

TERM OF COMMISSION: July Session of the May Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt
Deputy County Clerk Melanie Stapleton

The meeting was called to order by the Presiding Commissioner at 2:04pm.

Subject: CAFR Audit Report

June Pitchford, County Auditor and Steve Smith of Williams Keepers LLC were present on behalf of this item.

June Pitchford stated that the Auditor's Office is responsible for the official, financial reporting for Boone County. She stated that the reporting is subject to an annual audit, which has been conducted by Williams Keepers for a number of years.

Steve Smith stated that the CAFR is the Comprehensive Annual Financial Report, which includes the annual report and the audit report. He stated that the CAFR is divided into four sections: Introductory, Financial, Discretionary (statistical), and Single Audit/Summary (which includes two reports and schedules of federal awards).

Steve Smith stated that Williams Keepers offered an unqualified opinion on the Financial statements. He stated that the financial statements were in accordance with the generally-accepted accounting principles and included all necessary disclosures for a fair presentation. He stated that the statements were prepared in standard, government format.

Steve Smith stated that Williams Keepers rendered "clean opinions" on the reports for the federal program expenditures, in that the reports were in compliance with all major compliance features for all major programs.

Steve Smith stated that this CAFR was submitted to the Government Finance Officers Association, as it has been for the past 16 years, for their certification program. He stated that if the CAFR met all requirements, then the County would receive a Certificate of Achievement for Excellence in Financial Reporting.

Steve Smith stated that all the financial highlights are supported by detailed schedules.

Steve Smith stated that the total expenditures for all governmental funds was nearly \$36 million for 1999 (88% of the budgeted amount). He stated that all departments were within budget in the General Fund. He stated that Road & Bridge was the largest area where budget exceeded expenditures (by \$1.4 million). He stated that Neighborhood Improvement Districts was the second largest area of savings with 1.2 million unspent. He stated that the revenues for all governmental types were nearly 31.5 million for 1999, which is almost \$1.2 million over the budgeted amount.

Steve Smith stated that the General Fund experienced an increase of \$739,000. He noted however that the General Fund was budgeted for a decrease of \$1.4 million. He stated that the General Fund balance at the end of the year was nearly \$7.5 million. He noted however that only about \$5 million of those funds were not designated.

Steve Smith stated the format of the CAFR would change at some point in the future to meet Governmental Accounting Standards.

Steve Smith noted that there were no significant, accounting policy changes during the year.

Steve Smith stated that Williams Keepers did not make any audit adjustments as a result of their field work. He also stated that there was no disagreement with the auditing procedures. He noted that there were not any new items in the Management Letter.

Steve Smith noted that a recommendation made (in 1998) to further automate the record keeping procedures for the Neighborhood Improvement Districts did not receive any attention, primarily due to heavy workloads in the Information Technology Department. He stated that Williams Keepers main concern for automating those record keeping procedures is to aid in the development of numbers for the future amount of collections for NIDs (the total amount of receivables).

Steve Smith stated that a number of years ago, Williams Keepers developed a fairly lengthy Management Letter regarding the data processing system and its management. He stated that in the 1998 Management Letter, Williams Keepers commented that a number of the items were delayed action until 1999. He stated that this Management Letter reports, in more detail, those items that were held over for 1999. He stated that those items included computer processing, disaster recovery, program content/quality control, program and user documentation, program change control, and standards of operation. He stated that since these items were addressed in this Management Letter, they probably would not be commented on in next year's Management Letter.

Steve Smith stated that the County would need to continue to update programs. He noted however that the staffing and workload challenges in the Information Technology Department would put focus on applying improvements in documentation and standards toward new programs rather than on existing programs.

Steve Smith thanked everyone for their assistance with the audit, especially the Auditor's Office who produced a majority of the CAFR. He stated that Williams Keepers received good cooperation from all County staff.

June Pitchford encouraged the County Commission to read the transmittal letter. She stated that it included an expanded discussion on expenditures (GAP basis vs. Budget basis) and fund balances (total fund balances vs. what is truly available).

Commissioner Stamper accepted the Management Recommendations Letter, Communication of Audit Related Matters, and Comprehensive Annual Financial Report for the public record.

The County Commission thanked the Auditor's Office and Williams Keepers for the time and they put into organizing the documents presented during the meeting.

Subject: Award bid 38-21JUN00 Duplicating Service Term and Supply

Marlene Ridgway presented the following recommendation for the award of bid 38-21JUN00:

I have reviewed the bid responses with all County offices and offer the following bid award recommendation:

The bid submitted by KOPI has been withdrawn without prejudice due to a misinterpretation of the bid specifications on the vendor's part. There was a significant and obvious disparity between their prices and the other bidders on the color copy service and upon clarification they requested their bid to be withdrawn.

We recommend award to Mail and More as having submitted the lowest and best bid meeting the minimum specifications. This contract has two additional one-year renewal periods. Since this is a term and supply contract, purchase orders are not necessary.

Marlene Ridgway stated that a bid tabulation and cost evaluation were available for review.

Commissioner Stamper moved to award bid 38-21JUN00 as follows:

FOR	TO
Duplicating Services Term and Supply	Mail and More

Said bid is awarded per the attached recommendation of the Purchasing Department. It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreement.

Commissioner Miller seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 277-2000**

Subject: Award bid 39-21JUN00 Consensys Furniture by Allsteel

Marlene Ridgway presented the following recommendation for the award of bid 39-21JUN00:

The department and I have reviewed the bids received and are recommending award for the base bid price to Smart Business Interiors as having presented the lowest and best bid meeting the minimum requirements. The total contract value for construction of this unit is \$8,479. The department budgeted \$10,000 for this project.

Marlene Ridgway stated that a copy of the bid tabulation was available for review.

Commissioner Vogt moved to award bid 39-21JUN00 as follows:

FOR	TO
Consensys Furniture by Allsteel	Smart Business Interiors

Said bid is awarded per the attached recommendation from the Purchasing Department. It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreement.

Commissioner Miller seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 278-2000**

Subject: Budget Revision to cover advertising expenses in the Human Resources Department

Betty Dickneite, Human Resources Director stated that the previous Director, Mark Stone, tried to estimate the amount of money needed for advertising expenses for the year 2000. She stated however that he could not have anticipated the number or length of vacancies that the Human Resources Department would have to advertise.

Betty Dickneite stated that the County now uses display ads rather than columns, which are much cheaper.

Commissioner Miller moved to authorize the budget revision as follows:

AMOUNT	(increasing) ACCOUNT	(decreasing) ACCOUNT
\$17,400	1115-84300 Advertising	1123-86800 Emergency Funds

Said revision is to transfer funds to cover advertising expenses.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 279-2000**

Subject: Approval to Purchase a Replacement Patrol Vehicle and Authorize a Budget Revision to cover the cost of the replacement

Sheriff Boehm stated that a 1997 Ford Crown Victoria was recently wrecked and then totaled out by the insurance company. He stated that the vehicle now needed to be replaced. He stated that the total cost of a replacement vehicle is \$19,725. He stated that the insurance paid the County \$11,600 for the wrecked vehicle, so the department needed to transfer \$8,125 to cover the remainder of the costs.

Commissioner Miller moved to authorize a budget revision as follows:

AMOUNT	(increasing) ACCOUNT	(decreasing) ACCOUNT
\$8,125	1251-92400 Replacement Vehicle	1123-86800 Emergency Fund

Said revision is to cover additional costs for the replacement of a patrol vehicle.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 280-2000**

Subject: Form of Response for the STOP Violence Against Women Grant

Commissioner Stamper stated for the public record that he signed the response form for the STOP Violence Against Women Grant verifying that the Sheriff's Department will use the federal award for calendar year 2000 in its entirety.

Subject: Approve to hire a LPN at a rate of pay above the base of the range

Sheriff Boehm presented the request for the hiring of a LPN above the base of the range. He stated that the Sheriff's Department has finally found someone to fill this slot after a long vacancy. He stated that this position is greatly needed and it is important that it be filled as quickly as possible.

Commissioner Miller asked if this request followed the normal procedure of being forwarded the Human Resources Director for a recommendation before appearing on the County Commission agenda.

Sheriff Boehm stated that it did not.

Betty Dickneite, Human Resources Director stated that she was aware of the request,

however it was not forwarded to her for review in time for its appearance on the County Commission agenda. She stated therefore that she did not have a formal report on the request at this time.

Sheriff Boehm stated that time was an important factor in this issue appearing on the County Commission before the recommendation from the Human Resources Department could be obtained. He stated that it took several weeks for the Sheriff’s Department to receive applications and additional time to hold interviews. He reiterated the fact that it was important to have this position filled as soon as possible. He also noted that this individual has a lot experience in Emergency care.

Commissioner Miller stated that a hire above the base of the range is usually justified by the person possessing great expertise in the field. She noted that this particular individual had only recently received their licensing.

Major Warren Brewer stated that the facility that the individual would be working should also be taken into consideration when establishing a salary.

Commissioner Miller stated that the facility was taken into consideration when the pay range for this position was established.

Commissioner Stamper noted that this position vacancy was cited in last month’s Jail Visitor Report as needing to be addressed as soon as possible.

Commissioner Vogt stated that the process of having the request reviewed by the Human Resources Department review these kinds of requests aides the County Commission in reaching their decision. She stated that it is important to follow the same procedure for all hires above the base of the range.

