
**AUGUST 19, 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: Jesse Stephens, Interim Executive Director
Wendy Wieggers, Finance Manager
Daniel Cunningham, Project Manager
Jason Horton, O&M Supervisor
Drew Perkins, Administrative Assistant
Jason Wolf, Administrative Assistant
Angela Gonzalez, Administrative Assistant
Bill Florea, Boone County Resource Management
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Deborah Schnedler, Public Comment

The meeting was held in person and as a GoToMeeting video with telephone conference.

Randy Chann, Chair, called the meeting to order at 5:31 p.m. He noted that the majority of 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 Watkins and a second by Burks, the Board moved to approve the agenda as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF JULY 15, 2025 BOARD MEETING

The minutes of the July 15th 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.

APPROVAL OF MINUTES OF AUGUST 8, 2025 SPECIAL MEETING

The minutes of the August 8th, Special Session 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.

PUBLIC COMMENT

A former trustee and county, non-district, resident addressed the Board with concerns regarding communication practices and financial advisory services. She emphasized that current methods of notifying the public about meetings and hearings—such as website postings and one-time newspaper notices—are insufficient to reach most customers. She urged the District to adopt more proactive outreach strategies, particularly for significant matters like the Area-Wide Management Plan (AWMP), Capital Improvements Plan (CIP), and rate increases.

She also clarified misconceptions in prior minutes regarding financial advisory services. She explained the distinction between financial advisors and planners, noting that advisors are regulated and provide specific services related to bond issuance. The speaker reminded the Board that the District competitively hired its current financial advisor in 2020/2021, contrary to suggestions that no review had been conducted, and that it is not uncommon for advisors to serve long terms to maintain continuity. She cautioned that replacing the current advisor too soon, particularly without staff experienced in bond financing, could jeopardize the District's financial position. While stating she had no professional ties to the advisory firm, she strongly encouraged the Board to carefully evaluate the timing and necessity of any changes.

Board members thanked her for the detailed comments and noted several points that should be considered as they proceed with related items.

OLD BUSINESS

There was no Old Business.

PLANNING AND ZONING UPDATE

The Board received an update on several development matters under review this month. D Who Land LLC and Jordan Parker & Mathew Krogman, previously approved for a subdivision project, resubmitted plans with revisions to relocate a main collector road slightly east to avoid creek conflicts. This adjustment also eliminated its connection to Tradewinds Parkway, addressing neighborhood concerns about potential cut-through traffic. While community input is anticipated, the revisions do not change the overall lot count or housing type.

Other items included the final plan approval for a property on I-70 Drive Southeast, formerly used as an RV and tractor repair facility, which is being subdivided for new use. Additionally, two minor consolidations were noted: one combining seven lots near Harrisburg into a single lot, and another consolidating three lots into two in the Clear Creek Estates area.

Routine building permit activity was also reported, with permit levels viewed as steady though not notably high for the month.

INTERIM EXECUTIVE DIRECTOR UPDATE

Billing RFP Proposal

The Interim Executive Director reported on the billing software RFP process, which closed July 30 with four proposals submitted. One proposal, from Continental Utility Solutions, was deemed non-responsive due to the absence of pricing information. The remaining three vendors were interviewed and provided demonstrations for the evaluation committee, which included District staff and a representative from Boone Electric Cooperative.

Following review, Muni-Link received the highest overall score. District staff members noted its user-friendly interface, strong customer service reputation, and seamless integration with GIS and QuickBooks. The platform was also highlighted for offering a comprehensive customer service and management system, including a portal for online bill payments, service requests, and targeted communications such as maintenance alerts. Committee members emphasized the system's flexibility, ongoing research and development investment, and bundled pricing that covers upgrades and integrations without additional charges.

The recommendation is to proceed with contract negotiations for a three-year term, with the option to extend. District staff expressed confidence in the vendor's capabilities and noted positive references from other utility partners already using the system.

Surplus Property Disposal

The Board was updated on the recent surplus property auction results. Most items sold successfully, generating \$37,800 in revenue for the District. While the tractor exceeded expectations and sold for more than its original purchase price, the generator initially sold for \$3,700 but the buyer defaulted on payment. It has since been relisted for sale.

The Interim Executive Director noted that overall, the auction was successful and demonstrated strong market interest in the District's surplus equipment. The Board will be updated once the generator is successfully resold.

Headquarters Renovation

The Interim Executive Director reported on progress with the headquarters renovation project. A pre-proposal meeting was held on August 6 and was well attended by contractors, engineers, and architects. At least four or five firms have indicated they will submit Phase I RFQ responses by the August 29 deadline.

Board participation was requested for the evaluation committee, with specific mention that trustees with relevant construction expertise would be valuable. The review process will involve shortlisting firms based on RFQ responses, followed by a second phase requiring both design proposals and firm bids, which must be reviewed prior to bid opening in compliance with public procurement law.

It was also noted that although the building is currently under lease from Boone Electric Cooperative until 2037 at \$100 per year, the District anticipates eventual ownership or continued lease extension. Boone Electric has been supportive of the planned improvements. The Board discussed that even if ownership changes in the future, the renovation will increase efficiency and effectiveness for current operations.

Backup at 214 Sarazen Drive

The Board was informed of a sewer backup that occurred at 214 Sarazen Drive. The incident followed the same policy procedures as a similar event earlier in the year. The homeowner experienced significant basement flooding that damaged carpeting, and after some deliberation, chose to replace the flooring.

The District documented the incident in full and offered financial assistance consistent with its policy, which allows up to \$6,000 in compensation. The homeowner was cooperative and receptive to recommendations for additional maintenance, and no formal claim has been filed. The Board was assured that the situation was resolved as satisfactorily as possible given the circumstances.

AWMP and CIP Stakeholder Engagement

The Interim Executive Director provided an update on stakeholder engagement for the Area-Wide Management Plan (AWMP) and Capital Improvements Plan (CIP). A public hearing is scheduled for September 8 at the Boone Electric Community Room, with additional hearings to be scheduled as needed to gather input. A mailer will be sent to all ratepayers to encourage participation and direct them to the District's website, which has been updated as a central communication resource.

The Board was assured that customers are considered primary stakeholders and will not be excluded from the process. Meetings continue with municipalities, community groups, and other organizations to identify potential partnerships that could reduce costs and strengthen the CIP. It was emphasized that the District is committed to transparency and to building trust with ratepayers, particularly as future funding strategies, including grants, rate studies, and potential bond issues, are considered.

Discussion noted that while specific rate impacts are not yet available, the initial meetings will focus on presenting project needs, gathering feedback, and outlining strategies. The importance of aligning stakeholder engagement with long-term financial planning and maintaining Tier II authority requirements was also highlighted.

GFI – Elevate Phone System

The Interim Executive Director reported on efforts to modernize the District's phone system. The current copper line system has proven unreliable and costly, particularly in managing after-hours calls. GFI Digital has proposed its "Elevate" VoIP platform, which would consolidate phone services, integrate mobile app capabilities, and streamline after-hours response.

The system is expected to reduce costs by eliminating unnecessary lines and the need for third-party answering services. It also offers better tracking of communications for operational efficiency and Sunshine Law compliance. A contract amendment for the service is anticipated for consideration at the next Board meeting, with reference checks to be obtained from other organizations currently using the system.

RFQ for Financial Advisor

The Interim Executive Director recommended postponing action on issuing an RFQ for financial advisory services. He explained that it would be premature to move forward without a Finance Manager in place to provide input. While prior discussions noted best practices of periodically reviewing such contracts, the Board clarified there is no immediate requirement to replace the current advisor.

It was acknowledged that the District may either retain the existing contract or pursue a new RFQ process at a later date, particularly in connection with upcoming bond considerations. For now, the consensus was that delaying this action is prudent to ensure adequate oversight and alignment with the District's financial management structure.

OPERATIONS UPDATE

July '25 O&M Summary

The Operations team reported routine maintenance and field activities for the month. Crews performed over two miles of line cleaning and inspection without encountering major blockages. Pump station maintenance continued, with one unit temporarily offline pending replacement of a seal. Staff also continued efforts to improve accuracy in monitoring acoustic data compared to field inspections, which has proven reliable and more efficient than prior methods.

Overall, system performance remained stable, with no significant service interruptions during the period.

July '25 Service Call Labor Report

The District responded to 26 service calls during July, along with one private road issue and two lift station alternator problems. A significant number of utility locates were also completed, which generate costs to the District under the state's one-call system. Staff reported that July was a difficult month operationally, with unusually high expenses tied to pump failures, particularly in the Hillcreek system.

A financial analysis showed that across 274 service calls, the average cost was approximately \$568 per call. The Operations team emphasized the importance of transitioning away from underperforming pumps to more reliable models, with 25 new units currently out for bid. This transition is expected to reduce both the frequency and cost of service calls over time.

July '25 Safety Meeting

The monthly safety meeting focused on OSHA 10-hour construction safety training, which employees are completing through an online program. The training is intended to strengthen the District's overall safety culture and reinforce workplace best practices. Staff discussed the importance of maintaining awareness of safety risks not only in field operations but also within shop and office settings.

No accidents or near misses were reported during the month. Regular items such as fire extinguisher inspections and cybersecurity training were reviewed, and confined space entry requirements were discussed as an ongoing area where additional certification and hands-on training are necessary. The District anticipates continuing its partnership with the City of Columbia to provide this training.

FINANCE AND HR UPDATE

The Board was introduced to Angela Gonzalez, who joined the District as part of the Finance and HR team with a background in payroll and customer service. She will assist with payroll processing, Paycom transition, and other administrative functions. Recruitment efforts continue for a Wastewater Equipment Operator, with interviews underway, while the Finance Manager position remains a priority for future hiring.

Financially, reports showed no major discrepancies, with budget performance generally on track. Staff presented new class-based reporting designed to better allocate costs between collection and treatment functions. Preliminary analysis of the first half of 2025 indicated that 100 million gallons were billed for treatment through the City of Columbia at a cost of \$527,000, while 60 million gallons treated at District facilities cost \$763,000. This equates to a treatment cost approximately 2.4 times higher at District-operated plants, reflecting inefficiencies tied to the number and scale of facilities. The Board discussed the implications of these findings for future planning, emphasizing the need to evaluate opportunities for regionalization and cost management while maintaining adequate resources for collection system upkeep.

PROJECTS UPDATE

The Board received an update on active and recently completed projects. The single-lot sewer extension for the Knight property has been completed, with a bill of sale presented for Board consideration. The Boone Road project is substantially complete, with only final cleanup and yard restoration remaining. Coordination is underway with county officials to finalize costs and proceed with lien filings where necessary.

In addition, construction is ongoing at the Newtown development, where three townhomes are being connected to existing sewer infrastructure. Some additional work was required to extend service laterals and secure county permits for street cuts, but the project is nearing completion.

Board members noted that Bolli Road had been on the project list for many years, and emphasized the importance of maintaining momentum on other long-standing projects such as Phenora North.

ENGINEERING UPDATE

Engineering Report

The engineering team reported continued progress on several major projects. Easements for the Bridgeport project are nearing completion, with plans expected to be finalized soon and prepared for advertisement at the next Board meeting. Coordination with the City and adjacent property owners remains ongoing, particularly due to the project's visibility along the trail and the need for aesthetic considerations. Additionally, the City has received state funding for construction of a nearby flood wall, which will complement the project.

At Hartsburg, facility plans have been approved and the sludge removal project is moving forward, with bids scheduled to be opened prior to the September Board meeting. The town faces a unique challenge of needing to expend ARPA funds by deadline while having a compliance timeline extending to 2028. Staff continue to work closely with Hartsburg officials to identify funding strategies and maintain communication.

Other projects remain under regulatory review, including Highfield Acres, which has been delayed due to staffing shortages at DNR. The District is prepared to move forward as soon as approval is received. Staff commended ongoing efforts to find cost savings and efficiencies, noting strong collaboration with engineers and community partners.

Hillcreek Pump Analysis

The Board reviewed plans for a detailed hydraulic analysis of the Hillcreek system. While the District has already initiated replacement of underperforming pumps with more reliable models, the study will allow staff and engineers to evaluate multiple scenarios and determine whether a full system-wide replacement is the most cost-effective approach.

Bartlett & West will conduct the modeling, which is expected to provide clearer data on system performance, costs, and long-term reliability. The Interim Executive Director emphasized that while immediate pump replacements will continue as needed, the analysis will guide broader investment decisions and help ensure resources are directed toward the most effective solutions.

CONSIDERATION ITEMS

Accept :: Resolution 2025-12; Set Public Hearing – AWMP & CIP
Schedule a public hearing to review the Area Wide Management Plan and Capital Improvements Plan at the Boone Electric Community Room.

Resolution 2025-12 sets a public hearing for community input on the Boone County Regional Sewer District's updated Area-Wide Management Plan (AWMP) and Capital Improvements Plan (CIP). The hearing is scheduled for September 8, 2025, at 5:30 p.m. in the Boone Electric Cooperative Community Room in Columbia, Missouri, with virtual participation also available. The Board emphasizes the importance of gathering public feedback before final approval and adoption of the updated plans. The resolution takes effect immediately upon adoption.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to accept the 'Resolution 2025-12'. All trustees present voted in favor. Motion carried.

Accept :: Contract Approval – IT Services (GFI Digital)
Approve a contract with GFI Digital for IT professional services.

The BCRSD–GFI Digital contract outlines a multi-year IT services agreement covering system support, migration, and infrastructure upgrades. It establishes a comprehensive program that includes server and workstation inventory, patching, endpoint security, IT help desk, onsite service, and business planning. The agreement specifically addresses a major Entra ID/Microsoft 365 migration project, involving email, file, and workstation transfers, Intune and AutoPilot configuration, and Apple Business integration. Costs are structured as fixed monthly service fees, with additional quotes for licenses and hardware, and the contract extends through December 31, 2028, with defined renewal and termination terms.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to accept the 'Contract Approval – IT Services (GFI Digital)'. All trustees present voted in favor. Motion carried.

Authorize :: Contract Negotiation – Billing Software;
Authorize the Interim Executive Director to negotiate a contract with Muni-Link for billing and customer management software.

This item requests Board authorization for the Interim Executive Director to negotiate a billing and customer service software contract with Muni-Link, based on the Billing RFP committee's evaluation. The committee (four BCRSD staff plus an IT professional from Boone Electric Cooperative) reviewed proposals, attended vendor demos, and scored vendors on Experience, Reliability, and Expertise, with pricing applied per the RFP formula. The scoring matrix shows Muni-Link ranked first with 88.48/100, followed by Tyler (77.00) and Inhance (58.11); CUSI was deemed non-responsive for failing to include pricing. The color-coded table on page 2 summarizes costs and reviewer scores that led to the recommendation.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to authorize the 'Contract Negotiation – Billing Software'. All trustees present voted in favor. Motion carried.

Approve :: Consultant Services – Bartlett & West;
***Approve Contract 9 with Bartlett & West to develop GIS
service layers and a hydraulic model for Hillcreek***

The proposal from Bartlett & West seeks approval to provide GIS Service Areas Layer mapping and develop a Hillcreek Subdivision Sewer Model for BCRSD. The agreement is structured on an hourly basis with cost caps—\$2,837 for the GIS layer work and \$13,226 for the Hillcreek modeling. Attachments detail compensation, proposed payment schedules, liability insurance, and reimbursable expenses. The documents show a history of prior contracts between BCRSD and Bartlett & West dating back to 2015, highlighting an ongoing working relationship. This approval authorizes work to proceed under the outlined budgets and schedules.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve the ‘Consultant Services – Bartlett & West’. All trustees present voted in favor. Motion carried.

Authorize :: Fleet Truck Purchase – Ford F150;
***Authorize purchase of a Ford F150 for \$40,448 via
State Cooperative Purchasing from CFLR Auto LLC***

The Fleet Truck Purchase document authorizes acquisition of a Ford F-150 Regular Cab XL 4x4 service truck for the Boone County Regional Sewer District. Requested specifications include a white, single cab vehicle with an 8-foot bed, running boards, Bluetooth hands-free capability, and a backup camera. The selected bid, submitted by CFLR Auto LLC, set the vehicle price at \$40,148 plus \$300 delivery, for a total of \$40,448, with an estimated delivery timeline of 120 days after order placement. The supporting pages include the detailed retail specifications, compliance certifications, and U.S. manufacturing preference documentation.

MOTION: On a motion by Bennett and a second by Chann, the Board moved to authorize the ‘Fleet Truck Purchase – Ford F150’. All trustees present voted in favor. Motion carried.

Accept :: Accept Bill of Sale – Knight Property Connection Project

The Bill of Sale, signed August 11, 2025, documents the transfer of sewer infrastructure from Tommy and Rhonda Knight to the Boone County Regional Sewer District. The facilities, constructed per approved plans and under District inspection, include approximately 317 feet of 2" PVC force main with tracer wire and a line cleanout, tied to the Dumas Subdivision sanitary sewer extension. In exchange for \$10 and other considerations, the Knights grant, assign, and transfer ownership and easements to the District, which assumes perpetual upkeep and maintenance. The document is notarized and ensures that all rights and claims are permanently conveyed to the District.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to accept the ‘Bill of Sale – Knight Property Connection Project’. All trustees present voted in favor. Motion carried.

Approve :: Approve Job Description – HR + Finance Manager

The proposed Manager of Finance and Human Resources position will oversee both financial operations and HR administration for the District. Core responsibilities include accounting, budgeting, forecasting, compliance with GASB and auditing standards, and managing payroll, benefits, and personnel policies. The role also serves as Treasurer to the Board of Trustees and the Missouri Association of Sewer Districts, with duties spanning bond management, audits, and rate studies. HR functions involve hiring, training, performance evaluations, and benefits management, alongside updating wage and benefit studies. The salary range is \$75,073 to \$112,572, and the position is positioned as a key leadership role supporting strategic decision-making.

MOTION: On a motion by Chann and a second by Burks, the Board moved to approve the ‘Job Description – HR + Finance Manager’. All trustees present voted in favor. Motion carried.

Approve :: Issue Notice to Bid – Hartsburg Phase 1 Sludge Removal

The Hartsburg Sludge Removal Project Manual provides the bidding and contract requirements for cleaning the wastewater lagoon at the Hartsburg Wastewater Treatment Facility. It outlines project scope, including the removal and proper disposal of approximately 200,000 gallons of sludge deposits, expected to be suitable for land application. The manual specifies timelines, bid submission requirements, bonding, and liquidated damages, with construction scheduled from October 2025 through January 2026. It serves as the official guide for prospective contractors bidding on and performing the work.

MOTION: On a motion by Bennett and a second by Watkins, the Board moved to Approve the ‘Notice to Bid – Hartsburg Phase 1 Sludge Removal’. 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) & 610.021 (3)

MOTION: On a motion by Chann and a second by Aldred, the Board moved to authorize a closed meeting at 7:17 PM, as authorized by RSMo Section 610.021 (1) 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 RSMo Section 610.021 (3) to discuss the hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information is discussed or recorded. 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 Chann and a second by Bennett, the Board moved to exit the closed meeting and return to the regular meeting at 8:05 PM. All trustees present voted in favor. Motion carried.

ADJOURNMENT

Meeting was adjourned at 8:12 PM.

Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary

**MINUTES OF THE BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES REGULAR MEETING - CLOSED SESSION
AUGUST 19, 2025
BOONE COUNTY GOVERNMENT CENTER, COMMISSON CHAMBERS
801 E WALNUT STREET, COLUMBIA, MO**

Trustees Present: Randy Chann, Chair
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Others Present: Jesse Stephens, Interim Executive Director
Wendy Wieggers, Manager of Finance and HR
Daniel Cunningham, Project Manager
Chris Pieper, Blitz, Bardgett & Deutsch LC, General Counsel
Angela Burke, Blitz, Bardgett & Deutsch LC, General Counsel

Randy Chann, Chair, moved to enter Closed Session of the Board of Trustees meeting at 7:17 PM to discuss items under Section 610.021(1) and (3), as Trustee Aldred seconded. All trustees voted yea, with full quorum.

During closed session, discussion was held among the Trustees and counsel regarding matters related to litigation and privileged communications between the body and its attorneys. Discussion was also held regarding hiring, firing, disciplining or promoting particular employees, including personal information related to individual employees' performance and merit. On a motion from Trustee Chann seconded by Trustee Burks, each of Trustees Chann, Burks, Aldred, Watkins and Bennet voted in favor of approving the Interim Executive Director's recommendation for a wage change for Jason Wolf.

Adjournment

Following a motion by Trustee Chann, seconded by Trustee Bennett, the Board adjourned Closed Session at 8:05 PM.

Meeting Minutes Approved On : _____

Secretary: _____

Brian Burks, Secretary