

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
NOVEMBER 15, 2022
BOONE COUNTY COMMISSION CHAMBERS
801 E WALNUT STREET**

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

Absent: David Shorr, Vice Chair

Others Present: Tom Ratermann, General Manager
Lara Florea, Finance Manager & Assistant Secretary
Virgil Farnen, Operations Manager
Andy Lister, Project Manager
Daniel Cunningham, Project Manager
Sandi Clark, Office Administrator
Bill Florea, Boone County Resource Management
Angela Burke, Blitz, Bardgett & Deutsch - General Counsel
Chris Peiper, Blitz, Bardgett & Deutsch - General Counsel

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

Randy Chann, Chair, called the November 15, 2022 Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

ADOPTION OF REVISED AGENDA

The November 2022 Agenda was revised to revise Agenda Item M (Anthem Policy Renewal), and to add subsection (2) to Closed Session.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to table the October 2022 Board of Trustees Meeting minutes for the requested revisions. Randy Chann, Debbie Schnedler, John Massey and Justin Aldred voted in favor; David Shorr was absent. Motion carried.

APPROVAL OF MINUTES FOR THE OCTOBER 2022 BOARD MEETING

The minutes for the October 2022 Board of Trustees Meeting were included in the packet. Debbie Schnedler asked staff to update the October minutes with more detail about the Convergence Accounting agreement, including the not to exceed amount for Fiscal Year 2022, and the option to extend after a three-month term upon agreement of both parties will initiate a Board item for approval.

On a motion by Randy Chan and a second by Debbie Schnedler, the Board moved to table the October 2022 Board of Trustees Meeting minutes for the requested revisions. Randy Chann, Debbie Schnedler, John Massey and Justin Aldred voted in favor; David Shorr was absent. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES FOR OCTOBER 2022

The minutes for the October 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 October 2022 Closed Session minutes as presented. Motion carried.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

There was no Old Business.

CONSENT AGENDA

Easement Acquisition Report
Permit Status Report
Monthly Financial Reports
Outstanding Bills & Bills of Note
Safety Minutes
Status Report (Work in Progress)
Planning & Zoning Update
Operations & Maintenance (O&M) Reports

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

Virgil Farnen noted that the sewer jet ordered in 2021 arrived at the BCRSD in recent months, and that the crew is down two members due to health needs and a resignation.

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

MANAGER'S REPORT

**MDNR Inspections/ Letters of Warning (LOW)/
Notices of Violation (NOV)/ Unsatisfactory Features/ Return to Compliance**

There were no new LOW's or NOV's.

Ratermann reminded trustees that the BCRSD intends to purchase a new crane truck chassis and tool box. This expense is currently included in the 2023 draft budget as a replacement expense, although arrival is scheduled for 2024.

Operation Committee Meeting

Ratermann advised the next committee meeting is scheduled for December 29, 2022.

Draft Budget

Lara Florea reviewed the 2023 draft budget included in the packet.

Florea noted there was no rate increase included in the budget at this time, but the BCRSD may reevaluate the need for an increase after the 2023 first quarter. Any increase would take effect July 1, 2023.

Florea noted the draft budget does not include an increase in the wholesale rate paid to the City of Columbia. Chann suggested the review of methods applied to projecting revenues and expenses take place in the future. He recommended that staff reflect the expense of staff efforts anticipated for the negotiation of the wholesale rate from the City, and it was noted that some of this expense is included under legal fees.

Schnedler commented that legal fees budgeted should include ample contingency coverage to cover unforeseen need for additional legal services.

Florea reviewed the proposed wage expenses included in the packet. Chann advised he would like to hold a deeper discussion regarding the Cost of Living Adjustment (COLA), Merit and any staff incentives at the next Operations Committee meeting.

Schnedler asked for a line item on the annual lease payments under Operational Expense.

Sun Valley – Excess Real Estate

Ratermann reviewed the memo included in the packet.

Brookfield – Request from Keith Samuels

Ratermann advised a property owner requested an easement for the dam. Ratermann may relay to the property owner that the BCRSD does not want to convey an easement.

Budget Stabilization Fund

Ratermann reviewed the memos included in the packet pertaining to the Rate/ Budget Stabilization Fund. Schnedler asked staff and trustees to keep in mind that BCRSD will always be operating one year in arrears going into the Budget Stabilization Fund. The cash will build up with the intent of spending it in O&M or returning it to the fund. Florea noted that the interest used from the fund can be transferred to the benefitting expense account on January 1st of the year following the interest accrual.

Organizational Chart

The proposed chart was included in the packet. Critical functions of each management role will be outlined for the December Board meeting.

Board of Trustees Meeting

Ratermann advised the BCRSD booked the Commission Chambers for all Board of Trustees Regular meetings in 2023.

Procurement Policy

The policy was included in the packet. Schnedler commented that section 1.A of the policy stated that small purchases over \$1,000 must be approved by the Board. She felt this minimum for Board approval should be increased. Staff will review and revise the policy further for the December Board meeting.

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.

(Agenda Items)

CONSIDER AMENDMENT WITH HDR ENGINEERING FOR SERVICES PERFORMED ON THE OAK HILL/ BROOKFIELD ESTATES PROJECT IN THE NOT TO EXCEED AMOUNT OF \$4,567.50

Ratermann reviewed the letter from HDR Engineering included in the packet. He advised he directed HDR to complete additional review of the Oak Hill wastewater treatment plant (WWTP) to expedite completion of the on-going project. The tasks which exceeded the original Not to Exceed Amount were noted in the amendment.

On a motion by John Massey and a second by Randy Chann, the Board moved to approve the amendment with HDR Engineering for services performed on the Oak Hill/ Brookfield Estates project in the not to exceed amount of \$4,567.50. Motion carried.

CONSIDER ACCEPTANCE OF THE BILL OF SALE, WARRANTY DEED AND EASEMENTS ON BUTCH'S INVESTMENTS

Ratermann explained the drip irrigation for this lot has been completed. The manufacturer's startup is completed, the force main has been pressure tested, the Bill of Sale and Warranty Deed have been conveyed to the BCRSD, and the easements have been acquired for the collection system.

On a motion by Debbie Schnedler and a second by Justin Aldred, the Board moved to accept the Bill of Sale, Warranty Deed and easements for the wastewater collection and treatment system from Butch's Investments. Motion carried.

CONSIDER ACCEPTANCE OF POLICY RENEWAL WITH ANTHEM AND PRINCIPAL IN AMOUNT OF +/- \$11,082.76 MONTHLY

Lara Florea reviewed the memo included in the packet. She advised a competitive review was completed and found that Anthem's renewal rate for BCRSD benefits is lower than other programs.

On a motion by Randy Chann and a second by Justin Aldred, the Board moved to accept the policy renewal with Anthem and principal in the monthly amount of +/- \$11,082.76.

CONSIDER ACCEPTING THE PERSONNEL POLICY

The personnel policy was included in the packet. Schnedler recommended the Board table this

item, pending other the review of initiatives that might impact the wording in the policy, including but not limited to the ongoing discussions surrounding merit and COLA. Chann expressed that other discussions are needed pertaining to performance reviews, incentives, operational gains, and operational efficiencies.

This item was tabled without motion.

NEW BUSINESS

Ratermann announced Andy Lister's retirement reception scheduled for December 7th.

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

On a motion by Debbie Schnedler and a second by Justin Aldred, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 6:29 PM on November 15, 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 (2) RSMo. to discuss the leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

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

On a motion by Randy Chann and a second by Justin Aldred, the Board moved to re-open the regular meeting at 6:55 PM on Tuesday, November 15, 2022.

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

ADJOURNMENT

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

Meeting was adjourned at 7:00 PM.

Approved by:
