



**BCRSD**

Boone County Regional Sewer District

*Clean water for your future*

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**BOONE COUNTY REGIONAL SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
OCTOBER 17, 2017  
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE  
1314 NORTH SEVENTH STREET**

**Trustees Present:** Randy Chann, Chair  
David Shorr, Vice Chair  
Deborah Schnedler, Secretary  
John Massey, Trustee

**Absent:** Fred Parry, Trustee

**Others Present:** Tom Ratermann, General Manager  
Lesley Oswald, Assistant Secretary & Treasurer  
Dwayne Cooksey, Operations & Maintenance Manager  
Andy Lister, Project Manager  
Stan Shawver, Director Boone County Resource Management  
Erin Keys, City of Columbia  
David Sorrell, City of Columbia  
John Whiteside, General Counsel  
Sandi Clark, Administrative Assistant  
Mark Farnen, Strategists Communications  
Tim Crockett, Crockett Engineering  
Jesse Stephens, Crockett Engineering

Randy Chann, Chair, called the October 17, 2017 Board of Trustees meeting to order at 5:33 p.m.  
Chann noted there was a quorum.

**Adoption of Revised Agenda**

The Agenda for the October 17, 2017 Board of Trustees Meeting was not revised.

**Approval of Minutes**

The September 2017 minutes were included in the packet.

On a motion by David Shorr and a second by John Massey, the Board moved to approve the minutes for the September 2017 Board of Trustees meeting as written. Motion

carried.

**Approval of Cash Receipts & Disbursements & Bank Reconciliation and Monthly Operating Report for August 2017**

Oswald reviewed the financial reports included in the packet. She explained the District is enrolling in Central Boone Bank's Positive Pay program, which enhances internal controls by requiring someone other than the person writing checks to review the recorded checks on the uploaded file.

On a motion by John Massey and a second by David Shorr, the Board moved to approve the Cash Receipts & Disbursements, Bank Reconciliation and Monthly Operating Reports for September 2017. Motion carried.

**Approval of Outstanding Bill(s)**

Oswald reviewed the outstanding bills included in the packet. The bill from Coe Equipment was for a sewer jet motor and thruster assembly at \$1,344.46. The bill from Alarm Communications Center, Inc. was for the purchase and installation of six security cameras at the District Office in the amount of \$3,655.00.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to approve the following outstanding bills for September 2017:

- \$1,344.46 for jet motor and thruster assembly from Coe Equipment.
- \$3,655.00 for six security cameras installed at District Office from Alarm Communications Center, Inc.

Motion carried.

**Public Comment:**

**Agenda Item U: Consider Providing Consent to City of Columbia to Provide Sanitary Sewer Service to the Proposed Clear Creek Subdivision**

Ratermann advised a landowner proposes to develop 45 lots on 150 acres near the Rock Bridge State Park, which is not contiguous to City limits, for which the District is the continuing authority for sanitary sewer. He reviewed a letter from the City to the District requesting permission to provide sewer service to the proposed Clear Creek Subdivision. Ratermann made a recommendation to deny consent as it should be proposed as an amendment to the General Cooperative Agreement, making these lots District customers with City wholesale treatment and connection fees may be collected and remitted to the City of Columbia.

Mark Farnen from Strategists Communications was present to discuss the sewer options for Clear Creek Subdivision. He proposed they build a septic tank effluent pump (STEP) system connecting to the City's force main and treat at the City's facility. He proposed to provide sewer to this development by taking advantage of infrastructure that already exists on the property. He noted that the City has the money in the facility and the infrastructure, while the District is the continuing authority for unincorporated Boone County. The next closest District sewer line to the west of the property has capacity restrictions. He noted that the City previously extended sewer service to Rock Bridge State Park and obtained an annexation agreement at that time, so the City can invoke annexation for the entire park.

Farnen described four possible outcomes: 1) Connect to the local force main, become District

customers as City wholesale customers; 2) obtain permission from the District to connect to existing local force main as City customers; 3) become City customers by forced annexation once the City's annexation for the park is invoked; 4) obtain approval for a non-discharge on-site system built by the owner. He made note that the option to connect to the District's lines to the west is unlikely.

