
**JANUARY 20, 2026 - 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: Randy Chann, Chair
Dave Bennett, Vice Chair
Brian Burks, Secretary
Bill Watkins, Trustee
Justin Aldred, Trustee

Others Present: Jesse Stephens, Executive Director
John Fraser, Finance Manager
Daniel Cunningham, Project Manager
Drew Perkins, Communication Manager
Jason Horton, O&M Supervisor
Bill Florea, Boone County Resource Management
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel (*Joined ~6:45pm*)
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Lindsey Cook, Michael – Virtual Guest

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.

ADOPTION OF THE AGENDA

Chann asked if there was a revised agenda and was informed that the agenda had not been revised.

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

APPROVAL OF MINUTES OF DECEMBER 16, 2025 BOARD MEETING

The minutes of the December 16th 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 Burks, the Board moved to approve the minutes as presented. All trustees present voted in favor. Motion carried.

PUBLIC COMMENT

There was no Public Comment.

REVIEW BY-LAWS

In accordance with the District's governing documents, the Board conducted its annual review of the Board of Trustees By-Laws, most recently revised and adopted in February 2024. The Executive Director noted that no proposed amendments or revisions were being brought forward at this time and that the By-Laws continue to reflect current statutory requirements, Board practices, and organizational structure. Trustees briefly discussed the document and confirmed that no changes were necessary for the coming year. The Board acknowledged completion of the annual review requirement, and the By-Laws remain in effect as currently adopted.

MOTION: On a motion by Chann and a second by Watkins, the Board moved to approve the 2026 By-Laws as presented. All trustees present voted in favor. Motion carried.

ELECTION OF BOARD OFFICERS

In accordance with Article III of the Board of Trustees By-Laws, the Board conducted its annual election of officers at the first meeting of the calendar year. The Executive Director reviewed the officer positions and the applicable provisions of the By-Laws, and nominations were made for the offices of Chairperson, Vice-Chairperson, and Secretary. Following discussion and a majority vote, the Board elected officers to serve twelve-month terms for the 2026 calendar year, with each officer to continue serving until a successor is elected.

In addition to the officer elections, the Board discussed the administrative benefits of designating an Assistant Secretary to support meeting documentation and continuity. By consensus, the Board appointed Drew Perkins as Assistant Secretary to serve in a supporting role to the Secretary, consistent with past practice and the operational needs of the District. The newly elected officers and the Assistant Secretary assumed their respective roles immediately following the election.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to elect the board members as nominated. All trustees present voted in favor. Motion carried.

OLD BUSINESS

There was no Old Business.

PLANNING AND ZONING UPDATE

The Board received the monthly Planning and Zoning update, which summarized building permit activity and development trends in Boone County through December 2025. The report included a comparison of monthly and year-to-date building permits from 2021 through 2025, showing 57 permits issued in December 2025, consisting of 18 residential, 11 commercial, and 28 addition or alteration permits. Year-to-date totals reflected 925 permits issued countywide in 2025, with 231 residential, 207 commercial, and 487 addition or alteration permits, indicating continued development activity despite year-over-year variability.

The Board also reviewed valuation data illustrating both monthly and cumulative construction values, which continue to demonstrate sustained investment across residential, commercial, and renovation sectors. Construction location maps included in the report showed development activity distributed throughout the county, with concentrations near existing municipal boundaries and along major transportation corridors. Staff noted that these development patterns remain consistent with long-term planning assumptions and do not present any immediate conflicts with District infrastructure or service capacity.

EXECUTIVE DIRECTOR'S UPDATE

Headquarters Renovation + Boone Electric Lease

The Executive Director provided an update on the Headquarters Renovation project, noting that the design-build renovation contract is scheduled as a consideration item later on the agenda. Pending Board approval, staff will schedule a kickoff meeting with the selected contractor to complete final design details and establish a more detailed construction schedule. The Director explained that project planning will include coordination of permit approvals, timing for temporary relocation, and alignment with the upcoming billing software conversion to minimize operational disruption.

