

Minutes of the
Boone County Regional Sewer District
Emergency Meeting of the Board of Trustees
January 15, 2025

Trustees Present: Randy Chann, Chairman
 Dave Bennett, Vice Chairman
 Debbie Schnedler, Secretary
 William Watkins, Trustee

Trustees Absent: Justin Aldred, Trustee

Others Present: Joe Foster, Executive Director
 Wendy Wiegers, Manager Finance & Administration
 Drew Perkins, Administrative Assistant
 Angela Burke, Blitz Bardgett and Deutsch, General Counsel

The meeting was called to order by the Chair at 10:00 a.m. Chann performed a roll call of the members of the Board present, and declared there was a quorum.

Agenda Item E: New Business

The chair stated that there was no reason for a closed session and moved to the new business item. The Executive Director has submitted his resignation due to family issues requiring his relocation.

Chann recommended that the Board utilize the same hiring process which was used to find Foster. For the benefit of new members, he described the last process of solicitation of applicants and evaluation of resumes. That process included a subcommittee of himself and Schnedler to screen resumes for potential interviews, which included apprising the entire board during the process of screening and interview results. Wiegers stated she would send to the trustees information on the methods utilized to announce the opening and asked members to contact her with additions.

Chann indicated he planned to communicate with each of the managers to prior to interviewing any candidates as to any recommendations for adjustment or prioritizing knowledge or skills related to the job scope of the executive director.

Chann referred to Foster's resignation letter, which listed certain actions he intended to complete prior to his departure on January 31. Chann clarified that list to include completing retention interviews for staff, providing a report on his view of the state of the agency, and delivery of organization chart with accountable functions of each manager. Watkins stated in his view it was important to address who would be responsible for communications outside the district until a replacement is hired.

Discussion ensued on current and on-going initiatives of the District, such as the IT/Billing transition and surcharge evaluation. Foster indicated that a report on the surcharges is underway and will be handed to the facilities engineer. Chann stated his belief that benchmarks for operations and maintenance need to be completed, and that doing so would make it possible to focus on job descriptions based on true required deliverables.

Foster indicated that the performance management program is substantially complete and would be handed off to Wiegers for finalizing.

Watkins began discussion of the AWMP, indicating he thinks the City may be ready to engage more collaboratively with BCRSD. After discussion, it was determined that Watkins should continue his conversation and engagement with parties outside the District during the transition to a new executive director. Chris Pieper has also been deeply involved in the work on the new AWMP.

MOTION: On a motion by Randy Chann and a second by Debbie Schnedler, board moved to accept Foster's resignation letter, regretfully. All members present voted aye. Motion carried.

Watkins asked about other day-to-day decision making. Foster recommended that Wiegers should be put in charge on an interim basis based on his belief that she can marshal assets of the various departments to manage day to day functions. Board discussed the pros and cons of an interim director, and it was decided that putting the work of Board members into finding the best replacement candidate was a better use of energy. There was further discussion about designation for signing various documents during the absence of an executive director. Foster stated he would have a recommendation on this delegation at the upcoming regular board meeting.

Discussion included a few other operational comments. Chann asked that the District website be reviewed for the possibility of submitting applications or at least statements of interest about employment at the District. Schnedler asked about the District answering service and also discussed the issue of using the same main number for emergency service calls.

Chair asked if there was further business. There was none.

MOTION: On a motion by Watkins and a second by Schnedler, Board moved to adjourn the meeting. All trustees present voted in favor. Meeting adjourned at 11:05 a.m.

Meeting Minutes approved on _____

Secretary: _____