

DATE: December 14th, 2025
TO: Board of Trustees, BCRSD
FROM: Jesse Stephens
SUBJECT: December 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. We welcome John Fraser to the BCRSD team as the new Finance Manager. His first board meeting will be in January, and we look forward to introducing him to the board.
2. A meeting with our Nationwide retirement specialist occurred on October 30th. Most employees were able to attend and learn about options associated with their plan. I will be sending out an additional survey to the employees now that they have had a chance to review information both from Nationwide and Lagers to evaluate employee preferences and concerns. I will also review with John Fraser for additional insight.
3. Employee performance goals: Employees have received end-of-year evaluations and performance, and training goals have been identified for 2026. Three employees will still be within their 6-month probationary window at the end of 2025.
4. Wage and benefit studies have been put on hold until a new Finance and HR Manager is brought on board. I will be reviewing these with John Fraser and begin the process of full evaluation of the wage scales. This is a priority for 2026 as our wage scales were last reviewed in 2023.

GENERAL & FINANCE:

1. Drew continues to handle all the accounts payable and receivable processes. We will be working with John to transition tasks as needed into his court after he has a chance to acclimate to our system.
2. At the time of this report, we have received three proposals for auditor. We are evaluating these proposals on 12-15-2025 and will have a board recommendation for award at the 12-16-2025 meeting.
3. The engagement letter with Stephen Connelly for the user rate study has been executed and that work will begin very soon.
4. The budget is attached below. I believe it would be prudent to approve the 2026 fiscal year budget at the 12-16-2025 meeting. However, it is possible that the new Finance Manager will evaluate and recommend minor changes. I would suggest we approve the budget with the understanding that a budget amendment may be offered in January or February after John has had time to review depreciation, bond debt schedules and other items that we believe are close but may require tweaking.
5. Angela Gonzalez and I are reviewing the document retention policies. We will consider a more specific document retention policy as time allows. We've identified outdated financial records that need to be appropriately disposed of. We have kept this in mind as we are migrating our IT system and e-mail to GFI Digital. We continue to scan in documents to prepare for the HQ renovation.

Jesse Stephens

SIGNATURE: *Jesse Stephens*

12/14/2025

Executive Director

TITLE:

DATE: