

**BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
NOVEMBER 21, 2023
BOONE COUNTY COMMISSION CHAMBERS
801 E WALNUT ST**

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

Trustees Absent:

Others Present: Tom Ratermann, General Manager
Wendy Wieggers, Board Treasurer & Finance Manager
Sandi Clark, Assistant Board Secretary & Manager, Administration
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 video with telephone conference.

John Massey, Vice Chair, called the November 21, 2023 Board of Trustees meeting to order at 5:30 p.m. Massey noted there was a quorum.

ADOPTION OF REVISED AGENDA

The Agenda was not revised.

APPROVAL OF MINUTES FOR SEPTEMBER 2023 BOARD MEETING

The minutes for the September 2023 Board of Trustees Meeting (tabled in October meeting) were included in the packet.

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

Motion carried.

APPROVAL OF MINUTES FOR OCTOBER 2023 BOARD MEETING

The minutes for the October 2023 Board of Trustees Meeting were included in the packet. Schnedler asked staff to rephrase verbiage on page three to remove the word “directed” from the personnel policy discussion.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the minutes for the October 2023 Board of Trustees meeting, contingent upon corrections made to the October 2023 minutes as described. Motion carried.

APPROVAL OF OCTOBER 2023 CLOSED SESSION MINUTES

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

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the minutes for the October 2023 Closed Session as written.

**APPROVAL OF MINUTES FOR THE NOVEMBER 14, 2023
SPECIAL MEETING OF THE BOARD**

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

On a motion by Debbie Schnedler and a second by Randy Chann, the Board moved to approve the minutes for the November 14, 2023 Special Meeting of the Board as written. Randy Chann, John Massey, Debbie Schnedler and Justin Aldred voted in favor; John Whiteside abstained. Motion carried.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

There was no Old Business.

CONSENT AGENDA

**Easement Acquisition Report
Permit Status Report
Status Report (Work in Progress)
Planning and Zoning Update
Operations & Maintenance (O&M) Reports
Invoices of Note
Safety Minutes**

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

Schnedler inquired about a BCRSD crew member stationed at Ashland full time. Virgil Farnen

advised the City of Ashland requested a crew member work at Ashland full time, and it is a part of the service contract with Ashland.

Schnedler inquired on the invoice from the Missouri Association of Sewer Districts (MASD) for supplemental fees to meet MASD goals. Ratermann advised the annual dues set at \$2,500.00 per District membership were not enough to pay for lobbyist activities and reporting through May 2024, so the supplemental fees were required. The total revenue collected by MASD are intended to cover lobbyist fees, QuickBooks online software, and website hosting services. Schnedler requested reports summarizing significant MASD activities and lobbyist discoveries going forward.

Ratermann reviewed the remaining reports included on the Consent Agenda.

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.

Customer Count Report

The report was included in the packet. Ratermann advised the charts will be updated for historical comparisons as the data continues to be collected.

Water's Edge

Ratermann reviewed the correspondence with property owner Hagan included in the packet. He explained Hagan was drafting a new agreement for the upgrade to the collection system, which will be subject to BCRSD approval and legal review. Chris Pieper explained the agreement sent to the property owner was standard in terms of expectations for such a project.

Midway Arms on Van Horn Tavern Road

Ratermann advised the compliance schedule for the permit expires September 2024, and reviewed the emailed correspondence included in the packet that reminded the facility owner of the schedule. If the compliance deadline approaches and the permit has not been renewed, the BCRSD will request additional time to meet compliance for ammonia limits from the Missouri Department of Natural Resources (MDNR).

QuickBooks Timekeeping Project Outline

The project outline was included in the packet. Schnedler commented that administrative staff time could fall under a strictly administrative function, rather than being split between collection or treatment tasks.

Memo from McLiney and Company

Ratermann reviewed the memo from Joey McLiney that was included in the packet that encouraged BCRSD to go to election for bond revenue in 2024. Schnedler commented that BCRSD staff may not have time available for 2024 campaign efforts. Ratermann advised McLiney that a 2025 or 2026 ballot item may be more appropriate.

Price Increase on 5-Ton Service Truck

Ratermann reviewed the Financial Summary included in the packet.

iVue - QuickBooks Reconciliations

Ratermann advised that billing software iVue and QuickBooks are not reconciling. Wiegers, former Finance Manager Lesley Oswald, and Debbie Berry of Boone Electric have all reviewed the issues in the reconciliation process and were unable to find the discrepancy. Wiegers explained she would go through each transaction for 2023 to try to find the (split) amounts missing.

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

(Agenda Items)

CONSIDER APPROVAL OF FINANCIAL REPORTS

Health Insurance: Consider Renewal of Anthem Health Insurance at an Estimated Monthly Premium of \$12,269.87

Ratermann reviewed the Anthem and Principal Insurance renewals and comparisons included in the packet. His recommendation was to renew the current policy at a lower increase of 9.9%. Schnedler advised the BCRSD was grandfathered into a policy that does not allow for a change in the terms of the policy; she suggested that someone outside of the current independent brokerage firm might be able to find alternatives to the current policies. Massey, Schnedler and Chann supported changing the policy effective dates to a financial quarter that does not coincide with the end of BCRSD's fiscal year to allow for more flexibility in shopping for alternatives to the current health plan.

On a motion by John Massey and a second by John Whiteside, the Board moved to approve the renewal of Anthem Health Insurance at an estimated monthly premium of \$12,269.87. Motion carried.

Wage & Benefit Survey

Ratermann reviewed the benefit survey included in the packet. Wiegers advised the other MASD members agreed to help her with the surveys. Schnedler commented that the BCRSD's overall wage and benefit package is comparable to the organizations listed on the reported survey.

LAGERS

The LAGERS report was previously emailed to the Trustees. Schnedler explained LAGERS is required to calculate a contribution rate that fully funds each year of service as it translates into the benefit amount so there is no unfunded liability. LAGERS would only permit early retirement with a benefit if the District paid additional contributions for the Rule of 80. Schnedler reviewed the calculation criteria in the LAGERS proposal. She reminded the Board that the current 8% contribution to the District 457 retirement plan is competitive. She reviewed a scenario to project the amount that an employee could accrue for retirement under the current 457 plan under certain assumptions, and that the 457 plan may be more beneficial than LAGERS, which would also be more costly for the District.

Schnedler commented on the importance of employees understanding their retirement plan, investment alternatives, and outcomes. Ratermann stated that Nationwide met with staff individually on a voluntary basis before 2020, but have refrained from doing so since then. Schnedler clarified that it is important to understand Nationwide's level of fiduciary responsibility

to the employee. If the plan administrator is not required to act in a fiduciary capacity, District might evaluate the potential to add this into the fringe benefit package.

Proposed 2024 Budget

Massey recommended this item be tabled for additional review, and asked Trustees to submit their questions to Ratermann or Wieggers by November 29th, and recommended her responses be available at the December Board meeting.

2023 Audit Discussion: Consider Engagement Letter with Gerding, Korte & Chitwood

Ratermann explained the Request for Proposals (RFP) was sent to seven firms, and two responded to decline any submission. Due to the timing of the 2023 Fiscal Audit, he recommended the Trustees approve the engagement letter included in the packet. Schnedler suggested the engagement letter could be approved and allow staff more time to launch another RFP and to reach out to auditors to inquire in more detail about why there was no interest in approaching the BCRSD's audit.

Schnedler suggested the engagement letter could be approved for only one year, allowing staff more time to issue another RFP and to reach out to accounting firms to solicit more interest in providing auditing services for the District.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to accept the engagement letter with Gerding, Korte & Chitwood for the BCRSD's 2023 Fiscal Audit. Motion carried.

CONSIDER RENEWAL OF MOPERM COMMERCIAL, LIABILITY & AUTO INSURANCE AT AN ESTIMATED ANNUAL PREMIUM OF \$61,428.00

Ratermann reviewed the correspondence from the MOPERM underwriter included in the packet. Trustees asked that staff attempt to change effective policy dates be changed to a quarter that does not include BCRSD's end of fiscal year.

On a motion by Debbie Schnedler and a second by John Whiteside, the Board moved to approve the renewal of the MOPERM Commercial, Liability & Auto insurance policy at an estimated annual premium of \$61,428 for the year 2024. Motion carried.

CONSIDER GENERAL CONSULTANT SERVICES AGREEMENT FOR THE AREA-WIDE MANAGEMENT PLAN WITH MCCLURE ENGINEERING IN THE HOURLY NOT-TO-EXCEED AMOUNT OF \$158,962.00

Ratermann reviewed the agreement included in the packet. He recommended the Trustees approve the agreement with McClure for Project Management and Administration, updating and revising the Area-Wide Management Plan, the Tier 2 Authority Renewal, and the BCRSD Capital Improvement Plan as priorities. He noted that he was not recommending that any firm revise construction standards, User Rate Study, long-term office needs, or operations to other continuing authorities.

Ratermann advised project review will consider 67 private facilities in Boone County. He advised the revision of the Area-Wide Management Plan to reduce vulnerabilities found in the Tier 2 Continuing Authority. It will be submitted to the Clean Water Commission for approval.

On a motion by Debbie Schnedler and a second by John Whiteside, the Board moved to approve the detailed scope of work with McClure Engineering for the General Consultant Services Agreement, developing the Area-Wide Management Plan in the hourly not-to-exceed amount of \$158,962.00. Motion carried.

Consider Change Order 2 with CL Richardson Construction Company for the Rollingwood Project in the Not-to-Exceed Amount of \$19,735.00

Ratermann reviewed the Change Order 2 included in the packet, which allows for extending 3-phase electric to the Rollingwood facility site. CL Richardson will need to bore across the MO Department of Transportation's Right of Way for this project.

On a motion by John Whiteside and a second by John Massey, the Board moved to approve Change Order 2 with CL Richardson Construction Company for the Rollingwood project in the not-to-exceed amount of \$19,735.00. Motion carried.

Consider Amendment 9 with the City of Columbia to Remove Amendment 3 to the General Cooperative Agreement

Ratermann explained the General Cooperative Agreement between the BCRSD and the City of Columbia is being amended to remove the City's proposed Henderson Branch sewer extension project. The removal of Amendment 3 will release BCRSD's obligation of approximately \$628,000.00 to the extension project.

On a motion by Debbie Schnedler and a second by John Whiteside, the Board moved to approve Amendment 9 with the City of Columbia to Remove Amendment 3 to the General Cooperative Agreement. Motion carried.

CONSIDER REQUEST FOR SERVICE AT 5550 WEST GILLESPIE BRIDGE

Ratermann reviewed the request for service included in the packet. He advised the owner of the property east of the Perche Creek on Gillespie Bridge Road seeks to connect to City's public sewer, and he recommended the Trustees approve the Consent to Serve notice.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to approve the Consent to Serve notice regarding the request for service at 5550 West Gillespie Bridge Road. Motion carried.

CONSIDER REQUEST FOR SERVICE AT 20650 NORTH HIGHWAY 124

Ratermann reviewed the request for service included in the packet.

On a motion by John Massey and a second by John Whiteside, the Board moved to approve the Consent to Serve notice regarding the request for service at 20650 North Highway 124. Motion carried.

CONSIDER APPROVAL OF THE EXECUTIVE DIRECTOR JOB DESCRIPTION

Whiteside advised he would prefer a different form with less detail for the Executive Director

format of other job descriptions for the BCRSD. Whiteside asked for an external document to be used as a request for applications.

Pieper advised the essential functions must be communicated before an offer is extended to a candidate. The job description can be distilled into a job posting, which should include other compliance statements (for Americans with Disabilities Act and Equal Employment Opportunity).

Chann urged Trustees and staff to consider the next steps about where to advertise, the job posting and the interview process. He recommended Wieggers draft a job posting and provide feedback about where to publish the job posting.

Schnedler recommended the interview panel should be consistent in terms of participants present. Whiteside recommended some staff be involved in the selection of the candidate. Schnedler stated she was not opposed to staff involvement on the panel, but she felt it should include Wieggers as the Finance & Human Resources Manager.

Chann recommended two Trustees and two managers sit on the interview panel.

On a motion by Randy Chann and a second by Debbie Schnedler, the Board moved to approve the job description for the Executive Director position. Motion carried.

NEW BUSINESS

There was no New Business.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1)

On a motion by Debbie Schnedler and a second by John Massey, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 7:30 PM on November 21, 2023, 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, John Whiteside and Justin Aldred voted in favor. Motion carried.

On a motion by Randy Chann and a second by John Massey, the Board moved to re-open the regular meeting at 7:47 PM on Tuesday, November 21, 2023.

Randy Chann, Debbie Schnedler, John Massey, John Whiteside and Justin Aldred voted

in favor. Motion carried.

ADJOURNMENT

On a motion by Randy Chann and a second by John Massey, the Board moved to adjourn the Board of Trustees Regular Meeting on November 21, 2023. Motion carried.

Meeting was adjourned at 7:48 PM.

Approved by:




