



**BOONE COUNTY REGIONAL SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
DECEMBER 19, 2017  
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE  
1314 NORTH SEVENTH STREET**

**Trustees Present:** Randy Chann, Chair  
David Shorr, Vice Chair  
Fred Parry, Trustee

**Absent:** Deborah Schnedler, Secretary  
John Massey, Trustee

**Others Present:** Tom Ratermann, General Manager  
Lesley Oswald, Assistant Secretary & Treasurer  
Kori Thompson, City of Columbia  
Dave Sorrell, City of Columbia  
John Whiteside, General Counsel  
Sandi Clark, Administrative Assistant  
Tim Canter, New Limits Wastewater Technology

Randy Chann, Chair, called the December 19, 2017 Board of Trustees meeting to order at 5:30 p.m. Chann noted there was a quorum.

### **Adoption of Revised Agenda**

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the Revised Agenda for the December 19, 2017 Board of Trustees meeting as presented. Motion carried.

### **Approval of Minutes**

The minutes for the November 2017 Board of Trustees Meeting were included in the packet.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the minutes for the November 2017 Board of Trustees meeting as written. Motion carried.

### **Approval of Closed Session Minutes**

The November 2017 Closed Session minutes were included in the packet.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the Closed Session Minutes for November 2017 as presented. Motion carried.

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

Oswald reviewed the financial reports included in the packet.

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

**Approval of Outstanding Bill(s)**

Oswald reviewed the two outstanding bills from Biogard at \$28,316.18, and from TG Rankin at \$15,834.08, each for replacement pumps and parts for pressure sewers systems.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the outstanding bill as presented. Motion carried.

**Public Comment:**

There was no public comment.

**Manager's Report  
Easement Acquisition Report**

The Easement Acquisition Report was included in the packet.

**Planning and Zoning Update**

There was no report presented for Planning and Zoning for December.

**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.

**Clear Creek Subdivision**

Ratermann reviewed the letter and email from the City of Columbia included in the packet. Ratermann advised the developer is willing to pay the \$3,600 per lot connection fee. Ratermann proposed the District send an amendment to the General Cooperative Agreement to the City stating these lots would be District customers with no annexation or development to City standards required, the District will pay the wholesale to the City, and a separate agreement would be drawn to authorize the District to collect the \$3,600 per lot connection fee to remit to the City.

Shorr suggested the District be silent on the matter of annexation. Sorrell advised the City would prefer this be a stand-alone agreement and not an amendment to the General

Cooperative Agreement. Shorr asked Ratermann to draft the proposed agreement without mention of annexation, and to draft a request for a meeting with the City and other County district offices to sit down to discuss annexation issues with regard to growth and taxes.

**Subsurface Drip Dispersal Wastewater Treatment Draft Regulations**

The draft regulations were included in the packet. Ratermann advised public comments were submitted prior to December 8<sup>th</sup>, and tHDR will address the comments.

On a motion by David Shorr and a second by Fred Parry, 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 included in the packet.

On a motion by Randy Chann and a second by Fred Parry, the Board moved to accept the O & M Report as presented. Motion carried.

**Safety Report**

Oswald reviewed the safety report included in the packet.

**Status Report (Work in Progress)**

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

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

Ratermann advised the final pay estimate has been submitted for payment.

**CIP – Design & Easement Acquisition**

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

Ratermann explained the District is negotiating an easement with the City.

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

Ratermann reported the District needs sewer and electric easements from a property owner.

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

Sorrell explained the City has the easements described and included in the documents. One is in need of negotiation and revision, and afterward the City Council will need to grant authority to acquire the easements from property owners.

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

Ratermann advised the District received drawings and will need easements.

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

Ratermann stated the District has received drawings.

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

Ratermann reported the District has received drawings.

***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***

Ratermann advised the District received a response from the City of Hallsville. He plans to submit a proposal at the January Board meeting.

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

No report.

**Tier 2**

*(None Currently)*

**Neighborhood Improvement District (NID)**

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

Ratermann advised Engineering Surveys & Surveys submitted the engineering report today.

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

Ratermann explained HDR has started on the design.

**Developer & Homeowner Built**

***Connections to City***

**Arrowhead 3 LLC, Arrowhead Lake Estates Plat 3 – 4 Lots**

No report.

***Connections to South Route K***

**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.

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

Ratermann reported that Engineering Surveys & Services will address the comments soon and the project will be ready for bid process.

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

No report.

**Hinton Road – 6 Lots**

No report.

***Connections to Prairie Meadows***  
**Real Estates LLC – School Upgrade - 15 Lots**

No report.

***North Battleground***  
**Westward Home Builders LLC – 88 Lots**

No report.

**Misc**  
**Lake Chateau**

Ratermann advised he is working on an agreement with Newton Riley.

**Hinkson Creek (303d list)**

No report.

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

Ratermann explained the District will meet with Bartlett and West to determine the 2018 agreement for services.

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

Ratermann advised the University's algae bioreactor is cleaned up and gone.

On a motion by Randy Chann and a second by Fred Parry, the Board moved to approve the Manager's Report as presented. Motion carried.

**(Agenda Items)**

**Consider Approval of 2017 Bad Debt Write Off in the Amount of \$30,872.99**

The Bad Debt Write Off report was included in the packet. Oswald advised the debt was from 4.5% of District users and was at 0.7% of user fees. These accounts have gone to Hawthorne for continued collection efforts.

On a motion by David Shorr and a second by Fred Parry, the Board moved to approve the 2017 Bad Debt Write Off in the amount of \$30,872.99. Motion carried.

**Consider Approval of Variance Regarding Initiation of Base Service Fees for Green Hills  
Mobile Home Park**

Oswald reviewed the memo included in the packet.

On a motion by Fred Parry and a second by David Shorr, the Board approved the variance regarding the initiation of base service fees for Green Hills Mobile Home Park, dated December 19, 2017, as written. Motion carried.

**Consider Adoption of Resolution Authorizing 2018 Rate Increase**

Oswald reviewed the rate increase memo in the packet.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve the resolution authorizing the 2018 rate increase. Motion carried.

**Consider Removing Conditions from Bill of Sale Acceptance for Nursery Heights**

Ratermann reviewed the memo included in the packet.

On a motion by Fred Parry and a second by David Shorr, the Board moved to remove the conditions from the bill of sale acceptance for Nursery Heights. Motion carried.

**Consider Resolution for South Route K Connections: Denying Additional Connections**

Ratermann reviewed the resolution included in the packet.

On a motion by Fred Parry and a second by David Shorr, the Board moved to approve connections present for the Godas Leatherwood Hills lot and one lot at Toalson Estates, and approved the resolution that afterward denies additional connections to the South Route K facility. Motion carried.

**Consider Authorizing an Amendment to the General Cooperative Agreement for Perche  
Ridge Located on the North Side of Gillespie Bridge Road and West of Perche Creek**

Ratermann proposed the Trustees authorize the General Manger and General Counsel to draft a stand-alone agreement with the City for Perche Creek that requests the lots become District customers, paying wholesale to the City, silent on annexation issues.

On a motion by Fred Parry and a second by David Shorr, the Board moved to authorize the General Manager and General Counsel to draw a stand-alone agreement with the City as described. Motion carried.

**Consider Authorizing an Agreement for Wastewater Services with Fred Overton  
Development, Inc., for Perche Ridge**

Ratermann explained this agreement authorizes the District to collect \$3,600 connection fees per lot required by the City and to remit to the City. Shorr asked if the District has passed a regulation stating or is there enough language implying that we have the right to collect City fees also to remit to the City. Trustees determined the internal connection fee regulation should be amended to

allow the District to collect City connection fees and remit to the City.

On a motion by Fred Parry and a second by David Shorr, the Board moved to table this item until the District amends the connection fee regulation to include the District's right to collect a monetary amount different from the District's then current connection fees, as proposed by the developer, in the interest of facilitating connection agreements with the City of Columbia. Motion carried.

### **Old Business**

There was no Old Business.

### **Vote to Hold Closed Session Under Section 610.021 (2)**

On a motion by Fred Parry and a second by David Shorr, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 6:50 PM on December 19, 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 and as authorized by section 610.021; and 610.021 (2) RSMo. to discuss the leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

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

On a motion by Fred Parry and a second by David Shorr, the Board moved to re-open the regular meeting at 6:56 PM on Tuesday, December 19, 2017.

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

### **New Business**

#### **Consider an Offer of \$51,000.00 for the Purchase of Lot 4 of Abell Acres for a Potential Treatment Facility Site**

Ratermann recommended the Trustees authorize the General Manager to make an offer of \$51,000 for lot 4 of Abell Acres as a potential treatment facility site for the Sunnyslope subdivision or other anticipated capacity needs.

On a motion by Fred Parry and a second by David Shorr, the Board moved to authorize the General Manager to make an offer of \$51,000.00 for the purchase of lot 4 of Abell Acres, for the purpose of a future treatment facility site.

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

**Sunshine Request: Request for Budget and Salary Information**

Ratermann advised Matthew Shoults requested budget information and staff salary. Shoults is inquiring what efforts are being made to manage costs and avoid rate increases. Ratermann advised the District submitted to him the 2017 and 2018 budget, and the General Manager’s previous and current salary.

The Board recommended District staff communicate the government mandated requirements for improved wastewater treatment, the challenges presented in affording the capital improvements necessary to accommodate those requirements, and the cost savings efforts undertaken by staff to minimize spending. Ratermann noted that acquiring customer growth also impacts user rates, as increased customer base spreads the debt thinner across user accounts. District staff currently communicates these issues through the website, mailed publications, and as callers inquire.

**Adjournment**

On a motion by Fred Parry and a second by David Shorr, the Board moved to adjourn the meeting. Motion carried.

Meeting was adjourned at 7:04 PM.

Approved by:

