

**BOONE COUNTY REGIONAL SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
MAY 15, 2012 7:00 PM  
BOONE COUNTY REGIONAL SEWER DISTRICT OFFICE  
1314 NORTH SEVENTH STREET**

**Trustees Present:** Randy Chann, Chair  
David Shorr, Vice Chair  
Karen Miller, Trustee  
Deborah Schnedler, Secretary

**Trustees Absent:** John Massey, Trustee

**Others Present:** Tom Ratermann, General Manager  
Crystal Bridgman, Sr. Admin. Asst. Support  
Stan Shawver, Boone County Planning and Building Inspection  
John Whiteside, General Counsel  
Steve Hunt, City of Columbia  
Dwayne Cooksey, Operations Superintendent  
Lesley Oswald, Assistant Secretary & Treasurer  
Andy Lister, Project Manager BCRSD  
David Basaldua, 820 Sun Valley Dr.  
Jim McGinnis, Gerding, Korte & Chitwood

Randy Chann called the May 2012 Board of Trustees meeting to order at 7:00 p.m. Chann noted there was a quorum.

**Adoption of Revised Agenda**

Ratermann stated Item Q was added.

On a motion by David Shorr, and a second by Randy Chann, the Board moved to adopt the revised agenda. Motion carried.

**Approval of Minutes**

On a motion by David Shorr, and a second by Karen Miller, the Board moved to approve the minutes for the April board meeting. Motion carried.

**Approval of Closed Session Minutes**

On a motion by Karen Miller, and a second by David Shorr, the Board moved to approve the minutes for April Closed Session. Motion carried.

**Approval of Financial Reports**

Lesley Oswald reviewed the financials. She said there are checks written to individuals to pay for easements. Oswald noted it hasn't hit the balance sheet yet but the District closed on the direct loan on May 9<sup>th</sup> for the Rayfield project and high school extension in the amount of \$1,360,000.

On a motion by Randy Chann, and a second by Debbie Schnedler, the Board moved to approve the Cash Receipts & Disbursements, Bank Reconciliation and Financial Statements for April 2012. Motion carried.

### **Outstanding Bills**

Oswald noted there were two outstanding bills.

On a motion by Randy Chann, and a second by Debbie Schnedler, the Board moved to approve the outstanding bills with Grainger in the amount of \$1,208 for a ½ HP motor for the Eagle Knoll WWTP and Bio Guard in the amount of \$8,444.58 for four 1 HP grinder pumps and four 2 HP grinder pumps. Motion carried.

### **Public Comment**

#### **Agenda Item Q:**

#### **Consider Request for Variance for Basaldua**

Ratermann noted David Basaldua owns a duplex at 820 Sun Valley Drive. Ratermann said this is a duplex that has one water meter and two units. Ratermann noted the policy is to bill the property owner when there is one meter servicing more than one unit and to bill a base service fee for each unit even if it is vacant. Ratermann said Basaldua is planning on remodeling and adding a water meter. Ratermann said Basaldua is requesting a variance from the board to charge one base service fee for a twelve month period. Ratermann asked Basaldua for his comments.

Basaldua asked the board why is there two base service fees when there is only one water meter.

Schnedler stated most utilities have a base fee per living unit, especially utility companies regulated by DNR. She noted the base service fee covers certain costs other than just the treatment of effluent, such as debt service, overhead, administration, and maintenance.

Basaldua noted he lives in the basement of the duplex and is remodeling the upstairs. He said it is his understanding that he would have to add a water meter to have the sewer bill be separated and changed to the occupants of each unit.

Enseue of discussion the board made the following motion:

On a motion by David Shorr, and a second by Karen Miller, the Board moved to deny the variance request to charge one service fee to Basaldua. Motion carried.

#### **Consider Audit FY2011**

Jim McGinnis presented the audit to the board. McGinnis noted it was a clean audit. He noted as in years past the only significant concern is segregation of duties. Schnedler asked for recommendations for improvement. McGinnis made several suggestions. The discussion ended with two practical recommendations to implement in 2012: Do some cross training in Quickbooks and have another staff person look over the Bank Reconciliation every month.

On a motion by Karen Miller, and a second by Debbie Schnedler, the Board moved to approve the Audit as presented by Jim McGinnis. Motion carried.

### **Manager's Report**

#### **Easement Acquisition Report**

Ratermann noted the easement acquisition report went out in the mailed out packet.

#### **Lien Report**

Ratermann reported there were no changes in the last thirty days.

### **Planning and Zoning Report**

Stan Shawver reported on the meeting with the Planning and Zoning Commission. Shawver noted construction is the best it's been since 2007.

### **Permit Status Report**

Ratermann reviewed the report provided in the board packets. Ratermann noted Eagle Knoll was applied for renewal, but did not meet the six month deadline. Ratermann said County Downs and Spring Park have been applied for six months prior to expiration.

### **Disinfection Deadlines**

Ratermann said the information is unchanged from last month. Ratermann stated the elimination of Rayfield Lagoon is underway.

### **REDI Membership**

Ratermann noted the membership is \$1,000 annually. Ratermann noted REDI has asked the District to commit to a three year membership.

On a motion by David Shorr, and a second by Randy Chann, the board moved to approve membership to REDI based on appropriation in the amount NTE \$1,000 per year with the stipulation that it can be prorated from July 1, 2012. David Shorr, Randy Chann and Karen Miller voted in favor. Debbie Schnedler voted against. Motion carried.

### **Engineering Selection for Master Plan and SRK Plant Improvements**

Ratermann stated the selection committee has selected two engineering firms to interview. Ratermann noted interviews are scheduled for June 7<sup>th</sup> with a goal to finish the master plan by October 2012.

The board discussed the bond issue and noted the last bond issue on the ballot was in 2008 and was for five years.

On a motion by Karen Miller, and a second by David Shorr, the Board moved to accept the Manager's Report. Motion carried.

### **Operations and Maintenance Report**

Dwayne Cooksey reviewed the O & M Report as written.

Cooksey reported rags in the WB Smith pump station was the cause of having to do extra maintenance on the pump. Board members suggested sending out brochures to the WB Smith neighborhood and any other neighborhoods when this type of maintenance is caused by this type of event.

On a motion by Randy Chann, and a second by Debbie Schnedler, the Board moved to accept the O & M Report. Motion carried.

### **Safety Report**

Oswald reviewed the Safety meeting report. She noted there were no accidents.

On a motion by Randy Chann , and a second by Debbie Schnedler, the Board moved to accept the Safety Report. Motion carried.

**Status Report (Work in Progress)**

Ratermann reviewed the status of work in progress. There was some discussion of note on the following projects:

**Rayfield PS & Force Main**

Ratermann noted pipe is under construction and there is an agenda item.

**High School Sewer**

Ratermann asked if this project is SRF eligible. Steve Hunt stated this project is SRF eligible. Ratermann noted a notice to proceed will be issued soon.

**Rocky Fork**

Ratermann noted there are two easements to acquire within the Clearview subdivision.

**Spring Park & Sunrise Estates Lagoon Closure**

Ratermann noted all of the easements are acquired. He noted both projects were budgeted for this year, but they are not SRF eligible.

**HH Corridor**

Ratermann reported there are 25 easements to acquire. Andy Lister has acquired two of them.

**El Rey**

Ratermann noted Trabue has started on design of El Rey.

**Westwood Meadows**

Ratermann noted Lister has acquired one of seven easements.

**Twin Lakes**

Ratermann noted staff is still working on the appraisal the board approved last month.

**Prathersville Area**

Ratermann said the Burnam family has submitted plans to connect their mobile home park. Ratermann stated the District is reviewing the plans.

**Green Hills Mobile Home Park**

Ratermann reported an agreement was sent to the owner of Green Hills.

**Manchester Heights**

Ratermann noted the District is seeking a Community Development Block Grant (CDBG) on this project. Ratermann said the state historical preservation officer has said a cultural resources survey is required because there is a known archeological site within 300 meters of our alignment. Ratermann stated the question is do we hire an archeologist the way the Department of Economic Development wants us to do it, which will take two or three months, but the fee would be CDBG eligible or does the District pay for it and not have to wait. Ratermann noted the fee is about \$5,000. Schnedler suggested the District proceed without the wait.

**Hinton Road Sanitary Sewer NID**

Ratermann noted the District is working with the neighborhood, but there is no way of knowing if the NID will be formed. Ratermann noted it is not a high income area.

**Water’s Edge – Realignment**

Ratermann noted this project is 95% complete.

**Phenora North**

Ratermann noted this neighborhood might qualify for a CDBG. Ratermann met with Conrad Brown today and suggested contacting Andy Fable and Lynn Hostetler and Ratermann would arrange a meeting with one of the County Commissioners.

**EECBG Grant**

Ratermann said shop drawings are almost approved.

**Hinkson Creek**

Ratermann noted he has been attending stakeholder meetings and science meetings. Ratermann noted he is on the Action Committee.

**Agenda Items**

**Consider Approval of Audit FY2011**

See Public Comment.

**Consider Change Order 1 on Rayfield Project for a NTE of \$6,386**

Ratermann stated this change order is needed to do the repairs for the private road.

On a motion by David Shorr, and a second by Randy Chann, the Board moved to approve Change Order 1 on Rayfield project for a NTE of \$6,386. Motion passed.

**Consider Proposal Evaluation of Bonne Pump Station from SKW**

Ratermann said he is asking the board to table this agenda item. The Board agreed to table this agenda item.

**Consider Variance Request for David Basaldua at  
820 N. Sun Valley Drive, Apartments A & B**

See discussion after Public Comment.

**Old Business**

No old business.

**New Business**

No new business.

**Closed Session**

**Vote to Hold Closed Session Under Section 610.021 (1) & (2)**

On a motion by David Shorr, and a second by Karen Miller, the Board moved that the Boone County Regional Sewer District Board of Trustees authorize a closed meeting at 8:50 PM on Tuesday, May 15, 2012 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(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, Debbie Schnedler and Karen Miller voted in favor. John Massey was absent. Motion carried.

On a motion by David Shorr, and a second by Karen Miller, the Board moved to re-open the regular meeting at 9:16 PM on Tuesday, May 15, 2012. Randy Chann, David Shorr, Debbie Schnedler and Karen Miller voted in favor. John Massey was absent. Motion carried.

### **Adjournment**

Meeting was adjourned at 9:16 PM.

Approved by: \_\_\_\_\_  
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