The Board was also informed that Boone Electric has submitted a proposed month-to-month lease for one of its unoccupied buildings on East Business Loop 70 to serve as temporary office space during the renovation. The lease is currently under legal review and, if finalized, will be presented to the Board for consideration at the February meeting. Staff emphasized that the lease is intended to provide flexibility during construction and that no final commitment has been made at this time.

DNR – SRF Workshop – January 8th, 2026

The Executive Director reported that he, along with administrative staff, attended the Missouri Department of Natural Resources Clean Water State Revolving Fund (SRF) Financial Assistance Workshop held on January 8, 2026. The District was invited by DNR to provide a presentation outlining how SRF financing has supported BCRSD's long-term capital planning and reduced overall debt service costs for customers. Staff explained that the workshop provided an opportunity to engage directly with DNR personnel regarding current SRF requirements, upcoming deadlines, and future funding opportunities, while also allowing participants to compare SRF financing outcomes with hypothetical private-market borrowing scenarios.

During the presentation, staff highlighted that SRF loans have consistently produced significant cost savings for ratepayers, noting that each \$1 million of SRF-funded capital investment results in a materially lower monthly impact when compared to market-rate financing. The discussion also reinforced the importance of continued participation in the SRF program as the District advances its Area-Wide Management Plan and Capital Improvement Plan, particularly for large-scale compliance and regionalization projects. The Board received the update for informational purposes and expressed appreciation for staff's continued engagement with state funding partners.

AWMP/CIP & Stakeholder Engagement & User Rate Study

The Executive Director provided an update on the ongoing Area-Wide Management Plan (AWMP) and Capital Improvement Plan (CIP), noting that stakeholder engagement efforts remain active as the District moves toward finalizing both documents. He explained that the preliminary user rate study is currently in progress and is expected to be completed in time for Board review at the February meeting. Upon Board approval, staff plans to hold a final public hearing in March to satisfy regulatory requirements.

The Director further outlined the proposed timeline for submitting the AWMP and CIP to the Missouri Clean Water Commission, with a request anticipated for placement on the Commission's April 8, 2026 agenda. Following the public hearing, staff will compile and submit all required supporting materials—including transcripts, attendance records, and recordings—to the Department of Natural Resources for review. The Board received the update for informational purposes and discussed the importance of maintaining alignment between the planning documents, the rate study, and regulatory approval timelines.

Discussion of Proposed Amendment to 10 CSR 20-6.010 Construction & Operating Permits

The Executive Director briefed the Board on a proposed amendment to 10 CSR 20-6.010, which governs construction and operating permits issued by the Missouri Department of Natural Resources. He explained that the draft rule revises terminology throughout the regulation, replacing the term “continuing authority” with “responsible authority,” and restructures how authority levels are defined. While the District would remain classified as a Level 2 authority, the amendment consolidates several lower authority levels, which could have implications for how private entities, homeowner associations, and other non-public systems are classified and regulated.

The Director also highlighted changes to the Tier 2 authority exemption language, noting that the previous numerical threshold tied to economic feasibility has been removed and replaced with more subjective criteria. Additional language clarifies the process for reviewing, approving, and updating Tier 2 Authority plans, including expectations for documentation and periodic updates. Staff advised that they are still reviewing the full implications of the proposed changes and will continue monitoring the rulemaking process, including the public comment period and hearing schedule. The item was presented for discussion only, and no action was requested at this time.

Water Meter Size Research – Update to Fee Structure

The Executive Director presented an informational update on water meter size research conducted as part of the District's broader review of user rates and fee structures. He explained that staff compiled data from all water providers serving the District to identify the number and size of commercially sized water meters, focusing on meters one inch and larger. The review found a total of 157 such meters within the District, the majority of which are one-inch meters, with a smaller number of larger commercial meters.

The Director explained that the District currently charges a flat base service fee regardless of meter size, while the City of Columbia adjusts its base rate upward as meter size increases. Staff compared the two approaches and estimated that aligning the District's base service fee for larger meters with Columbia's structure would result in an annual revenue increase of approximately \$35,000, representing roughly one-half of one percent of total annual revenue. He emphasized that the information was presented for discussion only as the Board continues evaluating future rate adjustments and that no action was requested at this time.

Engineering Job Posting Update

The Executive Director provided an update on the Engineering Manager / Engineering Technician recruitment, reporting that the position has been formally posted and that applications are currently being collected. Initial interviews are anticipated to begin by the end of January, depending on the number and quality of applicants received. The Director noted that the timing of the hire may align with the District's potential move into temporary office space during the renovation of the headquarters, which would help address current space limitations.

He also indicated that, consistent with past practice, he may ask for a volunteer from the Board to participate in the final interview stage for the position. The update was provided for informational purposes only, and no action was requested at this time.

OPERATION + MAINTENANCE SUPERVISOR'S UPDATE

December '25 O&M Summary

The Executive Director provided an overview of the District's operations metrics and performance tracking, explaining that staff has continued refining how operational data is collected and presented to better reflect workload trends and system demands over time. He reviewed several key performance indicators, including monthly footage of new sewer main installed, gravity line maintenance activity, and Missouri One Call locate requests. These metrics are now tracked using rolling twelve-month averages to smooth month-to-month variability and provide a clearer picture of long-term operational demand.

The data presented showed that while monthly activity levels can fluctuate significantly due to weather, project timing, and emergency response, overall trends indicate sustained system maintenance and consistent workload for field staff. One Call locate requests continue to trend upward over time, reflecting ongoing development activity and increased coordination requirements with contractors and utilities. The Director emphasized that these metrics are intended to support staffing decisions, capital planning, and budget development, and that staff will continue refining the tracking methodology as additional historical data is compiled.

December '25 Service Call Labor Report

The Board reviewed the December Service Call Labor Report, which summarized District responses to service calls across multiple system types throughout the month. Staff reported a total of 19 service calls, the majority of which involved pressure sewer systems, with additional activity related to private gravity, district gravity, and lift station issues. Service calls occurred across a range of subdivisions, including The Woodlands, Hillcreek, Kincaide Crossings, Brookfield Estates, and Cedar Lake, reflecting the ongoing operational demands associated with aging infrastructure and pressure systems.

Total labor costs for December service call activity were approximately \$9,985, with pressure system calls accounting for the largest share of time and expense. The Executive Director noted that while individual call costs vary depending on complexity and response timing, the overall trend continues to demonstrate that pressure sewer systems require a disproportionate level of staff resources. The Board acknowledged the report and discussed its relevance to long-term maintenance planning, staffing considerations, and future rate and policy discussions.

2025 Report Summaries

The Executive Director provided a year-end overview of the District's 2025 operations and maintenance activity, summarizing system scale, workload, and completed projects across the collection and treatment systems. He noted that during the year, the District was responsible for operating and maintaining a diverse system that includes multiple mechanical treatment plants, lagoons, pump stations, pressure sewer systems, and contract-operated municipal facilities. Staff also completed the decommissioning of the Rollingwood Treatment Plant in early 2025, representing a significant system transition.

The annual summary highlighted sustained maintenance activity across the collection system, including gravity sewer cleaning, CCTV inspection, pressure sewer repairs, pump replacements, and emergency response. Pressure sewer systems continued to account for a substantial share of service calls and maintenance effort, reinforcing their disproportionate operational impact. The Director also reviewed major system quantities, including miles of gravity and force main, total manholes and cleanouts, and the number of District-owned pump stations and pressure systems under management.

FINANCE MANAGER'S UPDATE

The Finance and Human Resources Manager provided his first formal update to the Board, outlining several priority areas for early 2026. He reported that wage and benefit studies will be commenced this year, noting that the District's wage scales were last reviewed in 2023 and that this effort is considered a high priority to ensure continued competitiveness and retention. He also confirmed that the Engineering position has been posted, aligning with earlier updates provided by the Executive Director.

From a financial perspective, the Manager reported that the Muni-Link billing system conversion remains on pace, with no major issues identified to date. He confirmed that Sikich was selected through the RFP process for audit services and that the engagement contract would be presented to the Board for approval at this meeting. He also advised that an initial review of the 2026 budget suggests that significant amendments are unlikely, though staff will continue monitoring and will bring forward any necessary adjustments.

The Manager further reported that general ledger analytical and reconciliation work has begun, with staff focusing on preparing records for the upcoming audit. Based on current progress, accounting records are expected to be audit-ready within approximately three weeks. The Board received the update for informational purposes and welcomed the Manager to his new role.

COMMUNICATION MANAGER'S UPDATE

The Board received a combined update addressing recent communication initiatives and internal safety activities. Staff provided an overview of ongoing efforts to strengthen organizational communications as the District prepares for several major operational transitions, including the billing system conversion and headquarters renovation. These efforts include development of a more consistent customer communication strategy, coordination with Boone Electric to deliver joint messaging to shared customers, and preparation of materials to improve customer awareness and readiness ahead of the billing transition. The Board was advised that outreach efforts are being structured to provide timely, accurate information while avoiding premature or speculative details, with additional updates to be rolled out as milestones are reached.

Staff also discussed broader communication improvements underway, including website cleanup, branding consistency, and preparation of standardized messaging tools that can be used across newsletters, billing inserts, and digital platforms. The goal of these efforts is to improve transparency, ensure message consistency, and create clear pathways for customers to access information and contact the District. Trustees offered feedback and expressed support for continued coordination between operational changes and external communications.

As part of the update, the Board also received a summary of the District's December safety meeting. The safety discussion focused on cold weather conditions and the increased risks associated with winter operations, including icy surfaces, reduced visibility, and cold-related health concerns. Employees were reminded of the importance of appropriate clothing, situational awareness, and proactive hazard identification to prevent accidents. Cybersecurity training was also conducted, emphasizing the risks of impersonation and social engineering attacks and reinforcing the need to verify identities before sharing information or granting access. No accidents, near misses, or unresolved safety issues were reported for the month.

The Board received the combined update for informational purposes and thanked staff for their continued focus on safety, communication, and organizational preparedness.

PROJECT MANAGER'S UPDATE

The Project Manager provided the January project update, summarizing the status of active construction projects, projects awaiting construction, capital improvement projects, and Neighborhood Improvement District work. Several projects remain under active construction, including the Rocheport Trailside Pump Station, where the construction contract has been executed and a preconstruction meeting is scheduled for mid-January, and multiple developer-built projects such as Ravenwood Plat No. 2B, The Cedars Plat No. 1, and 5087 and 5095 New Haven Road, all of which are progressing through construction and inspection phases. The Hartsburg ARPA Lagoon Sludge Removal project has been completed, with Phase 2 now under contract.

The Board was also updated on projects that have completed construction and are preparing for Board consideration of bills of sale and system acceptance, including Tradewinds Car Condos and Newtown – Lot C1, both of which are expected to return to the Board in February. Several projects remain approved but inactive, such as Kathryn Drive, The 561 Project, and Lake Chateau, with no construction schedules currently established. Staff noted that the Jon Gray Sewer Extension remains inactive pending receipt of a required easement.

Capital improvement projects continue to advance, including Highfield Acres, where the Design Development Questionnaire has been approved and the project is awaiting issuance of a construction permit, and Waters Edge, where easement acquisition efforts are ongoing. The Bolli Road Neighborhood Improvement District has completed construction and is entering final close-out, with coordination underway with County officials to certify final costs and complete administrative requirements. The Board received the update for informational purposes and discussed anticipated project milestones for the coming months.

ENGINEERING UPDATE

Engineering Report

The Executive Director presented the January Engineering Update, providing an overview of projects currently in design and early planning stages. He reported that the Highfield Acres Lagoon Closure and Gravity Interceptor project has been approved by the Department of Natural Resources for release for bid, with issuance of the construction permit anticipated imminently. The Prairie Meadows SSES project remains in the design phase, with draft plans under review and an alternative flow equalization approach being evaluated to improve system performance.

The Board was also updated on progress for the Phenora North Sanitary Sewer Improvements (NID) project, which has received environmental clearance and a Finding of No Significant Impact, with the County DDQ under review and the construction permit process underway. For Richardson Acres/Brown Station, staff reported that work is beginning on preparation of a request for qualifications, with advertisement anticipated following the February meeting. In addition, preliminary discussions have begun regarding a potential developer-funded regional no-discharge drip irrigation treatment solution for the Les Bourgeois area.

The Director noted that the Richardson Acres/Brown Station project has been awarded \$1,000,000 in grant funding on the draft Intended Use Plan through the State Revolving Fund program, positioning the project to advance as planning and procurement efforts continue. The Board received the update for informational purposes and discussed anticipated engineering and procurement milestones for the coming months.

Hillcreek Pressure Sewer Analysis

As part of the Engineering Update, the Executive Director provided additional detail on the ongoing pressure sewer analysis for the Hillcreek subdivision. He explained that the analysis is being conducted to better understand system hydraulics, pump interactions, and peak flow behavior using an interactive hydraulic modeling approach rather than traditional static calculations. This method allows staff to simulate how individual grinder pumps operate collectively under varying conditions and provides a more accurate representation of real-world system performance.

Preliminary results indicate that the model is effectively identifying pressure dynamics across the system and will assist staff in evaluating long-term operational strategies, including potential pump replacements and system upgrades. The Director noted that this modeling approach may serve as a template for evaluating other pressure sewer systems within the District, particularly in areas with recurring maintenance issues. The Board received the update for informational purposes and discussed how the results may inform future capital planning, maintenance prioritization, and regulatory discussions.

CONSIDERATION ITEMS

Accept :: Approval of Design-Build Contract with PCE for Headquarters Renovation

Approve execution of a design-build contract with PCE Construction for the Boone County Regional Sewer District Headquarters Renovation project.

This item authorizes the Executive Director to execute a design-build contract with PCE Construction for renovation of the District's headquarters facility following completion of the RFP #04-2025 procurement process. PCE was previously selected based on qualifications, pricing, and overall best value, and the finalized contract establishes the scope, pricing, and responsibilities for design and construction services. Approval of the contract allows staff to proceed with scheduling, permitting coordination, and final design development, and initiates the construction phase of the project. Execution of the agreement also enables coordination of temporary office arrangements and sequencing of work to minimize operational disruption during renovation.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to accept the 'Approval of Design-Build Contract with PCE for Headquarters Renovation'. All trustees present voted in favor. Motion carried.

Accept :: Resolution No. 2026-01 – Headquarters Renovation Reimbursement Resolution

Adopt a reimbursement resolution to preserve the District's ability to finance headquarters renovation costs through future bond or lease-purchase financing if needed.

Resolution No. 2026-01 declares the Boone County Regional Sewer District's intent to reimburse itself for capital expenditures associated with the headquarters renovation project at 1314 North 7th Street. The resolution provides maximum financial flexibility by allowing reimbursement from a future tax-exempt lease-purchase obligation in an amount not expected to exceed \$4,000,000, remaining voter-authorized sewer revenue bonds not expected to exceed \$3,079,501.02, and potential future sewer revenue bonds not expected to exceed \$75,000,000 if approved by voters at a future election. While the District currently intends to fund the renovation using existing cash balances, adoption of the resolution preserves eligibility for alternative financing options at a later date. The resolution takes effect upon adoption.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to accept the 'Resolution No. 2026-01 – Headquarters Renovation Reimbursement Resolution'. All trustees present voted in favor. Motion carried.

Accept :: RFP No. 11-2025 – Approval of Auditor Engagement Letter and Scope of Work
Approve execution of a Master Professional Services Agreement and 2025 Scope of Work with Sikich CPA LLC
for auditor services.

This item authorizes the Executive Director to execute a Master Professional Services Agreement and associated 2025 Scope of Work with Sikich CPA LLC for audit services following completion of RFP No. 11-2025. The engagement includes an audit of the District's business-type activities and financial statements for the fiscal year ending December 31, 2025, along with review of supplementary information, including debt service coverage schedules. The agreement establishes the audit scope, professional responsibilities, independence requirements, and fee structure, with a fixed audit fee of \$25,000 and hourly rates applicable for any services outside the defined scope. Approval of the engagement allows audit fieldwork to begin in late January 2026 and ensures timely completion of required financial reporting.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to accept the 'RFP No. 11-2025 – Approval of Auditor Engagement Letter and Scope of Work'. All trustees present voted in favor. Motion carried.

Accept :: Memorandum of Understanding with the Village of Hartsburg – RFP No. 08-2025 (Hartsburg Phase 2 Funding Gap)

Authorize the Executive Director to execute a Memorandum of Understanding with the Village of Hartsburg addressing responsibility for project costs exceeding available ARPA funding for the Hartsburg Phase 2 project.

This item approves execution of an amended Memorandum of Understanding between the Boone County Regional Sewer District and the Village of Hartsburg related to RFP No. 08-2025, Hartsburg Phase 2. The amendment clarifies that the District will continue to administer and manage all aspects of the project and ARPA compliance, while Hartsburg agrees to pay any project costs that exceed the ARPA funds awarded, defined as "Excess Costs." Under the agreement, the District will notify Hartsburg of any excess costs and will not incur those costs unless approved by Hartsburg, with payment due within fifteen days of invoice. The amendment was previously approved by the Hartsburg Board of Aldermen and allows the project to proceed without delay while maintaining ARPA compliance and clearly allocating financial responsibility.

MOTION: On a motion by Watkins and a second by Burks, the Board moved to accept the 'Memorandum of Understanding with the Village of Hartsburg – RFP No. 08-2025 (Hartsburg Phase 2 Funding Gap)'. All trustees present voted in favor. Motion carried.

Accept :: General Consultant Services Agreement (2026) with Bartlett & West
Authorize the Executive Director to renew the General Consultant Services Agreement with Bartlett & West Engineering for calendar year 2026.

This item approves renewal of the General Consultant Services Agreement between the Boone County Regional Sewer District and Bartlett & West, Inc. for the 2026 calendar year. The agreement establishes the framework under which Bartlett & West will provide on-call professional engineering, surveying, and related consulting services, with all work performed only upon written authorization and approval of individual proposals by the District. Compensation is based on approved hourly rates, unit prices, or lump-sum proposals, with no increases permitted during the contract year without written authorization. Renewal of the agreement allows the District to continue utilizing Bartlett & West for assigned projects and engineering support as needed throughout 2026.

MOTION: On a motion by Chann and a second by Watkins, the Board moved to accept the 'General Consultant Services Agreement (2026) with Bartlett & West'. All trustees present voted in favor. Motion carried.

Accept :: Approval of Proposal for GIS Mapping and Asset Management Services (2026) – Bartlett & West
Approve a not-to-exceed professional services proposal with Bartlett & West for 2026 GIS mapping and asset management services.

This item authorizes approval of a 2026 proposal with Bartlett & West to provide ongoing GIS mapping and asset management services in support of the District's wastewater system operations. The scope includes project management, digitization of historical plans, on-call GIS updates, service call database maintenance, and development of additional GIS layers to support acoustic testing and system analysis. Services will be provided on an hourly basis with a not-to-exceed amount of \$19,965, and work will proceed only after execution of the approval form, which also serves as the notice to proceed. Approval of this proposal allows the District to continue maintaining accurate, up-to-date GIS records that support operations, planning, and regulatory compliance throughout 2026.

MOTION: On a motion by Chann and a second by Burks, the Board moved to accept the 'Approval of Proposal for GIS Mapping and Asset Management Services (2026) – Bartlett & West'. All trustees present voted in favor. Motion carried.

Accept :: Approval of Proposal for Sewer Hydraulic Model Consultant Services – Bartlett & West
Approve a professional services proposal with Bartlett & West for development of sewer hydraulic models to support future planning and design efforts.

This item authorizes approval of a proposal with Bartlett & West to develop Sewer hydraulic models for the Quantrill's Pass (South Route K) area and the Route HH corridor. The models will integrate existing GIS data, pump information, flow data, and topographic inputs to evaluate force main sizing, system capacity, and operational performance under various scenarios. The hydraulic modeling will provide critical technical data to support upcoming planning and design for the Brown Station/Richardson Acres project and the South Route K project. Services will be performed on an hourly basis with a combined not-to-exceed cost of approximately \$22,793, and approval allows work to proceed in 2026 under the District's existing general consultant services agreement.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to accept the 'Approval of Proposal for Sewer Hydraulic Model Consultant Services – Bartlett & West'. All trustees present voted in favor. Motion carried.

Accept :: Sourcewell Cooperative Purchase – Approval of 2026 Ram 2500 Fleet Truck
Approve the purchase of a 2026 Ram 2500 fleet truck through the Sourcewell cooperative purchasing program.

This item authorizes the Executive Director to purchase a 2026 Ram 2500 Tradesman 4x4 Regular Cab with box through the Sourcewell cooperative contract using National Auto Fleet Group. The vehicle is intended for District field operations and is priced at \$50,211.66, reflecting Sourcewell cooperative pricing and a documented savings from MSRP. The proposed purchase complies with the District's procurement policy by utilizing a nationally bid cooperative contract and includes standard commercial features appropriate for utility operations. Approval allows staff to proceed with issuance of a purchase order to replace or supplement the District's fleet in support of ongoing operations and maintenance activities.

MOTION: On a motion by Chann and a second by Watkins, the Board moved to accept the 'Sourcewell Cooperative Purchase – Approval of 2026 Ram 2500 Fleet Truck'. All trustees present voted in favor. Motion carried.

Accept :: Authorization to Request Agenda Placement for AWMP & CIP on the April 8, 2026 Missouri Clean Water Commission Agenda

Authorize the Executive Director to submit correspondence to the Missouri Department of Natural Resources requesting agenda placement for presentation of the District's updated AWMP and CIP to the Missouri Clean Water Commission.

This item authorizes the Executive Director to formally request placement on the April 8, 2026 Missouri Clean Water Commission meeting agenda for consideration of the Boone County Regional Sewer District's updated Area-Wide Management Plan (AWMP) and Capital Improvements Plan (CIP). The request initiates the final regulatory step required to maintain the District's designation as a Level 2 continuing authority under 10 CSR 20-6.010. The correspondence outlines the District's planning process, including public meetings, stakeholder engagement, and development of updated planning documents reflecting significant progress in regionalization and system management. Approval allows staff to submit the request and coordinate with DNR in advance of final Board approval and public hearing requirements.

MOTION: On a motion by Burks and a second by Waktins, the Board moved to accept the 'Authorization to Request Agenda Placement for AWMP & CIP on the April 8, 2026 Missouri Clean Water Commission Agenda'. All trustees present voted in favor. Motion carried.

Accept :: Authorization to Advertise for Bids – Highfield Acres Sewer Interconnection & Lagoon Abandonment Project

Authorize the Executive Director to advertise and solicit sealed bids for the Highfield Acres Sewer Interconnection and Lagoon Abandonment Project.

This item authorizes the District to formally advertise for construction bids for the Highfield Acres project, which includes sewer interconnection work and abandonment of the existing lagoon in accordance with Missouri Department of Natural Resources guidelines. The project scope consists of installation of new gravity sewer main, manhole improvements, lagoon closure activities, sludge remediation, and site restoration, with financing anticipated through the Missouri State Revolving Fund program. Sealed bids are scheduled to be received and publicly opened on February 25, 2026, following a pre-bid meeting on February 5, 2026, and award is anticipated in March pending loan closing. Approval allows staff to proceed with the competitive bidding process required to advance the project toward construction.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to accept the 'Authorization to Advertise for Bids – Highfield Acres Sewer Interconnection & Lagoon Abandonment Project'. Chann, Bennett, Watkins & Aldred voted in favor. Burks recused. Motion carried.

Accept :: Resolution 2026-02 – Bank Authorization Resolution

Adopt a resolution authorizing designated District staff to access and manage banking services with Central Bank on behalf of the District.

Resolution 2026-02 authorizes specific District personnel to execute and administer electronic banking and financial services with Central Bank necessary for conducting the District's financial operations. The resolution designates the Executive Director, Finance Manager, and Communications Manager as authorized persons to access pertinent banking records, execute agreements, and perform transactions required for day-to-day financial management. Adoption of the resolution satisfies Central Bank's documentation requirements and ensures appropriate internal controls and continuity of financial operations following recent staffing changes. The resolution takes effect upon adoption and remains in force until modified or rescinded by the Board.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to accept the 'Resolution 2026-02 – Bank Authorization Resolution'. All trustees present voted in favor. Motion carried.

NEW BUSINESS

There was no New Business.

ADJOURNMENT

Meeting was adjourned at 7:43 PM.

Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary