

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 17, 2021
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: Randy Chann, Chair
David Shorr, Vice Chair
Deborah Schnedler, Secretary
Justin Aldred, Trustee

Absent: John Massey, Trustee

Others Present: Tom Ratermann, General Manager
Lara Florea, Treasurer & Assistant Secretary
Virgil Farnen, Operations Manager
Bill Florea, Boone County Resource Management Director
John Whiteside, General Counsel
Sandi Clark, Office Administrator

The meeting was held as a GoToMeeting video and telephone conference, given social distancing guidelines in place for Boone County.

Randy Chann, Chair, called the August 17, 2021 Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

ADOPTION OF REVISED AGENDA

The Agenda was revised to add one item New Business.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to approve the Revised Agenda for the August 2021 Board of Trustees meeting as written. Motion carried.

APPROVAL OF MINUTES

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

On a motion by David Shorr and a second by Randy Chann, the Board moved to approve

the minutes for the July 2021 Board of Trustees meeting as written. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

The Closed Session minutes for the July 2021 Board of Trustees Meeting were included in the packet.

On a motion by David Shorr and a second by Randy Chann, the Board moved to approve the Closed Session minutes for the July 2021 Board of Trustees meeting as written. Motion carried.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Easement Acquisition Report

Permit Status Report

Monthly Financial Reports

Outstanding Bill(s)

Status Report (Work in Progress)

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

An outstanding bill was presented for the amount of \$11,500, payable to Water & Sewer Supply for 10 grinder pumps for Hill Creek Subdivision.

An outstanding bill for air/vac valves for Hill Creek in the amount of \$3,637.14 was presented, payable to Water & Sewer Supply.

Ratermann reviewed the Status Report included in the packet.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the outstanding bills for 10 grinder pumps and 2 valves payable to Water & Sewer Supply as presented. Motion carried.

On a motion by Randy Chann and a second by David Shorr, the Board moved to approve the reports included on the Consent Agenda as presented. Motion carried.

MANAGER'S REPORT

Planning and Zoning Update

Bill Florea reviewed the Planning and Zoning update, Building Permit Statistics, and the Boone County Construction Reports.

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.

Discussion of Financial Advisory Services

Ratermann advised interviews are in progress, and recommendations should be presented at the September Board meeting.

Discussion of Legal Services

Ratermann reported interviews are in progress, and recommendations should be presented at the September Board meeting.

American Rescue Plan

Ratermann reviewed the letter sent to the Boone County Commission outlining BCRSD priority projects for eligibility for the American Rescue Plan Act funding, which serves as a letter of interest in the funding. Approval is not yet granted.

Midway Area Facility Plan

Ratermann

Discussion of Financial Advisory Services

Debbie Schnedler explained.

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.

Part-Time Administrative Assistant

Ratermann advised the part-time administrative assistant will begin at BCRSD on August 24th.

Boone County Fire Protection District

Ratermann reviewed the letters exchanged between the City of Columbia and Ford, Parshall & Baker regarding the Boone County Fire Protection District's (BCFPD) Station 8. He advised the BCFPD has requested how to obtain an annexation agreement; they should contact Pat Zenner at Planning & Zoning.

Comment on Intended Use Plan (IUP)

Ratermann reviewed the letter to the Department of Natural Resources (DNR) commenting on the Intended Use Plan. He requested of DNR that they substitute Rollingwood and Highfield Acres for Richardson Acres, Brown Station Road and Trails West projects. DNR has asked that the BCRSD select only Rollingwood or Highfield. Ratermann advised he's going to contact DNR ask them to reconsider funding both Rollingwood and Highfield Acres.

Low Income Household Drinking Water & Wastewater Emergency Assistance Program

Ratermann stated BCRSD staff continues to track when and how the distribution of this relief funding will take place.

Assistant Project Manager Job Description

Ratermann reported the current Project Manager is expecting to retire by the end of December 2022. BCRSD intends to hire an Assistant Project Manager at the beginning of 2022 for training as a matter of succession planning.

Actual Usage Billing

Ratermann reviewed the memo included in the packet presenting the potential for an actual monthly usage billing option for qualifying customers. Trustees requested measurable projected differences between using the current average-based billing system and the actual monthly usage system. Potential service outcomes and impact on revenues would be reviewed through a full test build and need to be approved by the Trustees. Before making the option available to anyone. The testing would begin in October 2021 and there is no additional cost to BCRSD to begin testing this billing option.

Private Wastewater Treatment Facilities in Boone County

Ratermann reviewed the letter to DNR dated August 16, 2021, included in the packet.

Agreement with Butch's Investments, County of Boone and BCRSD

See Also: NEW BUSINESS

Ratermann advised the developer is ready to get his agreement approved. He recommended the Board move this to an agenda item for approval, authorizing the General Manager and General Counsel to negotiate the agreement with the developer.

Ashland

Ratermann noted he met with the Assistant City Manager and the Director of Public Works for Ashland to let them know the BCRSD is ready to assist with sanitary sewer management. The City of Ashland currently has a contract with Alliance Water Resources for operations and maintenance of wastewater facility and systems. The City of Ashland is making efforts to assume the operation and maintenance of their facility and systems.

Randy Chann recommended the BCRSD get more data on Ashland's plant for evaluation and comparison.

Uniforms

Ratermann explained updates to the current Personnel Policy include uniforms, work week, overtime, personal protective gear, clothing requirements, personal appearance and clothing allowance. The Personnel Policy will be brought back as an agenda item in September.

On a motion by Randy Chann and a second by David Shorr, the Board moved to accept the Manager's Report as presented. Motion carried.

OPERATIONS AND MAINTENANCE REPORT

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

On a motion by Randy Chann and a second by David Shorr, the Board moved to accept the O & M Report as presented. Motion carried.

(Agenda Items)

CONSIDER AGREEMENT WITH CENTURYLINK – 2 YEAR TERM

Ratermann advised Lara Florea projects the BCRSD will save \$260 per month by entering a

contract with them for service. The agreement was included in the packet.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve. Motion carried.

CONSIDER AGREEMENT WITH FIRSTNET – TWO YEAR TERM

Lara Florea explained the FirstNet agreement included in the packet is intended to build a contract with AT&T specifically for BCRSD, allowing staff to make specific requests and changes for devices and service plan. The contract will place BCRSD on a priority network as an emergency first responder. David Shorr recommended Florea contact local emergency responders to inquire what services they use, and to compare to the cost and quality of the agreement presented.

On a motion by David Shorr and a second by Randy Chann, the Board moved to approve the FirstNet agreement with AT&T as presented, pending a staff review of contract services used by local emergency responders. Motion carried

CONSIDER ADOPTING GENERAL MANAGER’S REVISED JOB DESCRIPTION

Ratermann reported that Schnedler distributed the most recent version of the General Manager’s revised job description. Schnedler called for feedback; there was none.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to accept the revised General Manager’s job description. Motion carried.

CONSIDER CHANGE ORDER #1 ON SHALIMAR GARDENS PUMP STATION IMPROVEMENTS IN THE AMOUNT NOT TO EXCEED \$13,658.00

The change order was included in the packet.

On a motion by Randy Chann and a second by David Shorr, the Board moved to approve Change Order #1 on the Shalimar Gardens pump station improvements in the amount not to exceed \$13,658.00. Motion carried.

CONSIDER OPERATIONS & MAINTENANCE AGREEMENT WITH CITY OF STURGEON

The operations and maintenance agreement for Sturgeon was included in the packet.

On a motion by David Shorr and a second by Randy Chann, the Board moved to approve the operations and maintenance agreement with the City of Sturgeon as presented. Motion carried.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS
Proposed September 2021 Board Meeting Date

Ratermann requested the September Board meeting be moved to September 16th instead of September 21, 2021.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to reschedule the September Board meeting for Thursday, September 16, 2021. Motion carried.

Agreement with Butch's Investments, County of Boone and BCRSD
See also: MANAGER'S REPORT

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to authorize the General Manager and General Counsel to negotiate and enter agreement with Butch's Investments for wastewater collection and treatment services. Motion carried.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1), (2), & (13)

There was no Closed Session for August 2021.

ADJOURNMENT

On a motion by Justin Aldred and a second by David Shorr, the Board moved to adjourn the meeting. Motion carried.

Meeting was adjourned at 6:36 PM.

Minutes approved via GoToMeeting virtual meeting on September 16, 2021

Approved by: Randy Chann

 Debbie Schnedler