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**JUNE 17, 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**

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

**Trustees Absent:** Brian Burks, Trustee

**Others Present:** Jesse Stephens, Interim Executive Director  
Wendy Wiegers, Finance Manager  
Daniel Cunningham, Project Manager  
Jason Horton, O&M Supervisor  
Drew Perkins, Administrative Assistant  
Jason Wolf, Administrative  
Bill Florea, Boone County Resource Management  
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel  
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel  
Unknown Caller via GoToMeeting; *\*Name Requested\**

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 the majority of members were present and that there was a quorum.

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**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.***

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**APPROVAL OF MINUTES OF MAY 20, 2025 MEETING**

The minutes of the May 20th 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 Watkins and a second by Bennett, the Board moved to approve the minutes as presented. All trustees present voted in favor. Motion carried.***

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**PUBLIC COMMENT**

There was no Public Comment.

### **OLD BUSINESS**

The board revisited a previously tabled discussion concerning the financial advisor Request for Qualifications (RFQ), which had originated under New Business during the prior meeting. Additional research was conducted prior to this meeting, including the retrieval and review of the previous agreement with McLiney and Company. This agreement was originally put out for RFQ in January 2021 and formally signed in September 2021, making it nearly four years old at the time of the current discussion.

The existing agreement remains active by default, as it includes no specified sunset clause. Its terms indicate that it remains in effect until explicitly terminated or replaced, and termination can occur at any time without cause, provided written notice is given. The nature of the contract's longevity and its flexible termination clause prompted board members to evaluate whether it remains suitable or if an updated RFQ process would better serve the organization's current and future needs—particularly in light of potential new funding sources that were not available when the original agreement was executed.

It was acknowledged that McLiney and Company had been engaged for specific financial functions over the years, including their role in a refinancing initiative and work related to bonding projects. They also assisted with matters involving Marion Bank, including financing for a crane truck, as well as guidance during a bond election process. In these instances, the firm appears to have been contracted on a project-specific basis, sometimes under distinct agreements tailored to the scope of each individual task.

Members discussed industry practices around similar professional service contracts and observed that it is not uncommon for such relationships to be maintained on an as-needed basis. Nevertheless, it was generally agreed that having a structured RFQ process on a multi-year cycle—such as a three-year base term with a two-year extension option—provides greater transparency and institutional accountability, especially in preparation for managing significant new revenue streams or capital investments.

This type of structured term would also afford the board a regular opportunity to evaluate performance and, if necessary, consider other qualified firms. Conversely, the inclusion of a renewal clause can preserve continuity when services are being delivered satisfactorily, thereby reducing the administrative overhead of launching a new RFQ process unnecessarily.

There was consensus that although the current contract is still technically valid, allowing it to continue indefinitely may not reflect best practices. Renewing the RFQ at regular intervals—every three years, with optional extensions—was viewed as a practical approach that ensures both compliance and adaptability. The Columbia Public Schools model was referenced as one potential benchmark, where the three-year term with optional renewal seems to encourage vendor interest without overly burdening the board with administrative process repetition.

It was noted that issuing a new RFQ would not be a burdensome effort. Relevant documentation from the prior process, including a detailed contact list of those previously solicited, is still available. While some contact details may need to be updated, the structure and criteria of the previous RFQ were deemed serviceable and could be refreshed with minimal effort. The process could be initiated ahead of the next board meeting, should the board choose to proceed.

In closing, the general tone of the discussion favored updating the RFQ to maintain accountability and transparency. The suggestion to proceed with refreshing the RFQ and bringing it forward for formal consideration at the July meeting was well received, with no objections raised.

## **PLANNING AND ZONING UPDATE**

The board received an update on planning and zoning activity, with specific attention given to the upcoming Planning and Zoning Commission meeting, rescheduled due to the June 19th holiday. The meeting will cover several items, including a key rezoning request listed as item number three on the agenda: The Willow Creek East development.

Willow Creek East is a proposed residential expansion located on the north side of Saint Charles Road, west of Route Z and extending toward Ramsey. The development is designed to accommodate up to 219 dwelling units and reflects a diverse mixture of housing types and lot configurations. The majority of lots exceed 7,000 square feet, while approximately 40 lots, identified as "cottage lots," fall below that threshold.

The development also incorporates several corner-lots designated for duplexes. These duplex units are being intentionally designed with front doors on both street-facing sides to visually mimic single-family homes. Additionally, numerous standard lots are approved for interior accessory dwelling units (ADUs), which would be seamlessly integrated into the main structure. These units are intended to be discreet in appearance—appearing externally as single-family residences—while internally functioning as self-contained spaces, such as one-bedroom apartments, to serve various purposes including rental housing or extended family accommodations.

The development falls within the Columbia sewer agreement area. Although properties in the area must pre-annex or annex depending on their proximity to Columbia's boundaries, the utility district retains the customer relationship. Under this arrangement, service is provided by the district, while an 80% wholesale sewer rate is paid to Columbia. From a capacity standpoint, the infrastructure is well-positioned to handle the new development, with eight-inch gravity sewer lines currently providing ample support.

Because of the variety of unit types being proposed, the board plans to execute a development agreement to clearly document unit configurations, utility expectations, and particularly water meter assignments. It was confirmed that duplex lots will receive dual water meters. For ADU-designated lots, the approach will remain flexible and largely at the discretion of the builder, though the development agreement will use water meter counts as a tracking mechanism. While this deviates slightly from standard regulatory protocol, staff agreed it provides clarity and consistency for this specific project.

Staff expressed support for the project and highlighted the benefit of gaining up to 200 new gravity sewer customers. This style of development aligns with the recommendations of the Columbia Housing Study and the broader goals outlined in the district's master planning documents. The creative use of corner lots for duplexes—such as the example shown at the corner of Fairfield and Robb—was especially noted. That particular property had previously received a conditional use permit from the county and exemplified how a duplex can be integrated into a neighborhood without visually disrupting the surrounding single-family character.

The project also includes a designated commercial parcel near the roundabout, though there are currently no concrete plans for its use. A future development agreement and new review plan will be required once a proposal for that parcel is formalized.

Additional discussion touched on mapping, permitting, and development patterns across the broader region. The board reflected on the scattered nature of current development activity, particularly in the South Rock area and along Ruby Lane. There is an expressed desire to begin consolidating housing units in more contiguous zones over time to promote utility and roadway efficiency.

Although building permit numbers are currently slightly below average, revenue remains on target, indicating stable overall performance. The board remains attentive to growth patterns and market capacity, and discussions emphasized the importance of leveraging mapping data and development overlays to guide long-term planning.

## **INTERIM EXECUTIVE DIRECTOR UPDATE**

### ***State Appropriations Update***

The interim director provided an update on the district's state appropriations status. The team has been actively working to protect their position in the state budget, despite the governor's office being largely unavailable for direct meetings. Efforts included outreach for letters of support from influential stakeholders to strengthen the district's standing.

The outcome of the appropriations process remains uncertain, but a decision is expected by July 1. The governor is currently out of the country, and the exact timing of the veto or approval announcements is not confirmed.

Board members acknowledged the progress made, noting that the project had advanced farther than anticipated. They emphasized that even if a full appropriation is not approved, partial funding or restricted allocations could still allow initial project components to proceed. Revenue monitoring by the governor's office may trigger phased fund releases throughout the fiscal year.

Discussion followed regarding the absence of a defined match percentage in the legislation. The director explained that this would be subject to negotiation, with hopes of minimizing the district's match obligation to maximize grant funding. In addition to matching funds, clarification is also needed on what types of in-kind contributions or existing expenditures may qualify toward the match.

The Department of Natural Resources (DNR) is expected to issue formal guidance on both match percentages and qualifying contributions, given the number of projects involved. Conventional expectations suggest a 1:1 match ratio, but the district remains hopeful for flexibility. There was consensus that even a partial appropriation could be a significant step forward, despite broader fiscal uncertainty following recent state spending increases.

### ***IT RFP Proposal Update***

The interim director reported on the status of the IT services RFP. A pre-proposal meeting was held on July 5, with five qualified firms in attendance: GFI Digital, Heartland Business Systems, BT, and others. IT Solutions, which helped develop the initial scope, also participated. While some firms have a local presence, others are based in Kansas City.

Firms were invited to submit questions by the end of the prior week, with only one question received, asking if alternative product offerings outside the original scope would be considered. The response will clarify that any such offerings should be submitted separately to ensure consistent evaluation criteria.

The proposals are expected to include creative ideas, particularly related to phone systems and printing, though the main focus remains IT migration and managed support. Firms vary in approach, with some proposing flat-rate monthly services and others offering time-and-materials models.

Estimated contract value is projected between \$25,000 and \$40,000 annually, with the initial migration expected to cost \$20,000–\$30,000. Pricing will account for 40% of proposal evaluation, with the remaining 60% based on qualifications, experience, and references.

Although one preferred vendor (Huber and Associates) declined due to the district's size, the director expressed confidence in the firms who have responded. Proposal opening is scheduled for June 27. The director and board acknowledged that transitioning IT services represents a significant step toward operational independence, with staff expressing readiness and alignment on the necessity of the move.

### ***Surplus Property Disposal Update***

The interim director provided an update on the disposal of surplus property through Purple Wave. The vendor has completed video documentation and listing preparation. While the auction has not yet gone live, a notification will be sent to the director upon its posting. Once available, the information will be forwarded to the board and staff, including the auction closing date.

Bidding will be open nationwide, and Purple Wave is known for its broad reach, with participants from across the U.S. and even internationally. The company has a local representative based in Millersburg and a facility in Kansas City. The director could not confirm whether the auction would conclude before the July board meeting but committed to keeping all parties informed by email.

### ***Personnel Policy Amendments Update***

The interim director and administrative staff have undertaken a comprehensive review of the personnel policy, aiming to clarify ambiguous sections and propose thoughtful updates. The current discussion served as a preliminary overview ahead of any formal board action.

Several areas were flagged for revision or legal review, including unclear language in sections such as policy item #3 and access controls for HR records. Currently, multiple administrative staff have access to personnel files; the update proposes clearer restrictions and accountability.

One key recommendation is converting certain fixed holidays into floating holidays. This would offer scheduling flexibility to employees and align more closely with public expectations, allowing the district to remain open on more business days. The four suggested floating holidays mirror those not observed by the city.

Another significant proposal involves addressing safety-related provisions. Staff recommended inflationary adjustments to the protective gear allowance and better direction for utilizing the newly budgeted safety incentive. Mandatory OSHA 10-hour training was discussed as a job requirement for all personnel who might be present on a work site, with administrative staff included where relevant.

The board also considered amendments related to marijuana use and drug testing policies. Current practices for pre-employment drug testing have created ambiguity, especially concerning positive results for marijuana use. There was a discussion about extending random drug testing beyond CDL holders to all employees due to the widespread operation of district vehicles. Legal counsel is being consulted to balance compliance, fairness, and risk.

In addition, the policy revision includes provisions for better technology and communications management. With the pending selection of a new IT vendor, the district anticipates modern tools for managing internal communication and Sunshine Law compliance. Staff expressed interest in potentially consolidating personal and work device usage through stipends or central communication platforms. The matter is on hold until vendor input is available, but consensus exists around the need for improved, legally compliant solutions.

### ***Headquarters Renovation RFP Update***

The interim director reported that work on the Headquarters Renovation RFP is ongoing, though it has temporarily taken a backseat to other priorities. The draft is nearing completion. Consultations have taken place with IT providers to ensure the project phasing aligns with operational requirements—particularly those related to billing software integration. The focus is on accuracy and thoughtful planning rather than speed. A finalized proposal is expected to be presented to the board at next month's meeting for consideration.

### ***AWMP and CIP Stakeholder Engagement Update***

The interim director reported progress on stakeholder engagement efforts tied to the Area-Wide Management Plan (AWMP) and the Capital Improvements Plan (CIP). A dedicated section has been created on the district's website where the public can access the full AWMP document, summaries, and a portal for submitting feedback. All responses are funneled into a centralized email system to be reviewed and compiled for presentation to the board and the Clean Water Commission.

A matrix was developed listing contacted and targeted stakeholders across municipal, environmental, engineering, hospitality, and real estate sectors. Stakeholder outreach statuses are color-coded: blue for those contacted and green for those with scheduled meetings or presentations. The board was encouraged to review the matrix for any missing contacts.

A public hearing is tentatively scheduled for September 8 at the Boone Electric Community Room. This venue was selected for its capacity and technology capabilities. The timeline allows for stakeholder feedback through the summer. While some board members raised questions about the feasibility of this timeline, general consensus supported it as achievable.

Discussion also included outreach to the district's customer base, with intent to notify them of the public hearing similarly to past rate notifications—through email, newspaper postings, and website announcements—while acknowledging challenges in capturing all customers due to fluctuating data.

The board emphasized the importance of strengthening communication materials, including clear articulation of partnership opportunities and regionalization strategies. A key communication asset is a detailed GIS-based map showing current treatment plants and service areas, which visually clarifies how water flows and where regional opportunities exist. Board members requested color copies of the map and overlays showing future development zones.

The AWMP mapping tools will be enhanced to associate each treatment plant with its respective collection system. This upgrade is expected to support the new customer management and billing software by enabling detailed tracking of customer service areas and treatment paths, which is currently not possible.

Lastly, the board reviewed a recent sewer backup incident that was managed successfully. A clogged line with a faulty repair was promptly addressed, with thorough communication provided to the affected resident. Although a claim was not filed, staff logged the incident per insurance recommendations and followed district policy. Lessons learned were acknowledged, and consistent procedures were emphasized for future incidents to avoid environmental hazards and ensure homeowner support.

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## **OPERATIONS UPDATE**

### ***May '25 O&M Summary***

The Operations and Maintenance team reported a strong push in line maintenance during the latter half of May following the successful hiring and onboarding of a new staff member with prior experience. Crews completed 8,600 feet of root cutting in the Fairway Meadows and Sugar Tree subdivisions, and 489 feet of line were camera-inspected. These efforts targeted known trouble areas with root intrusion, leading to successful mitigation of blockages in those regions.

The use of SL-RAT (Sewer Line Rapid Assessment Tool) technology continues to evolve within the team's workflow. While the SL-RAT provides helpful acoustic diagnostics, the team expressed cautious optimism, emphasizing the need to "trust but verify" through post-mortem evaluations. The goal is to fine-tune how SL-RAT data aligns with visual inspections, particularly in problematic clay tile areas where root intrusion can significantly



impair flow. Staff noted that while the SL-RAT scores help identify anomalies, it is critical to determine the precise position of obstructions (top vs. bottom of the pipe) as this directly impacts the potential for service disruption.

A broader conversation emerged around the need to establish annual maintenance targets based on infrastructure type—clay tile vs. PVC—and to begin measuring monthly progress toward those goals. The board stressed the importance of quantifying efforts, such as linear feet maintained per man-hour and cost per foot, to better understand resource allocation and effectiveness. Developing subdivision-specific metrics and mapping maintenance activity through GIS is now a key focus, as this will enhance data transparency and long-term planning.

Pump station updates included the repair and pending reinstallation of a duplex pump at Bonne Femme, delayed by missing parts due to a switch in pump style. The board noted the importance of transitioning from reactive to preventative maintenance strategies, including establishing regular oil change schedules for all pumps. The new crane truck was acknowledged as a significant operational improvement.

The team responded to 30 pressure service calls and installed a new control panel at the South Ogden lift station. Additionally, a game camera and temporary staff gauge were installed at the Sturgeon reservoir to monitor freeboard levels, a necessity due to lack of access roads. These tools proved essential during a recent bypass event initiated by DNR guidance, triggered by low irrigation activity. This incident highlighted the risks of relying on non-owned facilities and underscored the value of owning key infrastructure.

The board reviewed Missouri One Call activity, which recorded 617 locate requests, of which 522 were responded to. This level of demand—largely driven by construction season—posed challenges to staffing and was described as an unfunded mandate. While outsourcing was considered, the associated liability and accuracy risks make in-house locates preferable for now.

On staffing, the team reported being one and a half positions away from having all required CDL-certified personnel, a necessity for efficient use of the jetter and vac trucks. Training gaps are being addressed, and alternative testing locations are under consideration due to scheduling issues. OSHA 10 training is set to begin, and site visitation at the Sturgeon plant will be increased to twice weekly. One Ashland and one local employee are scheduled for Airy training in June, which will temporarily reduce on-site availability.

The Ashland plant expansion, though progressing on an aggressive 12-month timeline, still lacks a full construction permit from DNR. While special provisions allow work to begin, future permit delays could impact the schedule. The plant's projected capacity increase will trigger tighter regulatory requirements, including stringent ammonia, nitrogen, and phosphorus limits. The District has formally expressed concerns to DNR regarding the feasibility of meeting summer ammonia levels as low as 0.5 mg/L, especially during cold-weather transitions. Although the proposed treatment process should meet limits, operational complexity is expected to rise significantly.

The District's current operations contract with Ashland expires in roughly a year and will require renegotiation. Concerns were raised about whether the District can continue servicing the plant with only one employee, especially given the expanded regulatory demands. Discussions with Ashland's new Public Works Director are anticipated later in the year. Should Ashland choose to internalize operations, the District may need to refocus resources, particularly as its most experienced operator may be seeking other opportunities.

Finally, the board acknowledged that Ashland will soon have the most stringent effluent limits in the region. Despite this, there appeared to be little effort on their part to mitigate these requirements through early planning. This situation will serve as an operational learning case for the District as it evaluates future contract operations and regulatory compliance strategies.

### ***May '25 Service Call Labor Report***

The board received an overview of the May service call labor report, noting a significant spike in costs due to a higher-than-normal number of pump replacements. The summary data showed marked increases in key categories, including 13, 27, and 24 respective service call types. Staff clarified that while the numbers fluctuate monthly, this increase was driven by concentrated pump replacement activity.

Highlighted service data showed total monthly costs rising to \$13,000—an amount significantly exceeding revenues collected through pressure sewer surcharges. A tracking graph was presented to the board, which is nearing its first complete 12-month dataset, providing insights across all seasons. The current average cost per pressure service call stands at approximately \$540, inclusive of both minor and major repairs. Costs have fluctuated between \$500 and \$550 over the tracking period and are expected to remain within that range.

The interim director noted plans to segment the data further by comparing septic systems versus grinder pumps to better understand performance and cost trends. Septic systems also require periodic tank pumping, which introduces an additional variable not present in grinder pump systems. This comparative data will help refine operational strategies and potentially inform cost recovery models.

The report emphasized that the current pressure system surcharge does not recoup actual service costs. As a result, the interim director is evaluating opportunities for cost reduction, such as investing in more reliable pump models. A specific pump type used in Hill Creek and similar subdivisions, while affordable, has shown performance issues in those conditions. Switching to a slightly more expensive but more durable pump could significantly reduce repeat service calls, potentially saving the district up to \$500 per avoided incident.

The board discussed the feasibility of adjusting the surcharge rate to reflect actual service delivery costs. However, concerns were raised about customer response to a sharp, immediate increase. The director proposed a phased rate adjustment over five years, accompanied by a robust communication strategy. The upcoming implementation of a new customer management system will enable the district to target and engage affected pressure customers directly to explain the reasoning and benefits behind the rate changes.

Overall, the board supported continued data collection and analytics to guide decision-making and affirmed the value of investing in higher-performing infrastructure components where long-term savings justify initial costs.

### ***May '25 Safety Meeting***

The May safety meeting focused on electrical safety, a critical topic given staff routinely works around electrical components, despite not being licensed electricians. The meeting emphasized awareness and caution, especially in light of recent suspected electrical issues at the Sturgeon plant. These discussions were used to identify opportunities for safety improvements across facilities.

Additionally, the meeting addressed ongoing infrastructure issues affecting remote communications. Staff reported persistent problems with phone lines in various towns, particularly those relying on older copper infrastructure. Moisture infiltration has caused intermittent connectivity, disrupting alarm systems and creating reliability concerns.

In response, potential vendors have been contacted to evaluate and offer cellular-based backup communication solutions. This backup would enhance alarm reliability and reduce dependency on deteriorating landline systems. The board was encouraged to support the IT transition, as resolving these issues is seen as essential to operational continuity and safety monitoring.



### ***Bore through Teresa Dr.***

The operations team presented clear camera footage revealing what appears to be a bore through a sewer line on Teresa Drive, likely caused by a contractor—most likely Socket. This image was described as one of the clearest captures ever recorded, providing strong visual evidence of the damage.

Though Socket has yet to respond to outreach, the intent is to send them a bill for the cost of repairs. Fortunately, the repair did not involve disrupting Socket's own line, as crews were able to lift and work around it. The issue was addressed and resolved the previous day, and the district intends to pursue reimbursement diplomatically, extending an "olive branch" approach.

The line was initially inaccessible due to root obstructions, but once those were cleared, the camera revealed the full extent of the damage. The team emphasized the importance of preserving the footage for documentation and accountability.

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### **FINANCE AND HR UPDATE**

The board received an update on recruitment efforts for the third administrative assistant position, which was budgeted in anticipation of billing operations being brought in-house. A high volume of applications was received—about 50—with approximately 15 being well-qualified. This marked improvement in applicant quality was attributed in part to seasonal timing, as summer often prompts employment transitions.

The position's scope is meant to complement the two current staff members and provide needed administrative support across departments, including serving as a backup for payroll. While the role isn't strictly defined in job descriptions, flexibility is built into team operations to allow for work allocation based on individual strengths. This hire is expected to round out the team and offer comprehensive support to department managers.

The discussion turned to the importance of evaluating whether existing job descriptions and wage scales remain appropriate for the current staff and this new role. A wage and benefit study are underway, as the current wage structure—historically modeled on the county—may be better aligned with a city model. This will be reviewed carefully in anticipation of the 2026 budget process, which begins in late summer. The team is also working to finalize total compensation documentation.

Employee performance goals and training are also under review. These goals were set roughly six months ago, and mid-year evaluations are scheduled to assess progress and guide any necessary upskilling. The performance management process, including employee reviews, was identified as a major shift in operations and one that appears to be positively affecting morale. Leadership attributes this improvement to clearer expectations and a more accessible, knowledgeable management presence.

The team continues to monitor ongoing negotiations between Anthem and University of Missouri Health regarding insurance coverage. There is cautious optimism that an agreement will be reached before the October deadline. Related impacts on regional healthcare accessibility and potential legislative involvement, including a Senate committee hearing scheduled for June 30, were also noted.

Regarding HR systems, the district continues to use Paycom for payroll and background checks but remains cautious about broader adoption of its services due to unmet expectations. Personnel files and performance metrics are still managed internally, though some onboarding processes have been digitized to improve efficiency.

In finance, the board was reminded that the audit report was included in the meeting packet and requires signature. Staff also raised the topic of pursuing professional certifications and requested formal support from leadership for development opportunities.

Financially, the district is preparing to begin the budget process. By the end of June, it will have six months of data related to the collection vs. treatment cost analysis, which should yield useful insights into operational efficiencies and areas for further examination. The system now tags all transactions to support this breakdown. This analysis is seen as a key milestone after nearly two years of effort, though the data will continue to be collected and refined.

Work is ongoing to map QuickBooks data to the upcoming billing software to streamline financial reporting and improve real-time data access. The team is also assessing automation opportunities and potential upgrades to QuickBooks Enterprise, while exploring how artificial intelligence could support accounting functions.

The board discussed the importance of connecting internal operational improvements to public communication, particularly in the context of recent rate increases. While customer feedback has tapered off since the initial spike, it was agreed that transparency—especially regarding upcoming priorities and cost-saving efforts—would be critical in maintaining stakeholder trust.

Looking ahead, the board acknowledged the need for a new, formal user rate study to support future planning, including a possible bond election. The current user rate study, last updated years ago, is no longer reflective of present needs.

Administrative staff are also building a comprehensive digital office manual to document workflows and support continuity in the event of staffing changes. This manual is targeted for completion by the end of 2026. Finally, an annual report is under consideration to further strengthen internal and external accountability.

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### **PROJECTS UPDATE**

The board reviewed the monthly project update report included in their packets, with staff providing highlights on several active and pending projects.

The Bolli Road Sanitary Sewer Improvements project continues to progress ahead of expectations and is nearing completion. Weather conditions permitting, work at the final property—including tank installation and control systems—is underway this week. Coordination with property owners has been smooth, and no major issues have been reported.

For the Highfield Acres Sanitary Sewer Improvements project, the due diligence questionnaire has been submitted to the Missouri Department of Natural Resources (DNR) and is awaiting final approval. Once approved, the district will be able to proceed with advertising for bids and potentially awarding the project. Staff confirmed the project remains on track with the district's compliance schedule. Minor complaints from county residents have been received but are expected to dissipate once the project moves forward. The project involves decommissioning two aging single-cell lagoons located near the Sunrise Estates area, which have reached the end of their useful life.

Two privately funded projects were also discussed:

- The Tommy and Rhonda Knight property is slated for a single-lot force main sewer extension. Located off Wagon Trail Road, the project consists of approximately 400 feet of main line and force main. The contractor has indicated plans to proceed in the near term.
- The 561 Project in the Clearview Subdivision, adjacent to the Rocky Fork Treatment Plant, is anticipated to move forward soon. The property is expected to change ownership imminently, with the new owner

expressing interest in development. This project has remained inactive for several years, so the renewed activity is a positive sign.

Staff noted that the Clearview development falls within a gravity service area, and the prospective developer is exploring higher-density housing options under current zoning rather than traditional single-family homes. While the district supports this approach, it was also noted that the Rocky Fork collection system has limited capacity, a factor that will require careful planning as the project advances.

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### **ENGINEERING UPDATE**

The Engineering Department provided updates on several key projects, each in varying stages of design, coordination, or permitting.

For the Rocheport Trailside Pump Station, design plans are approximately 30% complete. A topographic survey revealed that the existing wet wells slightly encroach on the right-of-way. While a title search was initiated to assess legal implications, the findings are not expected to resolve the encroachment issue. The department is pursuing an easement from the affected property owner, although this path is recognized as uncertain. Staff are exploring a potential scope reduction to still implement three-phase improvements and pump upgrades if additional land access is denied. Condemnation is technically possible but considered a last resort given the timeline and relationship with the owner. The board will be kept informed as the situation evolves.

The Hartsburg Wastewater Facility Plan has been completed and submitted for Missouri DNR review. However, the proposed design costs exceeded expectations, narrowing feasible solutions to a SAGR (submerged attached growth reactor) system. While the facility plan is sound, funding limitations are a concern—available resources are sufficient only to purchase the SAGR materials, not for installation. Compliance is required by November 2028, but constraints related to ARPA funding create urgency. Staff are engaging with stakeholders, including David Bach, to identify potential supplemental funding. The initial approach will involve breaking the project into phases, beginning with a sludge management package and minor lagoon upgrades. A short special meeting will be scheduled to approve a contract related to this work. Staff emphasized the urgency due to looming ARPA deadlines and noted DNR's cooperation in expediting the review process.

Additional discussion addressed the sludge removal strategy at Hartsburg. Given the lagoon's location along the Katy Trail and limited access, a single large-scale mobilization is more cost-effective than repeated entries. Retention time concerns and pending sludge sampling results also support a one-time removal. Population decline in the area has delayed urgency, but the need for better retention capacity and solids control persists.

Regarding Prairie Meadows, staff are working on organizing plans and gathering data, with the intent to explore flow equalization upgrades to help manage surges and improve plant efficiency. This represents a relatively low-cost enhancement that could be supported by developer participation. Unlike previous limited use of flow equalization, the scale here would be significantly larger, taking advantage of available property.

For the Phenora North Sanitary Sewer Improvements project, final paperwork with Boone County remains outstanding, but the Finding of No Significant Impact (FONSI) is expected soon, which would allow the next steps to proceed.

At Tradewinds Car Condos, an agreement is under board consideration. This novel development will feature garage-style condominium units with minimal plumbing—potentially single bathrooms or wet bars. While not strictly residential or commercial, each unit will be treated as a base service customer with metered water and connection fees. The project will proceed in phases, with one building constructed at a time.

New Town remains on hold pending ground-breaking activity. It will include 12 district gravity customers once active.

The Highfield Acres project is also under DNR review and is progressing as expected.

Staff noted that Hartsburg and Rocheport remain the highest priority projects due to funding and easement challenges, respectively. Engineering plan development for both continues, with Bridgeport potentially requiring scope clarification to move forward efficiently.

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### **CONSIDERATION ITEMS**

#### **Consider :: Approval of the Mowing Contract Amendment**

An amendment to the mowing contract with Salter Lawn Service was proposed to add a previously omitted facility. This site had not been mowed this year, and it was discovered it had likely been maintained without charge in the past. The updated contract includes a cost increase of \$550 for the current calendar year and \$660 for the full 2026 season, reflecting that part of this year's mowing season has already passed. Salter Lawn Service reviewed and accepted the amendment.

***MOTION: On a motion by Chann and a second by Watkins, the Board moved to accept the 'Approval of the Mowing Contract Amendment'. All trustees present voted in favor. Motion carried.***

#### **Consider :: Approval of the RFP for Billing Services**

The board reviewed a Request for Proposals (RFP) draft for new billing software services, aiming to improve data security and system reliability. A mandatory pre-proposal meeting will be held, primarily virtually, and a point person has been designated for vendor questions. Emphasis was placed on PCI compliance, ensuring credit card data remains secure and untouchable by staff. The setup will avoid handling sensitive payment data by using hardware that isolates user interaction with payment systems. Central Bank and the utility's electric liaison have reviewed the plan and supported the proposed changes.

***MOTION: On a motion by Watkins and a second by Bennett, the Board moved to accept the 'Approval of the RFP for Billing Services'. All trustees present voted in favor. Motion carried.***

#### **Consider :: Acceptance of the Conditional Waiver of Tier 2 Authority for Midway Truckstop and Auto Plaza**

Midway Truckstop requested a waiver from immediate connection to the Midway Crossings treatment facility. While DNR directed them to connect, coordination with the city and district staff concluded that such timing would conflict with momentum around the Henderson Branch project. The conditional waiver is structured so it remains valid only as long as the Henderson Branch project continues forward. If the project is discontinued, the truckstop would be required to connect to the treatment facility promptly. The waiver includes language revisions to ensure compliance and connection if required in the future.

***MOTION: On a motion by Chann and a second by Watkins, the Board moved to accept the 'Acceptance of the Conditional Waiver of Tier 2 Authority for Midway Truckstop and Auto Plaza'. All trustees present voted in favor. Motion carried.***

**Consider :: Acceptance of the Agreement for Trade Winds Car Condos**

The board reviewed and finalized an agreement related to the Trade Winds Car Condos. Although the agreement initially lacked signatures, they were obtained before the meeting. A procedural adjustment was made to allow the assistant secretary to sign in place of the absent secretary to expedite execution. The signed copy was ready, so no further contingencies were needed. The action was largely administrative to ensure timely processing.

***MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve the 'Acceptance of the Agreement for Trade Winds Car Condos'. All trustees present voted in favor. Motion carried.***

**Consider :: The Acceptance of the 2024 Audit**

The final audit for 2024 was presented as a follow-up to prior discussions. Staff received commendations for their thorough preparation and the audit's clarity, making it more understandable to board members. It was acknowledged that each audit cycle serves as a learning experience and helps improve future readiness. Additional contributions were noted in areas like water usage and rate updates, signaling continuous improvement for the upcoming fiscal year.

***MOTION: On a motion by Bennett and a second by Watkins, the Board moved to accept the 'The Acceptance of the 2024 Audit'. All trustees present voted in favor. Motion carried.***

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**NEW BUSINESS**

Several topics were brought forward under new business. One board member inquired about the existence of a Directors and Officers (D&O) insurance policy. Staff confirmed that coverage is likely included within the broader commercial liability policy through MoPERM, though a follow-up was suggested to confirm and provide a copy. A previously submitted memo containing suggestions on operational planning, such as incorporating a bubble heat map into the area-wide management plan and outlining annual objectives for O&M activities, was revisited. Progress was acknowledged on those fronts, and it was noted that such data could substantiate future staffing needs. Wages and benefits had also seen some progress in recent discussions. Additionally, a three-month self-evaluation from the interim executive director was acknowledged and appreciated for its timeliness and relevance to performance discussions anticipated in October.

The board also discussed the need to schedule a special meeting concerning the Hartsburg project, aiming to hold it during standard business hours and keep it brief. Another scheduling matter was raised regarding the July board meeting, which conflicts with a planned presentation to the Harrisburg board. Harrisburg's willingness to shift its meeting start time allowed the suggestion to move the board's meeting up to 5:00 p.m. to accommodate both events. There was consensus on the earlier start time, and the board agreed to send out a revised calendar invite to prevent scheduling confusion.

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**VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (3)**

***MOTION: On a motion by Chann and a second by Watkins, the Board moved to authorize a closed meeting at 8:03 PM, as authorized by 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 personnel matters including individually identifiable employee records.

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**RETURN TO OPEN SESSION**

***MOTION: On a motion by Aldred and a second by Watkins, the Board moved to exit the closed meeting and return to the regular meeting at 8:17 PM. All trustees present voted in favor. Motion carried.***

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**ADJOURNMENT**

Meeting was adjourned at 8:17 PM.

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Meeting Minutes Approved On : \_\_\_\_\_

Attest: \_\_\_\_\_

H. William Watkins III, Asst. Secretary