

**BOONE COUNTY REGIONAL SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
OCTOBER 15, 2019  
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE  
1314 NORTH SEVENTH STREET**

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

**Absent:** Randy Chann, Chair  
Fred Parry, Trustee

**Others Present:** Tom Ratermann, General Manager  
Lesley Oswald, Assistant Secretary-Treasurer  
Virgil Farnen, Operations Manager  
Andy Lister, Project Manager  
Stan Shawver, Boone County Resource Management  
John Whiteside, General Counsel  
Sandi Clark, Office Administrator

David Shorr, Vice Chair, called the October 15, 2019 Board of Trustees Meeting to order at 5:30 p.m. Shorr noted there was a quorum.

**ADOPTION OF REVISED AGENDA**

The October 15, 2019 agenda was revised and included in the packet.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the Revised Agenda for the October 15, 2019 Board of Trustees meeting as presented. Motion carried.

**APPROVAL OF MINUTES**

The minutes for the September 2019 Board of Trustees Meeting 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 September 2019 Board of Trustees meeting as written.

Motion carried.

## **PUBLIC COMMENT**

There was no Public Comment.

## **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 August 2019**

The financial reports were included in the packet.

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

Tom Ratermann reviewed the Outstanding Bills for September 2019 included in the packet.

### **Lien Report**

The 3<sup>rd</sup> Quarter Lien Reports were included in the packet.

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

The Status Report was included in the packet.

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

## **QUARTERLY FINANCIAL REPORTS**

Lesley Oswald reviewed the Quarterly Financial Reports included in the packet.

On a motion by Debbie Schnedler 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**

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

### **Disinfection Deadlines**

Ratermann explained Ryan Construction LLC began work on the Oberlin Valley and Lee Heights projects.

### **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.

### **West Area Plan**

Ratermann reviewed the City's Planning & Zoning minutes included in the packet. He noted the BCRSD's had recent discussion with the City of Columbia, which included: an anticipated cost of service study within the City of Columbia's utility services; the Lawson properties on Saint Charles Road; the assignment of easements at Clear Creek pump station; the connection agreement for Arrowhead Lake Estates Plat Four; and the City of Columbia's Integrated Management Plan. Shorr advised the District should hold fast to the terms of the agreements set forth with the City, and special considerations should be outlined specifically in the agreements.

### **User Rate Study (URS)**

Oswald reviewed the draft User Rate Study included in the packet. Ratermann advised this will return to the Trustees in November. Shorr noted the South Route K area is in need of additional capacity, and the District should consider future endeavors to accommodate this need in a future URS. - Oswald reported that the CIP schedule used for the URS was shared with MDNR and will help with preparing compliance schedules for operating permits. Ratermann noted that the projects on the schedule may be adjusted as the Board sees fit over time.

### **Operating Strategy Committee**

Ratermann reviewed the minutes from September's committee meeting.

### **Budget Criteria**

Oswald reviewed the budget criteria included in the packet.

### **Midway USA**

Ratermann reviewed the anonymously-authored letter included in the packet. He advised the understanding of the author is factually inaccurate, that the current compliance schedule allows the District to become compliant in 2024. He explained he met with a representative of Midway USA to share the comments with him.

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 REPORTS – Virgil Farnen**

Virgil Farnen reviewed the Operations and Maintenance (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 Reclassifying Operation Manager from Pay Grade 51 to 54**

Oswald reviewed the request and the Duckett Creek salary survey included in the packet.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to reclassify the Operations Manager position from pay grade 51 to 54. Motion carried.

### **Consider Agreement for Arc Flash Hazard Assessment**

Ratermann advised the District received three proposals for the Arc Flash Hazard assessment, and noted that Herzig Engineering was the best and lowest proposal. This assessment would review the susceptibility of arc flash hazards at each of the 27 pump stations, 14 wastewater treatment plants and 8 lagoons. The proposal includes posting hazard signs at each electrical installation, a written electrical safety program and on-site staff training. He recommended the Trustees approve an agreement with Herzig for the project at \$45,700.00.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the agreement for the arc flash hazard assessment project with Herzig Engineering. Motion carried.

### **Consider Revising Vacation Accruals for District Employees**

Oswald reviewed the materials included in the packet. She explained the request from District employees is seeking an additional 5 days of vacation accrual at 20 years of employment, and another 5 days of accrual upon 30 years of employment.

Debbie Schnedler advised she felt this should fall within the context of the total pay and benefit package for all employees. Schnedler asked this item be tabled to allow other Trustees to review and consider this request.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to table the request to revise vacation accruals for District employees. Motion carried, the item was tabled.

### **Consider Proposal Submission for the Purchase of the Wastewater System of the City of Hallsville, Missouri**

Ratermann explained the City of Hallsville has requested proposals for the purchase of the Hallsville wastewater system, with a deadline of November 1, 2019. He advised this issue is on Hallsville's November 5<sup>th</sup> ballot. Hallsville has been consulting with the BCRSD and the Missouri Rural Water Association. Missouri American Water has already submitted a proposal for the purchase of the wastewater system. Shorr advised the District should be involved in this discussion to examine related concerns about intrusion into District territory and customer base. Both Shorr and Ratermann recommended the District submit a proposal with a nominal amount of \$1,000.00, a rate freeze of one year, and highlighting the benefits of a public utility managing Hallsville's wastewater system.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to authorize the General Manager to develop and submit a proposal for the purchase of the wastewater system of the City of Hallsville. Motion carried.

### **Consider Agreement for Cultural Resources Survey for the Bolli Road Sanitary Sewer Neighborhood Improvement District (NID)**

Ratermann explained the Osage Nation requested a Cultural Resources Survey for the Bolli Road

NID. The District issued a Request for Qualifications to 38 organizations and received 4 responses. He recommended the District hire SCI Engineering, and asked the Trustees authorize the General Manager to enter an agreement with SCI.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to authorize the General Manager to enter into agreement with SCI Engineering for the Cultural Resources Survey for the Bolli Road Sanitary Sewer NID in the amount not to exceed \$5,000.00. Motion carried.

#### **Consider Accepting Easement for North Battleground**

Ratermann explained the easement is ready to be accepted.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to accept the easement from North Battleground. Motion carried

#### **Consider Accepting Bill of Sale on North Battleground**

Ratermann advised the Bill of Sale for the North Battleground sanitary sewer personal property, manholes and pipe is ready to be accepted.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to accept the Bill of Sale for the North Battleground sanitary sewer property. Motion carried.

#### **Consider Conveyance of Lot 30, Block 1 of Sharidan Hills Subdivision by Quit Claim Deed to Sharidan Hills Sewer Company of Boone County, Missouri**

Ratermann explained that the District discovered a lot in the District's surplus property that has a converter clause on it. He recommended the District convey the property to the rightful previous owner.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to authorize the General Manager and General Counsel to convey Lot 30, Block 1 of Sharidan Hills Subdivision to Sharidan Hills Sewer Company of Boone County, Missouri by Quit Claim deed. Motion carried.

#### **OLD BUSINESS**

There was no Old Business.

#### **NEW BUSINESS**

##### **Review of Engagement Letter with Lathrop & Gage**

Ratermann reviewed the engagement letter with Lathrop & Gage. He recommended the District revise the 2008 letter. He explained the District may need legal representation in some scenarios. No motion was needed for this review.

#### **Vote to Hold Closed Session Under Section 610.021 (1) & (2)**

There was no Closed Session for October 2019.

**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 6:47 PM.

Approved by:

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