
**DECEMBER 9, 2025 - MINUTES OF THE
BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING AND CLOSED SESSION
BCRSD CONFERENCE ROOM AND VIRTUAL ATTENDANCE
1314 N. 7TH ST., COLUMBIA MO**

Trustees Present: Randy Chann, Chair - *Virtual*
Dave Bennett, Vice Chair
Brian Burks, Secretary - *Virtual*
Bill Watkins, Trustee - *Virtual*
Justin Aldred, Trustee - *Virtual*

Others Present: Jesse Stephens, Executive Director
Drew Perkins, Communication Manager
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Christopher Pieper, Blitz, Bardgett & Deutsch, General Counsel - *Virtual*

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

Dave Bennett, Vice Chair, called the meeting to order at 4:02 p.m. He noted that the majority of members were present and that there was a quorum.

ADOPTION OF THE AGENDA

Bennett 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.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

The Board entered its Old Business discussion by clarifying that the Headquarters Renovation item had been tabled from the prior regular meeting and was therefore carried forward for consideration at this special session. Staff noted that one additional Old Business item would be deferred to the next regular meeting due to scheduling.

CONSIDERATION ITEMS

***Authorize :: RFP #04-2025; HQ Renovation – Notice of Award to PCE
The Board is asked to authorize the Executive Director to begin contract negotiations and issue a Notice to Proceed to PCE Construction for the Headquarters Renovation project.***

The District received Phase 2 and Phase 3 design-build proposals from PCE, Coil, and Septagon for the Headquarters Renovation project. As shown in the scoring matrix, PCE achieved the highest overall score based on the RFP evaluation criteria, driven by the lowest cost proposal of \$384,578, compared with Coil at \$557,646 and Septagon at \$587,934. Although the significant cost disparity prompted the District to request verification, PCE confirmed that its pricing includes all required scope elements, identified no missing code-compliance items, and outlined detailed design assumptions, phasing, and pricing structure in its Phase 2 and Phase 3 submissions. The Executive Director recommends awarding the contract to PCE and establishing a total project budget of \$458,037, which includes a standard 10% owner contingency, furniture and equipment allowance, low-voltage/IT wiring allowance, and alarm/camera rewiring allowance.

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

Authorize :: RFP #07-2025; 2025 User Rate Study – Approval to Sign
The Board is asked to authorize the Executive Director to sign and execute the engagement letter with Stephen M. Connelly, CPA, PC for the 2025 User Rate Study.

The Board received the proposed engagement letter from Stephen M. Connelly, CPA, PC outlining the scope, conditions, and procedures for conducting the 2025 User Rate Study. The letter confirms that the firm will perform the agreed-upon financial and procedural analyses in accordance with AICPA standards, with a fee estimate of \$27,820 plus approximately \$2,970 in out-of-pocket costs, and requires a \$3,000 retainer upon execution. The engagement specifies that the District and its management must provide accurate data and timely responses, and that Connelly will issue findings based solely on the procedures listed in Schedule A. In his memorandum, the Executive Director recommends that the Board authorize him to sign the engagement letter in order to secure services and begin the rate study process.

MOTION: On a motion by Chann and a second by Watkins, the Board moved to authorize the ‘RFP #07-2025; 2025 User Rate Study – Approval to Sign’. All trustees present voted in favor. Motion carried.

Authorize :: RFP #08-2025; Hartsburg Phase II – Notice of Award to Irvinbilt
The Board is asked to authorize the Executive Director to issue a Notice of Award to Irvinbilt Constructors for the Hartsburg Phase 2 project for the Base Bid, and for any alternates should additional ARPA funding become available in time for contract execution.

The Board received the bid results for the Hartsburg Phase 2 Lagoon Improvements, which included two proposals opened on December 3, 2025. Based on the bid tabulation and engineering review, Irvinbilt Constructors submitted the lowest responsive bid across all awardable scenarios, including the Base Bid of \$145,000 and Base Bid plus Alternate 1 totaling \$237,500. Lochmueller Group recommends awarding to Irvinbilt, confirming that their bid meets all technical and procurement requirements and that no bidder was deemed non-responsive. The Executive Director notes that current ARPA funds cover only \$118,700, leaving a \$26,300 overage for the Base Bid; Hartsburg has agreed to enter into an MOU to cover this amount, allowing the project to remain ARPA-compliant and proceed without delay.

MOTION: On a motion by Watkins and a second by Burks, the Board moved to authorize the ‘RFP #08-2025; Hartsburg Phase II – Notice of Award to Irvinbilt’. All trustees present voted in favor. Motion carried.

NEW BUSINESS

Under New Business, the Executive Director informed the Board that the District's existing 2014 vacuum truck had experienced significant mechanical failure, including metal contamination in the oil system, rendering it unsuitable for continued reliable service. Because the truck was already scheduled for replacement in the 2026 capital plan, staff requested that the timeline be accelerated to early 2026. The Director presented a proposal from Coe Equipment for a new 2,500-gallon aluminum pressure/vacuum truck priced at \$185,215, as shown on page 5 of the proposal document, noting that the pricing was obtained through an approved nationwide procurement cooperative. Staff are evaluating a second comparative quote and expect to return to the regular December meeting with a formal recommendation.

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (3) & 610.021 (13)

MOTION: On a motion by Bennett and a second by Chann, the Board moved to authorize a closed meeting at 4:28 PM, as authorized by 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; 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 - *Virtual*
Dave Bennett, Vice Chair
Brian Burks, Secretary - *Virtual*
Bill Watkins, Trustee - *Virtual*
Justin Aldred, Trustee - *Virtual*

Others Present: Jesse Stephens, Executive Director
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Christopher Pieper, Blitz, Bardgett & Deutsch, General Counsel - *Virtual*

During closed session, discussion was held among the Trustees, Executive Director Stephens and counsel 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 or applicant.

RETURN TO OPEN SESSION

MOTION: On a motion by Chann and a second by Burks, the Board moved to exit the closed meeting and return to the regular meeting at 4:42 PM. By a roll call vote, all Trustees present voted in favor as follows: Chann – yea; Watkins – yea; Aldred – yea; Burks – yea; Bennett - yea. Motion carried.

Consider :: Motion to Hire Finance + HR Manager

The Board is asked to approve the motion in hiring John Frazier as the District's Finance and Human Resources Manager under the terms outlined.

Following the closed session, the Executive Director presented a motion requesting Board authorization to hire John Frazier as the District's Manager of Finance and Human Resources. As clarified in the written memo, the position will be a salaried, benefited role set at 30 hours per week, with sick, holiday, and vacation leave accruing at 75 percent of the standard full-time rate. During the meeting, the Director explained that the resolution aligns the position with the District's personnel policy and ensures appropriate classification and benefit administration for the role. Trustees briefly discussed the title and indicated that specific HR duties could be clarified once the new manager begins work.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve and 'Motion to Hire Finance + HR Manager'. All trustees present voted in favor. Motion carried.

ADJOURNMENT

Meeting was adjourned at 4:46 PM.

Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary