

**BOONE COUNTY REGIONAL SEWER DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
JUNE 20, 2023  
BOONE COUNTY COMMISSION CHAMBERS  
801 E WALNUT ST**

**Trustees Present:** Randy Chann, Chair  
Debbie Schnedler, Secretary  
John Whiteside, Trustee

**Trustees Absent:** John Massey, Vice Chair  
Justin Aldred, Trustee

**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  
Meg Petrillose, Administrative Assistant  
Bill Florea, Boone County Resource Management Director  
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel  
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel

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

Debbie Schnedler, Secretary, called the June 20, 2023, Board of Trustees meeting to order at 5:34 p.m. Schnedler noted there was a quorum.

**ADOPTION OF REVISED AGENDA**

The Agenda was revised to add a Closed Session item under section 610.021 (13), Personnel.

On a motion by Debbie Schnedler and a second by John Whiteside, the Board moved to approve the Revised Agenda. Motion carried.

**APPROVAL OF MINUTES**

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

On a motion by Randy Chann and a second by John Whiteside, the Board moved to approve the minutes for the May 2023 Board of Trustees meeting as written. Motion carried.

## **APPROVAL OF CLOSED SESSION MINUTES**

The Closed Session Minutes for the May 2023 Board of Trustees Meeting were included in the packet.

On a motion by Randy Chann and a second by John Whiteside, the Board moved to approve the Closed Session minutes for the May 2023 Board of Trustees meeting as written. Motion carried.

## **PUBLIC COMMENT**

There was no Public Comment.

## **OLD BUSINESS**

### **Operations Committee: Board Objectives**

The draft 2023 Board of Trustees Objectives was included in the packet. Chann stated there have been discussions with regards to the bigger picture for the District and how the Operational Excellence Committee (OEC) dovetails with the objectives being pursued.

Schnedler suggested cost effectiveness and continual improvement be included in District goals.

Whiteside commented that he would like to circulate the draft Objectives to the other Board members and General Counsel for review and comment.

Chris Pieper noted that the document should be marked “draft”, especially if it is a living document. He stated General Counsel could review and edit the document and return it within a week.

## **CONSENT AGENDA**

### **Easement Acquisition Report**

### **Permit Status Report**

### **Monthly Financial Reports**

### **Status Report (Work in Progress)**

### **Planning and Zoning Update**

### **Operations & Maintenance (O&M) Reports**

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

Bill Florea reviewed the Planning and Zoning documents included in the packet.

Chann stated he would like to see quarterly financial reports.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve that financial reports be presented quarterly at the regular monthly Board of Trustees meeting following the close of the quarter; and to approve the other reports included on the Consent Agenda. 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. Ratermann reported there were two sanitary sewer overflows (SSO): one at Clear Creek and one at Lakewood Estates. He stated there was an unsatisfactory finding at Midway Arms. Virgil Farnen commented that the overflow at Clear Creek was due to a broken cleanout on a pressure sewer main, and there was no evidence that the SSO made it to the creek. He stated SSO at Lakewood was created by excess gravel that remained after directional drilling. The alarm at Midway Arms was due to an operator error and has been corrected at the facility and with staff member.

#### **Boone County Master Plan**

Florea stated there was a stakeholder meeting the week of July 10<sup>th</sup>, if Board members want to sign up and participate. He explained that the county-wide document is a good overview of the Master Plan.

#### **Sturgeon**

Ratermann explained that the City of Sturgeon asked for a proposal for acceptance testing, and a proposal for closed circuit television. He stated their next Board of Alderman meeting was scheduled for June 26<sup>th</sup>, and he planned on sending out the proposals before then.

#### **RFP Released for County-Wide Housing Study to Advance Affordable Housing in Columbia and Boone County**

Ratermann advised that there was a news release from Boone County Government that the request for proposals for the County-Wide Housing Study has been issued. He stated it is located on the Boone County Purchasing website.

#### **ARPA**

Ratermann explained there was no new information, although the last news release from Boone County Government stated they would have new information soon.

#### **Area-Wide Management Plan**

Ratermann stated that the District had sent out Request for Qualifications to 47 engineering companies, and posted a legal notice. Four responses were received.

Schnedler requested that a Board member oversee the planning of the Area Wide Management Plan.

Ratermann explained that the purpose of the Area-Wide Management Plan is to address continuing authority, and to provide a capital improvement plan that could serve as a basis for the District's next revenue bond question.

On a motion by Debbie Schnedler and a second by John Whiteside, the Board moved acceptance of the Manager's Report as presented. Motion passed.

#### **(Agenda Items)**

**CONSIDER APPROVAL OF THE FISCAL AUDIT FOR YEAR END 2022**

The 2022 Audit was included in the packet.

Wieggers stated there were no significant changes to the audit since approval last month.

On a motion by Debbie Schnedler and a second by John Whiteside, the Board moved to approve the 2022 Fiscal Audit as presented.

Randy Chann, Debbie Schnedler and John Whiteside voted in favor.

Justin Aldred and John Massey were absent. Motion carried

**CONSIDER APPROVING A RESOLUTION FOR THE  
2023 USER RATE INCREASE AT 2.56%**

The resolution was included in the packet. Ratermann advised that the public hearing was completed, Boone Electric is notified, and he recommends the Board approves the resolution. He noted the rate increase letter was also included in the packet.

On a motion by Randy Chann and a second by John Whiteside, the Board moved to approve the resolution for the 2023 user rate increase at 2.56%. Motion carried.

**CONSIDER ACCEPTING REVISED ENGAGEMENT LETTER  
FROM CONVERGENCE ACCOUNTING LLC**

Ratermann reviewed the letter.

Wieggers edited the letter, to be signed by Convergence. She also added the not-to-exceed category to the letter.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to accept the revised engagement letter from Convergence with a not-to-exceed of \$7,590.00 for consulting accounting services. Motion carried.

**CONSIDER CONVEYING AN EASEMENT FOR A TELECOMMUNICATIONS DEVICE  
TO UNION ELECTRIC COMPANY, DBA AMEREN MISSOURI, AND AUTHORIZE  
THE GENERAL MANAGER TO SIGN RELATED DOCUMENTS**

The agreement was included in the packet. Ratermann explained that the purpose of the telecommunications device to be installed on a pole on District property is to set up an upgrade to Ameren meters. BCRSD will receive a payment in exchange for the easement.

On a motion by Randy Chann and a second by John Whiteside, the Board moved to convey an easement for a telecommunications device to Union Electric Company, DBA Ameren Missouri, and to authorize the General Manager to sign related documents. Motion carried.

**CONSIDER A RESOLUTION AUTHORIZING THE ISSUANCE OF SEWERAGE  
SYSTEM REVENUE BONDS (STATE OF MISSOURI DIRECT LOAN PROGRAM)  
SERIES 2023 OF THE BOONE COUNTY REGIONAL SEWER DISTRICT, FOR THE**

**PURPOSE OF: EXTENDING AND IMPROVING THE DISTRICT'S SEWERAGE SYSTEM; PRESCRIBING THE FORM AND DETAILS OF THE BONDS AND THE AGREEMENTS MADE BY THE DISTRICT TO FACILITATE AND PROTECT THEIR PAYMENT; AND PRESCRIBING OTHER RELATED MATTERS**

The resolution was included in the packet. Ratermann advised the bond series is for construction of the Rollingwood pump station. He stated this resolution will lower the bonding capacity of the District, and references the grant agreement in several places.

Schnedler stated that when the District is in the position where it needs to finance capital improvements or other large projects, an analysis should be performed to identify the best way to optimize that financing.

On a motion by Debbie Schnedler and a second by John Whiteside, the Board moved to approve the resolution authorizing the issuance of sewer system revenue bonds (State of Missouri Direct Loan Program) Series 2023 of the Boone County Regional Sewer District, for the purpose of: extending and improving the District's sewerage system; prescribing the form and details of the bonds and the agreements made by the District to facilitate and protect their payment; and prescribing other related matters.

Randy Chann, Debbie Schnedler and John Whiteside voted in favor.

John Massey and Justin Aldred were absent. Motion carried.

**CONSIDER ACCEPTANCE OF THE BILL OF SALE FOR THE SANITARY SEWER EXTENSION FOR TRADE WINDS PARK PLAT 4**

The Bill of Sale was included in the packet. Ratermann recommended that the Board accept the bill of sale.

On a motion by John Whiteside and a second by Randy Chann, the Board moved to accept the Bill of Sale for the sanitary sewer extension for Trade Winds Park plat 4. Motion carried.

**CONSIDER ACCEPTANCE OF THE BILL OF SALE FOR THE SANITARY SEWER EXTENSION FOR THE RAVENWOOD SUBDIVISION PLAT 2**

The Bill of Sale was included the in packet. Ratermann recommended that the Board accept the bill of sale.

On a motion by John Whiteside and a second by Randy Chann, the Board moved to accept the Bill of Sale for the sanitary sewer extension for the Ravenwood Subdivision plat 2.

**NEW BUSINESS**

Ratermann advised he would schedule the OEC meeting the first Thursday of August, and he also reported the BCRSD is having technical issues when sending to gmail recipients. Chann stated he would like the OEC to meet as needed monthly to work on various management projects. Schnedler discussed critical functions and the RACI spreadsheets, along with goals for the district.

**VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (13)**

On a motion by Schnedler and a second by Randy Chann, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 6:59 PM on June 20, 2023, as authorized by (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, and John Whiteside voted in favor.  
John Massey and Justin Aldred were absent. Motion carried.

On a motion by Randy Chann and a second by John Whiteside, the Board moved to re-open the regular meeting at 7:24 PM on Tuesday, June 20, 2023.

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

**ADJOURNMENT**

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

Meeting was adjourned at 7:25 PM.

Approved by: \_\_\_\_\_  
  
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