquisition Report was included in the packet.

Planning and Zoning Update

Shawver reviewed the Planning and Zoning update, the Building Permit Statistics, and the Boone County Construction Report.

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. The District received a LOW for Oberlin Valley and an Unsatisfactory Finding for Lee Heights. The District will ask for a 3 year schedule of compliance for the facilities.

BCRSD – City of Columbia Work Session

Ratermann advised the District will meet with the City on June 21st.

Resolution Regarding Annexation Agreements

Ratermann reviewed the draft resolution included in the packet.

The Trustees asked this item to return to the Board as an agenda item in July for approval, and asked Ratermann to notify City staff that the District has a resolution in mind.

Henderson Branch at City Council, Possibly as Early as August 20th

No additional report.

Draft Permits from MDNR for Review

Ratermann reviewed the response to MDNR for the 12 listed draft permits included in the packet.

Les Bourgeois Winery

See Public Comment for discussion.

On a motion by David Shorr and a second by Fred Parry, the Board moved to suspend its Tier 2 Authority for a period of five years, renewable every five years, subject to a revision of the agreement to be drafted by General Manager and General Counsel.

David Shorr, Fred Parry and John Massey approved. Debbie Schnedler opposed. Randy Chann was absent. Motion carried.

Missouri Water Environment Association (MWEA) Plant Manager Tour at Rocky Fork Wastewater Treatment Plant (WWTP)

Ratermann advised the District will provide a tour of the Rocky Fork WWTP for MWEA members in mid-July.

Prairie Meadows Report

Ratermann reviewed the complaint response included in the packet. He stated the Trustees could speak with a consultant to determine what the source is of the excessive algae bloom downstream from the Prairie Meadows facility. Shorr recommended that staff should respond to DNR that the District is in compliance with regard to the limits of the Prairie Meadows permit, and provide evidence of the performance of the facility. A conversation about how to perform above the required limits may be in order.

Management of On-Site Sanitary Sewer Systems

See Public Comment.

Columbia's Integrated Management Plan (IMP) "Comment Period Open Until July 13, 2018"

The City's IMP final report draft was included in the packet. Ratermann advised he will comment that the excessive Inflow & Infiltration (I&I) should be defined in the IMP.

Shorr commented that it is not a fully integrated plan, as it does not address the impacts that IMP action will have on other potential governments in Boone County, such as the impact that the City's new sewer rate structure will have on District customer rates.

Massey stated it seems that City's has combined both storm water and wastewater issues into their sewer rate structure. Erin Keys advised the City evaluated the two systems separately to determine the cost ratio.

Trustees may review the IMP further and email any additional comments to Ratermann for circulation and submission by the deadline.

On a motion by Fred Parry and a second by John Massey, 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.

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

Status Report (Work in Progress)

Capital Improvement Projects (CIP) – Construction

Rocheport WWRF Rehabilitation – SKW (McClure) – \$149,000

See Agenda Item “Consider Award of Construction Contract to RC Contracting, LLC, for the Rocheport Wastewater Treatment Plant (WWTP) Rehabilitation”

CIP – Design & Easement Acquisition

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

See Manager's Report

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

See Manager's Report

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

No report.

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

Ratermann advised District staff are working with Cochran to get legal descriptions.

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

No report.

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

See Manager's Report: “Draft Permits from MDNR for Review”

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

No report.

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

No report.

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

See Manager’s Report: “Draft Permits from MDNR for Review”

Sunnyslope Facility Plan – Cochran – \$23,950

See Manager’s Report: “Draft Permits from MDNR for Review”

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

No report.

Tier 2

**Taylor/F&F Properties – Luebbert Engineering – Prathersville/Columbia – 2 lots
(4-plex & 3-plex)**

No report.

Neighborhood Improvement District (NID)

Phenora North Sanitary Sewer NID - Rocky Fork WRF

Ratermann explained District staff are working on an easement exchange.

Bolli Rd. Sanitary Sewer NID –Midway Crossings

Ratermann advised easement acquisition will begin after Phenora.

Developer & Homeowner Built

Connections to City

Arrowhead 3 LLC, Arrowhead Lake Estates Plat 3 – 4 Lots

No report.

North Battleground, Westward Home Builders LLC – Crockett Engineering – 88 Lots

Ratermann reported construction should begin within a couple weeks.

Perche Ridge, Overton – Crockett Engineering – 33 Lots

See Agenda Item: “Consider Connection Agreement with the City of Columbia for the Perche Ridge Subdivision”

Clear Creek, JQB Construction – Crockett Engineering – 45 Lots

See Agenda Item: “Consider Connection Agreement with the City of Columbia for the Clear Creek Subdivision”

26 N Rangeline – Kevin Brown – McClure Eng – 4 Lots

See Agenda Item: “Consider Accepting Bill of Sale from Rangeline Investments LLC for Sanitary Sewer at 24 South Rangeline Road”

Sapp Industrial Park – Jeremy Sapp – McClure Eng – 1 Multi-use Lot

No report.

Connections to South Route K

Liepard – A Civil Group – Arrowhead Lake Estates – 2 Lots

No report.

3WT Properties (Keithahn) – Arrowhead Lake Estates – 9 Lots

No report.

Connections to Rocky Fork WWTP at Shalimar Gardens PS

Minchew – Hashtag Properties – 4 Lots

Ratermann reported the plans have been reviewed by HDR and comments will be submitted to A Civil Group within the week.

Harvester Road – Alviso & S&S – A Civil Group – 3 Lots

Ratermann reported the plans have been reviewed by HDR and comments will be submitted to A Civil Group within the week.

Harvester Road – C & J Property Management – 1 Lot

Ratermann reported the plans have been reviewed by HDR and comments will be submitted to A Civil Group within the week.

Connections to Midway Crossings

Midway Elementary – S&A Equipment & Builders – ES&S – 1 Lot

Ratermann advised the contractor is waiting on pumps.

Ravenwood – Fred Overton LLC – Crockett Engineering – 172 Lots

No report.

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.

Connection to Cedar Gate Lagoon

Abell Acres, Abell Label LLC – 4 Lots

No report.

Lake Chateau – Riley – Engineering Surveys & Services – 5 Lots

No report.

Creasy Bend – David Butcher – Crockett Engineering – 4 Lots

No report.

Misc

Hinkson Creek (303d list)

Keys advised the comment period for the 303d listing has been re-opened for Public Comment. Ratermann reported that the District has only one discharge point left on Hinkson Creek, and has removed five others.

Mapping and Asset Management – Bartlett and West – Phase Two GIS \$47,440

Ratermann explained District staff have a progress meeting with Bartlett and West in July. Lister has reviewed the second draft of maps and made notes on what needs to be updated.

On a motion by John Massey and a second by Fred Parry, the Board moved to approve the Manager's Report as presented. Motion carried.

(Agenda Items)

Consider Adoption of City of Columbia's Sanitary Sewer Specifications Dated October 2016, and Subsequent Revisions to June 19, 2018

The recommendations from Ratermann and Massey's review were added to the packet.

On a motion by David Shorr and a second by Fred Parry, the Board moved to table the adoption of City of Columbia's Sanitary Sewer Specifications dated October 2016, and subsequent revisions to June 19, 2018. Motion carried.

Consider Adoption of City of Columbia's Sanitary Sewer Pump Station Design Requirements and Standard Specifications Dated January 2018, and Subsequent Revisions to June 19, 2018

Ratermann reviewed the recommendations included in the packet.

On a motion by David Shorr and a second by Fred Parry, the Board moved to table the adoption of City of Columbia's Sanitary Sewer Pump Station design requirements and standard specifications dated October 2016, and subsequent revisions to June 19, 2018. Motion carried.

Consider Revisions to Personnel Policies

Oswald advised she addressed the comments and suggested revisions from previous Board meetings. The two goals included are to adjust the salary ranges and to grant the General Manager the authority to pay above the salary maximum if necessary. Schnedler has reviewed the revisions and explained they provide flexible language necessary for future updates to salary ranges.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the revisions made to the Personnel Policies related to salary wages and salary adjustments as presented. Motion carried.

Ratify Amendment 1 to Agreement with Beacon Street Properties for Heatherhill Estates
Ratermann reviewed the amendment included in the packet.

On a motion by David Shorr and a second by Fred Parry, the Board moved to ratify

Amendment 1 to the agreement with Beacon Street Properties for Heatherhill Estates.
Motion carried.

**Consider Consent to the City of Columbia to Provide Sanitary Sewer Service to:
3401 N Lake of the Woods Road; 3451 N Lake of the Woods Road;
5700 E Mexico Gravel Road; and 5704 E Mexico Gravel Road**

Ratermann advised the Trustees they approved the consent to the City to provide wastewater treatment to two of six properties in need of public sewer during the May 2018 Board meeting. He recommended they also grant consent for these four homes.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve consent to the City of Columbia to provide sanitary sewer service to: 3401 N Lake of the Woods Road; 3451 N Lake of the Woods Road; 5700 E Mexico Gravel Road; and 5704 E Mexico Gravel Road. Motion carried.

**Consider Accepting Bill of Sale from Rangeline Investments LLC for Sanitary Sewer at 24
South Rangeline Road**

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to accept the Bill of Sale from Rangeline Investments LLC for sanitary sewer at 24 South Rangeline Road, contingent upon passing a mandrel test. Motion carried.

**Consider Award of Construction Contract to RC Contracting, LLC, for the Rocheport
Wastewater Treatment Plant (WWTP) Rehabilitation in the Not to Exceed Amount of
\$148,200.00 for the Base Bid and Alternates B, C, D, E and F**

Ratermann recommended the Trustees approve the base bid provided with RC Contracting, LLC, without alternate A.

On a motion by John Massey and a second by Fred Parry, the Board moved to award the Rocheport WWTP rehabilitation contract to RC Contracting, LLC, in the not to exceed amount of \$148,200.00 for the base bid and alternatives B, C, D, E and F. Motion carried.

**Consider Renewing Agreement for Indemnity, Site Access, Utilization of Treated
Wastewater for the Further Treatment, Testing and Evaluation with the Curators of the
University of Missouri at the Rocky Fork WWTP**

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve renewing the agreement for the Indemnity, Site Access, Utilization of Treated Wastewater for the Further Treatment, Testing, and Evaluation with the Curators of the University of Missouri at the Rocky Fork WWTP. Motion carried.

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

The draft agreement was included in the packet. Ratermann reviewed the memo that General Counsel sent to the City Law department. A response from the City was recently received but not yet reviewed. Ratermann reminded the Trustees that defining excessive I&I and identifying City's standards for addressing excessive I&I should be resolved within the agreement. Shorr explained that the District should only be held to the same standards that the City has determined for City systems, and it must be reasonable.

On a motion by David Shorr and a second by John Massey, the Board moved to approve the connection agreements for Perche Ridge Subdivision, provided the General Manager and the General Counsel negotiate a reasonable ratio for excessive inflow and infiltration that is uniform for both the District and the City. Motion carried.

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

On a motion by David Shorr and a second by John Massey, the Board moved to approve the connection agreements for Clear Creek Subdivision, provided the General Manager and the General Counsel negotiate a reasonable ratio for excessive inflow and infiltration that is uniform for both the District and the City. 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 (1)

There was no Closed Session for June 2018.

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 8:20 PM.

Approved by: _____
