

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
MAY 15, 2018
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

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

Absent: Randy Chann, Chair

Others Present: Tom Ratermann, General Manager
Lesley Oswald, Assistant Secretary & Treasurer
Dwayne Cooksey, Operations & Maintenance Manager
Stan Shawver, Boone County Resource Management
John Whiteside, General Counsel
Sandi Clark, Administrative Assistant
Kori Thompson, City of Columbia

David Shorr, Vice Chair, called the May 15, 2018 Board of Trustees meeting to order at 5:30 p.m. Shorr noted there was a quorum.

Adoption of Revised Agenda

The Revised Agenda for the May 15, 2018 Board of Trustee Meeting was 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 April 2018 Board of Trustees meeting as written. Motion carried.

Approval of Minutes

The minutes for the April 2018 Board of Trustees Meeting were included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the minutes for the April 2018 Board of Trustees meeting as written. Motion carried.

Approval of Closed Session Minutes

The April 2018 Closed Session minutes were included in the packet.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the Closed Session Minutes for April 2018 as presented. Motion carried.

Approval of Cash Receipts & Disbursements & Bank Reconciliation and Monthly Operating Report for April 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 April 2018. Motion carried.

Approval of Outstanding Bill(s)

There were no outstanding bills for April 2018.

Public Comment:

There was no public comment.

Manager's Report Easement Acquisition Report

The Easement Acquisition Report was included in the packet. Ratermann advised the easements have been acquired for Lee Heights and Oberlin Valley.

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. Ratermann advised reports have been submitted to the Department of Natural Resources (DNR) for Lee Heights and Oberlin Valley, and the District is waiting for review and comment.

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.

BCRSD – City of Columbia Work Session

Ratermann explained District staff met with the City of Columbia. The City submitted a revised draft agreement for the Clear Creek subdivision and was included in the packet. He reviewed his response to the City included in the packet in regard to excessive inflow and infiltration (I&I) and the City's increase in wholesale cost. Ratermann reviewed the Wholesale Treatment Costs memo and estimate included in the packet. Shorr noted his concern that the City's policies to increase rates will impact all District customers. Ratermann advised the time for District comment should be at the public hearing for the City's Integrated Management Plan meeting and explain how the wholesale rate will impact District rates. The increase in the City's wholesale rate would be applied to only Perche Ridge and Clear Creek residents. Shorr noted District rates for these customers would not change at this time unless the billing became regionalized or until the User Rate Study is updated to reflect the effect of increased wholesale rates on all District customers. Schnedler commented that this wholesale increase could impact the way the District determines which projects can be afforded.

Ratermann reviewed the City's attempt to define excessive I&I in the draft agreement, and his proposal for revision. Shorr explained the City's requirements for the District's approach to I&I would result in increased cost for the District, that the City could benefit from the upgrade and monitoring afforded by the District, but may not uphold the same standards for City systems. Ratermann agreed the District should be held to the same standard as the City to evaluate and resolve system deficiencies. He advised he does not feel the City should install flow meters until excessive I&I is adequately defined, and that the District should receive 30 day notice before a flow meter is installed.

Ratermann recommended paragraph 10 in the draft agreement be deleted, as it discusses the potential to renegotiate the wholesale cost according to the true cost of City maintenance.

Shorr requested the agreements include a clause to identify the respective subdivision to which each agreement applies, to eliminate the potential to transfer these same requirements to other subdivisions.

City of Columbia – Street, Storm and Sanitary Sewer Specifications

Ratermann advised he and John Massey are reviewing the City's specifications for sanitary sewer, are drafting some minor changes, and may propose adoption in the June Board meeting.

City of Columbia – Pump Station Design Requirements and Standard Specifications

Ratermann advised he and John Massey are reviewing the City's specifications for sanitary sewer, are drafting some minor changes, and may propose adoption in the June Board meeting.

Resolutions Regarding Annexation Agreements

Ratermann advised the City's annexation agreements typically state that the City can terminate sewer service if the developer does not meet the requirements of the annexation. He asked the Trustees to consider developing a resolution for the District to take any lawful means necessary to prevent termination of service in the event that the City decides to act on the termination provisions in the annexation agreement they have with the developer. Shorr requested Ratermann present a draft of such resolution.

Henderson Branch at City Council, May 21st

Ratermann advised the Henderson Branch extension will be proposed at the next City Council meeting and will include a review of the annexation agreement with Midway USA, annexation agreement with Midway Truck Stop, and an ordinance for City to acquire the remaining utility easements and advertise for bids. Ratermann asked the Trustees if the District should attend the City Council meeting to testify in favor. Shorr stated that if Midway Truck Stop did not sign an annexation agreement and the extension does not reach that far, then the project is not worth the District's \$168,000 contribution.

Letter of Support for the Economic Adjustment Assistance Program of US Economic Development Administration

Ratermann advised the Civil Engineering Department requested a letter of support for this assistance program in order to apply for a grant.

Report on 4/27/18 Missouri Department of Natural Resources (MDNR) Meeting

Ratermann reported District staff met with MDNR about permits and permit processes.

Draft Permit from MDNR for Review

Ratermann recommended that the District agree to six permits issued. He advised Lee Heights and Oberlin Valley have been given a one year compliance schedule to meet ammonia limits, and the District should negotiate for a two year minimum schedule. He advised the District will have another opportunity to comment on the permits while they are on Public Notice.

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

(none currently)

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
See Manager's Report.

Highfield Acres Facility Plan – Cochran – \$18,280
Ratermann advised easements are being acquired.

Rollingwood Plat 1 Facility Plan – HDR - \$17,500 – Midway Crossings
No report.

Richardson Acres & Brown Station – HDR - \$20,500 – City of Columbia
No report.

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
No report.

Sunnyslope Facility Plan – Cochran – \$23,950
No report.

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 advised the District has received partial plans for this project.

Bolli Rd. Sanitary Sewer NID –Midway Crossings
No report.

Developer & Homeowner Built
Connections to City
Arrowhead 3 LLC, Arrowhead Lake Estates Plat 3 – 4 Lots
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***

No report.

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

No report.

Midway Elementary – S&A Equipment & Builders – Midway Crossings – 1 Lot
Ratermann reported the project is underway, and staff are performing construction inspections.

***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***

Ratermann advised he has a meeting scheduled with Shawver and Real Estate LLC to discuss discrepancies between building plans and occupancy load.

***North Battleground
Westward Home Builders LLC – 88 Lots***

Ratermann advised the District needs one off-site easement before plans can be approved.

***Abell Acres
Abell Label LLC – 4 Lots***

No report.

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

No report.

Ravenwood – Fred Overton LLC – Crockett Engineering – 172 Lots

See agenda item M: Consider Agreement for Provision of Wastewater Collection and Treatment Services for Ravenwood Subdivision with Fred Overton *et al*

Creasy Bend – David Butcher – Crockett Engineering – 4 Lots

See agenda item O: Consider Variance from Chapter 4.4 (The 2 Acre Rule for Pressure Sewers) for the Final Plat of Creasy Bend

**Misc
Hinkson Creek (303d list)**

No report.

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

Ratermann explained Bartlett & West has submitted map books, demonstrating a successful conversion of Auto-CAD to ESRI. He advised revisions and updates are needed. District staff will review and request corrections.

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 Agreement for Provision of Wastewater Collection and Treatment Services for Ravenwood Subdivision with Fred Overton *et al*

Ratermann reviewed the agreement included in the packet. He noted that Overton will close on the sale of lots in Phase 1 and 6 with Boone Central Title and pay the Midway Crossing developer for capacity at the time of the sale and Overton will post a callable letter of credit with the District for a 2 year period (to be renewed every other year) for all connection costs not included in phase 1 and 6.

On a motion by Fred Parry and a second by John Massey, the Board moved to authorize the General Manager and General Counsel to approve the agreement for the provision of wastewater collection and treatment services for the Ravenwood subdivision with Fred Overton *et al*. Motion carried.

Consider Revision to Personnel Policies

Ratermann reviewed the draft resolution to authorize the adjustment of pay ranges for District staff included in the packet. He explained District pay ranges have historically reflected the pay ranges for County employees, and the County has revised their pay ranges. He asked the Trustees to adopt the County's policy of bi-annual review and adjustment, to adopt the newest pay ranges listed for County employees, and to authorize the General Manger to pay above the maximum pay range as a discretion for qualifying employees.

Schnedler commented that historically, the salary adjustments in the personnel policy was intended for merit and for Cost of Living Adjustment (COLA) increases. She noted that adjusting pay range is not the same as a salary adjustment, but it sets the minimum and maximum wage range for a position. She suggested that the Trustees consider leaving the option for merit increases and the COLA increases.

Shorr commented remaining consistent with County personnel action may not allow the District the flexibility to pay a beginning salary higher than predicted, which may be a detriment to securing capable staff.

The Trustees agreed staff should make the recommended revisions and resubmit the revisions in June.

Consider Variance from Chapter 4.4 (The 2 Acre Rule for Pressure Sewers) for the Final Plat of Creasy Bend

Ratermann reviewed the request included in the packet. The owners are requesting grinder pumps to replace the shared lagoon. He advised the current owner plans on subdividing the lot to three lots, which should be served by the same pressure sewer.

On a motion by Fred Parry and a second by Debbie Schnedler, the Board moved to approve the variance from the 2 acre rule for pressure sewers for the final plat of Creasy Bend. Motion carried.

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

See Manager's Report.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the connection agreement with the City of Columbia for the Perche Ridge Subdivision, subject to modifications made as directed by the BCRSD Trustees, and subject to changes made pursuant to the memo to the City from the BCRSD General Manager. Motion carried.

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

See Manager's Report.

On a motion by Debbie Schnedler and a second by Fred Parry, the Board moved to approve the connection agreement with the City of Columbia for the Clear Creek Subdivision, subject to modifications made as directed by the BCRSD Trustees, and subject to changes made pursuant to the memo to the City from the BCRSD General Manager. Motion carried.

Old Business

There was no Old Business.

**New Business
Prairie Meadows**

A picture taken by the Boone County Resource Management's urban hydrologist was included in the packet. Ratermann advised it was taken about one half mile downstream from the Prairie Meadows plant. He explained the plant is operating within limits, but staff does not currently test for total nitrogen or total phosphorus. The hydrologist requested that the District take samples for both and have it analyzed. The District will send the results to Resource Management.

Miller & Lewis Properties

During the Planning & Zoning Report (Manager's Report), Shawver advised that owners Miller and Lewis own 90 acres on Richland Road and are seeking rezoning for Moderate Density

Residential for the purpose of building apartments. Ratermann advised the owners have approached the District for sewerage options.

3501 N Lake of the Woods Road

Ratermann reported the property owner wants to connect to public sewer and then sell this property. It is currently serviced by a lagoon shared with two other homes located on someone else's property. He recommended the Trustees authorize the General Manger to send a letter to the City stating that the City should be the entity to provide sewer service to this lot as well as the other homes connected to the lagoon.

One a motion by Debbie Schnedler and a second by John Massey, the Board moved to authorize the General Manager to send a letter to the City consenting to allow the City to provide sewer service to 3501 N Lake of the Woods Road. Motion carried.

Vote to Hold Closed Session Under Section 610.021 (1)

There was no Closed Session for May 2018.

Adjournment

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

Meeting was adjourned at 7:16 PM.

Approved by:

