

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
FEBRUARY 21, 2023
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

Trustees Present: Randy Chann, Chair
John Massey, Vice Chair
Debbie Schnedler, Secretary
John L Whiteside, Trustee
Justin Aldred, Trustee

Absent:

Others Present: Tom Ratermann, General Manager
Wendy Wieggers, Board Treasurer & Finance Manager
Sandi Clark, Assistant Board Secretary & Office Administrator
Virgil Farnen, Operations Manager
Daniel Cunningham, Project Manager
Bill Florea, Boone County Resource Management Director
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Meg Petrillose, Administrative Assistant
Jason Vann, Convergence Accounting LLC
Jay Gebhardt, A Civil Group

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

Randy Chann, Chair, called the February 21, 2023, Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

ADOPTION OF REVISED AGENDA

The February Agenda was not revised.

APPROVAL OF MINUTES

The minutes for the January 2023 Board of Trustees Meeting were included in the packet.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to approve the minutes for the January 2023 Board of Trustees meeting as written. Motion carried.

PUBLIC COMMENT

Jay Gebhardt was present to speak about development on Old Plank Road and Warren School Road.

With concern to development on Old Plank Road, Gebhardt stated that John Whiteside prepared a draft agreement for them in 2020, which Gebhardt agreed to have his client review. He also requested a quit claim deed for the property, which Tom Ratermann asked Chris Pieper and Angela Burke to review.

Gebhardt discussed issues he sees with Warren School Road concerning on-site sewer treatment.

Chann suggested that Gebhardt gather the necessary information and bring it back to Ratermann for review.

OLD BUSINESS

There was no Old Business.

CONSIDER ADOPTING THE REVISED BY-LAWS

The BCRSD's By-Laws were included in the packet. Chris Pieper reviewed the memo included in the packet. The memo outlined changes made to the grammar and language in the By-Laws, aligning them with the roles and actions of the Board. Other changes included language conforming to statutes, the Sunshine Law, and allowances for the restructuring of the Board Officers.

On a motion by Randy Chann and a second by Justin Aldred, the Board moved to approve the BCRSD By-Laws as presented.

Randy Chann, John Massey, Debbie Schnedler, John Whiteside and Justin Aldred voted in favor. None were absent. Motion carried.

CONSIDER NAMING WENDY WEIGERS AS TREASURER OF THE BOARD OF TRUSTEES OF THE BOONE COUNTY REGIONAL SEWER DISTRICT

Chann stated there was an opening on the Board for a Treasurer position. He nominated Wendy Wieggers, the Finance Manager for the District. Schnedler stated the positions complimented each other since the functions for both positions dovetail.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to appoint Wendy Wieggers as Board Treasurer.

Randy Chann, John Massey, Debbie Schnedler, John Whiteside and Justin Aldred voted in favor. None were absent. Motion carried.

**CONSIDER RESOLUTION NAMING SANDI CLARK AS THE
ASSISTANT SECRETARY OF THE BOARD OF TRUSTEES OF
THE BOONE COUNTY REGIONAL SEWER DISTRICT**

Chann noted there was an opening for an Assistant Secretary for the Board. Schnedler nominated Sandi Clark as the Assistant Board Secretary.

On a motion by John Massey and a second by Randy Chann, the Board moved to appoint Sandi Clark as Assistant Board Secretary.

Randy Chann, John Massey, Debbie Schnedler, John Whiteside and Justin Aldred voted in favor. None were absent. Motion carried.

**CONSENT AGENDA
Easement Acquisition Report
Permit Status Report
Monthly Financial Reports
Bills of Note
Status Report (Work in Progress)
Planning and Zoning (P&Z) Update
Operations & Maintenance (O&M) Reports
Safety Minutes**

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

Ratermann reviewed the letter from Convergence Accounting included in the packet that stated the financials from January are being prepared.

Bill Florea reviewed the P&Z reports included in the packet, including a map showing the building permits in Boone County for 2022. He advised that Resource Management does not do inspections in City of Columbia territory, Ashland, McBaine or Huntsdale.

Whiteside asked about a spike on the Rocky Fork flow graph contained in the O&M report. Virgil Farnen responded that it was an anomalous reading, as rain events did not match the reading on the flow meter.

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.

ACCEPTANCE OF QUARTERLY & 2022 YEAR-END FINANCIAL REPORTS

Wiegiers reviewed the financial reports included in the packet. She advised she had the audit list and was working on the items due. She noted the budget was short and net income was up.

Schnedler stated that previous Finance Managers budgeted revenues low and expenses high, and that would explain why the budget reports reflect that way.

Jason Vann from Convergence Accounting stated the year end financials are close to being finished.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to

approve the Quarterly financial reports. Motion carried.

MANAGER'S REPORT

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.

Operation Committee Meeting, 03/02/2023, 10 AM – 12 PM

Ratermann advised the next Operations Committee meeting is scheduled for March 2nd^h.

ARPA Application with Boone County

Ratermann reviewed the report included in the packet. He stated the District applied for \$7 million in ARPA funds from the Boone County Commission for Capital Improvements, and committed the District to approximately \$500,000 in matching cash. Ratermann will present this information to the Commission.

Private MDNR Permitted Facilities in Boone County

- a) **Cornell's Friendly Acres**
- b) **Page Property**
- c) **Crowley Subdivision**
- d) **Mathis Mobile Home Park**

Ratermann reviewed the comments on the four facilities included in the packet. He explained he has also commented on Midway and Pierpont.

User Rates- see excerpt from 2019 User Rate Study

Ratermann advised there is a 2019 user rates study in packet. In 2023, no rate increase is called for. Schnedler stated the report is outdated with regard for how it calculates coverage. She would like to review the study again.

Chann suggested we do some internal pro forma and look at small regular increases vs. large increases. He also suggested we quantify what cost-effective means to our customers.

Sunshine Policy

The Sunshine Policy is referenced in the By-Laws.

Schnedler suggested that there be a documented process of when a request is made, and what steps are taken with that request internally.

Whiteside noted the policy is required by state statute.

Hartsburg

Hartsburg has approached the District to shut off water for nonpayment of sewer. Because the District are contract operators and Consolidated Water 1 is Hartsburg's main water provider, the District is working through the details with Hartsburg. Ratermann expects to have something to present to the Board next month.

Ashland

Ratermann reviewed the memo included in the packet. Ashland has approached the District about providing on-call services. Ratermann suggested an increase in standby pay, and it would go to the operators on call, contingent upon working this contract out with Ashland. If Ashland changes

their mind, the District reverts to the current standby pay for service calls. He would like to write a contract that commits Ashland to a year.

Sun Valley

See also: New Business.

The Letter of Intent was included in the packet.

Rocky Fork Flow Data

Ratermann reviewed the memo included in the packet. Chann asked for feedback regarding trends in the number of peak events, and the magnitude of those peaks, and if is there a long-term trend for base flow. Farnen stated there has been very little growth to Rocky Fork area. The ups and downs in the average daily flows are more likely related to weather than growth in that area.

Personal Financial Disclosures

Ratermann advised Personal Financial Disclosures are due in May to the Missouri Ethics Commission.

Hallsville

Ratermann reviewed the letter from DNR that was included in the packet. The name change was approved by DNR.

On a motion by Randy Chann and a second by John Massey, the Board moved to accept the Manager's Report as presented. Motion carried.

(Agenda Items)

CONSIDER APPROVING A RESOLUTION ESTABLISHING THE BOONE COUNTY REGIONAL SEWER DISTRICT'S BUDGET STABILIZATION ACCOUNT AND FUNDING THE ACCOUNT IN THE AMOUNT OF \$236,566.90

The resolution was included in the packet. Ratermann recommended the Board approved the resolution.

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to establish the Boone County Regional Sewer District Budget stabilization account, and to fund that account in the amount of \$236,566.90.

CONSIDER RESOLUTION RATIFYING THE EXISTENCE AND AUTHORITY OF THE OPERATIONAL EXCELLENCE COMMITTEE

Ratermann reviewed the agreement included in the packet. Schnedler stated that the purpose of the OEC is to determine what the District's mission is, how to translate that into job descriptions and organization of the management of the District, and what responsibilities are managed. The OEC looks at areas of the District that may need support, and they then present recommendations back to the whole Board for approval.

On a motion by Randy Chann and a second by John Whiteside, the Board moved to accept the resolution ratifying the existence and authority of the Operational Excellence

Committee. Motion carried.

CONSIDER AWARDING A UNIT-PRICE CONSTRUCTION CONTRACT FOR THE ROLLINGWOOD PLAT NO. 1 WASTEWATER IMPROVEMENTS IN THE AMOUNT OF \$290,556.75 TO C.L. RICHARDSON CONSTRUCTION COMPANY

Ratermann reviewed the resolution included in the packet, advising there were four bids. The bids were by C.L. Richardson, Emery Sapp and Sons, Smico, and Shelby Sapp. Included in the packet was also a letter from HDR recommending the award to C.L. Richardson, contingent upon execution of contract documents, bonding documents, insurance certificates, approval by DNR, and participation in the Missouri State Revolving Fund. Ratermann recommended the Board award the contract to C.L. Richardson.

On a motion by John Massey and a second by Randy Chann, the Board moved to approve the resolution awarding a unit-price construction contract for the Rollingwood Plat No.1 wastewater improvements in the amount of \$290,556.75 to C.L. Richardson Construction Company. Motion carried.

CONSIDER ENGINEERING CONTRACT WITH BARTLETT & WEST FOR GEOGRAPHIC INFORMATION SYSTEM MAPPING SERVICES IN THE NOT TO EXCEED AMOUNT OF \$6,234.00

Ratermann reviewed the spreadsheet logging Bartlett & West's scope and fee included in the packet.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the engineering contract with Bartlett & West for Geographic Information System mapping services in the Not to Exceed amount of \$6,234.00. Motion carried.

CONSIDER ACCEPTANCE OF BILL OF SALE FOR THE SANITARY SEWER EXTENSION FOR SUN VALLEY ESTATES, LOTS 28 THROUGH 30

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to accept the Bill of Sale for the sanitary sewer extension for Sun Valley Estates, Lots 28 through 30. Motion carried.

**NEW BUSINESS
Rezoning Request in Sun Valley**

Ratermann explained he signed a rezoning request application to sell excess real estate in Sun Valley. He reviewed a Letter of Intent between the District and the potential buyer for rezoning from A2 to Single Family.

On a motion by John Whiteside and a second by John Massey, the Board moved to ratify the action of the General Manager signing the application to rezone the excess real estate in Sun Valley. Motion carried.

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

On a motion by Justin Aldred and a second by John Massey, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 7:20 PM on February 21, 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, Debbie Schnedler, John Massey, and Justin Aldred voted in favor. John Whiteside abstained. Motion carried.

On a motion by Justin Aldred and a second by John Massey, the Board moved to re-open the regular meeting at 7:50 PM on Tuesday, February 21, 2022.

Randy Chann, John Massey, Debbie Schnedler, and Justin Aldred voted in favor. John Whiteside abstained. Motion carried.

ADJOURNMENT

Randy Chann, Debbie Schnedler, John Massey, and John Whiteside and Justin Aldred voted in favor. Motion carried.

Meeting was adjourned at 8:00 PM.

Approved by: _____
