

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

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

Absent:

Others Present: Tom Ratermann, General Manager
Lara Florea, Treasurer & Assistant Secretary
Virgil Farnen, Operations Manager
John Whiteside, General Counsel
Bill Florea, Boone County Resource Management
Andy Lister, Project Manager
Sandi Clark, Office Administrator
Chris Pieper, BB&D
Angela Burke, BB&D
Elizabeth Megli, Oak Hill Representation

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

Randy Chann, Chair, called the October 19, 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 October 2021 Board of Trustees Meeting were included in the packet. Debbie Schnedler advised the motions for the Approval of the September 2021 minutes should be corrected according to who made the motions.

On a motion by Randy Chann and a second by David Shorr, the Board moved to approve the minutes for the October 2021 Board of Trustees, pending corrections to motions as mentioned. Motion carried.

PUBLIC COMMENT

See also, Agenda Item H.6: Manager's Report – Oak Hill

Elizabeth Megli was present to represent the interests of the Oak Hill Estates developer. This matter returns from the October 2021 Board meeting.

Chris Pieper reviewed terms of the addendum to the agreement with Oak Hill Estates developer. Ratermann reviewed the comments to the Department of Natural Resources (DNR) on the existing Brookfield Estates facility, included in the packet.

Megli advised the developer has requested that the comments to the DNR operating permit be placed on Public Notice, subject to ongoing discussion with the BCRSD, with the hopes of obtaining a construction permit. Ratermann advised he did not see any issues with the developer's request.

CONSENT AGENDA **Easement Acquisition Report** **Permit Status Report** **Monthly Financial Reports** **Outstanding Bill(s)** **Status Report (Work in Progress)**

There was an outstanding bill payable to AVEVA Software, for the renewal of software support and upgrades to the Rocky Fork computer software system in the amount of \$1,811.00.

All other reports were included in the packet.

On a motion by Randy Chann and a second by John Massey, the Board moved to approve the outstanding bills as presented for AVEVA Software in the amount of \$1,811.00. Motion carried.

On a motion by David Shorr and a second by John Massey, 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 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.

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

Ratermann advised the BCRSD registered as a wastewater utility supplier to allow customers the opportunity to apply to the LIHWAP. Chann requested a percentage of the BCRSD customer base who qualify as low-income households.

Beerup Event Center

Ratermann explained the service agreement negotiations for this two-phase project are in progress. He advised there is no expenditure for the BCRSD on this project, and asked the Trustees to authorize the General Manger and General Counsel to negotiate and execute the service agreement for the Beerup Event Center. See Old Business.

Draft Budget and User Rates

Lara Florea reviewed the draft budget criteria included in the packet. She proposed a change in the scheduling of increases for July each year, rather than January, and to accompany the updates in the annual water usage review for all customers. This action is intended to mitigate busy phone seasons and alleviate customer confusion regarding changes to their sewer billing.

There was no rate increase scheduled for 2022. Schnedler commented that the BCRSD will encounter increased expenditures in 2022, and staving off a rate increase in 2022 has the effect of diminishing the BCRSD's cash position. She advised she felt that customers could tolerate small incremental increases each year instead of facing larger increases in one year and no increase in another. She explained she felt steady and small increases would offset the inflationary increases to operation and administrative costs.

Massey expressed that banking money for future expenditures may not sit well with rate payors. Schnedler proposed an option to create a Rate Stabilization Fund for excess cash with the specific purpose of banking it for a year without rate increases.

Ratermann suggested staff summarize the 2019 User Rate Study (URS) and the 2021 draft URS for the Trustees to review and redirect Stephen Connelly, CPA, to forecast more frequent but smaller rate increases from year to year.

Oak Hill

See also Public Comment and Old Business.

Ashland

Ratermann advised the BCRSD is working on a proposal for the city of Ashland to operate and maintain their sewer system, which includes 15 pump stations. Facilities have been toured, but monitoring controls need review.

Shorr asked staff to consider the design of the City of Columbia's plant at the airport and how it relates to Ashland's system.

JR2

See Also: New Business

Ratermann advised that the engineer for JR2 Development requested a letter in support of the proposed development. Ratermann explained the BCRSD does not get involved in taking a position on re-zonings. He stated there is a potential for 370 residential units and the developer would need to enter an annexation agreement with the City. Approximately 90% of the 370 units are in BCRSD territory and would be retained as BCRSD customers. He advised the cooperative agreement between the City and BCRSD states the City cannot charge connection fees to the customer.

He advised he will issue a Consent to Serve letter.

American Rescue Plan Act (ARPA)

Ratermann advised he has completed a survey for the South Route K facility to request \$7 million. The Commission has hired Reuben Brown, CPA, to assist with the ARPA and will advise on expenditures.

Smithview Mobile Home Park

Ratermann explained this development is a two-phase project to improve a private DNR permitted lagoon on Wagon Trail Road. The developer wants to connect 35 residential units to gravity public sewers, with the intention of conveying collection system to the BCRSD in the future. Developer will submit improvement designs for BCRSD approval. Wastewater from the mobile home park will be directed to the Rocky Fork WWTF.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the Manager's Reports as presented. Motion carried.

OPERATIONS AND MAINTENANCE (O&M) REPORT

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

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

(Agenda Items)

CONSIDER ACCEPTANCE OF PROPOSAL FOR SLUDGE REMOVAL AT TRAILS WEST

Ratermann reviewed the proposal included in the packet. He recommended the Trustees table this item to allow BCRSD to review schedules and check references.

On a motion by David Shorr and a second by Randy Chann, the Board moved to table this item. Randy Chann, David Shorr, Debbie Schnedler, John Massey and Justin Aldred voted in favor. Motion carried to table the proposal for sludge removal at Trails West.

CONSIDER ACCEPTANCE OF POLICY RENEWAL FROM ANTHEM & PRINCIPAL IN THE AMOUNT OF \$152,329.44

Ratermann advised the BCRSD must renew the insurance policy, and recommended the BCRSD

continue with Blue Cross/Blue Shield.

On a motion by David Shorr and a second by Randy Chann, the Board moved to approve the renewal of the insurance policy with Anthem & Principal in the amount of \$152,329.44. Motion carried.

CONSIDER RATIFYING CHANGE ORDER NO. 3 ON SHALIMAR GARDENS PUMP STATION IN THE AMOUNT OF \$2,000.00

Ratermann explained the work from Change Order 3 at Shalimar pump station has been completed, and the change order should be ratified.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to ratify Change Order 3 for the Shalimar Gardens pump station in the amount of \$2,000.00. Motion carried.

CONSIDER BILL OF SALE FROM ROCHELLE GRIGGS FOR ONE-LOT EXTENSION TO VALLEY CREEK SUBDIVISION

Ratermann reported this one-lot extension is completed and ready to be accepted.

On a motion by David Shorr and a second by Randy Chann, the Board moved to accept the Bill of Sale from Rochelle Griggs for the one-lot extension to the Valley Creek subdivision. Motion carried.

CONSIDER ACCEPTANCE OF BILL OF SALE FOR THE MIDWAY USA - 40 & J FACILITY

Ratermann explained the warranty deed for the 11-acre tract of land has been recorded for the land application facility. The BCRSD will receive an insurance policy certificate for coverage in the amount of \$650,000.00, which covers the real estate and facility construction.

On a motion by David Shorr and a second by John Massey, the Board moved to accept the Bill of Sale for the Midway USA – 40 & J facility. Motion carried.

CONSIDER MUNICIPAL LEASE RESOLUTION FOR SEWER JET IN THE AMOUNT OF \$266,048.00

Ratermann reviewed the resolution included in the packet.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to approve the resolution for the sewer jet in the amount of \$266,048.00 as presented. Motion carried.

OLD BUSINESS

Oak Hill

See also: Public Comment; and Agenda Item H.6 – Oak Hill

On a motion by Randy Chann and a second by David Shorr, the Board moved to authorize the General Manager and General Counsel BB&D to negotiate and execute an addendum to the agreement for the Oak Hill wastewater collection and treatment services. Motion carried.

Beerup Event Center

See also: Agenda Item H.4. – Beerup Event Center

On a motion by Randy Chann and a second by David Shorr, the Board moved to authorize the General Manager and General Counsel to negotiate and execute the sanitary sewer service agreement for the Beerup Event Center. Motion carried.

JR2 (Harasha Development)

See also: Agenda Item H.8. – JR2

On a motion by David Shorr and a second by Randy Chann, the Board moved to authorize the General Manager to issue a Consent to Serve letter to the City of Columbia for the Harasha Development. Motion carried.

NEW BUSINESS

There was no New Business.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021

There was no Closed Session for November 2021.

ADJOURNMENT

No quorum was available to vote to adjourn.

Meeting was adjourned at 6:55 PM.

Minutes approved via GoToMeeting virtual session December 20, 2021

Approved by: John Massey

Randy Chann