Farnen advised he anticipated going to the Planning and Zoning Commission directly after resolving the question of sewer service. The primary plat has been submitted and is being reviewed, but approval pends a sewer determination.

Shawver noted that the pre-annexation agreement will go back to developer for consent, and will state both current zoning and the future zoning should the property annex. He explained the future zoning through annexation is not always compatible with the developer's intended land use. He also reminded the group that pre-annexation will require the developer to build to City standards before proceeding.

Shorr summarized that Crockett and Farnen and their client wish to secure approval from the District to connect to the City's pump station, but he expressed concerns about how the zoning would progress with compatibility between County and City if a pre-annexation agreement is needed. Tim Crockett explained he would like to remain in the County, building to County standards, and he understood that the County's A-2 zoning is compatible with the City's R-1 zoning. Sorrell reminded Crockett that the City may require the developer to build to some City standards with a pre-annexation agreement.

Schnedler commented that in the past the District has entered an agreement with the City to build a collection system in the County and the City provides treatment in that area, and the need to amend that agreement impacts any future customers wanting to connect to that system due to the disagreements between the City and District. Ratermann advised the District did meet with City to discuss talking points to modify the general cooperative agreement, including: Greenfield development connections, connection fees, wholesale rate, downstream capacity, and sanitary sewer evaluation surveys prior to connection. (See also manager's report.)

Ratermann explained the City has verbally told the District they shall not amend the cooperative agreement concerning this property. Schnedler suggested Ratermann send a written notice to the City stating the District understands this is the case.

See Agenda Item U for Motion. (This item was tabled.)

**Agenda Item W and X: Consider October 10, 2017 Engineering Report for American Outdoor Brands (AOB), and Consider Agreement for Provision of Wastewater Treatment Services with Ryan Boone County, LLC for the AOB Site**

Jesse Stephens from Crockett Engineering was present to discuss plans for a drip irrigation field for American Outdoors Brand. He reviewed the revised plans in the packet. The proposed loading rate remains at .05. Shorr asked how this project reconciles with the draft drip dispersal regulations. Ratermann explained this system is in line with the proposed regulations. He confirmed this proposed drip irrigation system is similar to the existing system at the Bobcat site. He advised that if the plans presented are slightly altered, they should still remain within the proposed drip dispersal regulations.

Ratermann advised the Trustees authorized himself and General Counsel to draw an agreement

with the original contractor on this project (Grey Construction), the American Outdoor Brands has since employed a different contractor, Ryan Construction doing business as Ryan Boone County LLC and Delaware LLC. There was a new engineering report up for approval, and a new request from Ratermann that the Board authorize himself and General Counsel to draw an agreement for wastewater treatment services with American Outdoor Brands.

See agenda items W and X for motions.

**Manager's Report**  
**Easement Acquisition Report**

The Easement Acquisition Report was included in the packet.

**Planning and Zoning Update**

Stan Shawver reviewed the planning and zoning agenda, building permit statistics, and construction project updates.

**Permit Status Report**

The Permit Status Report was included in the packet.

**Disinfection Deadlines**

The Disinfection Deadlines Report was included in the packet.

**Report on 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.

**15 Year User Rate Study**

Oswald reviewed the reports included in the packet. She said when the District met with Department of Natural Resources (DNR) regarding permit appeals, the AOC and the CAFCOM, staff stressed that the CAFCOM is impacted by User Rate Studies. DNR agreed the District could start with a User Rate Study. Stephen Connelly developed a new User Rate Study through the year 2032. Ratermann advised this study should go to DNR on October 24<sup>th</sup>. Shorr asked if these projections address the anticipated City's wholesale rate increase and how it impacts the District's CAFCOM. Shorr wanted the City to take into account the District's median household income (MHI) when building their MHI for CAFCOM, as the District's higher rates in the wholesale territory will drive the City's MHI higher and benefit both districts. Oswald advised she did discuss the City's wholesale rate with Connelly and they agreed a projected rate increase at 6%. Oswald explained DNR suggested the District could potentially waive the CAFCOM and develop compliance schedules that align with the User Rate Study schedule.

**Cost Savings Report**

Ratermann advised the District continues to drill down on costs by addressing sludge disposal costs, switching land lines to cell service for facility alarms, and contracting out mowing.

**Lien Report**

The lien reports were included in the packet. Chann asked if there was a different approach to liens that would result in increased collection. Clark explained the Trustees had previously

suggested adding an annual interest to outstanding balances, but staff has not yet enforced this. Trustees had also previously asked staff to contact title companies handling the sale of properties with liens, but there is no way to know which title companies to contact. Trustees agreed that there should be a discussion at later date to develop ideas on what to do with properties that have long standing liens on them for non-payment of sewer service.

### **2018 Budget Criteria**

Oswald reviewed the criteria included in the packet. Chann asked if it is worthwhile to examine every line item in the budget to determine if any budget item can be frozen rather than increased annually. Schnedler commented that a large percent of District budget is driven by mandatory items, and there's nothing more to be done. Shorr said he understood the only thing to be done to prevent budget increase is to prevent regulatory expansion, which truly drives rates, and not cut the District's budget for labor, supplies and equipment required for the job. Chann asked for a flat line budget to compare with one that includes increases in operating expenses that the District controls.

Schnedler noted that Projection of Rates predicts percentage increases that dramatically increase from 5% in 2018 to 11% in 2027. She suggested the percentage of rate increases be applied in a more even, consistent manner to avoid a harder hit to the customer in later years. The excess increase can be dedicated to a rate stabilization fund that is available for debt service application in 2025 and 2026. Oswald will look at adjusting the projected rate increase.

### **Developments Far West Boone, LLC**

Ratermann asked when the Trustees wanted to revisit the sale of capacity from Developments Far West Boone, LLC. Trustees directed him to put it on the November agenda.

### **City of Hallsville**

Ratermann advised he mailed Hallsville the letter that was approved by the Trustees in September.

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

### **Operations and Maintenance Report – Dwayne Cooksey**

Cooksey reviewed the O & M Reports provided in the packet.

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to accept the O & M Report as presented. Motion carried.

### **Safety Report**

Oswald reviewed the report included in the packet. She advised District staff will begin posting signs in neighborhoods that have upcoming line maintenance to notify the residents.

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

#### **Capital Improvement Projects (CIP) – Construction**

***Twin Lakes WWTP Facility Plan – SKW – \$12,100***

Ratermann advised the ultraviolet system is substantially complete and has been started. The laboratory results obtained have been good.

**CIP – Design & Easement Acquisition**

***Trails West Facility Plan – Allstate – \$14,000 – Midway Crossings***

No report.

***South Rte K Facility Plan – Donohue & Associates – \$45,500***

No report.

***Cedar Gate Facility Plan – Cochran - \$28,770***

No report.

***Oberlin Valley Facility Plan – HDR - \$21,900***

Ratermann explained the District is working to obtain easements.

***Lee Heights Facility Plan – HDR - \$18,500***

Ratermann explained the District is working to obtain easements.

***Henderson Branch – Midway Service Area – HDR - \$628,047***

Ratermann explained the City is working to obtain easements.

***Highfield Acres Facility Plan – Cochran – \$18,280***

Ratermann advised the District will speak with Magellan – Midstream partners in order to determine what their requirements are and to get permission to parallel their easement.

***Rollingwood Plat 1 Facility Plan – HDR - \$17,500 – Midway Crossings***

No report.

***Richardson Acres & Brown Station – HDR - \$20,500 – City of Columbia***

No report.

***South Route K Facility Plan, SSES & Design- Donohue & Associates - \$109,072***

No report.

***Cedar Gate Facility Plan – Cochran – \$28,770***

No report.

***Quarter Mile Hills Facility Plan– Cochran – \$38,000***

No report.

***Sunnyslope Facility Plan – Cochran – \$23,950***

No report.

***Trails West Facility Plan – Allstate– Midway Crossings – \$14,000***

No report.

**Tier 2**

***Green Hills Mobile Home Park – Rocky Fork WRF***

Ratermann reported the District is waiting for Boone Electric to set up transformers.

***Neighborhood Improvement District (NID)***

***Phenora North Sanitary Sewer NID —  
Rocky Fork WRF***

See Agenda Item R.

***Bolli Rd. Sanitary Sewer NID –Midway Crossings***

See Agenda Item Q.

***Developer & Homeowner Built***

***Connections to City***

***3WT Properties – South Rte K – 4 Lots***

No report.

***Happy Hollow Estates – City – 2 Lots***

Ratermann reported the District sent another Bill of Sale to the owners of Happy Hollow.

***Fred Overton Development – Crockett Engineering – City – 31 Lots***

No report.

***Connections to South Route K***

***Heatherhill (formerly Scenic Heights or Providence Heights) – Crockett Engineering –  
South Rte K WWTP***

No report.

***Hemme Property/ Nursery Heights – A Civil Group – South Route K***

Ratermann explained about 40 building permits have been pulled by the developer and houses are going up.

***Toalson Property– Crockett Engineering – South Route K***

No report.

***Liepard – A Civil Group – South Route K – 2 Lots***

No report.

***3WT Properties – South Rte K – 9 Lots***

No report.

***Connections to Rocky Fork WWTP at Shalimar Gardens PS  
Minchew – Shalimar Gardens – 4 Lots***

No report.

***Harvester Road – Alviso & S&S – A Civil Group – 3 Lots***

No report.

**Nance Drive – Hardt – Brush & Associates – 3 Lots**

No report.

**MD Storage – Allstate Consultants – Rocky Fork WRF**

No report.

***Midway Elementary – Midway Crossings – 1 Lot***

Ratermann reported the Engineering Surveys & Services agreed to get an electrical engineer to draw minimum requirements for getting an electrical permit from Boone County Resources.

***Connections to Kinkade Crossing*  
Eng – Kinkade Crossing – 2 Lots**

No report.

**Hinton Road – 6 Lots**

No report.

***Connections to Prairie Meadows*  
Bonne Femme MHP– ESS – 12 Lots**

Ratermann advised these 12 lots have been connected. The District's agreement with owner stated the owner would be billed for service. Owner now wants to bill tenants directly but she needs to submit a request to amend her agreement. The owner would be responsible for reading private water meters each month to enable the District to bill tenants directly.

**Real Estates LLC – 15 Lots**

No report.

**Misc  
Lake Chateau**

No report.

**Hinkson Creek (303d list)**

No report.

**Mapping and Asset Management – Bartlett and West – Phase Two GIS \$47,440**

No report.

**Algae Bioreactor – University of Missouri – Rocky Fork WWTF**

No report.

**(Agenda Items)**

**Consider 2017 Budget Revisions**

Oswald reviewed the revisions included in the packet.

On a motion by John Massey and a second by David Shorr, the Board moved to approve the 2017 Budget revisions as presented. Motion carried.



**Consider Vacation and Sick Leave Policy Revisions**

Oswald advised the policy was revised to include the information requested in September. The Trustees requested this item be tabled to allow additional time for review. Schnedler advised that regarding the table that reviews the programs that offer vacation buy-back service, the state of Missouri should be classified as “no” because they do not buy back vacation time at retirement, but use it to calculate the term of the employee’s service. Oswald impressed that it does impact retirement income for the employee.

On a motion by John Massey and a second by Debbie Schnedler, the Board moved to table this item. Motion carried.

**Consider Appraisal from Moore & Shryock on the Archuleta Property in the Lee Heights Project for the Not to Exceed Amount of \$1,250.00**

Ratermann explained that an easement is needed from one or two properties. An appraisal is needed for valuation.

On a motion by David Shorr and a second by John Massey, the Board moved to approve the appraisal from Moore & Shryock on the Archuleta property in the Lee Heights project for the not to exceed amount of \$1,250.00. Motion carried.

**Consider Approval of Amendment 1 with Shafer Kline & Warren on Rocheport Wastewater Treatment Facility Upgrade for Ammonia Analysis Not to Exceed \$2,400**  
Ratermann explained the design flow on the Rocheport treatment facility is 30,000 gallons per day, and it is about 50% loaded with actual flow of 15,000 gallons per day. Les Bourgeois winery is considering connecting for treatment at Rocheport. DNR will impose an ammonia limit for this facility, and Ratermann felt it should be re-rated in the design flow before continuing conversations with Les Bourgeois.

On a motion by John Massey and a second by David Shorr, the Board moved to approve Amendment 1 with Schafer Kline & Warren on Rocheport wastewater treatment facility upgrade for ammonia analysis in the amount not to exceed \$2,400.00. Motion carried.

**Consider Selection of Engineering Firm for Bolli Road Sanitary Sewer Neighborhood Improvement District (NID)**

Ratermann explained there were 9 responses to the request for qualifications, and upon District review the top three candidates were HDR, ES&S and SKW. He advised he will get a scope of service and fees for November’s meeting. No motion is needed at this time.

**Consider Selection of Engineering Firm for Phenora North Sanitary Sewer NID**  
Ratermann reported that ES&S and SKW were the top candidates reviewed as engineering firms for this project. He advised he will get a scope of service and fees for November’s meeting. No motion is needed at this time.

**Consider Acceptance of Bill of Sale from Karen E Gaffey on the Bonne Femme Mobile**

## **Home Project**

On a motion by David Shorr and a second by John Massey, the Board moved to approve acceptance of the bill of sale from Karen E Gaffey for the sewer extension from Bonne Femme Mobile Home Park to Martha's Grove. Motion carried.

### **Consider Acceptance of Bill of Sale from Burks Properties LLC on the Green Hills Mobile Home Project**

On a motion by David Shorr and a second by John Massey, the Board moved to approve acceptance of the bill of sale from Burks Properties LLC for the sewer extension from Green Hills Mobile Home Park to the Rocky Fork collection system. Motion carried.

### **Consider Providing Consent to City of Columbia to Provide Sanitary Sewer Service to the Proposed Clear Creek Subdivision**

See Public Comment.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to table this item. Motion carried.

### **Consider Distributing Drip Dispersal Regulations for Public Comment**

Ratermann recommended the draft drip dispersal wastewater treatment systems regulations developed by HDR be available for public comment for 30 days. He explained the system at Windsor Place was studied as a model during drafting. These regulations were submitted to the Department of Health for comments as well as DNR. Shorr suggested the products mentioned be accompanied by "or equivalent" to create a technological standard rather than a product requirement. Chann suggested using the terminology "pre-approved equals".

On a motion by David Shorr and a second by Debbie Schnedler, the Board moved to distribute the draft drip dispersal wastewater treatment system regulations for Public Comment with an open window of 30 days, pending the document revisions requested. Motion carried.

### **Consider October 10, 2017 Engineering Report for American Outdoor Brands (AOB)**

See Public Comment.

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to accept the October 10, 2017 engineering report for American Outdoor Brands as presented. Motion carried.

### **Consider Agreement for Provision of Wastewater Treatment Services with Ryan Boone County, LLC for the American Outdoor Brand Site**

See Public Comment.

On a motion by John Massey and a second by Debbie Schnedler, the Board authorized

the General Manger and General Counsel to enter agreement for provision of wastewater treatment service with Ryan Boone County, LLC for the American Outdoor Brand site. Motion carried.

**Old Business**

Schnedler asked how long the City's Clear Creek pump station has been in service. Ratermann advised it pre-dates the 1998 general cooperative agreement, but was moved around 2006.

**New Business**

There was no New Business.

**Vote to Hold Closed Session Under Section 610.021 (1)**

On a motion by John Massey and a second by Debbie Schnedler, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 8:09 PM on October 17, 2017, 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.

Randy Chann, David Shorr, Debbie Schnedler and John Massey voted in favor. Fred Parry was absent. Motion carried.

On a motion by Debbie Schnedler and a second by David Shorr, the Board moved to re-open the regular meeting at 8:40 pm on Tuesday, October 17, 2017.

Randy Chann, David Shorr, Debbie Schnedler and John Massey voted in favor. Fred Parry was absent. Motion carried.

**Adjournment**

On a motion by Debbie Schnedler and a second by John Massey, the Board moved to adjourn the meeting. Motion carried.

Meeting was adjourned at 8:40 PM.

Approved by:

  
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