
**NOVEMBER 18, 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
Bill Watkins, Trustee
Justin Aldred, Trustee

Trustees Absent: Dave Bennett, Vice Chair
Brian Burks, Secretary

Others Present: Jesse Stephens, Executive Director
Daniel Cunningham, Project Manager
Jason Horton, O&M Supervisor
Drew Perkins, Communication Manager
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel

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

Randy Chann, Chair, called the meeting to order at 5:32 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 Aldred, the Board moved to approve the agenda as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF REGULAR + CLOSED MINUTES OF OCTOBER 21, 2025 BOARD MEETING

The minutes from the October 21st Regular Board and Closed Session meeting were included in the packet. Because Chann was absent, the meeting did not have a quorum. Approval of the minutes has been tabled until the December meeting.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

There was no Old Business.

PLANNING AND ZONING UPDATE

The P&Z representative was not present. The Board scrolled through the report collectively to identify any items that might affect District operations. Trustees observed that most items reflected developments already known to the District, with no significant new impacts anticipated. Spencer Hills was noted as the only project likely to affect District facilities, as its preliminary plans have already been reviewed. The Board also discussed the Five-Times development, a large 300-plus unit project currently moving through its final planning phase, and anticipated receiving construction plans early next year, likely delivered in smaller phases similar to other recent developments.

EXECUTIVE DIRECTOR UPDATE

Muni-Link Billing Software

The Executive Director reported that the District had entered the preliminary engagement and development phase of the Muni-Link billing software project prior to the November 18 meeting. A formal kickoff meeting with the vendor was scheduled for later that same week, marking the start of coordinated data transfer and integration work. Staff explained that most of the detailed coordination with Muni-Link is expected to occur in December, a timeline that aligns well with the final stages of the District's ongoing IT conversion from BEC to GFI. Because the same team members support both efforts, the Director emphasized that this sequencing allows them to complete the IT transition and then shift directly—and efficiently—into the billing software conversion.

He noted that approximately 75% of the IT conversion had been completed before the meeting, with full completion still anticipated by year-end. Internally, staff had already assembled and prepared the NISC and billing data, which now awaits integration once the vendor's environment is ready. The written update submitted to the Board on November 14 reaffirmed that December would be the central coordination window and that monthly progress reports would continue as the project advances.

Headquarters Renovation

The Executive Director reported that by the time of the November 18 meeting, staff had completed all three design-builder interviews associated with the Phase II evaluation. Two interviews had occurred earlier the prior week, and the final interview took place on Friday, November 14. As described in the written update, the District expected to finish scoring the Phase II design proposals by the end of the day on November 14 or, if necessary, by the morning of November 17. This scoring work was completed before the cost proposals (Phase III) were opened, maintaining a clear separation between technical scoring and cost evaluation.

During the meeting, the Director explained that the proposal opening was recorded on timestamped video because no outside observers were present other than staff and trustees. This measure ensured transparency and preserved the integrity of the competitive process. Although Phase I scoring had shown strong alignment across evaluators, the Director noted that Phase II scoring revealed an unexpected and substantial variance between the three scorers. Because this discrepancy was materially greater than anticipated, he began consulting neutral parties and reviewing the criteria to determine whether the spread reflected differences in interpretation, scoring methodology, or other influences.

The Director advised the Board that he was not yet prepared to make a recommendation for award at the November 18 meeting. He emphasized that additional analysis was required and that issuing a premature recommendation would not be in the District's best interests. A formal recommendation will be presented once the scoring review is complete and the irregularity has been adequately resolved.

AWMP and CIP Stakeholder Engagement

The Executive Director reported that the final revisions to the Area-Wide Management Plan (AWMP) and Capital Improvement Plan (CIP) had been completed by McClure Engineering prior to the November 18 meeting. These revisions incorporated the Board's suggested edits from the prior month, and no additional public comments had been received since that round of feedback. As noted in the written update distributed on November 14, the Director recommended posting the finalized documents on the District's website to allow the Board ample time for detailed review while the preliminary user rate study is underway.

During the meeting, the Director summarized the substance of the revisions and highlighted that most of the plan's recommendations for potential system connections were directed toward Rocky Fork, where the District currently has sufficient capacity. A smaller number of locations referenced in the plan do not yet have a clear capacity pathway, but these recommendations were intentionally written with flexible "if/when available" qualifiers to avoid creating obligations outside the District's control. The Director added that if helpful to trustees, he could prepare a highlighted-changes version comparing the revised plan to the prior draft, even though McClure did not provide a track-changes version.

Regarding next steps, the Director cautioned that the preliminary user rate study would likely not be finished before the end of the year, making the January Clean Water Commission meeting unrealistic. However, he stated that a March Commission meeting remained feasible if the Board could complete its review of the preliminary rate study in time to hold the required public hearing early in the new year. He indicated that he would confirm the appropriate notice period for scheduling the hearing and would update the Board at the December meeting. Taken together, the Director described the AWMP and CIP process as being in its "final form for now," with the understanding that minor adjustments may continue as the rate study progresses.

GFI – Elevate Phone System + Phone Policy

The Executive Director reported that following the Board's authorization in October, he had executed the contract amendment with GFI Digital, allowing the new Elevate cloud-based phone system to begin onboarding prior to the November 18 meeting. As the transition was underway, the District continued to experience worsening issues with its aging copper phone lines, culminating on November 5 when the main District phone number failed completely. Staff initially attempted to have the number call-forwarded to a temporary line to maintain 24-hour service coverage, but because the number was mid-port to GFI, the provider would not allow call forwarding. After two days of escalations and emergency interventions, the forwarding issue was finally resolved.

While troubleshooting continued with the legacy system, GFI accelerated the onboarding process and brought the new Elevate system online in less than a day—faster than originally scheduled. By the time of the November 18 meeting, staff reported that the new system was functional, stable, and already proving beneficial. Field crews had begun using it for sending photos and text updates, improving coordination with the office and streamlining billing-related communications. Staff noted that a few minor configuration issues remained but expected those to be resolved over the next several weeks as the system settled in.

The Director also discussed the accompanying phone device policy, presented as a consideration item later in the agenda. The proposed policy establishes a stipend structure for employees who use their personal devices for District business, reducing the need to purchase additional District-owned phones and lowering the administrative burden of managing multiple individual lines. As part of implementation, employees would sign a use agreement outlining data security, approved applications, and expectations for business communication. The Director emphasized that while the policy is cost-neutral in terms of direct expenses, it will generate meaningful efficiency gains by reducing device management time.

He concluded by noting that GFI was also finalizing the broader IT conversion, which included new hardware, a redesigned firewall, and ongoing data and email migrations. These components were expected to be fully completed within the next few weeks, well before the Board's next scheduled meeting.

User Rate Study RFP

The Executive Director reported that the District had advertised Proposal #07-2025 on September 17 for a comprehensive user rate study, with responses due October 29. By the time of the November 18 meeting, the District had received two fully responsive proposals—one from Stephen M. Connelly and another from Raftelis/Woodard & Curran—as well as an acknowledgment submission from McCliney & Company. As clarified in the written update, McCliney’s submission was not a full proposal but a simplified analysis of the District’s current rate status, offered voluntarily to act as a second set of eyes rather than as a predictive, CIP-supporting study. Because their work did not meet the scope necessary to model the District’s long-term capital needs, staff did not consider it a responsive proposal.

During the meeting, the Director explained that the RFP had been intentionally structured in two phases to align with the ongoing AWMP/CIP approval process: a preliminary rate study would be completed first and used to support the District’s formal plan submission to the Clean Water Commission, and a final study would follow after the Commission’s approval. Staff emphasized that both qualified proposers understood this structure and had priced their work accordingly. Connelly’s bid of \$27,820 plus incidental costs was substantially lower than Raftelis’s \$59,900 proposal, and he brought extensive familiarity with the District, having completed most of its rate studies in recent years.

The Director noted that while the District intends to build additional internal capability in rate modeling once the new Finance Manager is onboard, current staffing limitations and the demands of the AWMP/CIP process make outsourcing the study necessary for this cycle. He stated his intention to recommend Stephen Connelly as the selected consultant during the consideration portion of the meeting, citing cost, experience, and alignment with past work.

BCRSD Auditor

The Executive Director informed the Board that on October 22 he had been notified by the District’s long-standing auditing firm, Gerding, Korte & Chitwood (GKC), that they would no longer be able to serve as the District’s auditors moving into the 2026 cycle. He explained that upon receiving the notice, he contacted the firm to determine whether their withdrawal stemmed from concerns about the District’s operations or financial practices. GKC confirmed that the decision was based solely on internal staffing shortages and workload constraints, a point reiterated in their formal resignation letter, which states that the firm was unable to continue the engagement after the December 31, 2025 audit. The letter further indicated that GKC would assist with the transition to a new auditing provider as needed.

By the time of the November 18 meeting, the Director and staff had already discussed the potential impact of the resignation and concluded that the process of securing a new auditor could not wait for the arrival of the incoming Finance Manager. Given industry-wide staffing shortages affecting CPA firms, the Director emphasized that early action was necessary to avoid falling behind on required audit timelines. The District had also consulted with the new Finance Manager during her pre-arrival transition, and she agreed that issuing a new RFP promptly was the most prudent course of action.

During the meeting, trustees discussed similar challenges reported by other utilities, underscoring that the issue appeared to be part of a broader regional and national trend rather than a reflection of District-specific concerns. The Director reiterated that a consideration item later in the agenda would formally request authorization to advertise an RFP for auditing services to ensure continuity for the upcoming year-end audit.

OPERATIONS UPDATE

October '25 O&M Summary

The Operations & Maintenance Supervisor provided a detailed report on field activity for the month of October, noting that crews had completed a substantial amount of line maintenance across multiple neighborhoods. This included 1,657 feet of root sawing in Westwood Meadows, 1,000 feet in Rockbridge Estates, and 600 feet in Spring Park, along with 500 feet of CCTV inspection using a loaner camera due to delays in the District's new camera shipment. One significant blockage was identified in Westwood Meadows, where an abandoned tap had allowed root intrusion into the main. To resolve it, crews performed an excavation and planned follow-up work to identify the responsible service connection once the line is fully exposed.

The Supervisor also reported pump maintenance activity at El Ray and Green Hills, where pumps were pulled to remove accumulated rags. Several check valves were found broken, causing solids to accumulate and preventing the valves from seating properly; replacement parts were ordered and scheduled for installation. Pressure service call activity totaled 19 calls in October, most of which occurred in the Woodlands and Hill Creek subdivisions. Two private gravity service calls were responded to in Trailswest after a contractor bored through a service line, leading to additional investigation and repairs. The District also logged 763 Missouri One-Call locate requests and completed 637 of them—numbers that staff and trustees noted continue to rise annually as part of an unfunded mandate.

Sludge management totaled 22,500 gallons hauled from Rocheport and Eagle Knoll. No DNR inspections occurred during the month, and no wastewater facility or lift station alarms were recorded. Staff continued work on operator licensing progress, OSHA 10 training, and preparation for trenching and shoring coursework at MPUA. The Supervisor also updated the Board on contract operations, noting that one full-time employee remained assigned to Ashland and that twice-weekly monitoring continued at the Hartsburg facilities.

He concluded by stating that starting in January 2026, the District will shift to an updated tracking format for line maintenance, locate volumes, and other operational metrics to better monitor performance trends and support long-term planning.

October '25 Service Call Labor Report

The Operations & Maintenance Supervisor reviewed the District's service call activity for October, noting that the overall volume of pressure-related calls remained consistent with seasonal expectations but continued to underscore the long-standing operational burdens associated with pressure sewer systems. In total, the District responded to nineteen pressure service calls across several subdivisions, primarily concentrated in the Woodlands and Hillcreek neighborhoods, with additional calls in Richardson Acres, Quarter Mile Hills, and Brookfield Estates. The report reflected a mixture of regular and overtime responses, with several events requiring extended work hours to resolve grinder pump issues, blockage investigations, or equipment resets. One of the more complex calls occurred in Trails West, where a private gravity issue required 4.5 hours of overtime troubleshooting by two employees.

Labor costs for all service call activity in October totaled \$9,666.75, with overtime representing a significant portion of the month's expenses. District gravity issues were minimal, with only one call recorded, and no calls were logged for lift stations, treatment plants, or contract services. The Supervisor emphasized that while the number of calls did not deviate substantially from typical fall patterns, the continued frequency of pressure sewer issues—particularly in older subdivisions—remains a driving factor behind high operational and maintenance costs.

The Board also examined the accompanying pressure service revenue-to-cost chart included in the report, which compares monthly pressure revenue to the District's rolling 12-month pressure system costs and the adjusted "revenue minus pumping" indicator. The chart illustrates the ongoing gap between revenue collected from pressure sewer surcharges and the true cost of maintaining those systems, a topic previously identified by staff as an unfunded liability for the District. Trustees noted that the long-term trendlines continue to support the need for clearer regulatory definitions and potential future adjustments to user rates or service responsibilities.

The Supervisor concluded that while October represented a relatively average month in terms of call count, the cost patterns reinforce the importance of ongoing policy discussions, improved customer communication, and the eventual development of a more refined internal rate tool to better align pressure-system revenues with actual service demands.

October '25 Safety Meeting

The Operations & Maintenance Supervisor reported on the District's monthly Safety and Staff Meeting held on October 30, noting full attendance from most field and administrative personnel. The session included Nationwide retirement-planning presentations that emphasized the long-term financial benefits of contributing consistently to the District's retirement program. Employees were encouraged to evaluate their current contribution levels, make incremental increases as their budgets permitted, and utilize planning tools such as the My Income & Retirement Planner to better understand future needs. The presentations also reviewed the 457(b) deferred-compensation program, explaining the tax advantages of pre-tax and Roth contributions, the absence of early-withdrawal penalties upon separation, and the availability of professionally managed investment options.

The meeting also featured a safety training module on driving in hazardous weather conditions, which reviewed techniques for maintaining visibility and traction during fog, rain, and storms. Employees were reminded to reduce speed, increase following distance, avoid cruise control on wet roads, and rely on low-beam headlights to maximize visibility without impairing other drivers. The training stressed the importance of patience and situational awareness, noting that in especially severe conditions, pulling safely off the roadway may be the best response. No accidents or near misses were reported for the month.

Cybersecurity was another focal point of the meeting, with a Ninjio Dojo episode highlighting a new threat involving fraudulent CAPTCHA-style verification prompts. The training explained how attackers mimic routine verification screens to trick users into executing malicious commands, reminding staff to scrutinize unexpected prompts carefully and report anything that seems out of pattern. The underlying message reinforced the importance of thinking critically before clicking and verifying the legitimacy of digital requests.

The Supervisor also reviewed ongoing safety and equipment items. Staff continued their effort to update and replace fire extinguishers throughout District facilities, with completion expected before the next safety meeting. Trailer brakes had recently been installed as part of broader equipment-safety improvements. There were no additional items under old or new business, and the meeting adjourned at 3:30 p.m.

FINANCE + HR UPDATE

The Executive Director provided an overview of human resources activity leading up to the November 18 meeting, noting that Angela Gonzalez had assumed responsibility for payroll and retirement benefits management and was performing strongly in the role. She was also coordinating closely with the Director on insurance renewals and preparing for year-end payroll tasks. The Director reported that the District held its annual consultation with the Nationwide retirement specialist on October 30, an event attended by most employees. Following that training, staff planned to circulate a supplemental survey to gather employee feedback on retirement plan options and contribution preferences. Employee performance evaluations and goal setting for the coming year were underway, while the previously planned wage and benefit studies remained on hold until the new Finance and HR Manager began employment.

In the finance portion of the update, the Director explained that he continued to manage all accounts payable and receivable functions until the new Finance Manager officially joined the District. He reiterated that the District needed to issue an RFP for auditing services promptly in response to Gerding, Korte & Chitwood's resignation as auditor—a matter already discussed under the Executive Director's report. He also noted that a notice of award for the user rate study was being brought forward as a consideration item, with Stephen M. Connelly recommended based on qualifications, pricing, and familiarity with the District's financial structure. Budget development for FY2026 was ongoing, with staff working through detailed line items and expecting to circulate a proposed draft budget to the Board by November 21. The Director suggested holding a budget work session during the week of December 1–5 to review the document line by line with a small group of trustees. Angela Gonzalez and the Director were also reviewing the

District's document retention practices and identifying outdated financial records requiring disposal, coordinating these updates with the ongoing IT migration to GFI Digital.

The Board then reviewed highlights from the Third Quarter Financial Reports, which reflected the District's position through September 30, 2025. According to the Balance Sheet (pages 1–10), the District reported \$5.78 million in current assets, with checking and investment accounts showing modest quarter-over-quarter growth. Total assets stood at \$34.05 million, a slight decrease from June due to depreciation and shifts within long-term project accounts. Accounts receivable decreased by roughly \$61,600 over the prior period, driven largely by reductions in Sturgeon, Hartsburg, and BCSD receivables. Prepaid insurance and software declined as expenses amortized, while prepaid grinder pumps increased significantly, indicating continued procurement activity.

The Profit & Loss statements (pages 12–29) showed total income of \$4.64 million for the first three quarters of FY2025—slightly above budget projections—driven by higher-than-expected user fees and contracted services revenue. Personnel expenses remained below budget by about \$146,600, largely due to unfilled administrative and finance positions during the year. Several operational categories showed upward pressure, including equipment repairs, fuel, and chemical costs. BEC fees and credit-card charges were higher than planned due to ongoing billing overlap during the IT transition. Depreciation remained on schedule at \$998,155 for the year-to-date. The District ended the quarter with net income of \$734,147, substantially exceeding the budgeted year-to-date projection of \$390,024. The Director indicated that these financial trends would be important factors in upcoming budget discussions and the preliminary user rate study.

PROJECTS UPDATE

The Project Manager presented the monthly project update, noting that the report reflected status changes documented on November 12, several days prior to the Board meeting. He explained that the District continued to oversee a mix of developer-built projects, capital improvements, and Neighborhood Improvement District (NID) work, with the majority of active projects progressing without significant delays. The Board was reminded that these updates serve both as an internal coordination tool and as a transparent snapshot of the District's construction and engineering workload.

The Board reviewed several developer-built projects currently under construction, as listed on page 1 of the report. These included the private sewer installation at 5087 and 5095 New Haven Road, which remains active and in the construction phase, and three large-scale developer projects—Newtown Lot C1 (12 townhome units), Ravenwood Plat No. 2B, and The Cedars Plat No. 1—all of which continue moving through their construction schedules with easements still needing to be platted. The Bolli Road Sanitary Sewer Improvements NID project has transitioned to final close-out documentation, marking near completion of physical work. The Director noted that no significant issues had been reported on any of these projects since the prior update.

The Board then reviewed the Projects Awaiting Construction section, also on page 1. Bethel Baptist Church and Tradewinds Car Condos both hold approved construction plans and are awaiting their start dates. The Jon Gray Sewer Extension project is pending receipt of a required easement, while Highfield Acres Sanitary Sewer Improvements, a CIP project, remains active as the District awaits DNR approval of its Design Development Questionnaire (DDQ). The 561 Project has experienced a change in ownership; although the property has been sold, engineering review of existing plans continues. In contrast, the Kathryn Drive Sewer Extension remains inactive, and Lake Chateau continues to show no scheduled construction activity.

Pages 2 and 3 of the report include visual progress matrices that illustrate the stage of each privately funded or capital improvement project. The Board observed from the green-progress bars that projects such as Newtown Lot C1, Ravenwood Plat No. 2B, the Cedars Plat No. 1, and the New Haven Road private sewer installation are already well into the construction and inspection phases. Meanwhile, Bethel Baptist Church and Tradewinds Car Condos remain positioned at the front of the workflow, pending mobilization. For capital improvement work, Highfield Acres has reached the point where its construction permit application has been approved by DNR, and the DDQ has been submitted; Waters Edge continues to move forward with easement acquisition. The Director noted that these charts provide a quick visual indicator of where each project sits in its lifecycle and help staff identify upcoming workload concentrations in plan review, inspection, and easement processing.

The report also included the status of the Bolli Road NID, summarized on page 4. This project has advanced through the full Boone County NID process—including formation, assessment, and construction—and is now awaiting only its final close-out documents before being administratively completed. The Director explained that NID projects often represent multiyear commitments between the District and the County, making completion milestones especially important. No outstanding issues were reported for this cycle.

The Project Manager concluded the update by noting that no new items were listed under “Issues to be aware of” but that staff will continue to monitor scheduling pressures, easement acquisition timelines, and DNR approval queues as several active projects transition to year-end milestones. He indicated that a more detailed discussion of certain construction items may be brought forward in December as updated engineering reports are received.

ENGINEERING UPDATE

The Executive Director presented the Engineering Report dated November 14, 2025, noting that the District continues to advance multiple ARPA-funded, CIP, developer-built, and Neighborhood Improvement District projects. He explained that the report offers the Board a consolidated view of design progress, permitting, easement acquisition, and bidding activity, along with detailed Gantt-style progress timelines shown on pages 2 through 5 of the supporting documents.

He began by reviewing projects currently in design, starting with the Rocheport Trailside Pump Station ARPA project, for which bids had been received prior to the meeting. A notice of award and bid acceptance package had been prepared and was scheduled for Board consideration later in the agenda. The Hartsburg ARPA project continued to progress in two phases. Sludge removal work for Phase 1 was scheduled to occur before Thanksgiving, while the Phase 2 improvements were out to bid, with remaining ARPA balances determining how many alternates from the SAGR system package could be included. This funding dependency was highlighted in the “Issues to be aware of” section at the bottom of page 1.

The Board reviewed updates on long-standing capital improvement work, including the Highfield Acres Lagoon Closure & Gravity Interceptor, first initiated in 2017. By the time of the November meeting, the DDQ remained under DNR review, and the District continued to await plan review feedback. The corresponding timeline chart on page 4 illustrated that the project had completed preliminary design plan development and entered the DNR permit review window, with bidding and construction tentatively staged for mid-2025 pending regulatory approval. For the Prairie Meadows SSES – Wastewater System Improvements, draft engineering plans had been submitted to RML for review, and the District was evaluating an alternative flow-equalization option that could improve system resiliency. The Director described this as an opportunity to refine the project scope before permitting begins.

The Phenora North Sanitary Sewer Improvements NID also advanced meaningfully. Environmental clearance and a Finding of No Significant Impact (FONSI) had been approved, and the County’s DDQ process was underway. The timeline chart on page 5 showed progress through the re-initiation and environmental documentation stages, with DNR’s FONSI confirmation expected to unlock the next permitting phase early in 2026. The Director noted that given the complexity of NID financing and assessment requirements, this project was running consistent with expectations.

The Board also received updates on several developer-driven connection projects. The Grone–Hardy Holding Group Connection remained inactive at the time of the meeting; while the third-party review had been completed and pre-annexation efforts with the City were underway, construction plans had not yet been submitted. In contrast, Willow Creek East, initiated October 17, 2025, had progressed more quickly. The District had completed its plan review and was now awaiting the engineer’s response to technical comments as well as the submission of supporting materials for the DNR construction permit.

The Director then walked through the visual project timelines in the report. The Hartsburg ARPA timeline on page 2 depicted the full ARPA project lifecycle, from Commission award through engineering, permitting, bidding, and construction. The Board noted that the early-stage milestones—commission award, engineer selection, and initial grant approvals—had been completed before mid-2025, while the upcoming months would focus on facility planning, DNR

review, and permit issuance. Likewise, the Rocheport ARPA timeline on page 3 showed early 2025 as the project's heaviest administrative period, including ARPA contract execution and engineering plan development, with easement acquisition and bidding aligned closely with the current consideration item.

The Highfield Acres and Phenora North timeline charts reinforced the lengthy regulatory pathways for legacy CIP and NID projects, showing multi-year spans for easement work, environmental clearance, engineering plan refinement, and eventual construction. The Director emphasized that these visuals help the Board anticipate when specific projects will next demand trustee action, such as bid awards or easement approvals.

He concluded by highlighting two items under "Issues to be aware of": remaining ARPA grant balances would dictate the scope of the Hartsburg Phase 2 improvements, and a prepared easement for the Rocheport project was ready for signature by Midwest Winelands. The report also confirmed that the Richardson Acres/Brown Station project had been awarded a \$1,000,000 SRF grant on the draft Intended Use Plan, positioning it to move forward as a full capital project once formalized.

CONSIDERATION ITEMS

Acknowledge :: RFP #04-2025; HQ Renovation – Notice of Award

The Board is asked to acknowledge the ongoing evaluation process and anticipate a final recommendation at the December 9th special meeting.

The board was informed that additional evaluation of the submitted proposals for the HQ Renovation RFP is still required before a final recommendation can be made. The staff member noted that further review is necessary to ensure the recommendation is accurate and complete. A timeline was provided indicating that the recommendation could be finalized and presented at the special board meeting planned for December 9th. This update serves as a status notice rather than a selection of a contractor at this time.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to table 'RFP #04-2025; HQ Renovation – Notice of Award'. All trustees present voted in favor. Motion carried.

Authorize :: RFP #07-2025; 2025 User Rate Study – Notice of Award

The Board is asked to authorize issuance of a notice of award to Stephen M. Connelly, CPA, PC, and allow contract negotiations to proceed.

The document notifies the Board that staff recommend issuing a notice of award for the 2025 User Rate Study to Stephen M. Connelly, CPA, PC, and seeks authorization to negotiate a contract. The attached proposal outlines the firm's long-standing experience with the District, its qualifications, personnel expertise, and its approach to performing the study, including a preliminary and final rate study cost estimate of \$27,820. The materials also include required appendices with references, certifications, and documentation confirming independence, experience, and compliance with proposal requirements. An addendum extending the proposal deadline and confirming unchanged terms is included as well.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to authorize the 'RFP #07-2025; 2025 User Rate Study – Notice of Award'. All trustees present voted in favor. Motion carried.

Authorize :: RFP #09-2025; Rocheport LS – Notice of Award

The Board is asked to authorize issuance of a notice of award to Sublett Excavating for the full project amount of \$228,429.93, including the base bid and all alternates.

The District received five bids for the Rocheport Trailside Lift Station ARPA-funded project, with Sublett Trucking & Excavating identified as the lowest responsive bidder across the base bid and all alternates. The recommendation letter from Cochran Engineering (page 3) confirms Sublett as the lowest and best qualified contractor and verifies positive references regarding their performance and responsiveness. The bid tabulation sheet (pages 2–3) details pricing for the base bid and all three alternates, which together total \$228,429.93. Staff note that accepting all alternates increases the likelihood of fully utilizing the District's \$220,000 in ARPA funds before they expire, minimizing the risk of unspent allocations.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to authorize the 'RFP #09-2025; Rocheport LS – Notice of Award'. All trustees present voted in favor. Motion carried.

Authorize :: RFP #10-2025; Pump Purchase – Release RFP

The Board is asked to authorize the release and advertisement of RFP #10-2025 for the purchase of 25 to 50 Barnes Razor OGP pumps.

The document requests approval to advertise RFP #10-2025 for the purchase of 25 to 50 additional Barnes Razor OGP pumps, with the goal of securing pricing before anticipated increases at the start of the new year. The attached RFP outlines submission requirements, including sealed bids due by December 10th, 2025, and specifies that proposals must remain valid for 60 days. The technical specifications on page 5 detail the exact pump model (Barnes ZOGP2072L), electrical characteristics, components, warranty requirements, freight expectations, and delivery terms. The RFP also emphasizes compliance with tax-exemption rules and establishes remedies for default or late delivery.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to authorize the 'RFP #10-2025; Pump Purchase – Release RFP'. All trustees present voted in favor. Motion carried.

Authorize :: RFP #11-2025; Auditor Services – Release RFP

The Board is asked to authorize the advertisement and release of RFP #11-2025 for professional auditor services.

The document seeks approval to release RFP #11-2025 for Auditor Services, initiating the process for selecting an independent auditing firm for the District. The attached RFP outlines detailed submission instructions, evaluation criteria, and required forms, including company qualifications, personnel expertise, references, and compliance certifications (pages 3–19). The audit scope (pages 20–23) specifies a five-year audit cycle beginning with the fiscal year ending December 31, 2025, covering financial statements, compliance auditing, management letters, and preparation of required federal reporting. The RFP also establishes requirements for sealed submissions, deadlines, evaluation weighting, and general contract conditions governing pricing, contract periods, and termination.

MOTION: On a motion by Chann and a second by Watkins, the Board moved to authorize the 'RFP #11-2025; Auditor Services – Release RFP'. All trustees present voted in favor. Motion carried.

Approve :: GFI – Elevate, ‘Bring Your Own Device’ Policy

The Board is asked to approve implementation of the Phone Device and Data Reimbursement Policy.

The proposed policy outlines three options for employees who require wireless phone or data service for District business, including a District-provided device, employee-provided devices with reimbursement, or employee-provided devices with District-provided data service. It authorizes the Executive Director to determine which positions qualify based on business need and sets reimbursement levels of \$20 or \$10 per pay period, depending on the option selected. The policy includes detailed requirements for security, proper use of District communication applications, records retention, and consent to device access when necessary for District operations or compliance with law. It also clarifies that misuse or noncompliance may result in disciplinary action and that personal content on devices used for District purposes may be subject to search or removal.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to approve the ‘GFI – Elevate, ‘Bring Your Own Device’ Policy’. All trustees present voted in favor. Motion carried.

Schedule :: RFP #08-2025; Hartsburg Phase II – Notice of Award (Set for 12/9/25)

The Board is asked to schedule a special business meeting on December 9th at 5:30 p.m. to approve the notice of award for the Hartsburg Phase 2 ARPA Project.

The request explains that bid results for the Hartsburg Phase 2 ARPA Project will not be available until December 3rd, leaving insufficient time for the Board to review and issue a notice of award during the regularly scheduled December meeting. To avoid delaying contract execution, staff recommend holding a special business meeting on December 9th at 5:30 p.m. This additional meeting would allow the Board to approve the notice of award in time for the December business meeting where the contract can be formally executed. The note indicates that the date, time, or meeting format may be adjusted as needed based on Board discussion.

MOTION: No Motion needed for Consideration.

Acknowledge :: Job Description for Facilities Engineering Manager

The Board is asked to table approval of the Facilities Engineering Manager job description until the December meeting.

The document presents the previously advertised job description for the Facilities Engineering Manager position, outlining responsibilities that include engineering analysis, capital project planning, regulatory compliance, system modeling, budgeting support, contract oversight, and coordination with regulatory agencies. It details required knowledge, skills, and experience, including a bachelor’s degree in engineering, five years of wastewater-related experience, and a preference for a professional engineer license. The Executive Director notes that he is revising the job description to broaden eligibility to candidates who may not hold a professional engineering background but possess relevant technical experience. He requests that the Board table this item until the December meeting, when additional contextual information about ongoing facility needs and organizational planning will be available.

MOTION: On a motion by Aldred and a second by Watkins, the Board moved to table the ‘Job Description for Facilities Engineering Manager’. 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 Aldred and a second by Watkins, the Board moved to authorize a closed meeting at 7:09 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; 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; and Section 610.021 (13) to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such. All trustees present voted in favor. Motion carried.

CLOSED SESSION

Trustees Present: Randy Chann, Chair
Bill Watkins, Trustee
Justin Aldred, Trustee

Others Present: Jesse Stephens, Executive Director
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel

During closed session, discussion was held among the Trustees, Executive Director Stephens and counsel regarding matters related to litigation and privileged communications between the body and its attorneys. The floor was open for discussion regarding hiring, firing, disciplining or promoting particular employees, including personal information related to individual employees' performance and merit and individually identifiable personnel performance ratings pertaining to an employee.

MOTION: On a motion by Aldred and a second by Watkins, the Board moved to accept a counteroffer to settle a potential litigation matter subject to execution of a release agreement satisfactory to counsel to the Board. By a roll call vote, all trustees present voted in favor as follows: Chann – yea; Watkins – yea; Aldred – yea. Motion carried.

RETURN TO OPEN SESSION

MOTION: On a motion by Chann and a second by Aldred, the Board moved to exit the closed meeting and return to the regular meeting at 7:46 PM. By a roll call vote, all trustees present voted in favor as follows: Chann – yea; Watkins – yea; Aldred – yea. Motion carried.

Approve + Authorize :: Contract for Executive Director

The Board is asked to authorize the Executive Director and Board Chair to sign and execute the employment agreement.

The employment agreement outlines the terms under which the District employs the Executive Director, establishing at-will employment beginning November 6, 2025, and detailing compensation, benefits, retirement participation, and standard payroll practices. It includes provisions on confidentiality, non-solicitation for 24 months post-employment, remedies for breach, assignment limits, and governing law, all of which are documented across pages 2–6. The agreement specifies jurisdiction within Boone County or the Western District of Missouri and affirms that the Executive Director had an opportunity for legal review before signing. Signature blocks on page 7 provide for execution by the Executive Director, the Board Chair, the Assistant Secretary, and District Counsel.

MOTION: On a motion by Aldred and a second by Watkins, the Board moved to approve and authorize the 'Contract for Executive Director'. All trustees present voted in favor. Motion carried.

ADJOURNMENT

Meeting was adjourned at 7:48 PM.

Meeting Minutes Approved On : _____

Secretary: _____
William Watkins, Asst. Secretary