
**MARCH 17, 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
Justin Aldred, Trustee

Trustees Present: Bill Watkins, 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 (v)
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Kelsey Korman, Public, Great River Engineering
Tim Carroll (v), Public, PayStar
Linsey Cook (v), Public, City of Columbia
Michael (v), Public

The meeting was held in person and as a GoToMeeting (v) 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 Chann and a second by Bennett, the Board moved to approve the agenda as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF FEBRUARY 17, 2026 BOARD MEETING

The minutes of the February 17th 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 Bennett 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

OLD BUSINESS

There was no Old Business

PLANNING AND ZONING UPDATE

The Board received an update on recent Planning and Zoning activities, including rezoning requests, subdivision plats, and ongoing regulatory discussions. February activity reflected steady development trends, with a total of 55 permits issued, consisting primarily of additions and alterations, along with residential and commercial projects.

Staff also noted continued review of proposed regulatory changes and land use actions within Boone County, with no items requiring Board action at this time.

EXECUTIVE DIRECTOR UPDATE

Headquarters Renovation + Boone Electric Lease

The Board received an update on the Headquarters Renovation project, including progress on permitting and coordination with the City of Columbia. Plans have been submitted and are currently under review, with next steps focused on securing permits and finalizing timelines for relocation to a temporary facility.

Staff continue to coordinate logistics for the transition, including communication planning, temporary operations, and stakeholder notifications, with additional updates to be provided as the project advances.

AWMP/CIP & Stakeholder Engagement & User Rate Study

The Board received an update on the Area-Wide Management Plan (AWMP) and Capital Improvements Plan (CIP), including ongoing coordination with regulatory agencies and stakeholders. Staff reported that feedback has been received and incorporated into the plans, with additional revisions underway and further review anticipated prior to advancing to the Clean Water Commission.

Progress on the User Rate Study was also discussed, with updated data being analyzed to refine customer counts and improve rate modeling as part of the overall planning effort.

OPERATIONS UPDATE

February '26 O&M Summary

The Board received an overview of February operations and maintenance activities, including routine system maintenance, service calls, and ongoing infrastructure improvements. A total of 20 service-related activities were recorded with associated costs remaining consistent with typical monthly averages.

Staff reported continued progress online maintenance, inspections, and targeted repairs, along with ongoing sludge hauling and coordination on system operations. Regulatory compliance items, including permit status and inspections, remain under active management, with updates to be provided as needed.

February '26 Service Call Labor Report

The Board also reviewed the February service call labor report, which reflected routine response activity across multiple service areas with total service-related costs of approximately \$4,700 for the month.

Service calls included a mix of regular and overtime responses, with no unusual trends or operational concerns identified.

FINANCE UPDATE

Internal Audit Report

The Board reviewed the March financial report, which focused primarily on internal audit findings and alignment with Generally Accepted Auditing Standards (GAAS), including required auditor communications.

Staff reported that discrepancies between internal records and audited financials were identified, including prior-period adjustments, overstated cash balances, and inconsistencies in trial balance reporting. These issues were largely attributed to system limitations, delayed reconciliations, and accounting process gaps, but corrective actions have been implemented to restore accuracy for prior years.

Progress to date includes full reconciliation of 2022–2024 financial records, implementation of monthly closing procedures, and ongoing efforts to correct contributed asset accounting and improve internal controls. Additional training and staffing needs were identified to strengthen financial oversight and prevent similar issues moving forward.

COMMUNICATIONS UPDATE

2026 Marketing Campaigns

The Board received an update on communications, outreach, and administrative initiatives, including ongoing preparation for the Boone Electric Cooperative (BEC) Movie Night event and continued development of materials to support the upcoming billing transition and temporary office relocation.

Progress was also reported on the district's website enhancements, social media launch, and internal branding efforts, along with advancement of the Muni-Link billing system transition, which has completed data conversion and entered the training phase ahead of schedule.

February '26 Safety Meeting

The February safety meeting focused on workplace foot protection and cybersecurity awareness, emphasizing preventative practices to reduce injury risk and protect district systems, with no accidents or safety concerns reported during the period.

PROJECTS UPDATE

Projects Update

The Board reviewed the status of active and upcoming capital and development projects, with multiple projects currently under construction or progressing through planning and approval phases.

Key updates included continued construction activity at Willow Creek East and New Haven Road, completion of Ravenwood Plat No. 2B with acceptance pending Board consideration, and ongoing progress on ARPA-funded projects such as the Hartsburg lagoon improvements and Rocheport Trailside pump station.

Additional projects remain in various stages of development, including Highfield Acres, which is moving into the bid phase, and several developer-driven projects awaiting construction or easement acquisition. The Bolli Road NID project has reached final close-out review with the County Auditor.

Highfield Recommendation for Award

The Board was informed that bids were received for the Highfield Acres Sanitary Sewer Extension project, with two contractors submitting proposals. The lowest responsive bid was submitted by SSCC, Inc. in the amount of \$453,000.

The bid has been reviewed by the project engineer and determined to be complete and compliant with project specifications, with a formal recommendation for award forthcoming for Board consideration.

ENGINEERING UPDATE

Engineering Update

The Board received an update on engineering projects currently in design and planning, including Highfield Acres, Prairie Meadows, Phenora North, Brown Station/Richardson Acres, and Les Bourgeois.

Several items are advancing toward Board consideration, including bid results for Highfield Acres, a design agreement for Prairie Meadows, and a developer-funded treatment solution for Les Bourgeois. Additional progress includes ongoing permitting efforts for Phenora North and the advertisement of a request for qualifications for engineering services related to Brown Station and Richardson Acres.

Staff also noted that the Richardson Acres/Brown Station project has been identified for approximately \$1,000,000 in grant funding through the State Revolving Fund draft Intended Use Plan.

Hillcreek Pressure Sewer Analysis

The Board received a summary of a hydraulic modeling analysis conducted on the Hill Creek low-pressure sewer system, which has experienced ongoing operational issues, including pump failures.

The analysis found that much of the system is operating under excessively high pressures, often ranging between approximately 195 psi and 258 psi, with certain areas consistently near the upper end of that range.

Recommended improvements include targeted installation of parallel force mains, additional air release valves, and potential pump replacements, all aimed at reducing system pressures and improving overall performance and reliability.

CONSIDERATION ITEMS

Accept :: Resolution 2026-05; Highfield Acres Lagoon Closure Contract Award
Award the construction contract for the Highfield Acres Sewer Interconnection and Lagoon Abandonment project to SSCC Inc.

Resolution 2026-05 authorizes the award of a construction contract for the Highfield Acres Sewer Interconnection and Lagoon Abandonment project following a competitive bidding process. SSCC Inc., based in Ashland, Missouri, was identified as the lowest and best bidder, with a base bid of \$453,000. The contract award is contingent upon execution of contract documents, submission and approval of bonding and insurance requirements, and approval from the Missouri Department of Natural Resources for State Revolving Fund participation. The resolution enables the District to proceed with eliminating the existing lagoon system and advancing the interconnection improvements.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to Accept 'Resolution 2026-05; Highfield Acres Lagoon Closure Contract Award'. All trustees present voted in favor. Motion carried.

Accept :: Resolution 2026-06; Surplus Property Disposal via Purple Wave
Declare certain District-owned equipment as surplus and authorize its sale through an online public auction.

Resolution 2026-06 declares specific District assets as surplus property and authorizes their disposal through an online auction hosted by Purple Wave, Inc. The items identified for sale include a 2008 Chevy Colorado and a 2014 International vacuum truck, both of which are no longer needed for District operations. The resolution approves the auction agreement and authorizes the Executive Director to execute all necessary documents to facilitate the sale. This approach is intended to obtain the highest possible return through a competitive public bidding process.

MOTION: On a motion by Bennett and a second by Aldred, the Board moved to Accept 'Resolution 2026-06; Surplus Property Disposal via Purple Wave'. All trustees present voted in favor. Motion carried.

Approve :: RFP #04-2026; Electronic Bill Presentment & Payment (EBPP) Services
Authorize the release of a Request for Proposal (RFP) for Electronic Bill Presentment and Payment services.

The Board considered authorization to issue RFP #04-2026 to solicit proposals for Electronic Bill Presentment and Payment (EBPP) services. The intent of this procurement is to modernize the District's billing infrastructure by improving online payment capabilities, customer access, and overall billing efficiency. The RFP outlines requirements for vendor qualifications, system capabilities, and integration with existing billing platforms. Approval allows staff to formally solicit proposals and evaluate vendors to support enhanced digital billing services.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to Accept 'RFP #04-2026; Electronic Bill Presentment & Payment (EBPP) Services'. All trustees present voted in favor. Motion carried.

Approve :: Sourcewell Cooperative Purchase; 2026 Ram 1500
Authorize the purchase of a 2026 Ram 1500 pickup truck through the Sourcewell cooperative purchasing program.

The Board considered approval of a cooperative purchase through Sourcewell Contract #081325-NAF for one new 2026 Ram 1500 Tradesman 4x4 Crew Cab. The quoted purchase price is \$55,844.04, reflecting a savings of approximately 5.6% off MSRP, with no additional tax or fees included. The vehicle is intended to support District operations with updated, reliable fleet equipment and includes standard and upgraded features appropriate for field use. Approval authorizes staff to proceed with the purchase order through National Auto Fleet Group under the cooperative procurement framework.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to Accept 'Sourcewell Cooperative Purchase; 2026 Ram 1500'. All trustees present voted in favor. Motion carried.

Approve :: Agreement for Wastewater Services; Midwest Winelands (Les Bourgeois)
Authorize execution of an agreement for wastewater collection and treatment services with Midwest Winelands, LLC.

The Board considered approval of an agreement with Midwest Winelands, LLC for the provision of wastewater collection and treatment services for the Les Bourgeois property. Under the agreement, the Owner will design, permit, and construct the wastewater system at its own expense in accordance with District standards, and upon completion, convey public infrastructure, easements, and applicable property interests to the District. The District will then assume responsibility for operation, maintenance, and service provision, while certain ongoing costs—such as utilities, major repairs, and maintenance—remain the responsibility of the Owner. The agreement also includes requirements for plan review reimbursement, legal cost recovery, and long-term obligations that run with the land.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to Accept 'Agreement for Wastewater Services; Midwest Winelands (Les Bourgeois)'. All trustees present voted in favor. Motion carried.

Accept :: Bill of Sale; Ravenwood Plat 2B
Accept conveyance of public sewer infrastructure for Ravenwood Plat 2B into the District's system.

The Board considered acceptance of a Bill of Sale from Fred Overton Development, Inc. for sanitary sewer infrastructure constructed within Ravenwood Plat 2B. The conveyance includes approximately 1,033 feet of 8-inch PVC sewer pipe and eight standard manholes, all installed in accordance with approved construction plans and inspected by the District. Upon acceptance, ownership and long-term responsibility for operation and maintenance of these public sewer facilities transfer to the District as part of its system. The infrastructure serves the subdivision located in Boone County, Missouri, and integrates into the District's existing wastewater network.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to Accept 'Bill of Sale; Ravenwood Plat 2B'. All trustees present voted in favor. Motion carried.

NEW BUSINESS

The Board was informed of an emergency involving a critical pump at a treatment facility that had been removed for what was initially expected to be a minor repair but was determined to require a full rebuild due to significant mechanical issues. Staff recommended proceeding immediately with the rebuild, citing the critical nature of the pump and the risk of system failure, particularly with increased spring flow and limited redundancy at the facility. The estimated cost of the rebuild was approximately \$28,000, which was significantly less than full replacement,

and the pump was already disassembled awaiting authorization to proceed. Based on the urgency and operational risk, the purchase was treated as an emergency, with formal documentation and ratification to be brought back to the Board at a subsequent meeting.

CLOSED SESSION UNDER SECTION 610.021 (1), (3) & 610.021 (13)

RETURN TO OPEN SESSION

CONSIDERATION ITEM

Approve :: Agreement for Wastewater Services; RML Investments – Prairie Meadows WWTF
Authorize an agreement with RML Investment Properties LLC for wastewater treatment capacity and facility improvements at the Prairie Meadows Wastewater Treatment Facility.

The Board considered an agreement with RML Investment Properties LLC to provide wastewater collection and treatment services for the Concorde South development. The agreement requires the developer to design, fund, and construct necessary upgrades to the Prairie Meadows Wastewater Treatment Facility to create additional treatment capacity, in accordance with District standards and regulatory requirements. Upon completion and District acceptance, the constructed public infrastructure will be conveyed to the District, which will assume ongoing operation and maintenance responsibilities. The agreement also outlines provisions related to permitting, warranties, capacity allocation, and cost responsibilities, including reimbursement of certain District legal expenses associated with the project.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to Accept ‘Agreement for Wastewater Services; RML Investments – Prairie Meadows WWTF’. All trustees present voted in favor. Motion carried.

ADJOURNMENT

Meeting was adjourned at 7:48 PM.

Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary

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BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES CLOSED SESSION
BOONE COUNTY GOVERNMENT CENTER
801 E WALNUT ST, COLUMBIA MO**

Trustees Present: Randy Chann, Chair
Dave Bennett, Vice Chair
Brian Burks, Secretary
Justin Aldred, Trustee

Trustees Absent: Bill Watkins, Trustee

Others Present: Jesse Stephens, Interim Executive Director
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1), (3) (13)

MOTION: On a motion by Aldred and a second by Burks, the Board moved to authorize a closed meeting at 7:11 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.

CLOSED SESSION

During closed session, discussion was held among the Trustees, Interim Executive Director Stephens and counsel regarding matters related to 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 or applicant for employment.

RETURN TO OPEN SESSION

MOTION: On a motion by Chann and a second by Aldred, the Board moved to exit the closed meeting and return to the regular meeting at 7:46 PM. By a roll call vote, all Trustees present voted in favor as follows: Chann – yea; Aldred – yea; Bennett – yea; Burks – yea. Motion carried.



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Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary