

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
MAY 17, 2022
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, Finance Manager & Assistant Secretary
Virgil Farnen, Operations Manager
Andy Lister, Project Manager
Bill Florea, Boone County Resource Management, Director
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Sandi Clark, Office Administrator
Mike Hall, McClure Engineering
Ellen Madglin, McClure Engineering
Connie Leopard, Rate payor & Boone County Commission candidate

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

Randy Chann, Chair, called the May 17, 2022 Board of Trustees meeting to order at 5:33 p.m. Chann noted there was a quorum.

ADOPTION OF REVISED AGENDA

The May 2022 Agenda was revised to add one item to New Business: Report: Annexations – May 16, 2022.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to approve the Revised Agenda for the May 2022 Board of Trustees meeting as presented. Motion carried.

APPROVAL OF MINUTES

The minutes for the April 2022 Board of Trustees Meeting were included in the packet.

On a motion by Randy Chann and a second by David Shorr, the Board moved to approve the minutes for the April 2022 Board of Trustees meeting as written. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

The minutes for the April 2022 Closed Session 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 April 2022 Closed Session as written. Motion carried.

PUBLIC COMMENT

See also Items J.4: American Rescue Plan Act; and J.9.: Manager's Report - Midway Area Facility Plan

Mike Hall of McClure Engineering was present to discuss options for the Midway Area Facility Plan. Ratermann reviewed the facility plan included in the packet. Hall advised that the ARPA guidance for grant funding relies on a point system for scoring program eligibility, and an applicant's project funding match of 20% ensures a scoring with maximum points allotted. Schnedler advised matching at 20% might be difficult for the BCRSD while bundling projects for the application. Ratermann explained that facilities with facility plans older than 3 years old are not eligible. The application deadline is July 14, 2022.

Hall reviewed the upgrades anticipated in the Midway area facility project. This project could be eligible for the ARPA funding.

CONSENT AGENDA

Easement Acquisition Report

Permit Status Report

Monthly Financial Reports

Safety Minutes

Quarterly Lien Reports

Status Report (Work in Progress)

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

The financial reports were included in the packet. Lara Florea advised the draft audit for the fiscal year 2021 was received. She asked that the financial reports included in the packet be tabled until July for further analysis.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the Easement Acquisition, Permit Status, Safety Minutes and Status (Work in Progress) reports included on the Consent Agenda as presented.

The Financial Reports for May 2022 were tabled.

Randy Chann, David Shorr, Debbie Schnedler and Justin Aldred voted in favor. John Massey was absent. Motion carried.

MANAGER'S REPORT

Planning and Zoning Update

Bill Florea reviewed the reports included in the packet.

Missouri Department of Natural Resources (DNR)

**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) (CMCA)**

Sandi Clark advised BCRSD staff have received the necessary login credentials from DSS to begin logging and receiving assistance payments for the LIHWAP.

American Rescue Plan Act (ARPA)

Ratermann reviewed the ARPA project bundling options for the BCRSD application for ARPA funding, which was included in the packet. He reviewed key points from the ARPA slide deck included in the packet.

BCRSD Mission Statement

Ratermann reviewed the draft Mission Statement and memo included in the packet. Chann asked staff to consider the core competencies the District has that are competitive with other sewer districts.

Connection Fee Analysis

Ratermann reviewed the memo included in the packet. Shorr, Chann and Schnedler agreed that establishing a comparable yet competitive connection fee is a good strategic move for the District to generate cash for capital improvements. Schnedler noted that it is prudent to perform a connection fee analysis every 3 to 5 years.

Financial Advisory Services

Ratermann reported that McLiney & Co. recommends restructuring loans that will stretch three SRF loan payments out longer throughout the useful life of the facilities, and the proposal has been accepted by the DNR.

Public Hearing – Rate Increase – May 12, 2022, 5:30 PM

The Public Hearing was held May 12, 2022. There were no comments at the hearing, and the rate increases will be made effective July 1st annually.

Midway Area Facility Plan

See also: Public Comment

RFP for CPA Firms

Ratermann reviewed the template included in the packet. The District is seeking a financial firm to assist in preparing and reviewing financial statements for enhanced routine controls. Schnedler advised she will submit comments or recommendations to staff.

Sturgeon O&M Agreement

Ratermann advised the City of Sturgeon is requesting a renewal of the O&M Agreement with the BCRSD, correlated with their fiscal budget year.

Developments Far West Boone Assignment

Ratermann advised new connection to the Midway Crossing facility requires the BCRSD to issue payments to multiple parties in addition to Developments Far West Boone, which makes payment difficult to issue, track and collect. The new assignment of contract rights will streamline payment and collection processes for parties involved.

Private MDNR Permitted Facilities in Boone County

Ratermann reviewed the five DNR letters issues to private permitted facilities in Boone County included in the packet.

Personnel Policy

Ratermann advised that General Counsel is reviewing the personnel policy and a draft will be submitted for consideration in July or August 2022. Schnedler asked staff and Trustees to be aware of how much billable time is being requested for General Counsel reviews.

Operations Committee Meeting

The Trustees scheduled the next Operations Committee meeting for June 2, 2022, at 10 a.m.

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.

(Agenda Items)

OPERATIONS AND MAINTENANCE REPORT

Virgil Farnen reviewed the monthly O & M Reports included in the packet. Chann asked staff to consider affordability matters in sludge removal for future reference. Shorr asked staff to keep good records of where sludge is being hauled because regulations may change in the future. Farnen advised a new crew member will join the District in June.

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

OLD BUSINESS

There was no Old Business.

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

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 7:32 PM on May 17, 2022, as authorized by: 610.021(1) RSMo. to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and as authorized by section 610.021; and (13) RSMo. to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that exemption shall not apply to names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source.

Randy Chann, David Shorr, and Debbie Schnedler voted in favor. Justin Aldred and John Massey were absent. Motion carried.

On a motion by Randy Chann and a second by David Shorr, the Board moved to re-open the regular meeting at 7:40 PM on Tuesday, May 17, 2022.

Randy Chann, David Shorr, and Debbie Schnedler voted in favor. Justin Aldred and John Massey were absent. Motion carried.

NEW BUSINESS
Annexations – May 16, 2022

A copy of the May 16th, 2022 Report to the Columbia City Council regarding annexations was provided to the Trustees. Discussion ensued.

ADJOURNMENT

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

Meeting was adjourned at 7:42 PM.

Approved by:
