

**BOONE COUNTY REGIONAL SEWER DISTRICT
OPERATIONAL EXCELLENCE COMMITTEE MEETING
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE
1314 NORTH SEVENTH STREET**

**WEDNESDAY, AUGUST 11, 2023
MINUTES**

Call Meeting to Order

The meeting was called to order at 10:00 am.

Roll Call: Randy Chann, Debbie Schnedler, John Whiteside, Justin Aldred, Tom Ratermann, Virgil Farnen, Wendy Wieggers, Daniel Cunningham, and Sandi Clark

This meeting was publicly posted.

Review and Acceptance of Minutes

The May OEC minutes were reviewed and accepted by the OEC, and will be presented in the September 2023 Board of Trustees Regular Meeting for informational purposes.

Old Business

There was no old business.

2023 Board of Trustees (BOT) Objectives and Role of the OEC

This item was tabled by Justin Aldred. This item will be discussed in the Board of Trustees Regular Meeting with all Trustees present.

Report – Operations Manager

Virgil Farnen reported on lagoon compliance, reviewing the memo and reports included in the OEC packet.

There was discussion about reporting a schedule of priority equipment upgrades, and cost estimates to be included in the Schedule of Compliance for the Capital Improvement Plan (CIP).

Chann asked for collaboration on determining a road map for struggling facilities and how to address those issues until the CIP project is underway for the long-term compliance solution(s).

Chann asked for strategies for the use of human resources in the field (crew members) and the limitations currently present in Operations. Aldred recommended that Farnen advise in written report when more staff is needed in Operations; Chann explained that the Trustees need to understand the scope and cost of resources requested.

Schnedler observed that the issues examined in any one department are not stand-alone, but are an

integral part of the BCRSD's system, processes and organization. She advised that tracking cost benefit of changes put in place will impact the organization as a whole.

Chann advised that the knowledge belonging to Operations staff should be captured and transferred to BCRSD in adopted policy and documented procedures, noting that documentation of procedures should be a rule of thumb and can also be delegated to other staff.

Report – Project Manager

Daniel Cunningham reviewed the GIS Mapping memo and sample BCRSD maps included in the packet. The memo reviewed brief history of the GIS mapping project since 2015, and the map additions made since the project began.

Chann advised one goal of mapping is to identify areas with troubling trends. Farnen explained implementation of online forms for line maintenance will help identify these areas on BCRSD maps. Chann advised prioritizing the goals for the GIS mapping project.

Report – Finance Manager

Wendy Wieggers reviewed her memo included in the OEC packet that explains her progress on the critical functions for Finance/Human Resources, which included financial reports, the Chart of Accounts, the Wage and Benefit Study, and the upcoming tasks of annual budget and fiscal audit Request for Proposals. Wieggers advised she's requested benefits information and wage versus job classifications from some Missouri sewer districts. Chann advised he may put Wieggers in touch with a liaison for the MPUA's Human Resource department.

Report – Administration Manager

Sandi Clark reviewed the memo regarding QuickBooks Time Keeping included in the packet. The memo described the goals for the QuickBooks Time Keeping project, the challenges identified, and how implementation should support BCRSD departments and organizational goals.

Chann asked for a documented path on how to get Time Keeping implemented. Ratermann explained that the results of the projects completed (such as number of customers gained) is worth tracking and reporting.

Chann advised the critical function of electronic communications should be a major focus for the Manager of Administration, and would eventually like this endeavor tracked for the number of views from customers once it is implemented.

Old Business - General Manager's Report

Tom Ratermann advised he is working on a draft Business Strategy and Staff Assessment that will be presented to the BOT in the future. He briefly discussed progress on the Area-Wide Management Plan RFPs.

Aldred recommended a record be kept of the questions asked of the City of Columbia with a documented response (or lack thereof).

Water's Edge

Schnedler gave a brief overview of the Water's Edge memorandum included in the packet, and commented that desired documentation is missing from project reporting, minutes and online packets in regards to the planning and construction of BCRSD projects, such as Water's Edge. She requested a document that outlines details on the history and progress of a project that is easily accessible to the BOT for their project review.

Schnedler noted that the online Packet Page is not tracking documentation in a way that corresponds with the archived minutes. Clark will look into this matter.

New Business

Chann asked staff to consider with what frequency the OEC should meet in order to be beneficial, advising that the OEC meetings should be organized and led by staff and not the Trustees. Schnedler explained the OEC is intended to serve as guidance from the BOT to staff. Chann offered that department managers could report out at the BOT meetings as an alternative to the OEC meetings.

Next Meeting

The next OEC meeting was scheduled for October 5th, 2023.

Adjournment

The meeting was adjourned at 12:00 pm.