

**MAY 20, 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: Dave Bennett, Vice Chair
Brian Burks, Secretary
Bill Watkins, Trustee
Justin Aldred, Trustee

Trustees Absent: Randy Chann, Chair

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.

Dave Bennett, Vice 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

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

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

APPROVAL OF MINUTES OF APRIL 15, 2025 REGULAR & CLOSED SESSION MEETING

The minutes of the April 15th Regular Board and Closed Session Meeting were included in the packet. Bennett asked if there were any questions or comments and there were none.

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

MOTION: On a motion by Bennett and a second by Aldred, the Board moved to approve the Closed Session 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 discussed.

PLANNING AND ZONING UPDATE

Bill Florea provided a detailed Planning and Zoning update. He highlighted that April experienced a notable increase in permits and fees, attributed largely to commercial development, especially the new FedEx Freight facility on Enterprise Drive. He discussed the approval of a two-lot subdivision request for Darryl and Eve Lake that will connect to District infrastructure. Florea also mentioned that development in Overton is progressing, with ten lots under review, and a Planning and Zoning Commission meeting scheduled later that week. Other subdivision projects like Willow Creek and the Pines have shown signs of potential reactivation, and Ravenswood has officially entered its next development phase. Board members asked about community feedback, to which Florea responded that most has been positive and minimal.

INTERIM DIRECTOR UPDATE

Communication Regarding State Appropriation Opportunity: The Board received an update on the \$10 million state appropriation language that passed both the Missouri House and Senate. Staff emphasized the importance of coordination with Boone County as the funds will likely be distributed through the County. A Memorandum of Understanding will be necessary with the Missouri Department of Natural Resources (DNR), and future steps may include a cooperative agreement. Final approval is pending the Governor's signature.

Henderson Branch Public Hearing Update: Staff reported on a lightly attended public hearing where the council approved a proposed action by a 5–1 vote. The discussion focused on DNR's request for a conditional waiver of the District's Tier Two continuing authority, aimed at connecting a private entity to Midway Farms treatment plant. The Board plans to finalize any response at the June meeting, with efforts to balance DNR requests and project continuity.

5900 Spring Ct. – Sewer Backup Response: A sewer backup occurred at a home on March 31. Following policy, staff conducted an investigation, corrected the issue, and hired ServPro to mitigate water damage. A \$6,000 payment was issued directly to ServPro. The homeowner was cooperative, and an incident report was filed with the District's insurance.

AWMP – Stakeholder Engagement Correspondence: The District plans to launch a public-facing website page to collect comments on the Area Wide Management Plan (AWMP). Outreach to municipalities and stakeholders will take place in June and July. A public hearing is tentatively scheduled for September, with Board ratification planned for October.

2025 Rate Increase Public Hearing: The Board held a public hearing on the proposed 2.5% rate increase. No public comments were received. Staff emphasized the need to update the user rate study due to the expiration of the current model. Discussions included a future realignment of surcharge structures based on pressure sewer data.

Billing Software and Headquarters Renovation Progress Reports: Drafts of the billing software RFP and HQ renovation plan are underway. Evaluation criteria for proposals will weigh cost at 40% and qualifications at 60%. A three-member review panel will include District staff and Be Electric's James Flourney. Mandatory virtual pre-proposal meetings were discussed to ensure vendor understanding.

Board Communication Plan Discussion: Staff proposed quarterly work sessions and encouraged informal working groups of two or fewer board members to comply with public meeting laws. Enhanced communication protocols and increased meeting cadence were emphasized in light of major upcoming projects and funding opportunities.

OPERATIONS UPDATE

Jason Horton reported that April operations were stable. No main blockages occurred, and the recent hire of a highly experienced technician significantly improved backlog reduction. Eighteen service calls were addressed, primarily on private laterals. The Sturgeon and Hartsburg areas received ongoing monitoring support. Lift station service calls included bypass operations due to power outages and excessive lagoon levels. Crews responded to 463 utility locate requests and completed 920 feet of pressure line installation on Bolli Road. Staff also discussed pressure sewer surcharge tracking, which showed lower-than-normal activity for April. The team expects an increase in May as more data becomes available.

FINANCE AND HR UPDATE

Finance Manager Wendy Wiegers presented the first quarter financial report, which reflected a net income consistent with projections. Personnel expenses appeared elevated due to additional pay periods. Interest rates on deposits have declined slightly. The District continues to evaluate a move to QuickBooks Enterprise to enhance job tracking and resolve data inconsistencies. The 2024 Audit Report was finalized with a recurring finding of limited internal controls, though progress has been made. Staff also discussed document retention improvements and upcoming benefit renewals. The administrative assistant position remains open, with plans to post after the billing RFP is issued. Paycom training and payroll backup processes are underway to ensure continuity.

PROJECTS UPDATE

Bolli Road: Construction remains active. All but one residential tank has been installed. Staff addressed minor concerns from residents about aesthetics. Coordination with contractors and residents is ongoing to resolve issues and maintain progress.

Rollingwood: The project is nearing closure. A change order was submitted to reconcile unused contingency funds, including concrete work and boring costs. Vegetation regrowth is being monitored before final DNR sign-off.

561 Project: A private development originally scoped for 12 homes is being reconsidered by a new owner for increased density. Staff confirmed that the system has the capacity to handle higher flows and will support updated engineering plans if zoning approvals are secured.

ENGINEERING UPDATE

Rochepoint Trailside Pump Station: Topographic surveys are complete and preliminary design review is expected in June. Contracts must be awarded by year-end to meet ARPA and County deadlines.

Hartsburg: Staff continues to support the town with sludge dredging and engineering design. ARPA funding will likely cover initial work, but a funding gap of \$100,000–\$150,000 is expected. The town has agreed to increase rates to help cover costs.

Prairie Meadows: Flow monitoring will be implemented in three subareas to identify inflow and infiltration issues before selecting capital improvements.

North Fork: Environmental clearance is approved. Staff is awaiting final DNR comments before proceeding.

Trade Wind Condos: Revised development plans reverted to original configuration. A draft agreement for single-meter billing is in progress.

Highfield Acres and Newtown: Both projects are advancing at a moderate pace. Staff is reviewing design documents and coordinating with local stakeholders.

CONSIDERATION ITEMS

Brian Burks left the meeting before considerations were presented. Bennett, Watkins & Aldred were present for voting, maintaining quorum.

Consider :: Missouri-American Water Company – Boone County Regional Sewer District Cooperative Agreement

The Board considered a cooperative agreement with Missouri-American Water Company concerning service to the Silver Creek and Sunnyslope subdivisions. Silver Creek is currently connected, while Sunnyslope is not. Under the new agreement, the District will pay Missouri-American Water 80% of their flat rate per month for connected properties, starting July 1, 2025. A one-time lump sum of \$6,300 will be paid to cover past charges.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to approve the Missouri-American Water Cooperative Agreement and authorized its execution. All trustees present voted in favor. Motion carried.

Consider :: Rollingwood Plat No. 1 – Change Order #6

The Board reviewed Change Order #6 for the Rollingwood project. The change includes a reduction of \$2,822.75 for unused concrete driveway work, and an \$11,154 reduction for boring costs previously anticipated for rock excavation that were not needed. The change order is part of final project closeout.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to approve Rollingwood Change Order #6. All trustees present voted in favor. Motion carried.

Consider :: Bolli Road NID – Change Order #2

The Board considered Bolli Road Change Order #2, which includes adjustments to various bid items: reductions in certain quantities such as 75 linear feet of discharge pipe and conduit, and additions including 50 feet of gravity sewer and trench spoil removal. These changes were necessary based on field conditions.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to approve Bolli Road NID Change Order #2. All trustees present voted in favor. Motion carried.

Consider :: Advertisement of a Request for Proposal (RFP) for Informational Technology Services

Staff presented a draft Request for Proposal (RFP) to secure IT services, including server infrastructure, cloud migration, and vendor support. The evaluation criteria will weigh price (40%) and qualifications (60%). The Board supported issuing the RFP to improve IT capabilities and reduce dependency on aging systems.

MOTION: On a motion by Bennett and a second by Watkins, the Board moved to approve the advertisement of the RFP for Informational Technology Services. All trustees present voted in favor. Motion carried.

Consider :: Resolution 2025 -10; Authorizing 2025 Rate Increase

Resolution 2025-10 proposes a 2.5% across-the-board rate increase to base service fees, volume charges, and surcharges. Staff justified the increase as necessary to offset inflation and fund upcoming infrastructure improvements. No public objections were received during the rate hearing.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to adopt Resolution 2025-10 authorizing the 2025 rate increase. All trustees present voted in favor. Motion carried.

NEW BUSINESS

The Board discussed the recruitment process for the open trustee position. Staff indicated that applications are being reviewed and further discussion will take place once a shortlist is finalized. A brief discussion followed regarding the possibility of engaging a financial planner for the District. Trustees supported the idea and requested a formal proposal for review at a future meeting.

During the board meeting, members discussed the status and longevity of the organization's relationship with its current financial planner. It was noted that while best practices recommend reviewing such service contracts every five to seven years, the current planner has been in place significantly longer without a formal review or competitive process. Given the current volume of overlapping priorities, the board agreed that adopting staggered contract terms—such as three-year periods with optional extensions—could help manage transitions more efficiently.

The conversation led to a consensus that it is an appropriate time to issue a Request for Qualifications (RFQ) to explore other financial planning firms. There was some uncertainty regarding the original contract terms and fee structure of the current planner, prompting further interest in evaluating alternatives. Board members emphasized the importance of due diligence and suggested compiling a list of approximately six to seven potential firms, including some identified in recent discussions. A motion was proposed to direct staff to begin drafting the RFQ and identifying candidates, with the board expressing broad support for the initiative.

ADJOURNMENT

Meeting was adjourned at 7:22 PM.

Meeting Minutes Approved On : _____

Secretary: _____

Brian Burks, Secretary