

**MARCH 18, 2025 - MINUTES OF THE
BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES REGULAR MEETING AND CLOSED SESSION
BOONE COUNTY GOVERNMENT CENTER
801 E WALNUT ST, COLUMBIA MO**

Trustees Present: Randy Chann, Chair
Dave Bennett, Vice Chair
Bill Watkins, Trustee
Justin Aldred, Trustee

Others Present: Wendy Wieggers, Finance Manager
Daniel Cunningham, Project Manager
Jason Horton, O&M Supervisor
Jesse Stephens, Facilities Engineer
Jason Wolf, Administrative Assistant Drew
Perkins, Administrative Assistant
Bill Florea, Boone County Resource Management
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 5:36 p.m. He noted that all 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 Aldred 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 FEBRUARY 25, 2025 MEETING

The minutes of the February 25th 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 Chann and a second by Aldred, the Board moved to approve the minutes as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF MARCH 6, 2025 MEETING

The minutes for the March 6, 2025 Board Meeting were included in the packet.

MOTION: On a motion by Chann and a second by Aldred, 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

Discussion was held regarding the recent resignation of Schnedler. Watkins raised the idea of presenting her with a plaque or other form of recognition for her years of service to the District. Aldred acknowledged the suggestion and stated it could be discussed in more detail at a future time. Chann agreed with postponing the conversation for later deliberation.

PLANNING AND ZONING UPDATE

Bill Florea provided an update on recent developments in planning and zoning, highlighting a slowdown in new construction projects due to ongoing economic uncertainties. Notably, the Willow Creek and Pines Development projects might resume soon, while the Ravenswood project is advancing to its next phase, adding ten additional lots.

Florea also discussed the Overton development, which consists of ten residential lots. The final Planning and Zoning Commission hearing to update the master plan and review public feedback is scheduled for Thursday, with public comments anticipated. So far, the feedback has been minimal and mostly positive. Following the meeting, staff will meet with the development company to review community responses and determine any necessary follow-up actions.

OPERATIONS UPDATE

Horton reported no line maintenance conducted during the reporting period due to ongoing staffing shortages. However, he highlighted that the new crane truck has been delivered, fully licensed, and is now operational. Currently, two staff members are undergoing training for their Commercial Driver's Licenses (CDLs). When Chann inquired about unfilled positions, Horton explained that they are awaiting one new hire to reach full staffing capacity. Chann also questioned the transition involving Virgil and the recovery status of Kevin, as well as who is authorized to operate the crane truck. Watkins mentioned that a formal written agreement outlining Virgil's role is expected by next month.

Stephens presented a report on service calls, noting a decline in activity for the month. He illustrated the imbalance between surcharges paid and revenue collected, emphasizing the need for the surcharge rate to increase at a faster pace than general usage rates. Horton added that the latest safety meeting covered important topics, including workplace bullying and discrimination, and featured the monthly Ninjio Dojo training video.

Chann brought up the critical function reviews conducted the previous month, asking if any strategic adjustments had been made as a result. Horton replied that little has changed, reaffirming the team's focus on training and licensing current staff. Chann stressed the importance of conveying to the Board the operational delays caused by understaffing, particularly in project management. Stephens confirmed that service calls remain the top priority, causing other duties to lag behind. When Board Member Bennett asked about the training duration for new employees, Stephens estimated it typically takes six months.

FINANCE AND HR UPDATE

Wiegiers provided an update on Human Resources and Finance. Progress on implementing Paycom continues, and several positions remain open, including the Executive Director and Administrative Assistant roles. Stephens and Jesse had recently attended a career fair in Linn in an effort to recruit qualified candidates. Compensation documentation is about halfway complete. The team is continuing to refine the agreement defining Virgil's role. As part of a broader compensation analysis, staff is isolating core functions from the O&M job descriptions for comparison with similar municipalities and districts in the region. Amendments to the Collection Policy Manual are also in progress.

During a discussion on employee benefits, Watkins asked whether the District had a pension plan in place. Wiegiers clarified that while there is no formal pension, the District offers an 8% contribution to a 457(b) plan through Nationwide. Watkins followed up by asking if the District qualified for alternatives to LAGERS. On the financial side, the audit is on schedule for completion by the end of the month, and the finalized budget is being sent to UMB for review. Wiegiers also reported that all documents related to the crane truck's lease-purchase agreement have been completed and are ready for signatures. The lease will be a five-year term at a fixed 4.03% interest rate. Watkins inquired if that interest rate had changed; Wiegiers confirmed it had not. Watkins then questioned whether a cash purchase would have been more beneficial in the long term, suggesting the Board consider such options in the future.

Stephens provided a brief IT update, noting that the District has made meaningful progress on IT solutions and is awaiting the release of the Statement of Work. Wiegiers added that staff members Drew and Jason have effectively stepped in to cover tasks previously handled by Meg and Sandi, particularly in iVue and billing. There was additional discussion on a proposed 2.5% rate increase. While Chann acknowledged that a rate hike is necessary, he stated the Board is not currently in a position to approve one. Chann also requested a clearer timeline outlining when related decisions would be made. Watkins added that the Board should also help prioritize the various ongoing and upcoming initiatives.

PROJECTS UPDATE

Cunningham reported that Rollingwood is nearing the end of its construction phase. The Bolli Road project is scheduled to begin on April 1, and the contractor has requested a no-cost extension due to delays caused by cold weather. Cunningham also noted that updates to the resolutions for Phenora and Bolli are required in order to grant him the authority to sign on behalf of the District.

Regarding the Area Wide Master Plan (AWMP) and Capital Improvement Plan (CIP), Cunningham asked the Board whether it would be acceptable to have McClure Engineering present the AWMP findings. Watkins expressed a preference for a more in-depth work session with McClure before moving forward with a public hearing. Pieper suggested that both a work session and a public forum be held—one to allow for detailed staff-level discussion and the other to offer the public an opportunity to provide feedback and insight on the AWMP and CIP. Chann inquired if there would be benefits to sharing the scope of the AWMP early in the process, to which Aldred responded affirmatively. Aldred emphasized the need for the Board to have a broad understanding of the full picture rather than getting caught in small details at this stage.

ENGINEERING UPDATE

Stephens reviewed several ongoing engineering projects, summarizing key highlights from the packet materials. He discussed new technologies used by a company that deploys flow meters in manholes to monitor line conditions and anticipate potential issues such as blockages. Chann specifically asked that the District remain vigilant in overseeing progress on the Hartsburg project. Stephens assured the Board that the District is actively managing the project and is not the source of any delays.

CONSIDERATION ITEMS

Consider :: General Consultant Services Agreement – Bartlett & West

The Board considered and approved a new general services agreement with Bartlett & West. This agreement establishes a framework for the firm to provide ongoing engineering consultation to the District. It outlines the general terms, scope of engagement, billing rates, and procedures for future task orders. The approval ensures that the District will have reliable engineering support on an as-needed basis without requiring separate contracts for each new project.

MOTION: On a motion by Watkins and a second by Chann, the Board moved to accept the ‘General Consultant Services Agreement – Bartlett & West’ and grant Daniel Cunningham permission to execute any related documents via signature authority. All trustees present voted in favor. Motion carried.

Consider :: Approval of Proposal for Consultant Services – Bartlett & West

Alongside the general agreement, a specific project proposal from Bartlett & West was also presented and approved. This task-specific agreement detailed a particular engineering project scope (not explicitly specified in discussion), including deliverables, timeline, and budget. This dual-approval process allows the District to proceed efficiently with targeted engineering tasks while maintaining an overarching consultant relationship with the firm.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to accept the ‘Approval of Proposal for Consultant Services – Bartlett & West’. All trustees present voted in favor. Motion carried.

Consider :: Agreement for Engineering Services – Rocheport Trailside Lift Station LOR Engineering, LLC, d/b/a Cochran Engineering

The Board approved an agreement for engineering services related to improvements at the Rocheport Trailside Lift Station. LOR Engineering, operating under Cochran, will undertake the design, permitting, and support functions necessary to rehabilitate or upgrade the lift station, which plays a key role in wastewater conveyance in the Rocheport area. The project reflects the District’s ongoing efforts to modernize infrastructure and improve operational reliability.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to accept the ‘Agreement for Engineering Services – Rocheport Trailside Lift Station - LOR Engineering, LLC, d/b/a Cochran Engineering’ and grant Daniel Cunningham permission to execute any related documents via signature authority. All trustees present voted in favor. Motion carried.

Consider :: Real Estate Purchase and Sale Agreement Between Fred Overton Development, Inc. and BCRSD for the Purchase of Lot 138 and Lot 139 of Ravenwood Plat No. 1

The Board approved a real estate acquisition involving two specific lots—138 and 139—within the Ravenwood Plat No. 1 subdivision. The lots are being purchased from Fred Overton Development, Inc. The acquisition is likely tied to future development plans or the strategic siting of District infrastructure. The purchase agreement was discussed as a standard land transaction, with necessary due diligence and legal review assumed.

MOTION: On a motion by Chann and a second by Watkins, the Board moved to approve the 'Real Estate Purchase and Sale Agreement Between Fred Overton Development, Inc. and BCRSD for the Purchase of Lot 138 and Lot 139 of Ravenwood Plat No. 1' and grant Daniel Cunningham permission to execute any related documents via signature authority. All trustees present voted in favor. Motion carried.

Consider :: Resolution Declaring Certain District Property Surplus and Authorizing Execution of Agreement with Purple Wave to Dispose of Certain Surplus Property

A resolution was passed to formally declare certain District-owned property as surplus. The items—most likely older vehicles, equipment, or office assets—are no longer needed for operational purposes. The resolution authorizes the sale of these items through Purple Wave, an online auction service frequently used for public sector asset disposal. This action helps the District recoup value from unused assets and free up storage or yard space.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to accept the 'Resolution Declaring Certain District Property Surplus and Authorizing Execution of Agreement with Purple Wave to Dispose of Certain Surplus Property'. All trustees present voted in favor. Motion carried.

Consider :: Resolution Authorizing Lease-Purchase Agreement with Marion National Bank and Other Matters in Connection Therewith for Crane Truck Financing

The Board also approved final terms of the lease-purchase agreement for a new crane truck. Marion National Bank will provide the lease, which spans a five-year period with a 4.03% fixed interest rate. All necessary documentation is finalized and prepared for signature. The acquisition of the crane truck represents a significant investment in field operations and is intended to improve the District's capacity to handle maintenance and construction tasks without reliance on third-party contractors.

MOTION: On a motion by Aldred and a second by Bennett, the Board moved to accept the 'Resolution Authorizing Lease-Purchase Agreement with Marion National Bank and Other Matters in Connection Therewith for Crane Truck Financing'. 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 Aldred and a second by Bennett, the Board moved to authorize a closed meeting at 7:07 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 (3) 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 Chann and a second by Aldred, the Board moved to exit the closed meeting and return to the regular meeting at 8:08 PM. All trustees present voted in favor. Motion carried.

ADJOURNMENT

Meeting was adjourned at 8:10 PM.

Meeting Minutes Approved On : _____

Secretary: _____

Bill Watkins, Secretary