

**BOONE COUNTY REGIONAL SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 16, 2021  
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE  
1314 NORTH SEVENTH STREET**

**Trustees Present:** Randy Chann, Chair  
Deborah Schnedler, Secretary  
Justin Aldred, Trustee

**Absent:** David Shorr, Vice Chair  
John Massey, Trustee

**Others Present:** Tom Ratermann, General Manager  
Lara Florea, Treasurer & Assistant Secretary  
Virgil Farnen, Operations Manager  
John Whiteside, General Counsel  
Andy Lister, Project Manager

The meeting was held as a GoToMeeting video and telephone conference.

Randy Chann, Chair, called the September 16, 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 not revised.

**APPROVAL OF MINUTES**

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

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the minutes for the August 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.

One outstanding bill for a pump at \$5,920.00 for the Lake of the Woods pump station was presented.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the outstanding bill for \$5,920.00 for the Lake of the Woods pump replacement. Motion carried.

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

## **MANAGER'S REPORT**

### **Planning and Zoning Update**

Ratermann reviewed the Planning and Zoning update, Building Permit Statistics, and the Boone County Construction Reports included in the packet.

### **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.

### **Comment on the Intended Use Plan (IUP)**

Ratermann reviewed the letter included in the packet, advising the BCRSD is eligible for a grant for the Rollingwood capital improvements project (CIP).

### **Low Income Household Drinking Water & Wastewater Emergency Assistance Program & State Assistance for Housing Relief (SAFHR)**

Ratermann reported on the two virus relief programs available. Staff is tracking the progress and availability of these programs for customer utility relief.

### **Request For Proposal (RFP) for Lease Purchase Agreement for Sewer Jet**

Ratermann reviewed the quotes received from Sourcewell for sewer jet purchases, advising the RFP will be sent to local banks and vendors. The trade-in value for the BCRSD's existing sewer jet is \$30,000.00.

### **Sludge at Trails West**

Ratermann reviewed the draft bid request included in the packet. He advised staff will review the BCRSD purchasing policy and post accordingly.

### **Request from Conrad Brown**

Ratermann reviewed the request to waive the base service fees for connected properties included in the packet. BCRSD is seeking an easement from the property owner for a Neighborhood Improvement District. Trustees agreed that the General Manager will respond that BCRSD will not change regulations regarding base service fees at this time.

### **Oak Hill**

Ratermann advised the BCRSD will not allow the proposed Oak Hill subdivision to send raw sewage to the existing Brookfield recirculating sand filter. The Oak Hill developer is looking to have the plat recorded, but the sewer plans and agreement need to be revised.

### **Beerup Event Center**

Ratermann advised the developer has received rezoning conditioned upon connection to public sewer in the next five years if it becomes available. He advised the BCRSD has proposed that Beerup have an engineer develop an on-site system for his property to be operated by the owner.

On a motion by Randy Chann and a second by Justin Aldred, 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 Debbie Schnedler and a second by Randy Chann, the Board moved to accept the O & M Report as presented. Motion carried.

### **(Agenda Items)**

#### **CONSIDER ENGAGEMENT LETTER FOR MUNICIPAL FINANCIAL ADVISOR SERVICES WITH MCLINEY AND COMPANY**

Ratermann reviewed the engagement letter included in the packet. Schnedler advised this firm considers bonding tasks to be included in financial advisory fees.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the engagement letter with McLIney and Company for financial advisor services. Motion carried.

#### **CONSIDER RESOLUTION HIRING BLITZ BARDGETT & DEUTSCH (BB&D) FOR GENERAL COUNSEL SERVICES FOR THE BCRSD AND AUTHORIZING THE GENERAL MANAGER TO SIGN AN ENGAGEMENT LETTER WITH BB&D**

Ratermann reviewed the resolution and engagement letter included in the packet. Schnedler recommended staff account for the potential increase in fees for General Counsel services when working on the annual budget going forward. Schnedler recommended staff construct an itemization of fees anticipated for specific General Counsel tasks, asking staff to consider how BCRSD might recuperate the fees associated with developer-driven projects and reviews. Discussion ensued.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to approve resolution to hire Blitz Bardgett & Deutsch, and to accept the engagement letter

with Blitz Bardgett & Deutsch for General Counsel services for the BCRSD, and authorized the General Manager to execute the agreement. Motion carried.

**CONSIDER PROPOSAL FROM BARTLETT & WEST FOR 15 HOURS OF TECHNICAL SUPPORT IN THE AMOUNT NOT TO EXCEED \$2,500.00**

Ratermann reviewed the proposal included in the packet.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the proposal from Bartlett & West for 15 hours of technical support in the amount not to exceed \$2,500.00. Motion carried.

**CONSIDER CHANGE ORDER #2 ON SHALIMAR GARDENS PUMP STATION IN THE DEDUCTIVE AMOUNT OF \$4,082.00**

The deductive change order 2 for Shalimar Gardens was included in the packet.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to accept change order 2 on the Shalimar Gardens pump station in the deductive amount of \$4,082.00. Motion carried.

**CONSIDER CONSENT TO SERVE LETTER – 2570 E OAKLAND CHURCH ROAD**

Ratermann explained the City of Columbia needs approval from the BCRSD as the Tier Two authority to provide sanitary sewer services to 2570 E Oakland Church Road. He explained this property is not contiguous to the City of Columbia, and is now required to enter a pre-annexation agreement with the City for sewer services from the City.

On a motion by Randy Chann and a second by Justin Aldred, the Board moved to approve the Consent to Serve letter for 2570 E Oakland Church Road. Motion carried.

**CONSIDER ACCEPTANCE OF WARRANTY DEED'S BILL OF SALE AND EASEMENT AT BOOK 5472, PAGE 57, FROM MIDWAY USA – CONTINGENT UPON TITLE INSURANCE, AS-BUILT DRAWINGS AND RELATED DOCUMENTS**

Ratermann recommended trustees accept the drip dispersal sewer system at Midway USA, pending title insurance, as-built drawings and other related documents. The developer is hoping to get Certificate(s) of Occupancy within the next month.

On a motion by Randy Chann and a second by Justin Aldred, the Board moved to accept the warranty deed, bill of sale and easement conveyed at Book 5472, Page 57 of Boone County Records, from Midway USA for the drip dispersal sewer system, contingent upon the delivery of title insurance, as-built drawings and other related documents, subject to General Manager and General Counsel review. Motion carried.

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

There was no New Business.

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

There was no Closed Session for September 2021.

**ADJOURNMENT**

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

Meeting was adjourned at 6:35 PM.

**Minutes approved via GoToMeeting virtual meeting on October 19, 2021**

Approved by: Justin Aldred

Randy Chann