

**From:** [Stephens, Jesse](#)  
**To:** [Stephens, Jesse](#)  
**Cc:** [BCRSD Custodian](#)  
**Subject:** 5900 Spring Court Back-up - Directors Report  
**Date:** Friday, May 9, 2025 4:13:14 PM  
**Attachments:** [image001.png](#)  
[Sewer Backup Risk Management Policy.pdf](#)  
[EMERGENCY PROCEDURES to follow after a sewer back-up.pdf](#)

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Board of Trustees,

A backup occurred at 5900 Spring Court on 3-31-2025. The back-up was addressed in accordance with the BCRSD Sewer Backup Risk Management Policy. The owners of the property requested emergency financial assistance to address this issue in writing to me shortly after the incident. All emergency procedures were followed, and the customer was notified of their options and all of the recommended emergency procedures. The Sewer Backup Risk Management Policy section 4.4(a) grants the executive director authority to and discretion to expend district funds in an amount not to exceed \$6,000.00 without Board approval, assuming all the applicability conditions are met in subsections 1,2 and 3. I felt those conditions had been met and approved the disbursement of \$6,000 for this backup. The customer hired Servpro, and their bill exceeded \$6,000, but was not in excess of \$7,000, so a check was made out for \$6,000 to ServePro. An incident report was recorded with MOPERM, to document this case, but nobody to date has requested this be escalated to a claims investigation. Should this be requested to be escalated to a claims investigation, I will inform the board. As a reminder to some of the newer board members, attached are copies of the policies and procedures that are followed when an emergency sewer back-up is reported.



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