

**From:** [Stephens, Jesse](#)  
**To:** [Bcrsd](#)  
**Subject:** 214 Sarazen Drive Back-up - Item I1)d  
**Date:** Thursday, August 14, 2025 1:19:05 PM  
**Attachments:** [image001.png](#)

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Dear Board of Trustees,

A backup occurred at 214 Sarazen Drive 5-25-2025. 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. Subsequent, the owners did attempt to make certain clean-up and repairs on their own, but ultimately realized the carpet and flooring was not capable of being returned to sanitary condition and requested the funds to return the flooring to sanitary conditions. This has recently been completed. All emergency procedures were followed, and the customer was notified of their options and all recommended emergency procedures. The Sewer Backup Risk Management Policy section 4.4(a) grants the executive director discretion to expend district funds in an amount not to exceed \$6,000 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. 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.



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