The County Commission agreed that the request to hire a LPN at a rate of pay above the base of the range should be reviewed by the Human Resources Director before returning to the County Commission agenda.

Subject: First Reading of a Budget Amendment for the Local Emergency Planning Committee

Commissioner Stamper read a budget amendment into the public record as follows:

AMOUNT	(increasing) ACCOUNT
\$3000	2100-23050 Increase LEPC Other Supplies Budget

Explanation: LEPC Budget increase to pay for Backboards & Clips. The funds have been receipted in but not totally budgeted.

Commissioner Stamper stated that this budget amendment would be returned to the County Commission for a public hearing following the ten-day waiting period for public comment.

Subject: Report on the Storm Water Program

Dave Nichols stated that there was a Storm Water mandate issued on December 8, 1999 for counties and cities under the EPA Phase II program. He stated that his packet of information outlined the program and its requirement. He stated that the Missouri Department of Natural Resources (the permitting authority) would interpret the EPA regulations and offer guidance to Boone County. He stated that Boone County is supposed to act on some of the regulations in October of this year.

Dave Nichols stated that he is working with the city of Columbia to organize a Stormwater Steering Committee. He stated that the committee would work on getting public involvement and input on this issue from the outset, so that when public support is needed, it would already be in place.

Dave Nichols stated that the city of Columbia has a storm water utility that is tied to the impervious surface that each piece of property is designated. He stated that any development within the city of Columbia has to pay into a storm water fund that is used to deal with storm water issues. He stated that the storm water fund has been in place since 1993.

Commissioner Miller stated that the Storm Water Fund was a ballot issue that was adopted by the citizens of Columbia.

Dave Nichols stated that the boundaries for this program have still not been determined.

The summary of the Storm Water program is included below. All other documents submitted as part of this report are available for the public record.

June 29, 2000

To: County Commission

Re: Storm Water program

In 1987, amendments to the Clean Water Act mandated the EPA to develop a tiered implementation strategy for the National Pollutant Discharge Elimination System (NPDES) Storm Water Program. Phase I included municipalities with populations over 100,000 and was implemented in 1990. The second phase of the approach, Storm Water Phase II, has been released and covers: 1) operators of small Municipal Separate Storm Sewer Systems (MS4s) in “urbanized areas” not already covered under phase I rules. 2) Construction activities that disturb greater than or equal to 1 acre.

Additional small MS4s (outside of urbanized areas) and construction sites (disturbing less than 1 acre) may be brought into the NPDES program by the NPDES permitting authority. In Missouri, this has been delegated to the Missouri Department of Natural Resources (MoDNR)-Water Pollution Control Division. To date, MoDNR has yet to interpret the rule and issue to use the “urbanized area” boundary that will be required to follow regulations. It could possibly be the entire County. I asked Richard Laux, a MoDNR staff member, what their timetable for making this area interpretation was and he responded anywhere from one to two years.

One definite aspect of the program that is known is that it will cost MS4s money to execute and sustain. The EPA has estimated costs to local governments to implement the NPDES program at \$9.16 per household per year. The National Association of Counties (NACo) has criticized this estimate as being grossly understated for small counties that have few staff and minimal administrative infrastructure to implement a program. I do not know at this time what kind of financial impact Boone County will experience, however, there will be an impact and we currently do not have a funding means in place to comply with the regulations. The City of Columbia passed an ordinance in 1993 (Land Preservation Ordinance Chapter 12A), establishing a monthly Storm Water Utility Charge to each owner of each parcel of developed land within the city based upon land use. All revenue is to be used solely for storm water management purposes. These monies will help towards Phase II compliance, however, City Public Works staff feel even it will not be enough to sustain the program.

I have enclosed additional information I received from an APWA workshop which provides more detail about the regulation and its requirement. Also included is a copy from the

EPA web site listing targeted dates for compliance. Until directed differently by MoDNR, March 10, 2003 will be the deadline for full program compliance. I am currently on a Storm Water Steering Committee with members from Columbia Public Works and the University of Missouri. Our main focus at this time is to initiate a public awareness/participation program about the Phase II regulations and storm water in general. This effort satisfies a component of the NPDES requirement, as long as it is sustained and continues indefinitely.

I hope this provides you a better understanding of Storm Water NPDES Phase II and how it will affect the County. We will need to establish some type of ordinance for storm water management and a funding mechanism. As mentioned in one of the requirements, the public must be involved in developing the storm water program. The steering committee will need to continue until we have direction from MoDNR. I feel the committee will ultimately recommend some type of a community Storm Water Advisory Board, to be made up of members from diverse interest within the City and County. Until then, I will keep working with the committee, progress towards getting more information, and develop program recommendations from the information available.

If you have any questions, please call me at (573) 874-6198.

Sincerely,

David Nichols,
Storm Water Engineer

The County Commission thanked David Nichols for the report.

Subject: Jail Visitor Report of May 31, 2000

Commissioner Stamper submitted the report for the public record. He stated that this particular report addressed operational issues such as psychiatric services and the nursing staff.

Subject: Proclamation for Bob DuPuis

Commissioner Stamper stated that The Shelter requested a proclamation for Bob DuPuis in recognition of his outstanding service to the organization and the community in working to end domestic violence.

Commissioner Stamper moved to adopt the following proclamation:

OFFICE OF THE PRESIDING COMMISSIONER

BOONE COUNTY

PROCLAMATION

WHEREAS, the home should be a place of warmth, unconditional love and security; and

WHEREAS, for many of us, home and family can be counted among our greatest blessings, but for some in our community these blessings are tarnished by violence and fear; and

WHEREAS, domestic violence is a problem in our community that affects persons of all races, faiths, incomes, and abilities; and

WHEREAS, according to the U. S. Department of Health and Human Services, domestic

violence is the single largest cause of injury to American women; and

WHEREAS, stopping violence and abuse in our homes is the responsibility of everyone in our community; and

WHEREAS, men can stop violence and abuse by making individual decisions about their relationships, and by supporting other men to make the same choice of non-violence; and

WHEREAS, support groups for men who use violence in relationships are an important part of stopping violence; and

WHEREAS, Bob DuPuis has facilitated such a support group for the last 18 years,

NOW THEREFORE, I, Donnie Stamper, Presiding Commissioner for the County of Boone, Missouri, do hereby proclaim July 8, 2000 as

Bob DuPuis Day

In Boone County and urge all citizens to thank Mr. DuPuis for his work to end violence in the community.

In testimony thereof, I have hereunto set my hand and caused to be affixed the Great Seal of the County of Boone, in the city of Columbia, this 5th day of July, 2000.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 280A-2000**

Subject: El Chaparral Subdivision Change Order No. 3

John Watkins, Project Development Manager stated that the paperwork for this change order was submitted to the consultant (by the contractor) at the end of the May. He stated that he held the paperwork until the Affidavit of Compliance and lien waivers were supplied to the County. He stated that the County has thirty days to submit payment of the change order.

Commissioner Stamper stated that this change order would have to be discussed in work session with the other members of the County Commission. He stated that in the future, issues of this nature should not appear on the County Commission agenda without approval by the Public Works Director and a subsequent report by the Director to the County Commission.

Commissioner Stamper stated that the County Commission would review the change order and handle it on the next County Commission agenda (Tuesday, July 11th).

Subject: President Clinton's Visit to Columbia

Commissioner Stamper reported that the County of Boone was greatly honored today by a visit from the President of the United States, William Jefferson Clinton. He stated that the Boone County Commission was involved in the welcoming ceremonies. He stated that the President gave a wonderful speech on the Patients' Bill of Rights. He also stated that the President ate lunch at Sutton's Place (BBQ).

Commissioner Reports

Commissioner Stamper

Commissioner Stamper reported that the County Commission approved an emergency bid award for a Compressor at the Boone County Jail last week. He stated that the award has since been appealed and referred to the Purchasing Department for evaluation. He stated that he would report the outcome of that evaluation to the County Commission. He stated that he would not sign the contract documents until the evaluation was completed.

Commissioner Stamper reported that he, John Patton (County Counsel) and representatives of the Heartland Investment group met yesterday to address a number of issues. He stated that he hoped to schedule another work session for next week.

Commissioner Stamper requested that a budget revision for Public Works be scheduled on the Tuesday, July 11th Commission agenda.

Commissioner Stamper reported that he would be attending the first Health Facility committee meeting in just a few minutes.

Commissioner Stamper stated that the Boone Hospital Board of Trustees would hold a meeting with their consultant on July 17th. He stated that the Boone Hospital Board of Trustees requested that he attend the meeting on behalf of the County Commission. He stated that he would report the outcome of that meeting to the County Commission.

Commissioner Miller

Commissioner Miller reported that she spoke with the Auditor about funding for the Reality House drainage problem. She stated that the Auditor informed her that there is about \$45,000 left in that fund. She stated that the Auditor would like to ensure that the County has a complete understanding of the project (and the related asphalt costs) before it is sent out for bid.

Commissioner Miller stated that she would contact Greg Eddington to review the costs of the asphalt. She also requested that Stuart Scroggs work with Beckie Jackson, Purchasing Director to put the bid together.

Commissioner Vogt

Commissioner Vogt did not give reports.

There was no public comment.

The meeting adjourned at 3:09pm.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner