



BCRSD

Boone County Regional Sewer District

Clean water for your future

1314 North 7th Street

Columbia, MO 65201

p: 573-443-2774

f: 573-499-0489

www.bcrsd.com

DATE: January 3, 2024
TO: Tom Ratermann & Wendy Wiegers
FROM: Sandi Clark
SUBJECT: Manager of Administration

Attached is the copy of the proposed training schedule for the Manager of Administration for 2024, with budgeted dollar amounts. Please feel free to ask me if there are any questions or concerns. Thank you very much.

C: File

Attachments: Manager Administration Training Plan 2024



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**Sandi Clark, Manager Administration
 2024 Training Plan**

	QB Time Keeping (seeking courses, TBA)			Up to \$1,000 per online class
	Human Resource Management Suite, CACC, 72-hour class			\$365.00
	ArcGIS (Data Management, Mapping, Field Ops), free on ESRI portal			\$0.00
	Crystal Reports for SAP Business One Mastery, Udemy, 11 hours			\$89.99
	Wordpress/ Elementor Academy -			
	Wordpress: Getting Started with Elementor (22 training modules, 3 hours)			\$0.00
	Wordpress: Building a Landing Page (5 videos, 30 minutes)			\$0.00
	Wordpress: Website Performance Optimization (6 videos, 1.5 hours)			\$0.00
	Wordpress: other courses (online, free with customer support)			
			2024 Goal Total:	\$1,454.99

DATE: November 3, 2023

TO: Tom Ratermann & Wendy Wiegers

FROM: Meg Petrillose

SUBJECT: Administrative Assistant Training Program

The Boone County Regional Sewer District's continued mission is to provide customers with cost effective and reliable sewer services. Below is a training plan for the Administrative Assistant for the year 2024.

One area of interest is the laboratory. I would like to be cross-trained in that field, and learn to work in the laboratory. The MWEA has a training course and exam that would allow me to be trained in Laboratory Practices.

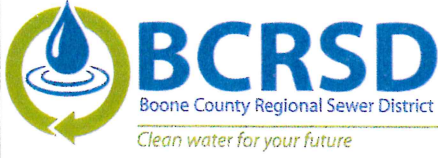
There are multiple courses offered by the Columbia Area Career Center. There is a training class that would expand my knowledge in Microsoft Excel. They also have courses that offer certifications in Microsoft Word and Accounts Payable. The Columbia Area Career Center also offers courses to be a Certified Technical Writer and a Certified Administrative Professional.

I believe that the most advantageous courses for me to take for the year 2024 would be the MWEA Laboratory Practices course, the Certified Technical Writer course, and the Certified Administrative Professional course, with the remainder of the courses to follow with consideration to time restraints.

Please let me know if you have questions or would like to discuss this matter further.

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Attachments: Administrative Assistant Training Plan 2024



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Meg Petrillose / Administrative Assistant Training Plan

2024

◦	MWEA Laboratory Practices Section 1 Manual			\$	20
◦	MWEA Laboratory Practices Application for Exam			\$	50
◦	Microsoft Excel Training Program with voucher			\$	650
◦	Accounts Payable Specialist Certification w/ MS Excel w/o voucher			\$	1,695
				Total:	\$ 2,415

DATE: January 3, 2024
TO: Tom Ratermann
FROM: Wendy Wieggers
SUBJECT: Manager of Finance and Human Resources

Attached is the copy of the proposed training schedule for the Manager of Finance and Human Resources for 2024, with budgeted dollar amounts. Please feel free to ask me if there are any questions or concerns. Thank you very much.

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Attachments: Finance & HR Manager Training Plan 2024



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**Manager, Finance & HR Training Plan
 2024**

Finance & Human Resource Training

◦	SPHR Certification (Senior Professional in Human Resources)	\$	2,000
◦	GASB Update Training (\$145.00 Book 2023)	\$	200
◦	SRF Training (free as I can find)	\$	-
◦	Misc training sessions on government accounting/finance/HR	\$	1,800
◦	through AICPA	\$	-
◦	**I will locate free sources of training where I can with focus on	\$	-
	areas that will benefit my position to BCRSD.	\$	-
		\$	-
		\$	-
		\$	-
		Total:	\$ 4,000
		2024 Goal: Finance & HR Total:	\$ 4,000

Training Travel, Equipment

◦			
◦		\$	-
◦		\$	-
		Total:	\$ -
		\$	-
		Budget for 2024 Goal:	\$ 4,000.00

DATE: November 3, 2023

TO: Tom Ratermann & Wendy Wiegers

FROM: Virgil Farnen

SUBJECT: District Operations Training Program

The Boone County Regional Sewer District's continued mission is to provide customers with cost effective and reliable sewer services. I have prepared a training plan for the Operations department in the Boone County Regional Sewer District organization. This plan include cost associated with new hires, Certification acquisition or maintenance, safety training and additional training to add value towards professional growth and safe work environment of District Operations.

Federal laws have changed that require Entry Level Driver Training for hires that don't posses a CDL when hired. I have allotted for 2 new hires without CDL licenses.

Electrical Trouble Shooting training has been added because our staff is aging, and the newer employees don't posses the skills to diagnose and repair control issues at WWTP's, lift stations, or individual pressure systems.

NASSCO training for 2 employees, because our NASSCO certified employees have advanced at, or are no longer employed at the District.

Confined Space and Trench Safety, new hire certification and on-line refresher courses for current staff.

Nutrient removal and advanced wastewater training are allotted for in Training for Acquiring or Advancing Certification line item.

Green Vouchers are issued by MO. DNR to supplement cost associated with required training, and the value placed is estimated.

Please let me know if you have questions or would like to discuss this matter further.

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Attachments: 2024 Operations Department Training Plan Budget



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**Operations Staff Training Plan
 2024**

Certification Maintenance and Advancement Training

◦	Minimum 10 hours training per Operator for Certification Renewal (6)	\$	2,000
◦	Green Training Certification Vouchers	\$	(1,200)
◦	Training for Acquiring or Advancing Certification (2)	\$	2,000
◦	Green Training Certification Vouchers	\$	(800)
◦	Estimated Travel Expenses (Per diem, mileage, hotel) (14)	\$	5,754
	Entry Level Driver Training for Acquiring CDL (2)	\$	3,280
	Electrical Troubleshooting Training (3)	\$	5,100
	Confined Space Training (7)	\$	1,750
	Trench Safety (7)	\$	1,750
		Total:	\$ 21,634
		2024 Goal: Operator Training Total:	\$ 19,634
NASSCO - Pipeline, Lateral, & Manhole Assessment Certifications (PACP / LACP / MACP)			
◦	Certifications in Pipeline Assessment Certification Program (PACP), Lateral Assessment Certification Program (LACP), and Manhole Assessment Certification Program (MACP) for the assessment of underground infrastructure and trenchless technologies. (2)		
◦	NASSCO Two-Day PACP/LACP/MACP Training Course (Virtual)	\$	2,150
◦	Estimated Travel Expenses (Per diem, mileage, hotel)	\$	822
		Total:	\$ 2,972
		2024 Goal: NASSCO PACP/LACP/MACP Certified:	\$ 2,972
		Budget for 2024 Goal:	\$ 22,606.00

DATE: October 31, 2023
TO: Tom Ratermann & Wendy Wiegers
FROM: Daniel Cunningham
SUBJECT: Project Management Training Plan

The Boone County Regional Sewer District's continued mission is to provide customers with cost effective and reliable sanitary sewer services. I have prepared a short-term training plan for my position as the project manager in the Boone County Regional Sewer District's organization. Please reference the attached training plan with a breakdown of the associated costs. This training plan is intended to serve as my personal, and professional goal towards my continuous improvement at the Sewer District. I have included two certification programs that I believe will meet my personal goals as well as align with the overall mission of the Sewer District. The two certification programs included are the International Right of Way Association (IRWA), and the National Association of Sewer Service Companies (NASSCO). If the attached training plan is approved my intended goal would be to complete the IRWA Right of Way Agent (RWA) Certification, and the NASSCO - PACP/LACP/MACP certification in 2024.

Please let me know if you have any questions or if you would like to discuss this matter further.

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Attachments: BCRSD Project Management Training Plan



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Daniel Cunningham / Project Management Training Plan


2024

IRWA - Right of Way Agent Certification (RWA)

◦	The first of the International Right of Way Association's (IRWA) three-level Professional Right of Way Certification Program.		
◦	IRWA's Application Fee (One Time Fee)	\$	25
◦	IRWA's Annual Dues and Chapter Dues (Recurring Annually)	\$	245
◦	RWA Certification Required Coursework: 80 Credits (Level 1)	\$	2,340
◦	RWP Certification Required Coursework: 112 Credits (Level 2)	\$	3,020
◦	SR/WA Certification Required Coursework: 80 Credits (Level 3)	\$	2,115
◦	Estimated Travel Expenses (Per diem, mileage, hotel)	\$	411
		Total:	\$ 8,156
		2024 Goal: RWA Certification Total:	\$ 3,021

NASSCO - Pipeline, Lateral, & Manhole Assessment Certifications (PACP / LACP / MACP)

◦	Certifications in Pipeline Assessment Certification Program (PACP), Lateral Assessment Certification Program (LACP), and Manhole Assessment Certification Program (MACP) for the assessment of underground infrastructure and trenchless technologies.		
◦	NASSCO Two-Day PACP/LACP/MACP Training Course (Virtual)	\$	1,075
◦	Estimated Travel Expenses (Per diem, mileage, hotel)	\$	411
		Total:	\$ 1,486
		2024 Goal: NASSCO PACP/LACP/MACP Certified:	\$ 1,486
		Budget for 2024 Goal:	\$ 4,506.50

DATE: February 15, 2024
TO: Wendy Wieggers
FROM: Tom Ratermann 
SUBJECT: General Manager Training Plan

Attached is the copy of the proposed training schedule for the General Manager for 2024, with budgeted dollar amounts. Please feel free to ask me if there are any questions or concerns. Thank you very much.

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Attachments: General Manager Training Plan 2024



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Tom Ratermann / General Manager Training Plan

2024

°	Missouri Water Environment Annual Meeting				
°	Registration Fee	\$			355
°	Estimated Travel Expenses (Per diem, mileage, hotel)	\$			330
				Total:	\$ 685
REGFORM - Water Seminar					
°	NASSCO Two-Day PACP/LACP/MACP Training Course (Virtual)	\$			355
°	Estimated Travel Expenses (Per diem, mileage, hotel)	\$			-
				Total:	\$ 355
				Budget for 2024 Goal:	\$ 1,040.00