

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 18, 2022
BOONE COUNTY COMMISSION CHAMBERS
801 E WALNUT 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
Daniel Cunningham, Project Manager
Sandi Clark, Office Administrator
Bill Florea, Boone County Resource Management
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel

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

Randy Chann, Chair, called the October 18, 2022 Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

ADOPTION OF REVISED AGENDA

The October 2022 Agenda was not revised.

APPROVAL OF MINUTES FOR THE SEPTEMBER 2022 BOARD MEETING

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

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the September 2022 Board of Trustees Meeting minutes as presented. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES FOR AUGUST 2022

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

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

Chann advised he would seek an electronic copy of the MPUA rate data and inquire about whether or not they have services for wastewater industry.

CONSENT AGENDA

Easement Acquisition Report
Permit Status Report
Monthly Financial Reports
Outstanding Bills
Status Report (Work in Progress)
Planning & Zoning Update
O&M Reports
LIHWAP, SAFHR Assistance Report
Quarterly Lien & Litigation Reports
Safety Minutes

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

Schnedler inquired about Outstanding Bills presented to Board for approval, asking staff to revisit the criteria for presenting these as outstanding. Shorr recommended increasing the purchase amount required for Board review within the Purchasing Policy.

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

QUARTERLY FINANCIAL REPORTS

The quarterly financial reports were included in the packet. Schnedler inquired about the SRF interest expense, and the Income vs. Budget amount showing a negative amount; she asked staff to provide additional review for the End of Year report.

On a motion by Debbie Schnedler and a second by Justin Aldred, the Board moved to approve the quarterly Income Statement and Balance Sheet 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 in September.

Operation Committee Meeting

Ratermann advised the next meeting is scheduled for November 7, 2022.

Organizational Chart

Ratermann reviewed the proposed chart included in the packet.

Investments

Ratermann explained the BCRSD is investigating investment options while interest rates are higher, and will consult with Schnedler and McLiney & Company on these efforts.

Administrative Assistant

Ratermann reviewed the memo included in the packet.

Time Keeping

The digital time tracking memo from Lara Florea was included in the packet. This software is being set up and used to help staff identify the cost effectiveness of time spent on specific work tasks, such as efforts in collection versus treatment and time spent on contract services.

Budget Criteria

The proposed 2023 Budget Criteria was included in the packet.

Ratermann advised the City of Columbia proposed an increase for wholesale treatment cost from 80% to 92% on January 1, 2023. Ratermann advised he sent comments to the City of Columbia stating that the City has not provided effective notice of the City's intent to change the service fee charged to BCRSD under the applicable agreements. It was determined the BCRSD's 2023 budget should intend to pay the City's current wholesale rate.

The Trustees advised that examining issues such as what happens with the wholesale rate, how to determine what is set aside from the rate stabilization fund, and adequate fees billed for contract services are critical discussions pertinent to the approach to the annual budget.

Schnedler asked that staff consider a wage and benefit survey before the wage scale revision is proposed. Shorr requested any wage and benefit survey include bands and positions pertinent to a rate-making entity as a smaller district.

Trustees expressed that the wage scale increase could be subject to a wage and benefit survey, and Chann requested a review of the County's recommendations before a merit or COLA increase will be approved for the District.

Other items on the Budget Criteria were reviewed; discussion ensued.

Sun Valley

Ratermann reviewed the emailed purchase offer for 7301 E Backwoods Cove, and the real property resolution included in the packet. He advised that the requestor also purchased three neighboring lots.

Brookfield – Request from Keith Samuel

Ratermann reviewed the request for an access easement to accommodate maintenance for the dam at Brookfield Estates lake.

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

(Agenda Items)

CONSIDER ACCEPTANCE OF BILL OF SALE FROM EQUIPMENTSHARE.COM, INC. FOR THE SANITARY SEWER EXTENSION SERVING LOT 2 OF COLUMBIA AIR PARK SUBDIVISION

Ratermann advised this Bill of Sale is ready to be accepted.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to accept the Bill of Sale from Equipmentshare.com, Inc., for the sanitary sewer extension serving lot 2 of Columbia Air Park subdivision. Motion carried.

CONSIDER AGREEMENT WITH CONVERGENCE ACCOUNTING, LLC

Ratermann reviewed the three-month agreement for accounting services included in the packet. The contract may be extended if both parties are agreeable. Schnedler and Chann advised this agreement should be considered a tool in finance training for staff.

Schnedler commented that the language about performing strategic planning for the BCRSD should be removed from the agreement, as the firm will not be used for that purpose. She preferred that since a Not to Exceed Amount is not included in the agreement, she would like the anticipated total expenditure for the fiscal year to be noted somewhere. Lara Florea advised ongoing discussion with Convergence is required to determine the annual expenditure.

Florea explained it would be helpful to have a resource to consult for anomalies that come up for the District.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the agreement with Convergence Accounting, LLC, for accounting support services. Motion carried.

CONSIDER ACCEPTANCE OF REVISED PERSONNEL POLICY

Schnedler proposed this item be tabled to allow time for additional review. Trustees asked that revision tracking be included for revised documents under review.

On a motion by Justin Aldred and a second by David Shorr, the Board moved to table the revised Personnel Policy.

Randy Chann, David Shorr, Debbie Schnedler and Justin Aldred voted in favor. John Massey was absent. This item was tabled.

CONSIDER REVOCATION OF AGREEMENT TO PERMIT BROOKFIELD ESTATES

HOMEOWNER ASSOCIATION ACCESS ON BCRSD REAL PROPERTY

Ratermann reviewed the request for the revocation of easement permitting Brookfield Estates HOA access on BCRSD real property.

On a motion by Justin Aldred and a second by David Shorr, the Board moved to approve the revocation of the easement permitting the Brookfield Estates HOA access on BCRSD real property. Motion carried.

NEW BUSINESS

There was no New Business.

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

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 7:23 PM on October 18, 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.

Randy Chann, David Shorr, Debbie Schnedler and Justin Aldred voted in favor. John Massey 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 7:31 PM on Tuesday, October 18, 2022.

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

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 7:32 PM.

Approved by: _____
