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**DECEMBER 16, 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**

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**Trustees Present:** Randy Chann, Chair  
Dave Bennett, Vice Chair  
Brian Burks, Secretary (Virtual Attendance; *Minute 49*)  
Bill Watkins, Trustee  
Justin Aldred, Trustee

**Others Present:** Jesse Stephens, Executive Director  
Jason Horton, O&M Supervisor  
Drew Perkins, Communication Manager  
Jason Wolf, Administrative Assistant  
Angela Gonzalez, Administrative Assistant  
Bill Florea, Boone County Resource Management  
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel  
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 5:30 p.m. He noted that the majority of members were present and that there was a quorum.

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**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 Chann and a second by Watkins, the Board moved to approve the agenda as presented. All trustees present voted in favor. Motion carried.***

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**APPROVAL OF MINUTES OF NOVEMBER 18, 2025 BOARD MEETING**

The minutes of the November 18th Board Meeting were included in the packet. Chann asked if there were any questions or comments and there were none.

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

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### **APPROVAL OF MINUTES OF DECEMBER 9, 2025 SPECIAL MEETING**

The minutes of the December 9<sup>th</sup>, Special Session Meeting were included in the packet. Chann asked if there were any questions or comments and there were none.

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

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### **PUBLIC COMMENT**

There was no Public Comment

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### **OLD BUSINESS**

#### **Approval of Minutes of October 21, 2025 Board Meeting**

The minutes of the October 21<sup>st</sup>, Board Meeting were included in the packet. Chann asked if there were any questions or comments and there were none.

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

#### **Consideration; Acknowledge Job Description for Facilities Engineering Manager**

The Board reviewed a revised job description for the Facilities Engineering Manager position, which was presented by the Executive Director for acknowledgment. The updated description expands the position to allow for either a Facilities Engineering Manager or, if necessary based on the applicant pool, an Engineering Technician, providing additional flexibility in recruitment. The document outlines responsibilities related to engineering analysis, capital planning, system modeling, regulatory coordination, and oversight of engineering and construction activities, while also establishing separate salary ranges for each classification. The Executive Director explained that this approach allows the District to move forward with advertising the position even if a senior-level engineer is not immediately available, while still meeting the District's operational and long-term planning needs. The Board acknowledged the revised job description and supported staff proceeding with recruitment efforts.

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

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## **PLANNING AND ZONING UPDATE**

The Board reviewed the monthly Planning and Zoning update, which summarized recent and upcoming land-use activity within Boone County that may affect District infrastructure and long-term planning. The materials included the Planning and Zoning Commission agenda for the December 18 meeting, highlighting rezoning requests, planned developments, and multiple preliminary and final plats, including Spencer Hills Plat 4, Concorde South Lots 8 and 9, and several residential subdivision plats. Staff noted that these projects remain consistent with previously identified growth areas and that no immediate conflicts or unexpected impacts to District facilities were identified at this time.

The Board also reviewed building permit activity data for November and year-to-date comparisons. The report showed a total of 74 permits issued in November 2025, consisting of 13 residential, 5 commercial, and 56 addition or alteration permits, as illustrated in the construction location map and summary statistics. While overall permit counts continue to trend slightly below recent peak years, valuation data reflects sustained construction investment across the county. Staff indicated that development patterns continue to align with long-range planning assumptions used in the District's capital planning and rate modeling efforts.

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## **EXECUTIVE DIRECTOR UPDATE**

### ***Headquarters Renovation + Boone Electric Lease***

The Executive Director reported that work has begun on the design-build contract with PCE for the Headquarters Renovation project. A draft agreement is currently under legal review; however, the contract will not be finalized in time for consideration at the December meeting. Staff will continue coordinating with PCE to refine the agreement and anticipates bringing the contract forward for Board approval at the January meeting.

The Director also informed the Board that Boone Electric has offered a temporary lease for the former Garcia's restaurant building located on the Business Loop to accommodate District operations during construction. The space was identified as a suitable interim location that could allow renovation work to proceed more efficiently and reduce overall project duration. The proposed lease is expected to be month-to-month at a rate of approximately \$5,000 per month, with utilities estimated at an additional \$1,000 per month. Both the lease arrangement and the finalized renovation contract will be brought forward as formal consideration items once documentation is complete.

### ***AWMP/CIP & Stakeholder Engagement***

The Executive Director provided an update on the Area-Wide Management Plan (AWMP) and Capital Improvement Plan (CIP), noting that stakeholder engagement activities have continued as the District advances toward finalizing both documents. Staff reported that revisions and coordination efforts remain focused on aligning the planning documents with regulatory expectations, anticipated growth areas, and the outcomes of recent development activity. The Director emphasized that the AWMP and CIP remain foundational tools for long-term system planning and will directly inform upcoming rate-setting and capital prioritization decisions.

The Board was advised that staff will continue to refine the plans and engage with relevant stakeholders as needed, with additional updates to be provided as milestones are reached. No formal action was requested at this time, and the item was presented for informational purposes only.

### ***Connection Fees – Update to Fee Structure***

The Executive Director presented a discussion item regarding potential updates to the District's connection fee structure, explaining that staff has been researching peer utility practices and compiling water meter size data to better align fees with actual system impacts. He noted that the District currently charges uniform connection fees regardless of unit size or development density, which does not reflect the differing operational and capital impacts associated with small, dense developments versus larger, lower-density projects. The Director explained that smaller residential units generally place less demand on both the collection and treatment systems, while larger homes and commercial facilities with larger meters can create surge flows and higher peak demands.

The discussion draft proposes restructuring connection fees to incorporate water meter size, a density multiplier based on connections per mile, and a population-equivalent multiplier based on unit size, with implementation targeted for January 1, 2026. Under the draft framework, developments with higher density would receive lower multipliers, while lower-density developments would be assessed higher multipliers to reflect increased infrastructure burden. The Director emphasized that this item was presented solely for discussion and conceptual feedback, noting that any formal change would require additional data analysis, a public hearing, and Board consideration at a future meeting.

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### **OPERATIONS UPDATE**

#### ***November '25 O&M Summary***

The Operations and Maintenance Supervisor reported on field activity for November, noting that crews completed 2,084 feet of root sawing and 500 feet of CCTV inspection, using a loaner camera while awaiting delivery of a new unit scheduled for December 12. Several line repairs were completed, including work at 1551 Dawn Drive, where an abandoned tap allowed root intrusion into the main, and at 1807 Southeast Trails Drive, where 22 feet of line under a driveway and a manhole in a yard were repaired. Pump maintenance was performed at El Ray and Green Hills, where pumps were pulled to remove rags and inspect check valves; multiple valves were found broken, causing trash accumulation and extended pump run times, and replacement parts were ordered. The District recorded 16 pressure service calls during the month, concentrated primarily in Richardson Acres, Kincade, Hillcreek, and Deerfield, with no private gravity, contract service, lift station, or wastewater treatment plant alarm calls reported.

The Supervisor also noted that no sludge hauling occurred in November due to the vacuum truck being out of service for repairs, and staff subsequently determined that the truck requires extensive work. Quotes are being obtained for a replacement vehicle. The report identified three expired NPDES permits—American Outdoor Brands, Eagle Knoll, and Twin Lakes—which remain under review. Training activities continued throughout the month, including OSHA 10 coursework, operator licensing progress, and preparation for trenching and shoring training scheduled for mid-December. Contract operations remained stable, with one employee assigned full-time to Ashland and twice-weekly monitoring continuing at the Hartsburg facilities. The Supervisor also advised that a revised internal tracking format for maintenance targets and metrics will be implemented beginning in January 2026.

#### ***November '25 Service Call Labor Report***

The Board reviewed the November Service Call Labor Report, which documented 16 pressure sewer service calls requiring District response during the month. These calls included a mix of regular and overtime labor across multiple service areas, with notable activity in Richardson Acres, Deerfield Ridge, Hillcreek, and Kincade Crossings. Total labor costs for pressure system calls in November amounted to \$11,476.50, with overtime contributing significantly to overall expenses. No service calls were recorded for district gravity, private gravity, lift stations, treatment plants, or contract services during the month.

The Supervisor noted that the monthly average cost per pressure service call continues to trend upward when compared with prior years, reinforcing ongoing concerns about the long-term operational burden of pressure sewer systems. Trustees acknowledged that these cost patterns remain an important consideration for future rate and policy discussions.

### ***November '25 Safety Meeting***

The Operations and Maintenance Supervisor also summarized the District's Safety and Staff Meeting held on December 4, 2025, which covered November safety topics. The primary safety training focused on slips, trips, and falls, emphasizing situational awareness, proper use of personal protective equipment, and adherence to established safety procedures across all work environments. No accidents or near-miss incidents were reported for the month.

Cybersecurity training was also conducted through a Ninjio Dojo episode titled "Consent & Consequences," which addressed risks associated with malicious authorization-based applications that can gain system access through deceptive permission requests. Additional staff updates included a review of communication system functionality, reminders regarding after-hours voicemail procedures, tax-exempt purchasing documentation, accounts payable receipt handling, and W-2 information updates. Equipment safety issues were minimal, with one transformer mounting bolt failure in Brookfield resolved promptly the same day. The meeting concluded with general staff announcements and project updates, and no old or new business items were raised.

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## **FINANCE + HR UPDATE**

### ***Finance + HR Report***

The Executive Director provided the December Finance and Human Resources update, reporting that John Fraser has joined the District as the new Finance Manager, with his first Board meeting anticipated in January. Staff has begun planning the transition of accounting and financial responsibilities, with existing accounts payable and receivable processes continuing uninterrupted during the onboarding period. The Board was informed that employee end-of-year evaluations have been completed and that performance and training goals for 2026 have been identified, with three employees remaining within their six-month probationary period at year-end.

The Director also noted that wage and benefit studies have been temporarily paused until the Finance and HR Manager has time to review current pay structures and benefit offerings. These studies are expected to resume in early 2026, as the District's wage scales were last evaluated in 2023 and remain a priority for the coming year. Additional HR-related efforts include continued review of document retention practices and preparation for digitization efforts associated with the headquarters renovation and IT system migration.

### ***Muni-Link Billing Software & GFI Digital***

The Board received an update on the ongoing transition to Muni-Link billing software and GFI Digital IT services. Staff reported that, as of December 12, District email accounts have been successfully migrated from Boone Electric to the GFI system, marking a major milestone in the IT transition. The only remaining technical step involves a coordinated server transition between GFI and Boone Electric, which is expected to be completed by the end of the month.

Work sessions with Muni-Link continue as the software is customized to meet District billing needs. Staff explained that the billing transition is being intentionally timed to coincide with any future rate or water-usage adjustments to minimize disruption to customers. A test billing group is planned prior to full implementation to identify and resolve system issues. The Board was advised that a customer communication plan is being developed and will be brought forward for approval after the January meeting, including coordinated outreach with Boone Electric.

### ***BCRSD Auditor***

The Executive Director reported that proposals for auditor services were received on December 11 and evaluated by a selection committee, which included the newly hired Finance Manager. Three firms submitted proposals: Stephen Connelly, Williams Keepers, and Sikich. Pricing was redacted during the initial evaluation, with firms scored on experience, reliability, references, and expertise before cost was factored into the final rankings.

After completion of the scoring process, Sikich received the highest overall score and was identified as the top-ranked firm. Staff indicated that a formal recommendation for auditor selection will be presented to the Board for consideration at the December meeting.

### ***2026 Budget***

The Executive Director presented an overview of the proposed 2026 Operating Budget, explaining that the budget reflects conservative revenue assumptions, continued operational stability, and preparation for several major system and organizational transitions. Revenue projections include a modest customer growth assumption and a potential 1.5 percent rate increase effective July 2026, which remains contingent upon completion of the User Rate Study. Interest income is projected to decline slightly due to anticipated reductions in market rates, while contracted service revenue is expected to decrease following the loss or reduction of certain municipal service agreements.

On the expense side, personnel costs reflect staffing adjustments and benefit changes, including slight reductions in projected health insurance costs and planned merit-based compensation increases. The budget also incorporates higher contingency funding to address uncertainties associated with the billing system transition and IT migration. Capital planning assumptions were reviewed, including funding for the headquarters renovation, fleet and equipment replacements, system rehabilitation projects, and ARPA-funded improvements. The Director recommended that the Board consider approving the 2026 budget at the December meeting, with the understanding that minor amendments may be brought forward in early 2026 after further review by the Finance Manager.

***MOTION: On a motion by Watkins and a second by Chann, the Board moved to approve the '2026 Budget'. All trustees present voted in favor. Motion carried.***

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### **PROJECTS UPDATE**

The Executive Director presented the December project update, which summarizes the status of active development-driven projects, capital improvement projects, and neighborhood improvement district work as of December 9, 2025. The report identifies multiple projects currently under construction, including the private sewer installation at 5087 and 5095 New Haven Road, Newtown Lot C1, Ravenwood Plat No. 2B, and The Cedars Plat No. 1, all of which remain active and progressing through construction and inspection phases. The Bolli Road Sanitary Sewer Improvements NID has reached final close-out documentation, marking the completion of construction activities for that project.

The Board also reviewed projects awaiting construction, including Bethel Baptist Church and Tradewinds Car Condos, both of which have approved plans but have not yet mobilized. The Jon Gray Sewer Extension remains active but is awaiting receipt of a required easement before construction can proceed. Several long-standing projects remain inactive, including Kathryn Drive, The 561 Project, and Lake Chateau, with no construction schedules currently established.

Capital improvement activity continues to focus on Highfield Acres, where the Design Development Questionnaire has been approved by DNR and the District is awaiting issuance of a construction permit, and Waters Edge, where easement acquisition efforts are ongoing. The report's progress charts illustrate that Highfield Acres has advanced through plan review and permitting milestones, positioning it for construction once final regulatory approvals are received.

The Neighborhood Improvement District section confirms that the Bolli Road NID has completed construction and is in the final administrative close-out stage, including certification of final costs. No new project issues were identified during the update, and staff indicated that they will continue monitoring development timelines, easement acquisition, and permitting activity as projects transition into the new year.

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## **ENGINEERING UPDATE**

### ***Engineering Report***

The Executive Director presented the December Engineering Report update, which outlines the status of projects currently in design and highlights several key milestones reached during the month. Staff reported that bids have been received for the Rocheport Trailside Pump Station (ARPA) project, that a Notice of Award has been issued, and that the contract is ready to be brought forward for Board approval. For the Hartsburg ARPA work, the sludge removal project has been completed, and the Phase 2 contract package is also prepared for Board consideration.

Several long-term capital improvement projects continue to advance. The Highfield Acres Lagoon Closure and Gravity Interceptor project is expected to receive its construction permit by the end of the month, and staff are coordinating with the engineer to prepare bid advertisements for January. Prairie Meadows SSES remains in the design review phase, with draft plans under evaluation and an alternative flow equalization approach being considered. The Phenora North Sanitary Sewer Improvements (NID) project has received environmental clearance and FONSI approval, and the County DDQ process is underway. Staff also reported that the Grone–Hardy Holding Group Connection appears to have concluded and will be removed from the active project list.

Additional updates included confirmation that the Richardson Acres/Brown Station project has been awarded a \$1,000,000 SRF grant onIB, which will be formalized shortly, and that the Rocheport easement documentation is prepared and awaiting signature from Midwest Winelands. The Director noted that these developments position several projects for advancement early in the coming year.

### ***Hillcreek Pressure Sewer Analysis***

The Board received an update on the ongoing hydraulic analysis of the Hillcreek pressure sewer system, which is being conducted by Bartlett & West. Staff explained that the firm is nearing completion of an interactive hydraulic model that simulates system flows using actual water meter data for each home, allowing for a more accurate assessment of how many pumps operate simultaneously under typical conditions. Preliminary simulation outputs show flow patterns for both the north and south sides of the subdivision and provide insight into system behavior during peak usage periods.

The Director explained that this modeling approach significantly reduces uncertainty compared to traditional hand calculations and may become the District's standard for future pressure sewer design and evaluation. Once finalized, the analysis will inform discussions about transitioning Hillcreek from progressive cavity pumps to centrifugal-style pumps. Staff are also seeking quotes to expand similar modeling efforts to Heather Hills, Quantrill's Pass, and the HH corridor, where complex hydraulics make conventional analysis challenging. The Board was advised that the results of this work could eventually lead to updates to the District's pressure sewer regulations, including potential requirements for interactive hydraulic models as part of development review.

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## **CONSIDERATION ITEMS**

### **RFP #09-2025; Rocheport LS – Approval of Contract**

***The Board is asked to authorize the Executive Director to execute the construction contract with Sublett Trucking & Excavating for RFP #09-2025, Rocheport Lift Station Improvements.***

At the November meeting, the Board authorized issuance of a Notice of Award to Sublett Trucking & Excavating for the Rocheport Trailside Lift Station project. The attached agreement is the subsequent construction contract required to be executed before the end of the calendar year in order to secure associated ARPA grant funding. The contract reflects a stipulated price structure with a total contract value of \$228,429.93, inclusive of the base bid and applicable bid additions, and establishes a substantial completion timeframe of 90 days with final completion required by May 15, 2026. The agreement also includes standard EJCDC provisions related to payment procedures, retainage, liquidated damages, and project oversight by Cochran as the District's engineer.

***MOTION: On a motion by Watkins and a second by Chann, the Board moved to approve the 'RFP #09-2025; Rocheport LS - Contract'. All trustees present voted in favor. Motion carried.***

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### **RFP #10-2025; Pump Purchase – Approval of Purchase Order with Alliance Pump & Mechanical**

***The Board is asked to authorize the Executive Director to issue a purchase order to Alliance Pump & Mechanical for the purchase of 50 Barnes Razor ZOGP2072L grinder pumps at a total cost of \$75,000.***

The Board considered approval of a purchase order for grinder pumps under RFP #10-2025, following receipt of a quote from Alliance Pump & Mechanical. Alliance quoted 50 Barnes Razor ZOGP2072L grinder pumps at a unit price of \$1,500, for a total purchase amount of \$75,000, which matches pricing received earlier in the year and is guaranteed only through year-end. Staff reported that these pumps have performed reliably in District systems and that this purchase would allow for replacement of a significant number of aging pumps in the Hillcreek subdivision, as well as select smaller public pump stations. The vendor also noted that ordering before year-end avoids anticipated price increases and includes a five-year warranty and free freight.

***MOTION: On a motion by Watkins and a second by Chann, the Board moved to authorize the 'RFP #10-2025; Pump Purchase – Approval of Purchase Order with Alliance Pump & Mechanical'. All trustees present voted in favor. Motion carried.***

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### **RFP #11-2025; Auditor Services – Issue of Notice of Award**

***The Board is asked to authorize the Executive Director to issue a Notice of Award to Sikich CPA LLC for RFP #11-2025 and negotiate an engagement letter for Board consideration.***

The Board reviewed the results of the evaluation process for RFP #11-2025 for auditor services. Based on the scoring criteria outlined in the RFP, Sikich CPA LLC was identified as the highest-scoring proposer after review of qualifications, experience, staffing capacity, and government auditing expertise. Staff explained that pricing was withheld during the initial scoring process to ensure an objective evaluation and that Sikich's proposal demonstrated strong depth in governmental auditing and transition support. The Executive Director recommended issuing a Notice of Award and proceeding with negotiation of an engagement letter to be brought back to the Board for final approval.

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

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**RFP #08-2025; Hartsburg Phase II – Approval of Contract with Irvinbilt**

***The Board is asked to authorize the Executive Director to execute the construction contract with Irvinbilt Constructors, Inc. for the Hartsburg Phase 2 project base bid under RFP #08-2025.***

The Board considered approval of a construction contract with Irvinbilt Constructors, Inc. for Phase 2 of the Hartsburg wastewater treatment facility upgrades under RFP #08-2025. The contract covers the base bid for procurement of major treatment and aeration equipment, with a stipulated price of \$145,000, and establishes a milestone for substantial completion of equipment procurement by June 1, 2026. The agreement incorporates standard EJCDC contract terms, including retainage provisions, liquidated damages for delayed milestones, and payment procedures tied to verified procurement and delivery of equipment. Staff explained that execution of the contract is required to formally obligate funds and allow timely ordering of long-lead equipment items.

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

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**Sourcewell – Approve Quote for New 2,500 Gallon Pressure + Vacuum Truck via Key Equipment**

***The Board is asked to authorize the Executive Director to purchase a 2,500-gallon pressure and vacuum truck through the Sourcewell cooperative purchasing program via Key Equipment and to approve the associated reimbursement resolution.***

The Board considered approval to purchase a new 2,500-gallon pressure and vacuum truck through the Sourcewell cooperative purchasing program, working with Key Equipment as the authorized vendor. As discussed previously, the District’s existing vacuum truck is in significant disrepair and would require an expensive engine rebuild, prompting the need to accelerate a replacement that was originally planned for 2026. The proposal includes a Progress SEP 2500 aluminum tank mounted on a Freightliner chassis, with an extended price of \$190,950, inclusive of delivery and lifetime training, and an anticipated availability in February. The Executive Director also explained that the District currently intends to make a cash purchase but is requesting approval of a reimbursement resolution to preserve flexibility for a potential lease-purchase option should future market or cash-flow conditions warrant it.

***MOTION: On a motion by Chann and a second by Watkins, the Board moved to authorize the ‘Sourcewell – Approve Quote for New 2,500 Gallon Pressure + Vacuum Truck via Key Equipment’. All trustees present voted in favor. Motion carried.***

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**Resolution No. 2025-14; Declaring Intent to Reimburse Capital Expenditures for Pressure and Vacuum Truck Purchase**

***The Board is asked to adopt Resolution 2025-14 declaring the District’s intent to reimburse capital expenditures for the new 2,500-gallon pressure and vacuum truck through a potential future tax-exempt lease-purchase obligation.***

The Board considered Resolution 2025-14, which declares the District’s intent to reimburse itself for capital expenditures associated with the acquisition of a new 2,500-gallon pressure and vacuum truck using proceeds from a future tax-exempt lease-purchase obligation. The resolution does not commit the District to financing but preserves flexibility to pursue a lease-purchase option should market conditions or cash-flow considerations warrant it at a later date. The resolution authorizes reimbursement for qualifying expenditures in a maximum principal amount not to exceed \$200,000 and allows District officers to take actions necessary to carry out its intent. Staff noted that the District currently anticipates a cash purchase, with the resolution serving solely as a prudent financial safeguard.

***MOTION: On a motion by Watkins and a second by Chann, the Board moved to adopt the ‘Resolution No. 2025-14’. All trustees present voted in favor. Motion carried.***

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**Sourcewell – Approve Quote for New E20 R2-Series Bobcat Compact Excavator via Bobcat**

***The Board is asked to authorize the Executive Director to purchase an E20 R2-Series Bobcat compact excavator through the Sourcewell cooperative purchasing program with Bobcat of Columbia.***

The Board considered approval to purchase a new E20 R2-Series Bobcat compact excavator through the Sourcewell cooperative purchasing program, with Bobcat of Columbia serving as the vendor. Staff explained that the District currently spends approximately \$10,000 annually on rental equipment for small excavation work and that this purchase would significantly reduce ongoing rental costs while improving response time for emergency repairs in tight-access locations. The proposal includes the base excavator and associated attachments at a total price of \$33,786.12, with an additional dealer setup, tariff surcharge, and freight bringing the total purchase amount to approximately \$36,783. The Executive Director noted that purchasing before the end of 2025 allows the District to take advantage of three years of zero-percent financing, with a projected break-even period of four to five years based on reduced rental expenses.

***MOTION: On a motion by Watkins and a second by Chann, the Board moved to authorize the ‘Sourcewell – Approve Quote for New E20 R2-Series Bobcat Compact Excavator via Bobcat’. All trustees present voted in favor. Motion carried.***

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**Resolution No. 2025-13; Budget Stabilization Fund Deposit**

***The Board is asked to adopt Resolution 2025-13 approving the Fiscal Year 2025 deposit of \$441,375.74 into the District’s Budget Stabilization Subaccount.***

The Board considered Resolution 2025-13 establishing funding for the District’s Budget Stabilization Subaccount in accordance with the requirements of multiple amended bond resolutions. The resolution formally designates \$441,375.74 of accumulated revenues to be deposited into the Budget Stabilization Subaccount for Fiscal Year 2025, as required under the District’s outstanding SRF and direct loan bond covenants. The resolution confirms that funds deposited into the stabilization account may only be used for purposes authorized under the applicable bond amending resolutions. Supporting schedules included with the resolution summarize historical and projected stabilization fund deposits and balances through FY 2025.

***MOTION: On a motion by Watkins and a second by Chann, the Board moved to adopt the ‘Resolution No. 2025-13’. All trustees present voted in favor. Motion carried.***

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**Consent to Serve Letter for Lot 33 Gans Creek Subdivision, Block 3**

***The Board is asked to authorize the Executive Director to provide the City of Columbia with a consent-to-serve letter allowing municipal sewer service to Lot 33 of the Gans Creek Subdivision, Block 3.***

The Board considered a request to allow the City of Columbia to provide sanitary sewer service to Lot 33 of the Gans Creek Subdivision, Block 3, located in unincorporated Boone County. Staff explained that the property is immediately adjacent to an existing City of Columbia sewer main and that the District does not have facilities in the area that would allow for a feasible connection. The property is expected to be contiguously pre-annexed, meaning it will remain outside the city limits for now but adjacent to municipal boundaries. The Executive Director recommended issuing a consent-to-serve letter to allow the City to extend service to the property owned by Nabil and Dana Beani.

***MOTION: On a motion by Watkins and a second by Chann, the Board moved to authorize the ‘Consent to Serve Letter for Lot 33 Gans Creek Subdivision, Block 3’. All trustees present voted in favor. Motion carried.***

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## **NEW BUSINESS**

### ***Communications Update***

Under New Business, the Executive Director provided an overview of current and planned communication efforts intended to improve transparency, customer engagement, and public awareness of District activities. He noted that the District’s last customer newsletter was published in winter 2023 and that prior efforts to transition to digital distribution had not been fully implemented. A draft newsletter is currently under internal review, with the goal of launching a quarterly digital newsletter by the end of the year or early January. The newsletter will highlight monthly Board actions, capital projects, and operational updates, and will also feature staff and Board spotlights, with plans to recognize both long-serving and newly appointed individuals.

The Director explained that future communications will emphasize digital-first distribution rather than printed mailers, citing both cost savings and improved engagement analytics. He reported that printed newsletters previously cost between \$6,000 and \$8,000 per mailing, while digital campaign tools cost approximately \$80 per month and provide measurable data on open rates, engagement, and website traffic. The District currently has approximately 6,500 registered customer email addresses, with recent test campaigns showing engagement rates of 10–12 percent. These tools will also support broader goals of reducing paper billing and encouraging customers to transition to electronic communication.

Additional communication initiatives discussed included extensive updates to the District’s website, correction of broken links, and development of a formal branding packet, which will document logo standards, color palettes, and design elements to ensure consistency across all materials. The Director also described coordination with Boone Electric Cooperative to include District messaging in the Rural Missourian publication, informing customers about the upcoming transition to in-house billing and the Muni-Link platform. Future enhancements under consideration include the use of QR codes on billing statements and business cards to direct customers to key online resources, as well as expanded integration of brief informational messages into monthly bills where feasible.

Board members provided feedback and suggestions, including the potential inclusion of short communication prompts on billing statements and the use of QR codes to link directly to newsletters or project information. The Director indicated that these ideas would be evaluated as system capabilities are finalized and welcomed ongoing input as the communication strategy continues to evolve.

### ***Discussion Note – End-of-Year Retention Incentive***

During New Business discussion, Board members expressed appreciation for staff efforts over the past year, noting the volume of organizational change, new personnel, and operational challenges addressed in 2025. The Board briefly discussed the concept of an end-of-year retention incentive, distinguishing it from a bonus and recognizing the need to structure any such compensation in compliance with state law and pension regulations. Concepts discussed included providing a retention incentive for all staff, with a reduced amount for employees still within a probationary period. No formal action was taken, and the item was discussed at a conceptual level only.

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**VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1) & 610.021 (13)**

***MOTION: On a motion by Bennett and a second by Aldred, the Board moved to authorize a closed meeting at 8:07 PM, as authorized by RsMO Section 610.021 (3) to discuss hiring, firing, disciplining or promoting particular employees while discussing personal information; 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.***

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**CLOSED SESSION**

The Board discussed personnel matters including hiring, firing, disciplining or promoting particular employees including personal information and individually identifiable employee records.

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**RETURN TO OPEN SESSION**

***MOTION: On a motion by Chann and a second by Watkins, the Board moved to exit the closed meeting and return to the regular meeting at 8:37 PM. By a roll call vote, all Trustees present voted in favor as follows: Chann – yea; Watkins – yea; Aldred – yea; Bennett – yea; Burks – yea. Motion carried.***

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**ADJOURNMENT**

Meeting was adjourned at 8:38 PM.

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Meeting Minutes Approved On : \_\_\_\_\_

Secretary: \_\_\_\_\_

Brian Burks, Secretary