

DATE: April 8, 2025
TO: Board of Directors, BCRSD
FROM: Wendy Wiegers
SUBJECT: April 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. Administrative Assistant position is still open but holding. Jesse will be discussing possible new Wastewater/Equipment Operator position. Jesse has been announced as the current Interim Executive Director.
2. Virgil Farnen will remain as a part-time employee but details are still being negotiated.
3. I have started and will continue a brief salary study to offer as information on the current wage scale. It is advisable to decide if we need our own pay scale, if we want to continue to use the County pay scale or if we would want to mirror the City of Columbia pay scale. The City has positions that are comparable; however, our positions often hold more than one job per position. As I delved into a job description comparison project, most job descriptions from other organizations are more vague than BCRSD job descriptions and refer to only one position, whereas our positions encompass more than one job description. Our current job descriptions just need to be updated but the focus should be on any job descriptions that need to be removed, added or replaced. The wage scale should focus on review and updating the actual scale and reviewing the O&M hourly staff current ranges. Can I work on this or are we shipping the project out to an outside party?
4. I will reach out to obtain another Lagers valuation. The most recent study was provided in 2023 with a cost of \$600. We are currently meeting (for information purposes) with Nick Kenney from PFM Asset Management, a referral from Joey McLiney, regarding what MOSIPS can provide for BCRSD employees.
5. Total compensation documents are in process. These are 50% complete and I am currently working on them.
6. Employee policy manual edits/suggestions – change suggestions expected for June 2025: drug testing, clothing allowance updates, increasing response time.
7. Anthem: Our current situation with Anthem is the same as other organizations in the community. The University of Missouri has dropped Anthem as a provider due to the projected increase in rates by the University and Anthem's refusal to contract at those rates. This issue remains on my radar. Currently we have one employee receiving surgical care; however, that employee is already in the Boone network. The recommendation from our insurance agent is that employees review Anthem's provider network and choose a new physician that is in-network until the issues are resolved. If they are being treated for an existing condition, that employee will need to seek a contingency notice from their doctor to provide to Anthem.

GENERAL & FINANCE:

1. The audit information is in the hands of the auditor. We will provide any follow up documentation they need at this point. This has been submitted earlier than last year and will allow us to have a final audit before deadline.
2. Financial documents presentation dates: February 2025, May 2025, August 2025, November 2025, February 2026.
3. Updated payroll journal entries are being completed and current accounting practices are being reviewed.
4. Training: I am setting aside time to do in-depth Paycom (HRIS) training, localized, inexpensive utility management training and GASB updates.
5. Crane Truck: the lease purchase process is finalized for the purchase of the crane truck. We have received reimbursement and will begin the lease purchase process.
6. Billing Transition Project (dates may vary slightly):
 - RFP/RFQ creation in process and will be completed by May 15, 2025.
 - RFP/RFQ reviewed by Board and legal through May 31, 2025.
 - Vendor list for RFP/RFQ is ready and notice will be placed publicly by June 1, 2025 with a due date of June 30, 2025.
 - Recommendation made at Board meeting at July, 2025, meeting.
 - Outline of remaining steps: payment processes, mailing/digital procedures, collection/lien process, required reports will be developed with assist of new vendor (July through August, 2025).
 - Transfer of data (collaboration with vendor, BCRSD staff and BEC staff) (September, 2025).
 - Test run for two months. (October-November 2025)
 - Final conversion and go live by January 1, 2025.
7. The user rate study tool: I am reviewing this tool and have projected May 31 as a deadline to have the user rate tool in use with the projections from the AWMP and CIP in place. Currently I do not know what to project for the project priorities on those documents. The goal is to project out the expected rate increases for the next 10 years with the goal of being able to edit this document as necessary.
8. I will be updating document retention documents. We have documents that need to be archived and have hopes the IT transition will address this process for older docs.
9. The administrative team is currently building an organized, digital file holding detailed task instructions for future users.

PROJECTS I'M ACTIVELY WORKING ON & UPCOMING PROJECTS:

1. 2024 audit
2. Expense management & cost tracking
3. Prepping for water usage updates with BEC
4. User rate study
5. Paycom training, GASB and utility accounting updates
6. 2024-2025 Total Compensation document
7. Digitizing files (financial & administrative files about complete)



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- 8. Job description updates, wage study
- 9. Customer Billing Transition
- 10. Purchase Order discussions
- 11. Staff training review
- 12. Certified letter issues – currently gathering data on
- 13. Document retention policy updates
- 14. Employee policy updates (June)

Wendy Wieggers

Manager, Finance & HR

SIGNATURE:

TITLE:

4/8/2025

DATE: