

**MINUTES OF THE
BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
AND CLOSED SESSION
FEBRUARY 25, 2025
BOONE COUNTY GOVERNMENT CENTER
801 E WALNUT ST, COLUMBIA MO**

Trustees Present: Randy Chann, Chair
Dave Bennett, Vice Chair
Debbie Schnedler, Secretary

Trustees Absent: Bill Watkins
Justin Aldred

Others Present: Wendy Wieggers, Finance Manager
Jason Horton, Operations & Maintenance Supervisor
Daniel Cunningham, Project Manager
Jesse Stephens, Facilities Engineer
Drew Perkins, Administrative Assistant
Jason Wolf, Administrative Assistant
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel

The meeting was held in person and as a GoToMeeting video with telephone conference.

Randy Chann, Chair, called the meeting to order at 5:30 p.m. He noted that the majority of members were present and that there was a quorum.

ADOPTION OF THE AGENDA

Chann asked if there was a revised agenda and was informed that the agenda had not been revised.

MOTION: On a motion by Schnedler and a second by Bennett, the Board moved to approve the agenda as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF JANUARY 15, 2025 EMERGENCY MEETING

The minutes of the January 15 Emergency Meeting were included in the packet. Chann asked if there were any questions or comments and there were none.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to approve the minutes as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF JANUARY 21, 2025 REGULAR BOARD MEETING

The minutes of the January 21 Board Meeting were included in the packet. Chann asked if there were any questions or comments and there were none.

MOTION: On a motion by Schnedler and a second by Bennett, the Board moved to approve the minutes as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF FEBRUARY 6, 2025 OEC MEETING

The minutes for the February 6 OEC Meeting were included in the packet.

MOTION: On a motion by Schnedler and a second by Bennett, the Board moved to approve the minutes as presented. All trustees present voted in favor. Motion carried.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

There was no old business.

PLANNING AND ZONING UPDATE

The board discussed planning and zoning updates, with Randy Chann emphasizing the importance of understanding how charts connect to BCRSD. The updates included the onboarding of McHatten and minor project updates, with the Grone Trust noted to have some effect on BCRSD.

OPERATIONS UPDATE

Jason Horton highlighted line maintenance numbers, prompting Randy Chann to question if the monthly target was clear and whether the objective was evaluation or effectiveness. Jesse Stephens clarified that the goal was efficiency rather than increased volume. Debbie Schnedler suggested incorporating trend analysis and historical data to provide meaningful insights, advocating for comprehensive monthly reports to better inform decision-making.

Randy Chann stressed the need for stronger management oversight regarding data insights and suggested the inclusion of visual representations to improve board comprehension. The discussion revolved around improving the clarity of numerical reports and enhancing communication tools for more effective planning and evaluation. The board agreed that a structured approach to presenting data would benefit both operational staff and decision-makers.

The board addressed a recurring issue with a degrading siphon sewer, requiring repairs every 3-6 months. Randy Chann stressed the need for better customer communication and proposed incorporating the issue into the Capital Improvement Plan (CIP). Debbie Schnedler inquired about the number of affected customers, and Jesse Stephens and Jason Horton confirmed the issue predominantly impacted gravity-based systems. The discussion emphasized a proactive communication approach to keep the public informed and mitigate future disruptions.

In the operations update, the board examined service call trends and management strategies. Randy Chann questioned the classification of service calls and their cost implications. The board noted that a majority of overtime calls occurred after hours, with pump replacements being the primary driver of high-cost incidents. Debbie Schnedler raised concerns about ongoing expenditures on recurring issues, while Jason Horton suggested improved scheduling for tank maintenance. Safety meetings were also discussed, with Wendy Wieggers reviewing timekeeping expectations and Randy Chann emphasizing the importance of logging hours accurately for cost tracking.

FINANCE AND HR UPDATE

The finance and administration updates included progress in Paycom integration, allowing for more efficient onboarding document tracking. The board discussed LinkedIn engagement efforts to attract candidates for key positions, though Randy Chann noted a lack of high-potential executive candidates. Jesse Stephens introduced new team members, including Jason and Kevin, with hopes of finding a summer intern through the Linn Tech career fair. Randy Chann encouraged expanding internship programs to build a talent pipeline. Wendy Wiegers explained the new employee compensation tracking system, designed to provide transparency regarding total compensation.

Discussions on general finance touched on the ongoing BEC billing transition, with Debbie Schnedler advocating for resolving current issues before conversion. Randy Chann raised concerns about the scale of the IT transition and the necessity of reviewing agreements for IT solutions. The possibility of a rate increase was debated, with Randy Chann emphasizing that billing clarity should precede any adjustments. Dave Bennett supported improving billing communication before implementing changes. The board also reviewed policies on certified letters, exploring legal alternatives to reduce undelivered notices and associated costs. Year-end financials revealed higher-than-expected expenditures on BEC and subscriptions, prompting Randy Chann to request further analysis.

PROJECTS UPDATE

Project management discussions focused on the AWMP collaboration with McClure, which had yet to produce a Statement of Work (SOW). Daniel Cunningham committed to following up to ensure legal teams were engaged. Randy Chann questioned whether board members needed a presentation before finalizing the plan. McClure was scheduled to present a draft at the March board meeting, with final approval anticipated in April. Chris Pieper raised the requirement for a public Tier Two meeting, noting that while no strict timeline existed, an annual review was necessary.

The discussion also covered next steps for launching the project, with suggestions of an OEC meeting to define further actions. The board agreed that public transparency and stakeholder engagement were crucial for advancing the project effectively. Timely follow-ups with McClure and legal consultants would be necessary to ensure project milestones were met.

ENGINEERING UPDATE

Engineering updates included concerns over easements and their potential impact on project timelines. Debbie Schnedler questioned whether the Gantt chart reflected easement acquisition status, and Jesse Stephens confirmed outstanding issues with HDR/DNR approvals. Dave Bennett warned of simultaneous construction activities leading to logistical challenges. Daniel Cunningham echoed these concerns, emphasizing the need for improved project oversight. The board acknowledged the complexities of managing multiple engineering initiatives and the necessity for regular progress updates.

Further discussions on the Henderson Branch project highlighted a successful city meeting with strong stakeholder interest. Dave Bennett noted positive engagement from participants. The board also reviewed surcharge rate structures, evaluating applications for system adjustments. The broader discussion revolved around ensuring financial sustainability while maintaining fairness in rate allocations. The board agreed that any proposed adjustments should be data-driven and communicated clearly to affected stakeholders.

ITEM K – ACTION ITEMS

Consider Approval of Resolution 2025-03, Designating Authorized Representative to DNR for Rollingwood Project

Due to the departure of Joe Foster, a new person needs to be named as the Authorized Representative in connection with DNR project financing. Staff recommended that delegation of this authority be given to Daniel Cunningham, since he has worked on this project since inception.

MOTION: On a motion by Schnedler and a second by Chann, the Board moved to approve Resolution 2025-03, Designating Daniel Cunningham as the Authorized Representative to DNR for the Rollingwood Project. All trustees present voted in favor. Motion carried.

Consider Approval of Resolution 2025-04, Designating Authorized Representative to DNR for Highfield Acres Project

As for the previous project, Daniel Cunningham has been the project manager for the Highfield Acres project.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to approve Resolution 2025-04, Designating Daniel Cunningham as the Authorized Representative to DNR for the Highfield Acres Project. All trustees present voted in favor. Motion carried.

Consider Approval of Resolution 2025-05, Designating Authorized Representative to DNR for Richardson Acres/Brown Station Project

The Board has been advised that staff intends to re-apply for loan and grant financing for this project in the next application cycle for the State Revolving Fund. Schnedler recommended that the authorized representative functions had been delegated by the board to the Executive Director, and proposed that this delegation go to the current interim administrator, Wiegers. Such delegation could be amended upon the recommendation of the new executive director.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to approve Resolution 2025-05, Designating Wendy Weigers as the Authorized Representative to DNR for the Richardson Acres/Brown Station Project. Trustees present voted in favor. Motion carried.

Consider Approval of Resolution 2025-06, Appointing Custodian of Records for Sunshine Law Purposes

Joe Foster had been the delegated Custodian of Records per the board's policy for compliance with the Sunshine Law; therefore the custodian is currently vacant. In consideration that this is primarily an administrative function, Schnedler recommended that Wiegers be appointed the district custodian, which delegation can be amended upon the replacement of the executive director.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to approve Resolution 2025-06, Appointing Wendy Weigers as the Custodian of Records for Sunshine Law Purposes. All trustees present voted in favor. Motion carried.

**Consider Approval of Resolution 2025-07,
Appropriating Payment Pursuant to Lease Agreement Related to Sewer Jet**

Schnedler stated that past practice of the board has been to approve a resolution appropriating lease payments payable during the current fiscal year. The only 2025 lease payment is for the lease purchase of the sewer jet.

MOTION: On a motion by Schnedler and a second by Bennett, the Board moved to approve Resolution 2025-07, appropriating the FY 2025 lease payment to Carroll County Trust in the amount of \$54,783.90. All trustees present voted in favor. Motion carried.

NEW BUSINESS

There was no new business.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1) and (13)

MOTION: On a motion by Schnedler and a second by Bennett, the Board moved to authorize a closed meeting at 7:10 PM, 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 (13) RSMo to discuss individually identifiable personnel records, performance records or ratings or records pertaining to employees or applicants for employment, as authorized by Section 610.021. All trustees present voted in favor. Motion carried.

CLOSED SESSION

The Board discussed potential legal actions or causes of action.

The Board discussed personnel matters including individually identifiable employee records.

RETURN TO OPEN SESSION

MOTION: On a motion by Schnedler and a second by Aldred, the Board moved to exit the closed meeting and return to the regular meeting at 9:52 PM. All trustees present voted in favor. Motion carried.

ADJOURNMENT

Meeting was adjourned at 9:54 PM.