

**MINUTES OF THE
BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
AND CLOSED SESSION
JANUARY 21, 2025
BOONE COUNTY GOVERNMENT CENTER
801 E WALNUT ST, COLUMBIA MO**

Trustees Present: Randy Chann, Chair
Dave Bennett, Vice Chair
Debbie Schnedler, Secretary
Bill Watkins, Trustee
Justin Aldred, Trustee

Others Present: Joe Foster, Executive Director
Wendy Wiegers, Finance Manager
Daniel Cunningham, Project Manager
Jesse Stephens, Facilities Engineer
Met Petrillose, Administrative Assistant
Drew Perkins, Administrative Assistant
Bill Florea, Boone County Resource Management
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.

Randy Chann, Chair, called the meeting to order at 5:30 p.m. He noted that all members were present and that there was a quorum.

ADOPTION OF THE AGENDA

Chann asked if there was a revised agenda and was informed that the agenda had not been revised.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve the agenda as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF DECEMBER 17, 2024 MEETING

The minutes of the December 17 Board Meeting were included in the packet. Chann asked if there were any questions or comments and there were none.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to approve the minutes as presented. Chann, Schnedler, and Aldred voted in favor. Bennett and Watkins abstained. Motion carried.

APPROVAL OF MINUTES OF JANUARY 7, 2025 MEETING

The minutes for the January 7, 2025 Board Meeting were included in the packet.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to approve the minutes as presented. Chann, Bennett, Watkins, and Aldred voted in favor. Schnedler abstained. Motion carried.

PUBLIC COMMENT

There was no Public Comment.

REVIEW OF BY-LAWS

Chann stated that the by-laws provided for an annual review and asked if there were any proposed changes. There were none.

MOTION: On a motion by Schnedler and a second by Chann, the Board moved to approve the District By-Laws as presented. All trustees present voted in favor. Motion carried.

ELECTION OF BOARD OFFICERS

Chann stated that the District By-Laws provide for the election of the officers of the Board annually. Watkins proposed to maintain the same slate of officers. Schnedler stated that the District no longer had an assistant secretary due to a staff departure, and this was beneficial.

MOTION: Watkins moved to elect the same slate of officers, which are Chann as Chair, Bennett as Vice Chair and Schnedler as Secretary. Schnedler offered an amendment to add Watkins as Assistant Secretary. All trustees present voted in favor. Motion carried.

ADMINISTRATION REPORT

A brief administrative update was provided. The next safety meeting is scheduled for January 30. Foster also reported on a non-injury accident involving a district vehicle

OLD BUSINESS

There was no old business.

PLANNING AND ZONING UPDATE

Florea provided a brief update on projects under discussion at P&Z as well as building permit date. Discussion ensued about trends on building permits, and he indicated that anecdotal information was that builders were concerned about potential tariffs. Watkins asked if it was possible to get a plot or bubble map of building permit locations.

OPERATIONS UPDATE

Stephens briefly discussed the operations and maintenance reports included in the packet. He stated that he is in the process of "shadowing" various jobs, including CCTV procedures to better understand its capabilities in operations. Chann asked about ammonia and sludge handling. Historically the district has handled sludge as a liquid, but staff has developed and utilized a de-watering technique. Chann believes it would be beneficial to have better reporting on this process, how much could be de-watered, and the savings benefit. Stephens replied he wanted to explore options relating to de-watering to determine if further drying is cost effective. There was further discussion of a blockage at Walnut Brook and expired permits and potential timing of renewals by DNR.

Chann requested that the operating and maintenance summary presentation could be in other than a

text format. Schnedler pointed out that this report has existed in present state for years and that some type of history and comparative analysis on key metrics should be possible.

DIRECTOR'S REPORT

Surcharge Rate Structure: Foster provided a progress update on staff's current process to evaluate work levels and related costs for District's pressure system customers. He highlighted his memorandum which provided an overlay to the annual operations and maintenance summary of pressure systems, including information on discrepancies between district records and IVUE billing records. The memorandum proposed strategies to research the discrepancies, which is necessary to complete an analysis related to appropriate rates.

Discussion ensued about the approach and timing on this project, including identifying clearly commercial vs. residential customers, whether contracts are in place with certain customers, need for a review of district regulations, importance of mapping out or benchmarking O&M protocols for pressure sewers, etc. Chann indicated these were all significant conversations. It was determined that issues around rate structure for pressure systems should be an OEC work session topic.

Performance Management Program: Chann referred to the January 7 work session on this topic. After review and discussion of comments received, Foster has made minor revisions to the performance evaluation form, including adding a rating related to goals. Chann provided further specific edits to the document presented, which Foster took note of.

MOTION: On a motion by Watkins and a second by Schnedler, the Board moved to approve the Performance Management Program, subject to edits as provided by Chann. All trustees present voted in favor. Motion carried.

FINANCE AND HR UPDATE

Wiegers reviewed her update memo in the packet. There was a discussion of open positions in operations. Chann stated the Board would benefit from a report from Jesse on staffing needs. Wiegers provided an update on the administrative assistant search; she is focusing on billing and/or human resource experience. She also discussed issues with the Paycom system and an update on billing software.

PROJECTS UPDATE

Cunningham reviewed the project report included in the packet.

Area Wide Management Plan: Cunningham went over the proposed schedule for the AWMP and the CIP which was developed by McClure using an assumed date for presenting the AWMP to the Clean Water Commission. Significant discussion ensued as to whether it provided adequate time to get feedback from the City and other interested parties. Watkins' view is that the District has an opportunity to engage possible partners to work cooperatively on projects and the schedule should provide adequate time for that endeavor.

Bolli Road: Cunningham stated that District has hired a process server.

ENGINEERING UPDATE

Stephens reviewed the various project reports included in the packet. He also discussed the schematic for a proposed renovation of the headquarters building to provide needed additional space for

administrative and operational functions. The plan provides for phasing the project to minimize the negative impact on staff's ability to perform their work. He is further investigating the possibility of constructing this project as a design-build. BEC has given their approval for the renovation.

Stephens also informed the board of an interested parties meeting on the Henderson Branch. Staff plans to attend since the meeting will probably include discussion of service territories and the roles of the City and the District.

ITEM R – ACTION ITEMS

Consider Approval of Resolution 2025-01 to Ratify District Credit Cards

Schnedler recommended that the Board memorialize the use of credit cards. Over the years, certain store specific cards had been opened for ease of use and there were issues with a previously authorized American Express Card for certain employees. Weigers has tightened procedures and consolidated card use.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve Resolution 2025-01 ratifying application for and use of credit account with Central Bank and related actions stipulated in the resolution. All trustees present voted in favor. Motion carried.

Consider Acceptance of Proposal for BCRSD Generator Modification

Cunningham presented the bid for electrical modifications to District generator in the amount of \$2,550.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to accept the proposal from Jeffries Electrical Service in the amount of \$2,550 for generator modifications. All trustees present voted in favor. Motion carried.

Consider No-Cost Change Order #5 for Rollingwood

Cunningham presented the no-cost change order #5 for C L Richardson for the Rollingwood project to change the date of completion.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve No-Cost Change Order #5 for Rollingwood. All trustees present voted in favor. Motion carried.

Consider Agreement for Provision of Wastewater Services for Grone Property

Cunningham called attention to the Agreement for Provision of Wastewater Collection Services to the Grone Property. This is an agreement with the developer which calls for reimbursement for a third-party engineering review. Angela Burke stated that the agreement has been drafted for Hardy Holding Group, as registered agent for the owner. Discussion ensued with legal counsel as to the provisions which protected the District in the event of an adverse finding in the engineering review.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to approve the Agreement for Provision of Wastewater Services for the Grone Property as presented. Chann, Bennett, Watkins and Aldred voted in favor. Schnedler voted against. Motion carried.

Consider Acceptance of General Consultant Services Agreement with HDR Engineering for Fiscal Years 2025 and 2026

Cunningham presented a general consulting services agreement with HDR Engineering for fiscal years 2025 and 2026. This adds HDR as a qualified engineer to provide general engineering services for the District. Schnedler asked for clarification on how engineers were qualified and the frequency.

MOTION: On a motion by Schnedler and a second by Watkins, the Board moved to accept the General Consultant Services Agreement with HDR Engineering for FY 2025 and FY 2026 as presented. All trustees present voted in favor. Motion carried.

Consider Approval of Proposal for Grone Subdivision 3rd Party Engineering Review from HDR Engineering in the amount of \$1,980.00

Cunningham stated that this item is the proposal from HDR Engineering to provide the 3rd Party review of the hydraulic analysis relating to the Grone subdivision for \$1,980.00

MOTION: On a motion by Schnedler and a second by Bennett, the Board moved to approve the Proposal from HDR Engineering to provide a review of the hydraulic analysis for the Grone Subdivision in the amount of \$1,980.00. All trustees present voted in favor. Motion carried.

Consider Consent to Allow the City of Columbia to Serve the Rose Property

Cunningham presented an email and map of the property at 1101 Cedar Grove Boulevard. This property is outside the area of an existing service agreement between the City and the District, but adjacent to a City sewer.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve the consent to serve request for the Rose property. All trustees present voted in favor. Motion carried.

Consider Payment to Iuvo Construction LLC in the Amount of \$177,750.00

Cunningham called attention to a memo in the packet. In 2021 the District entered into an agreement with Iuvo Construction in connection with the Brookfield Estates wastewater treatment plant. That agreement provides that the District will share in the construction of the WWTP for an amount of 35% of the total construction cost not to exceed \$177,750.00. Iuvo has presented satisfactory documentation of the costs of construction, and the District's share of the project cost is the not to exceed amount.

MOTION: On a motion by Watkins and a second by Schnedler, the Board moved to approve payment to Iuvo Construction LLC in the amount of \$177,750.00 for the District's share of construction of the Brookfield WWTP. All trustees present voted in favor. Motion carried.

Consider Approval of Fiscal Year 2024 Audit Engagement with Gerding, Korte, and Chitwood

Wieggers presented the engagement letter, which includes revisions acceptable to both parties. The fee for the 2024 audit is \$22,000.00.

MOTION: On a motion by Schnedler and a second by Watkins, the Board moved to accept the fiscal year 2024 audit engagement with Gerding, Korte, and Chitwood in the amount of \$22,000.00. All trustees present voted in favor. Motion carried.

NEW BUSINESS

Consider Acceptance for the Crane Truck Financing for Lowest Rate 5-Year Term

Wiegers called attention to materials in the packet related to the lease-purchase of a new Crane Truck. This truck has been on order for several years, and District was just notified of the delivery date and the final price. She requested that the District's financial advisor obtain quotes for a lease-purchase of the truck. He requested rate quotes from several banking institutions with which he has done business. The lowest rate quoted for a 5-year lease is from Marion National Bank, although others may yet be provided. Due to timing constraints, he recommended the Board authorize staff to proceed with the lowest-cost financing.

MOTION: Schnedler motioned to authorize staff to purchase the Crane Truck for a final purchase price of \$176,933.68; to negotiate and enter into a lease-purchase agreement with Marion National Bank for 5 years at a rate of 4.3%; provided however that if a lower financing rate is received by another financing provider upon the same terms, staff may negotiate such lease-purchase documents with another financing provider. Aldred seconded the motion. All trustees present voted in favor. Motion carried.

Consider Approval of Resolution 2025-02 to Authorize Temporary Signor

Schnedler stated that as a result of the resignation of the Executive Director, the Board needed to authorize someone at the District to execute documents necessary to the day-to-day work flow of the District. Foster had recommended such delegation to Wiegers.

MOTION: On a motion by Schnedler and a second by Watkins, the Board moved to approve Resolution 2025-02 to temporarily delegate to the District's Manager of Finance and Human Resources, Wendy Wiegers, the authority previously delegated to the Executive Director to approve and sign documents on behalf of the District, limited to instances that do not require approval of the Board of Trustees. The delegation of such authority is temporary in the absence of a District Executive Director, and such delegation of authority will begin upon the Executive Director's resignation February 1, 2025 and expire upon the employment by the District of an Executive Director or the end of Wieger's employment with the District, whichever occurs sooner. All trustees present voted in favor. Motion carried.

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

MOTION: On a motion by Schnedler and a second by Chann, the Board moved to authorize a closed meeting at 8:55 PM, as authorized by Section 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 Section 610.021 (13) RSMo to discuss individually identifiable personnel records, performance records or ratings or records pertaining to employees or applicants for employment, as authorized by Section 610.021. All trustees present voted in favor. Motion carried.

CLOSED SESSION

The Board discussed potential legal actions or causes of action.

The Board discussed personnel matters including individually identifiable employee records.

RETURN TO OPEN SESSION

MOTION: On a motion by Schnedler and a second by Aldred, the Board moved to exit the closed meeting and return to the regular meeting at 9:52 PM. All trustees present voted in favor. Motion carried.

ADJOURNMENT

Meeting was adjourned at 9:54 PM.

Meeting Minutes approved on _____

Secretary: _____