

**APRIL 15, 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
Brian Burks, Secretary
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/Interim Executive Director
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

Public + Guest: Ellen Woltjen, McClure Engineering – Columbia, MO
Derick Anderson, McClure Engineering – Des Moines, IA (Virtual)
Joey McLiney, McLiney & Company – Mission, KS

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 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 Chann and a second by Bennett, the Board moved to approve the agenda as presented. All trustees present voted in favor. Motion carried.

INTRODUCTION OF NEW BOARD MEMBER

Brian Burks was officially introduced as the new Board Member. Mr. Burks resides in Pierpont and is a long-time District customer. Professionally, he works with Emery Sapp & Sons and brings experience in project management and development, including past collaborations with the District. He holds a civil engineering degree and expressed enthusiasm about contributing to the community. Board members welcomed him, acknowledging the value of his technical insight.

APPROVAL OF MINUTES OF MARCH 12, 2025 SPECIAL BCC MEETING

The minutes of the March 12th Special Boone County Commission Meeting were included in the packet.

MOTION: On a motion by Watkins 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 MARCH 18, 2025 CLOSED MEETING

The minutes for the March 18, 2025 Closed Meeting were included in the packet.

MOTION: On a motion by Watkins 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 MARCH 18, 2025 REGULAR BOARD MEETING

The minutes for the March 18, 2025 Regular Board Meeting were included in the packet.

MOTION: On a motion by Watkins 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 MARCH 31, 2025 CLOSED MEETING

The minutes for the March 31, 2025 Closed Meeting were included in the packet.

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

PUBLIC COMMENT

There was no Public Comment.

ELECTION TO FILL BOARD SECRETARY VACANCY

The Board opened nominations for Secretary. Brian Burks volunteered for the role. The motion to elect Mr. Burks was made, seconded, and passed unanimously. He will assume Secretary responsibilities immediately.

OLD BUSINESS

There was no Old Business.

PLANNING AND ZONING UPDATE

Bill Florea provided a comprehensive update using visual aids including planning maps. He reported that 42 residential building permits were issued in the recent cycle, slightly lower than historical seasonal averages. Fluctuations were attributed to timing rather than systemic slowdown. Florea emphasized that current permit activity aligns with projections set forth in the Area-Wide Management Plan (AWMP).

Discussion turned to the Brandywine Creek Subdivision, where cost-benefit analysis compared individual engineered onsite wastewater systems (\$65,000 per lot) against a centralized gravity collection system (\$110,000 per lot). Trustees raised concerns over affordability, future maintenance risks, and whether policies should more actively steer developers toward public systems. The Board considered how to balance long-term operational stability with development freedom. Florea confirmed planning map data could be made digitally available to aid infrastructure decisions.

AWMP AND CIP PLAN DRAFT PRESENTATION

McClure Engineering, represented by Ellen Woltjen and Derick Anderson, presented draft updates to the AWMP and CIP. Key highlights included projections for Boone County population growth, system expansion requirements, regulatory compliance targets (especially for ammonia and E. coli levels), and facility assessments.

The CIP was segmented into three phases spanning 20 years and totaling approximately \$71 million in investments (accounting for inflation). Immediate priorities include Rocky Fork Plant expansion, infrastructure replacement for aging systems, enhanced operations via SCADA integration, and implementation of a sludge dewatering process. The team emphasized the need for long-term financial sustainability, regulatory resilience, and interagency collaboration.

The AWMP also included revisions to service area maps and outlined expectations from the Missouri Department of Natural Resources and the Clean Water Commission. The document reinforced the District's standing as a Tier II management agency and laid out responsibilities under new regulatory authority. Trustees were briefed on ongoing coordination with the City of Columbia and the necessity of securing regional buy-in.

FINANCIAL ADVISOR PRESENTATION

Joey McLiney of McLiney and Company delivered a detailed financial presentation focusing on long-term funding strategies to support the District's proposed Capital Improvements Plan. He outlined current bond market conditions, capacity for voter-approved general obligation bonds, and recommended staggered bond issuances aligned with project implementation timelines. McLiney emphasized the importance of preserving financial flexibility while maintaining stable tax impacts for ratepayers.

The presentation also included projected debt service schedules and the use of levy rates based on conservative property valuation assumptions. Trustees asked clarifying questions regarding the District's credit rating and historical repayment strategies. McLiney assured the Board of favorable positioning, particularly if paired with clear community messaging and alignment with regulatory goals. He also suggested outreach timelines and possible November 2025 bond election options. The presentation concluded with next steps, including preparing draft language and reviewing updated financial models once the CIP is finalized.

INTERIM DIRECTORS UPDATE

District Interim Director recognized staff and Board progress on strategic goals over the past quarter. He provided updates on legislation affecting wastewater utilities, including monitoring developments at the statehouse that could impact local control, regulatory compliance, and access to grant funding. He informed the Board of recent communications with congressional representatives advocating for infrastructure funding and highlighting the District's shovel-ready projects.

The Interim Director also provided an update on internal operational improvements. He reported that surplus vehicles had been removed from inventory and sold through the County surplus auction platform. Office upgrades continue, with new furniture and system installations aimed at improving efficiency. An RFP is being developed to evaluate long-term IT support and website upgrades, with staff emphasizing the need for improved cyber hygiene and client-facing functionality.

He highlighted the recent resumption of community outreach activities and proposed that staff attend public events this summer to better inform ratepayers about projects, costs, and system challenges. He closed his report by recognizing the transition of a longtime staff member into retirement and upcoming interviews to backfill key roles.

OPERATIONS + MAINTAINCE UPDATE

The Operations Manager summarized field activity for the month of March, noting improved performance metrics compared to previous quarters. Staff responded to multiple emergency callouts, including two lift station failures and a residential backup that was resolved within 48 hours. Preventive maintenance routines were conducted across all lagoon systems and lift stations. Seasonal lagoon management procedures are underway in preparation for spring and summer monitoring.

Recent SCADA installations on several lift stations have significantly improved the District's ability to respond remotely to anomalies, reducing after-hours site visits and improving energy efficiency. Staff is currently evaluating telemetry expansions to additional sites.

The department onboarded one new Operator I employee, who has begun formal certification and safety training. No safety incidents were recorded during the reporting period. Monthly drills and procedural refreshers were completed, including confined space entry and chemical spill response exercises.

FINANCE + HR UPDATE

The Finance Director reviewed key financials for Q1, reporting that revenues were trending slightly ahead of projections due to higher-than-anticipated connection fees. Expenditures remained within budgeted expectations, with routine variances attributed to seasonal procurement. The cash reserve position was stable, and staff are finalizing year-end audit documentation with external auditors.

The Finance Director is also pursuing an external wage study to assess market competitiveness. The Board was briefed on continued analysis of the LAGERS retirement system as a potential addition to the District's benefits offerings. Staff turnover remained low, though the department is proactively reviewing onboarding and retention strategies, including enhancing internal communication and considering structured mentorship for field and technical roles.

PROJECTS UPDATE

The Project Manager shared updates on several active and upcoming projects. The Bolli Road NID project continues to progress, albeit with minor delays due to weather and contractor material issues. The Hinton Road and South Fork NID projects are in the permitting and pre-construction engagement phases. Staff hosted meetings with impacted residents to discuss easements, system design, and construction timelines.

The Sunset Ridge project is in final design review, and the Green Hollow Trunk Main has entered initial design and coordination with utility locators. DNR coordination remains steady across all projects, with staff emphasizing timely compliance documentation and close monitoring of milestone tracking to avoid overruns.

ENGINEERING UPDATE

The Engineering & Facility Manager delivered a focused update on planning and coordination for the next phases of capital projects. A priority is aligning all engineering deliverables with the forthcoming Area-Wide Management Plan and Capital Improvements Plan. Emphasis was placed on integrating environmental assessments early in the design process to avoid permitting delays.

He reported on enhanced coordination between engineering, finance, and operations departments to improve cross-discipline planning and optimize resource allocations. Engineering staff are revising internal design standards based on new regulatory requirements, and will publish updated construction specifications by summer.

Board members asked how project updates could be better communicated with customers. Staff responded with a commitment to publish a quarterly construction dashboard online and provide high-level summaries in monthly customer newsletters.

CONSIDERATION ITEMS

1) Consider :: Creation of an Additional Operations Staff Position

MOTION: On a motion by Watkins and a second by Bennett, The Board passed to approve the addition of a new Field Technician position, acknowledging increased service area demands and complexity of operations. All trustees present voted. Burks, Bennett, Watkins, and Aldred voted in favor. Chann Opposed.

2) Consider :: Consider Acceptance of Bill of Sale for Hinton Road Sewer Extension – Higbee Lake Estates

MOTION: On a motion by Watkins and a second by Bennett, approved acceptance of the Bill of Sale for the Hinton Road Sewer Extension – Higbee Lake Estates, formalizing infrastructure transfer to the District. Staff confirmed that all testing, inspection, and documentation were complete and met specifications. All trustees present voted in favor. Motion carried.

**3) Consider :: Consider Bolli Road NID – Change Order #1
– No Cost Change Order for Time Extension**

MOTION: *On a motion by Watkins and a second by Aldred, the Board moved to accept the time extension with no cost increase, was approved unanimously. Staff noted that weather delays and a subcontractor scheduling issue prompted the request. Chann, Bennett, Watkins, and Aldred voted in favor. Burks Abstained. Motion carried.*

4) Consider :: Setting a Public Hearing for 2025 Rate Increase

MOTION: *On a motion by Chann and a second by Bennett, the Board authorized staff to schedule a public hearing regarding the 2025 rate increase proposal, which includes minor base rate adjustments and volumetric rate increases aligned with CIP financing needs. Trustees instructed staff to prepare a customer outreach strategy ahead of the hearing. 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 (3)

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to authorize a closed meeting at 8:40 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 Watkins and a second by Aldred, the Board moved to exit the closed meeting and return to the regular meeting at 8:58 PM. All trustees present voted in favor. Motion carried.

ADJOURNMENT



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Meeting was adjourned at 8:59 PM.