BCRSD
Boone County Regional Sewer District
Clean water for your future

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DATE: October 17th, 2025
TO: Board of Trustees, BCRSD
FROM: Jesse Stephens
SUBJECT: October 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. I'm pleased to report that Charity Snell has accepted the position of Finance and HR Manager for BCRSD. Her projected start date is Jan 5th, 2026, due to existing commitments.
2. Angela has taken over Payroll and Retirement Benefits management, along with various other HR tasks and is doing a great job in taking care of these tasks and collaborating with myself and Drew.
3. Drew continues to handle all the accounts payable and receivable processes, until the new Finance Manager comes on board.
4. Information about both Lagers and Nationwide have been presented to the employees. An anonymous employee survey was sent. More information about Nationwide was requested, so a meeting has been set up with our Nationwide representative to present information to all employees on October 30th.
5. Employee performance goals: Employees continue to be evaluated and goals set for each employee.
6. I have met with Assured Partners regarding the insurance renewal process upcoming in October. This is mostly complete. We are expecting an approximate 6% increase in rates for health insurance, but due to staffing changes, our actual expenditures in 2026 will be less than the budget amount for 2025, despite the rate increase.
7. Wendy has mostly wrapped up her part-time assistance to us but still answers questions as needed.
8. Wage and benefit studies have been put on hold until a new Finance and HR Manager is brought on board.
9. User rate study is still out for proposal and will be due on October 29th.

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 I are starting to itemize budget items for the 2026 budget. This will be a major focus between now and proposed November work session. We will not have the new Finance Manager for this process, but Angela and I will handle the bulk of this task.
3. Angela and I are reviewing the Document retention policies. We will consider a more specific document retention policy as time allows. We've identified outdated financial records that need to be appropriately disposed of.

Jesse Stephens
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SIGNATURE: Jesse Stephens

Interim Executive Director
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TITLE:

10/17/2025
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DATE: