
**OCTOBER 21, 2025 - MINUTES OF THE
BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
BOONE COUNTY GOVERNMENT CENTER
801 E WALNUT ST, COLUMBIA MO**

Trustees Present: Dave Bennett, Vice Chair
Brian Burks, Secretary
Bill Watkins, Trustee
Justin Aldred, Trustee (Call-in)

Trustees Absent: Randy Chann, Chair

Others Present: Jesse Stephens, Interim Executive Director
Daniel Cunningham, Project Manager
Drew Perkins, Communication Manager
Jason Wolf, Administrative Assistant
Bill Florea, Boone County Resource Management
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel

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

Dave Bennett, Vice 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

Bennett asked if there was a revised agenda and was informed that the agenda had not been revised. Watkins requested to add an additional agenda item; To modify job title of Interim Executive Director/Facilities Engineering Manager and authorize hiring of personnel as needed as a result of job title modification.

MOTION: On a motion by Burks and a second by Watkins, the Board moved to approve the agenda as presented and amended. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF SEPTEMBER 16, 2025 BOARD MEETING

The minutes of the September 16th Board Meeting were included in the packet. Bennett asked if there were any questions or comments and there were none.

MOTION: On a motion by Burks and a second by Bennett, the Board moved to approve the minutes as presented. Bennett, Burks and Aldred voted in favor. Watkins abstained. Motion carried.

PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

Approve :: Bolli Rd. NID – Change Order #3

Approve Change Order No. 3 for the Bolli Road NID Wastewater Improvements Project, reducing the contract amount by \$4,850 to a new total of \$425,246.50.

The Bolli Road NID Wastewater Improvements document is a formal Change Order No. 3 issued to Emery Sapp & Sons, Inc. by the Boone County Regional Sewer District, with engineering oversight from HDR Engineering, Inc. It deducts one 4-inch plug valve (\$1,550) and three electrical sub-panels (\$3,300) from the original bid, resulting in a total contract reduction of \$4,850. The revised contract amount is \$425,246.50, and no changes were made to the project completion timelines—substantial completion remains at 269 days, and final payment readiness at 299 days.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve the ‘Bolli Rd. NID – Change Order #3’. Bennett, Watkins and Aldred voted in favor. Burks recused. Motion carried.

PLANNING AND ZONING UPDATE

The Planning and Zoning report included an update on recent and upcoming development activity within the District’s service area. The Board was informed of a conditional use permit for a new mountain biking facility on Stanley Road, which had been reviewed and recommended for approval by the Planning Commission. The project is scheduled for final consideration by the County Commission at its next regular meeting.

Additional updates included progress on several subdivision plats—Ravenwood and Wendser Manor—which continue to advance through the review process. A small number of Class I and II on-site wastewater systems were also approved during the month. Staff noted that overall building permit activity has improved compared to previous years, with more consistent issuance observed in recent months.

The Board also reviewed the third-quarter building permit map, which displayed emerging patterns of development across the county. As additional permits have been issued, staff observed that permit concentrations are now more clearly visible, providing insight into growth areas that will guide future infrastructure planning. The Board thanked staff for providing the map and noted that it serves as a useful tool for visualizing current development trends.

INTERIM EXECUTIVE DIRECTOR UPDATE

Muni-Link Billing Software

The Interim Executive Director provided an update on implementation progress for the Muni-Link billing and customer service software. The contract has been executed, and initial onboarding questionnaires have been completed. The next milestone will be the kickoff meeting, expected within the next one to two weeks, which will officially begin the setup and configuration phase.

According to the vendor’s project schedule, the District anticipates a go-live date by the end of March 2026, though the final launch will depend on concurrent progress with the headquarters renovation and office space readiness. The

Director emphasized that the system rollout will be carefully timed to minimize service disruption and ensure customer readiness before full deployment.

Discussions with Boone Electric Cooperative continue regarding transitional logistics, as the District will temporarily maintain an on-site presence in Boone Electric's lobby area during the conversion period. This arrangement will allow District staff to meet with walk-in customers, explain upcoming billing system changes, and provide handouts or informational materials during the first few billing cycles under the new platform.

The Board also discussed potential refinements to the District's billing cycle structure, which will be consolidated into a single cycle rather than the multiple staggered cycles currently used. Staff are evaluating whether billing at the beginning or end of each month will better streamline workflow and customer communication. The Director confirmed that coordination meetings with Boone Electric's IT and billing teams are ongoing and that both organizations are committed to ensuring a smooth transition.

Headquarters Renovation

The Interim Executive Director presented an update on the headquarters renovation project, noting that the committee—composed of the Interim Executive Director, Facilities Engineering Manager, and Board members—has been working with the three firms selected to advance to Phases 2 and 3: Coil Construction, PCE, and Septagon. All firms are in the process of preparing their Phase 2 proposals and cost submissions, which are due on November 12, 2025.

Several firms requested site walkthroughs to review design considerations before finalizing their proposals. The committee will schedule interviews of approximately 30 to 60 minutes per firm following the submission deadline. The Director recommended scheduling these interviews on November 13 or 14, allowing sufficient time for review and scoring before presenting a formal recommendation at the November 18 Board meeting.

The Board discussed the tight turnaround between proposal submission and the next meeting and agreed that, if necessary, a special meeting may be held to ensure a timely and thorough evaluation process.

The Director also initiated discussion on financing strategies for the renovation, explaining that preliminary cost estimates are expected to be around \$500,000, inclusive of furniture and fixtures. While \$250,000 was budgeted in the prior fiscal cycle, additional funding will be required. The District's financial advisor has recommended adopting a reimbursement resolution to allow flexibility in using cash reserves initially and reimbursing project costs later if the Board chooses to pursue bond financing.

The Board reviewed current cash and debt service ratios, confirming that the District remains well above the required 1.1 debt service threshold, providing flexibility for either cash-funded or financed options. Members also discussed modernizing the boardroom layout to include modular, movable furnishings, secure access points, and improved public meeting space functionality.

The Interim Executive Director concluded that the project will not only improve operational efficiency but also better serve ratepayers by consolidating administrative, operational, and customer service functions in a secure, modernized facility.

AWMP/CIP & Stakeholder Engagement Updates

The Interim Executive Director reported on recent outreach and engagement efforts related to the Area-Wide Management Plan (AWMP) and Capital Improvements Plan (CIP). A second public informational meeting was held on October 15, 2025, to provide updates and solicit feedback following the September public hearing. Unlike the earlier session, which was well attended, only two members of the public participated in person, though both provided constructive comments and asked thoughtful questions.

To improve outreach efficiency, staff tested a digital marketing campaign using the District's updated email distribution system. Out of roughly 7,800 customers, approximately 6,000 had valid email addresses, with nearly 50% opening the message and 5–6% clicking through to access the online meeting information and project materials. Though attendance remained low, the new campaign provided valuable engagement metrics that will help refine future communication efforts.

The Director noted that all public meeting recordings, agendas, and related documents are posted on the District's website for open access. Feedback received to date suggests that community interest has largely stabilized, with most public questions focused on specific project areas rather than the overall planning framework. A few comments were received from environmental and community organizations—including the Sierra Club, Friends of Rock Bridge, and the Missouri Department of Natural Resources—primarily related to water quality and development near sensitive watershed areas.

As part of continuing outreach, the Interim Executive Director met with several stakeholder groups, including the Affordable Housing Coalition, which expressed interest in how sewer expansion projects could support housing affordability. The Director reiterated that engagement will remain an ongoing process beyond plan adoption and will serve as the foundation for future bond election communication efforts.

The Board expressed appreciation for the updated communication strategy and analytics, noting that even modest improvements in outreach represent meaningful progress in public transparency and stakeholder inclusion.

Suggested Edits to AWMP & to CIP

The Interim Executive Director reviewed proposed edits to both the Area-Wide Management Plan (AWMP) and the Capital Improvements Plan (CIP) based on public feedback, engineering review, and comments received from environmental and community partners. He noted that while most public interest has focused on the CIP and project prioritization, the AWMP required only minor clarification edits to improve readability and technical accuracy.

Revisions to the AWMP include clarifying how privately-owned facilities transition into the public system, confirming available treatment capacities, and noting coordination with the City of Ashland for future service areas. The updates also specify that several private systems—such as Cooper's Landing, Crowley, and Edelweiss—may eventually connect to District facilities where capacity exists, primarily at Rocky Fork or Meadow Village.

The bulk of the discussion centered on proposed edits to the CIP, where several important modifications were recommended. These included:

- Adding new regionalization options for the Richardson Acres, Brown Station, and South Route projects, allowing them to potentially connect to the City of Columbia's wastewater treatment system rather than building standalone facilities.
- Incorporating a new environmental stewardship project addressing wastewater management along the Rock Bridge Memorial State Park corridor, an area identified by conservation groups as a high-priority concern. The Director acknowledged the financial challenges of such a project but emphasized the value of identifying it for future funding opportunities.
- Adjusting cost escalation rates to reflect a conservative 5% annual increase, with engineers tasked to review and verify calculations to ensure accuracy.
- Identifying potential cost-saving alternatives, such as converting certain treatment plants—like Kincaid Crossing—into lift stations that discharge to Rocky Fork, rather than investing in extensive standalone upgrades.
- Adding flow equalization and bypass options for Prairie Meadows, Midway Crossings, and Meadow Village to address safety and operational needs while reducing long-term maintenance costs.

The Interim Executive Director stressed that the purpose of these plans is to establish a clear strategic direction rather than serve as detailed facility blueprints. Engineering designs and feasibility studies will refine these concepts as individual projects advance.

Board members discussed the importance of ensuring that regionalization opportunities are fully evaluated before any major capital commitments are made. They agreed that a small feasibility study, estimated at \$20,000–\$30,000, could confirm the practicality of connecting certain service areas to Columbia’s system—a potential savings of several million dollars.

The Director concluded that his goal is to deliver both plans in an “approvable format” by the November 2025 Board meeting, incorporating all Board and public feedback. He emphasized that these updates not only improve technical accuracy but also strengthen the District’s readiness for future grant and bond funding efforts.

GFI – Elevate Phone System & Phone Policy Update

The Interim Executive Director provided an overview of the District’s planned transition to the GFI Elevate Unified Communications System, which will replace the existing copper-based phone infrastructure. He reported that the current phone and answering service contracts have become outdated, unreliable, and costly, prompting the District to explore a more efficient and secure platform.

Following a Board request from prior meetings, staff conducted reference checks with other organizations using the Elevate system, including Capital Railroad Salvage, which reported overall satisfaction with the system’s reliability and support responsiveness. While some minor issues were noted during initial setup, the reference organization described the system as a substantial improvement over legacy phone service and stated they would not consider reverting to their previous provider.

The Elevate system integrates voice, text, and mobile applications, ensuring compliance with Sunshine Law recordkeeping requirements through secure call and message archiving. It also includes customizable scheduling features for after-hours routing, eliminating the need for a third-party answering service currently costing approximately \$600 per month. The migration will consolidate redundant landlines and improve mobile communication for field and administrative staff, reducing overall telecom costs.

As part of the transition, the Director discussed adopting a Bring Your Own Device (BYOD) policy to allow employees to use their personal smartphones with the Elevate app while maintaining privacy and separation of personal and District communications. The proposed reimbursement model mirrors Boone County’s approach, compensating employees a set monthly allowance for business use of their devices, while avoiding the long-term capital expense of District-owned phones and service lines.

Preliminary cost analysis indicates that the new system will result in approximately a \$4,000 to \$5,000 annual savings, primarily from eliminating unused lines, outdated service plans, and answering service fees. The overall financial impact is expected to be cost-neutral or slightly favorable while significantly enhancing functionality and transparency.

The Board expressed support for the transition and commended the Director and staff for identifying a solution that improves efficiency, maintains compliance, and modernizes communication capabilities without additional long-term cost burden.

Finance + HR Manager Hiring

The Interim Executive Director announced that the District has successfully filled the Finance and Human Resources Manager position, welcoming Charity as the newest member of the management team. The selection followed a competitive recruitment process that drew more than 200 applicants. Final interviews were conducted by the Director and a member of the Board, who both expressed confidence in the new hire’s strong qualifications and leadership abilities.

Charity brings extensive experience in financial management and board administration, having previously served as the Finance Director for the Food Bank of Central & Northeast Missouri, where she managed budgets, audits, and financial reporting for a large nonprofit governed by a 27-member board. The Director noted that her experience

working in a board-driven environment will serve the District well as it continues to grow its administrative and financial capacity.

The Director also acknowledged staff contributions during the interim period, noting that payroll, accounts payable, and monthly reconciliations have remained current thanks to teamwork between finance and administrative staff. He added that while the third-quarter financial report will reflect the effects of the transition, all critical accounting functions are stable and operating smoothly.

The Board expressed appreciation for the thorough hiring process and congratulated the Interim Executive Director and staff on successfully recruiting a highly qualified candidate to this key position.

User Rate Study RFP Update

The Interim Executive Director provided an update on the User Rate Study Request for Proposals (RFP #07-2025). He reported that the proposal deadline had been extended to October 29, 2025, to allow additional time for interested firms to complete and submit their responses. The extension was granted to encourage broader participation and ensure a strong pool of qualified applicants.

The rate study will be conducted in two phases. The Preliminary Phase will provide a high-level financial assessment to align rate structures with the District's upcoming 20-year Capital Improvements Plan (CIP) and to support presentations to the Missouri Clean Water Commission. The Final Phase will include a more detailed, project-specific analysis designed to inform long-term financial planning and potential future bond issuances.

The Interim Executive Director emphasized that this study will be crucial for ensuring that user rates remain equitable, sustainable, and sufficient to fund both ongoing operations and upcoming capital projects. It will also help the District identify opportunities for improved cost recovery in areas such as collection system maintenance, treatment costs, and pressure system surcharges.

The Board acknowledged the importance of the study and supported the extension, noting that additional responses will provide a more competitive and comprehensive evaluation process.

OPERATIONS & MAINTENANCE UPDATE

September '25 O&M Summary

The Interim Executive Director delivered the Operations and Maintenance (O&M) report on behalf of the Operations Manager, who was unable to attend due to a family commitment. He noted that September activity levels were higher than average, with an increased number of locates performed and continued line maintenance completed under favorable weather conditions.

During the month, crews completed extensive sludge processing and hauling while also advancing their professional development through specialized training. Staff attended line maintenance and manhole assessment training in Illinois and additional operator certification courses in St. Louis. Two employees—Caleb and Seth—began coursework for advanced operator licensure, with the second portion of their training scheduled for November.

The District's camera inspection program was temporarily paused following equipment failure of the crawler camera system. Staff transported the unit to Illinois for evaluation, and a replacement purchase is under consideration as part of the month's meeting agenda. Despite this, overall field performance remained steady, and operations continued uninterrupted through the use of alternate inspection methods and preventative maintenance.

The Interim Executive Director also reported that drier weather significantly reduced emergency service calls, allowing crews to focus on preventative tasks and scheduled maintenance. Overall, the District's systems operated efficiently throughout September with no major service disruptions or compliance issues reported.

September '25 Service Call Labor Report

The Interim Executive Director presented the September Service Call Labor Report, highlighting that overall service activity was lighter than average, resulting in reduced expenditures for the month. The total cost for service call labor was approximately \$7,000, reflecting fewer emergency events due to continued dry conditions.

The report included updated trend graphs tracking 12-month rolling averages of service call costs and revenue deficits for pressure systems. Over the past year, the District's average cost per service call has stabilized at approximately \$550, with steady improvements resulting from pump replacement programs and preventive maintenance.

New analytical tools introduced by staff now enable the District to monitor pressure sewer surcharge performance, revenue recovery, and system-wide cost trends. Data analysis confirmed that approximately 60% of the District's pressure sewer customers are located within Hill Creek and the Woodlands, yet these two areas account for roughly 80% of total maintenance costs. The other 60% of customers contribute only 20% of total pressure system expenses.

The Director noted that continued replacement of underperforming pumps in Hill Creek is expected to significantly improve reliability and reduce service costs over time. In contrast, the Woodlands area presents more complex challenges due to aging infrastructure and deteriorating concrete septic tanks, which are contributing to pump damage. Staff are exploring long-term solutions, including possible tank rehabilitation, grinder pump conversions, or homeowner assistance programs to address recurring issues.

The Board discussed the potential of expanding the District's role in providing pump replacement services or sales to private customers, noting that bulk purchasing through the District could yield savings for residents while also generating modest revenue to offset operational costs. Staff agreed to explore this concept further as part of future rate and policy planning.

September '25 Safety Meeting

The Interim Executive Director reported that the September safety meeting focused on field safety awareness, including a specialized session on how to handle and prevent dog attacks, a risk occasionally faced by staff working in residential areas. The training covered defensive techniques, avoidance strategies, and use of protective tools, using real-world examples to reinforce preparedness.

Additional topics included fire extinguisher recertification, updates on cybersecurity awareness, and a review of recent changes to Missouri's Sunshine Law. Employees were reminded of their responsibilities for proper handling of public records and digital communications in compliance with transparency requirements.

No accidents or near misses were reported during the month. The District continues to maintain its excellent safety record, supported by regular training and proactive hazard awareness.

The Director also announced that the October safety meeting will include an extended joint session featuring a representative from Nationwide, who will provide a presentation on employee financial wellness and retirement planning. This initiative follows growing staff interest in understanding available 457(b) deferred compensation plans and LAGERS retirement options.

The Board commended staff for their ongoing commitment to workplace safety and for expanding training to include employee development topics that promote overall well-being and retention.

FINANCE + HR UPDATE

The Interim Executive Director reported that the Finance and Human Resources Department continues to operate smoothly through the transition to the new Finance and HR Manager, who officially accepted the position and will join the District early next year. The Interim Executive Director praised staff for maintaining daily operations, noting that payroll, benefits, and receivables remain current and accurate.

The District has also initiated an employee benefits survey to gather staff feedback on current insurance and retirement offerings. Results will be used to guide future updates and evaluate opportunities for improvement. The Interim Executive Director confirmed that a Nationwide representative will present at the next all-staff meeting to discuss 457(b) deferred compensation plans, providing employees with additional financial planning resources.

From a financial perspective, the Interim Executive Director reported that insurance renewals are underway, with no major premium increases anticipated for the upcoming year. The District is also reviewing its document retention and records management policies in preparation for the upcoming headquarters renovation to ensure compliance with state regulations and proper storage of archived materials.

The Board acknowledged the progress made by the Interim Executive Director and administrative team and expressed appreciation for the smooth handoff between staff during the management transition.

PROJECTS UPDATE

The Project Manager presented updates on several active and upcoming projects. Two private service connections are underway at 5087 and 5095 New Haven Road, where the properties are being connected to the Woodlands Subdivision. These installations involve large, engineered private force mains with air release valves and flow equalization tanks, designed to accommodate the unusually high capacity requirements of the large residential structures. The District is performing direct inspections due to the scale and complexity of the work to ensure compliance with engineering standards.

The Bolli Road NID Project remains in its final closeout stage. The project's construction activities have been completed, and the District is finalizing required documentation and final payments in coordination with Boone County officials.

The Ravenswood Plat 2B Project is moving forward, involving 10 to 11 new lots as part of continued development in the Midway area. During the site review process, staff identified a portable shed encroaching approximately five to six feet into a platted utility easement. The District contacted the property owner and tenants, requesting that the structure be removed or relocated. The contractor has committed to addressing the issue before the next Board meeting.

The Director noted that while several large-scale developments, including New Town and Tradewinds, have slowed due to broader economic conditions such as higher interest rates, construction activity remains consistent, and staff continue to coordinate closely with developers to maintain project timelines.

The Board acknowledged the report and expressed appreciation for the proactive communication between District staff, contractors, and regulatory agencies, which has helped prevent project delays and ensure compliance with permitting requirements.

ENGINEERING UPDATE

The Interim Executive Director provided a detailed report on ongoing engineering projects and upcoming bid authorizations. He noted that final plans for the Hartsburg Phase 1 Sludge Removal Project were completed earlier in the day and reviewed by District legal counsel and engineering staff. The project has met all requirements for advertisement and will move forward for Board consideration under the month's agenda.

The District has also finalized coordination with Four Farmers, LLC for execution of the Phase 1 contract, with work expected to begin following issuance of the Notice to Proceed. Additionally, plans for the Hartsburg Phase 2

ARPA Project are nearing completion. Due to the tight schedule for meeting ARPA funding obligations, the Director requested authorization to advertise for bids immediately following final review by the District's engineer, attorney, and auditor.

The Bridgeport Project continues to progress, with only minor easement signatures remaining before it can be advertised for bid. Coordination with the City of Columbia remains ongoing due to the project's proximity to public trail areas and the City's planned floodwall improvements. Staff anticipate no significant delays.

Several projects remain in regulatory review at the Missouri Department of Natural Resources (DNR), including High Field Acres, which is awaiting final permit approval. The Interim Executive Director emphasized that staff have maintained frequent communication with DNR and are prepared to proceed as soon as authorization is received.

He further reported that the District will soon have four active projects under construction simultaneously, resulting in a busy winter and spring construction season. Staff continue to prioritize workload management and contractor coordination to ensure adherence to deadlines and funding requirements.

Board members discussed project timing and recognized the challenge of overlapping construction schedules but expressed confidence in staff's ability to manage concurrent efforts efficiently.

CONSIDERATION ITEMS

Authorize to Execute :: Hartsburg ARPA Phase I Sludge Removal Contract

Authorize the Interim Executive Director to sign and execute the construction contract with Four Farmers, LLC for the Hartsburg WWTF Sludge Removal project in the stipulated amount of \$59,800.

The contract engages Four Farmers, LLC to clean the domestic wastewater lagoon at the Hartsburg WWTF, including disposal of residuals and all permitting, records, and documentation. The stipulated price totals \$59,800 (mobilization/demobilization, permitting/recordkeeping/reporting, and sludge removal/disposal), with Lochmueller Group serving as Engineer. The work is to reach Substantial Completion by Dec 31, 2025 and Final Completion by Jan 31, 2026, with liquidated damages of \$1,000/day after the substantial completion date and \$500/day after the final completion date. Progress payments include standard retainage provisions; bonds and EJCDC conditions apply.

MOTION: On a motion by Watkins and a second by Burks, the Board moved to authorize 'Hartsburg ARPA Phase I Sludge Removal Contract'. All trustees present voted in favor. Motion carried.

Approve to Authorize:: RFP #09-2025 – Rocheport ARPA LS Project

Approve authorization for the Interim Executive Director to advertise and solicit bids for RFP #09-2025 Rocheport Lift Station ARPA Project in accordance with the attached bid documents.

The document requests authorization to advertise RFP #09-2025 for the Rocheport Lift Station ARPA Project, which involves upgrades including removal and replacement of the wet well, valve vault piping, fittings, and lift station accessories. Bids will be received at the BCRSD office until 2:00 PM on November 13, 2025, with a pre-bid meeting scheduled for November 5, 2025, at Rocheport City Hall.

The project will follow state and federal labor and safety requirements, including wage rate compliance and OSHA 10-hour training. All bidding documents will be available through the official online plan room, and bid security of 5% is required. The District anticipates issuing a Notice to Proceed following the November 18th Board meeting, with contract signing before year-end.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve the ‘RFP #09-2025 – Rocheport ARPA LS Project’. Bennett, Watkins & Aldred voted in favor. Burks Recused. Motion carried.

Approve to Authorize :: RFP #08-2025 – Hartsburg Phase II ARPA Project
Approve authorization for the Interim Executive Director to advertise and solicit bids for RFP #08-2025 Hartsburg Phase 2 ARPA Project upon completion of final review and receipt of approval from legal counsel and ARPA auditors.

This item requests approval to advertise RFP #08-2025, the Hartsburg Phase 2 ARPA Project, which will follow completion of Phase 1 currently under contract. Final plans and specifications are in production by the project engineer and will be reviewed by District legal counsel, FORVIS (the County ARPA auditor), and the Facilities Engineering Manager/Interim Executive Director before publication.

Due to a compressed schedule and the need to meet ARPA funding timelines, the Interim Executive Director is seeking authorization to proceed with advertising upon completion of these reviews. Board members will receive electronic access to the final bid documents and may submit feedback prior to the final addendum deadline for inclusion in the bidding process.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve the ‘RFP #08-2025 – Hartsburg Phase II ARPA Project’. Bennett, Watkins & Aldred voted in favor. Burks Recused. Motion carried.

Approve to Authorize :: GFI Service Agreement – Third Addendum
Approve authorization for the Interim Executive Director to sign the Third Addendum to the GFI Digital Master Services Agreement to implement the Elevate Phone System at a one-time cost of \$1,026.96 and recurring monthly cost of \$595.08.

This document is the Third Addendum to the Master Services Agreement between Boone County Regional Sewer District (BCRSD) and GFI Digital, Inc., authorizing the addition of the Elevate Unified Communications as a Service (UCaaS) Phone System. The Elevate platform integrates with Microsoft Teams to provide VoIP calling, SMS/MMS messaging, archiving, and AI-powered contact center tools, improving reliability and ensuring Sunshine Law compliance through automatic retention of communication data.

The proposal includes a one-time setup fee of \$1,026.96 and an estimated monthly cost of \$595.08 for 16 user licenses, with service beginning October 22, 2025, under a 60-month contract. Hardware includes one Yealink CP965 conference phone and eight Yealink T44W desk phones, with ongoing remote support and 10-year data retention archiving.

MOTION: On a motion by Watkins and a second by Burks, the Board moved to approve the ‘GFI Service Agreement – Third Addendum’. All trustees present voted in favor. Motion carried.

Approve to Purchase :: Crawler Sewer Camera
Approve authorization for the Interim Executive Director to purchase a new CUES CPR Transporter and OZIII-S Camera from EJ Equipment, Inc. for \$57,208.95, replacing the failed 10-year-old system.

The Operations Department is requesting authorization to purchase a new CUES CPR Transporter and OZIII-S Camera from EJ Equipment, Inc., the authorized dealer for the region. The District’s existing 10-year-old crawler camera has failed, with repair costs estimated at \$26,848.81, extending its service life by only two to three years. A

new camera system costs \$57,208.95, offering a 7–10 year life expectancy and full compatibility with existing trailer equipment.

Switching to a different manufacturer would require a complete retrofit of the District’s inspection trailer and software at a cost of approximately \$100,000, making the new CUES purchase the most cost-effective long-term solution. EJ Equipment has supplied a loaner camera at no charge until the purchase is finalized, allowing uninterrupted operations.

MOTION: On a motion by Watkins and a second by Burks, the Board moved to authorize purchase for the ‘Crawler Sewer Camera’. 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), (3) & (13)

MOTION: On a motion by Burks and a second by Watkins, the Board moved to authorize a closed meeting at 7:20 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.

RETURN TO OPEN SESSION

MOTION: On a motion by Burks and a second by Watkins, the Board moved to exit the closed meeting and return to the regular meeting at 8:33 PM. All trustees present voted in favor. Motion carried.

POST-CLOSED SESSION – ADDITIONAL OPEN SESSION MOTION

Following the conclusion of the Closed Session, the Board reconvened in open session to address an additional motion not listed on the published agenda. Trustee Watkins requested consideration of a personnel-related matter involving the District’s leadership structure.

After brief discussion, the Board agreed to modify the job title of the Interim Executive Director/Facilities Engineering Manager to better align with current organizational needs and responsibilities. The adjustment is intended to clarify role expectations and provide administrative flexibility as the District continues to grow and undertake multiple concurrent capital projects.

The motion also included authorization for the Interim Executive Director to hire additional personnel as needed to support the expanded scope of duties resulting from the position modification. The Board expressed appreciation for the leadership and adaptability demonstrated during a period of significant operational and infrastructure development.

The motion was unanimously approved, and the Board directed staff to update official records and organizational documentation accordingly.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to modify the job title of 'Interim Executive Director/Facilities Engineering Manger' to 'Executive Director' and authorize the Executive Director to fill the Engineering Manager position. All trustees present voted in favor. Motion carried.

ADJOURNMENT

Meeting was adjourned at 8:36 PM.

Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary

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CLOSED SESSION

During closed session, discussion was held among the Trustees, Interim Executive Director Stephens 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 and individually identifiable personnel performance ratings pertaining to an employee.

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Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary