

DATE: September 12<sup>th</sup>, 2025  
TO: Board of Directors, BCRSD  
FROM: Jesse Stephens  
SUBJECT: July 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. The Senior Wastewater/Equipment Operator position has been filled. We welcome Rodney Spires to the BCRSD team. Rodney has his "A" wastewater license along with water licensure, and 20+ years of experience in the industry. He will be a great addition to the BCRSD team
2. Due to one employee giving notice, we have an opening in O&M as Senior Wastewater/Equipment Operator. That opening is currently advertised and we are reviewing applicants.
3. Wendy has worked with myself and Angela to take over the Payroll and Retirement Benefits management.
4. Wendy has worked with myself and Drew to transition all the accounts payable and receivable processes.
5. Information about both Lagers and Nationwide have been presented to the employees. An anonymous employee survey is currently under way.
6. Employee performance goals: due to timing of hire, administrative employee goals are being set and reviewed for 2025-2026.
7. I have met with Assured Partners regarding the insurance renewal process upcoming in October.
8. Wendy continues to provide part-time assistance to us as needed, and answers questions as needed.
9. Wage and benefit studies have been put on hold until a new Finance and HR Manager is brought on board.

GENERAL & FINANCE:

1. A RFQ for a new user rate study is being requested to be approved at this meeting as a consideration item. I'm recommending this process be started now before we finalize the AWMP and CIP process.
2. Jason and myself are starting to itemize budget items for the 2026 budget. This will be a major focus for October, and we will need to bring the new Finance Manager up to speed on quickly upon their hire.
3. Angela and I are reviewing the Document retention policies. We will consider a more specific document retention policy as time allows.

Jesse Stephens

Interim Executive Director

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

9/12/2025

DATE: \_\_\_\_\_