

**BOONE COUNTY REGIONAL SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
JUNE 18, 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:**

**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  
Sandi Clark, Administrative Assistant  
Andy Greene, Crockett Engineering  
Caleb Colbert, Haden & Colbert  
Quin Bellmer, Clear Creek developer

Randy Chann, Chair, called the June 18, 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 distributed at the meeting.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the minutes for the April 2019 and May 2019 Board of Trustees meetings as written. Motion carried

**Approval of Minutes**

The minutes for the April 2019 and May 2019 Board of Trustees Meetings were included in the packet.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the minutes for the April 2019 and May 2019 Board of Trustees meetings as written. Motion carried.

### **Approval of Closed Session Minutes**

The minutes for the April 2019 Board of Trustees Closed Session Meeting were included in the packet. There was no Closed Session for May 2019.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the minutes for the April 2019 Board of Trustees Closed Session meeting as written. Motion carried.

### **Public Comment:**

See Also, Agenda Item P: *Consider Agreement with Quin Bellmer for Reimbursement of Easement Acquisition Costs for Clear Creek Subdivision*;  
And Item S: *Consider Agreement with Moore and Shryock for Appraisal for Easement for Clear Creek Subdivision*

Tom Ratermann reviewed the materials included in the packet, highlighting the agreement for the reimbursement of easement acquisition costs at Clear Creek subdivision. He explained there is an offsite easement needed that the developer is asking the District to acquire on behalf of Quin Bellmer and JQB Construction. The District will be reimbursed by the developer for costs associated with this task.

Ratermann asked the Board to also consider authorizing the General Manager to enter agreement with Moore and Shryock for the appraisal.

(Motions made & recorded under agenda items P & S.)

### **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 May 2019**

Oswald noted the District closed on the Oberlin Valley - Lee Heights loan on May 30th.

#### **Approval of Outstanding Bill(s)**

There were no outstanding bills for April or May 2019.

#### **Safety Report**

Oswald reviewed the safety report included in the packet.

### **Status Report (Work in Progress)**

The Status Report for Work in Progress was included in the packet.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the reports on the Consent Agenda. 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. Ratermann informed trustees that the District will issue a Notice to Proceed for August 1<sup>st</sup> for the Oberlin Valley and Lee Heights projects.

#### **Report on MDNR Inspections/ Letters of Warning (LOW)/ Notices of Violation (NOV)/ Unsatisfactory Features/ Return to Compliance**

Ratermann explained the District received a Letter of Warning for a paperwork error on the Land Disturbance Permit application for Lee Heights.

#### **Operating Strategy Committee**

Ratermann advised.

#### **City Council Meeting, June 17, 2019**

##### **Growth Impact Study and Annexation/Sewer Policy**

Ratermann reported the City of Columbia had a work session on June 17, 2019, regarding the Growth Impact Study and the City's annexation and sewer policies. He advised that Fred Overton's Perche Creek development project was approved at the City Council meeting.

##### **Letter from MDNR Regarding Facilities Subject to Disinfection**

Ratermann reviewed the letter included in the packet. He explained the letter does not name facilities that were not disinfected in time. Schnedler suggested and trustees agreed the District should respond with a request for clarification on those facilities.

##### **Permit Timelines for Seven Permits Expired**

Ratermann advised District staff are working on a Capital Improvements schedule to accompany the 15-Year User Rate Study (URS) sought in agenda item M. The schedule is intended to be less aggressive in order to refine and reduce costs. The schedule will still hold \$4 million for rehabilitating collection systems and an additional \$500,000.00 every other year for contingency projects. DNR is looking for an estimated date of completion of the URS update.

##### **Boone County Commission Tour of Rocky Fork**

Ratermann reported that the Boone County Commission took a tour of the Rocky Fork Wastewater Treatment Facility (WWTF) in May.

### **Development at Hwy 40 & Route J**

Ratermann reviewed the material included in the packet. He advised the developer wants to build a storage warehouse with an office, developing the lot in different phases. The developer is planning to construct a drip dispersal system that the District would own and operate.

### **Steve Schatzer – 7641 Sunny Vale Drive**

Ratermann reported that Schatzer, a resident and rate-payer in the Sunrise Estates subdivision, launched complaint about annual increases to the monthly sewer bill. Chann recommended District staff include operational strategy goals in the BCRSD newsletter to let customers know how Board and staff are working to manage costs and keep rates as low as possible.

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 – Virgil Farnen**

Virgil Farnen reviewed the O & M Reports included in the packet. He gave a report on District efforts during flooding in Rocheport and Hartsburg.

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.

### **(Agenda Items)**

#### **Consider Temporary Extra Responsibility Pay**

Ratermann reviewed the memo included in the packet. He advised the personnel policy requires trustees to approve the temp responsibility pay, while the current policy does not give much direction on how to address vacancies. Schnedler asked how District staff came to 4.5% to calculate the temporary pay. Ratermann stated that the increase is arbitrary but it matches the merit increase approved in the budget. Schnedler felt there was no justification as to why it shouldn't be higher or lower and wanted to know what was the perceived increased work load value. Ratermann stated staff is comfortable with the 4.5% temporary increase for the Operations Supervisor's additional and temporary responsibility.

The Board discussed the posting for the Operations Manager position. Ratermann recommended the District allow internal staff apply for the new role. It was agreed that both internal and external applicants should be considered for the Operations Manager position.

On a motion by John Massey and a second by Fred Parry, the Board moved to approve a temporary increase to the Operations Supervisor's hourly pay rate by 4.5% until the Operations Manager position is filled.

Randy Chann, David Shorr, John Massey and Fred Parry voted in favor.  
Debbie Schnedler abstained. Motion carried.

**Consider Acceptance of the Fiscal Year 2018 Audit**

Oswald noted the audit was included in the packet along with a memo summarizing the main points She reviewed the memo.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to accept the Fiscal Year 2018 Audit. Motion carried.

**Consider Ratifying Agreement with Stephen Connelly in the Amount Not to Exceed \$10,120.00 for a 15-Year User Rate Study**

Ratermann reviewed the executed agreement included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to ratify the agreement with Stephen Connelly in the amount not to exceed \$10,120.00 for a 15-year user rate study. Motion carried.

**Consider Bills of Sale from Roderick & Debra Alviso and S&S Columbia LLC for the Harvester Road Force Main Extension**

Ratermann explained the construction of the Harvester Road extension, shared by these two property owners, has been completed and is ready to be conveyed to the District.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to accept the Bills of Sale from Roderick & Debra Alviso and S&S Columbia LLC for the Harvester Road Force Main Extension. Motion carried.

**Consider Ratifying Agreement with Columbia Landcare, LLC, in the Amount Not to Exceed \$41,982.50 for Mowing Services**

Ratermann advised this is an executed agreement for returning contract service for mowing on District properties.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to ratify the agreement with Columbia Landcare, LLC, in the amount not to exceed \$41,982.50 for mowing services. Motion carried.

**Consider Agreement with Quin Bellmer for Reimbursement of Easement Acquisition Costs for Clear Creek Subdivision**

See also *Public Comment*.

On a motion by David Shorr and a second by John Massey, the Board moved to authorize an agreement with Quin Bellmer for the reimbursement of easement acquisition costs for Clear Creek subdivision, consistent with the letter agreement. Motion carried.

**Consider Acceptance of Assignment of Easement Rights from City of Hallsville for Silver Creek Subdivision**

Ratermann explained this developing subdivision intends to connect to the City of Hallsville. He advised Silver Creek residents will be District customers and the District will pay a wholesale rate to Hallsville. An easement is needed from the City of Hallsville for this connection.

On a motion by Fred Parry and a second by David Shorr, the Board moved to accept the Assignment of Easement Rights from the City of Hallsville for the Silver Creek subdivision. Motion carried.

### **New Business**

#### **Consider Agreement with Moore and Shryock for Appraisal for Easement for Clear Creek Subdivision**

See also *Public Comment*.

On a motion by John Massey and a second by David Shorr, the Board moved to authorize the General Manager to enter an agreement with Moore and Shryock for an easement appraisal for Clear Creek Subdivision. Motion carried.

### **Old Business**

There was no Old Business.

#### **Vote to Hold Closed Session Under Section 610.021 (13)**

There was no Closed Session.

### **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 6:41 PM.

Approved by:

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