
**APRIL 21, 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
Bill Watkins, Trustee
Justin Aldred, Trustee

Trustees Absent: Brian Burks, Secretary

Others Present: Jesse Stephens, Executive Director
John Fraser, Finance Manager
Daniel Cunningham, Project Manager
Drew Perkins, Communication Manager
Jason Horton, O&M Supervisor
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Victoria Daily, Sikich, Principal
Jenny Cho, Sikich, Account Manager
Linsey Cook (v), Public, City of Columbia
Michael (v), Public, Unknown

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 Watkins 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 MARCH 17, 2026 BOARD MEETING

The minutes of the March 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 Chann and a second by Bennett, the Board moved to approve the minutes as presented. Chann, Bennett, Aldred voted in favor. Watkins Abstained. Motion carried.

PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

There was no Old Business

PLANNING AND ZONING UPDATE

The Board reviewed the monthly Building Permit Report and noted continued development activity across the district. Year-to-date permit revenue through March 2026 totaled approximately \$94,533, exceeding the five-year average of approximately \$61,266 and indicating sustained growth despite remaining below the prior year peak.

A total of 80 permits were issued in March, including 15 residential, 11 commercial, and 54 additions or alterations, bringing the year-to-date total to 185 permits.

Development activity remains geographically dispersed throughout the county, with no single concentrated growth area identified. Discussion reiterated that permit activity trends continue to precede realized utility revenue, which typically follows several months after construction completion.

FINANCE UPDATE

Audit Report to the Board

The Board received a draft of the independent audit report for fiscal years ending December 31, 2025 and 2024, prepared by Sikich. The auditors issued an unmodified opinion, indicating the District's financial statements present fairly, in all material respects, the financial position and results of operations in accordance with generally accepted accounting principles.

Financial results reflected continued stability, with operating revenues of approximately \$5.79 million and a year-end net position of approximately \$23.46 million, representing an increase from the prior year. The District maintained strong financial metrics, including a debt service coverage ratio of 2.29x, well above the required minimum of 1.10x.

The audit also noted no material weaknesses in internal controls; however, several operational and policy-related recommendations were identified, including the need for enhanced documentation of financial procedures and improved segregation of duties in certain areas. The report further highlighted prior period adjustments related to capital assets and asset retirement obligations, which were properly corrected and incorporated into the financial statements.

The Board acknowledged receipt of the draft audit and associated communications, with final issuance pending completion of the auditor's internal quality control review.

EXECUTIVE DIRECTOR UPDATE

Headquarters Renovation + Moving Schedule

The Board received an update on the Headquarters renovation project, noting that design work has been completed and the building permit has been secured. Staff have obtained access to a temporary office location and have begun transitioning operations, including moving equipment and preparing the space for continued service delivery.

Customer communication efforts are underway, including signage, mail notifications, and website updates to ensure the public is informed of the temporary relocation. The transition to the temporary facility is expected to occur in mid-April, with operations to remain there during the renovation period. Construction mobilization is anticipated to begin shortly thereafter, followed by demolition and renovation activities at the existing headquarters site.

AWMP/CIP & Stakeholder Engagement & User Rate Study

The Board received an update on the Area-Wide Management Plan (AWMP), including ongoing coordination with the Missouri Clean Water Commission and the Missouri Department of Natural Resources. Staff reported that agency comments have been received and are being addressed as part of the plan refinement process.

The Clean Water Commission previously approved advancement of the AWMP, allowing the District to move forward with incorporating feedback and preparing the document for formal consideration. Staff anticipate presenting the revised plan to the Board following completion of the public comment process.

A final public hearing is expected to be held later this year prior to submission to the Clean Water Commission for final review and approval. The AWMP remains a key planning document guiding long-term wastewater management and service strategy for the District.

Rocky Fork Pump Emergency Action

The Board received an update regarding a critical pump at the Rocky Fork Wastewater Treatment Facility that was removed for repair and determined to require a full rebuild due to its age and mechanical condition. The pump is original to the facility and has been in service for over 30 years, with inspection confirming significant wear and failure of key components.

Staff proceeded with an emergency rebuild to restore the unit to service as quickly as possible, as the remaining pump represents a single point of failure for the facility. The estimated cost of the rebuild is approximately \$27,000, which is considered the most cost-effective alternative compared to full replacement.

The pump is expected to be returned to service in the near term, and staff noted that consideration may be given to procuring an additional backup pump to improve system reliability and reduce risk of future service disruptions.

Cured in Place Pipe Program

The Board received an update on the District's cured-in-place pipe (CIPP) lining program, including recent project activity and upcoming work. Staff reported that a contract was awarded for rehabilitation work within the Highfield Acres collection system, with project costs generally ranging between approximately \$200,000 and \$300,000 depending on scope and conditions.

The Highfield Acres project represents the first phase of a broader rehabilitation effort and is intended to address aging infrastructure and reduce infiltration and inflow within the system. Additional phases of lining work are anticipated, with future projects expected to be scheduled based on system needs and available funding.

Staff noted that the District will continue coordinating with contractors and engineers to refine project scope and timing, with the goal of maintaining system performance and extending the useful life of existing infrastructure.

OPERATIONS UPDATE

March '26 O&M Summary

The Board received the monthly Operations and Maintenance Report, which included updates on system maintenance activities, service calls, and ongoing operational efforts. Line maintenance activities for March included approximately 19,370 feet cleaned, with additional work completed through jetting and CCTV inspection.

Staff responded to multiple service calls across the system, including gravity and pressure sewer issues, as well as lift station alarms and pump maintenance at several facilities. Sludge handling operations continued, with approximately 79,600 gallons processed during the month.

Ongoing efforts include continued line maintenance, targeted pipe replacement projects, and coordination of system improvements, along with staffing and contract operations updates to support system reliability and compliance.

March '26 Service Call Labor Report

The Board reviewed the March 2026 Service Call Labor Report, which summarized response activity, labor hours, and associated costs across the District. A total of 19 service calls were completed during the month, with total service-related labor costs of approximately \$10,661.

The majority of calls were related to pressure sewer systems, which accounted for the largest share of overall costs. A combination of regular and overtime responses was required, reflecting variability in system demands and the need for timely response to service issues.

Trend data indicates ongoing fluctuation in monthly service costs when compared to pressure system revenue, reinforcing the importance of continued monitoring of system performance and cost recovery.

COMMUNICATIONS UPDATE

2026 Marketing Campaigns

The Board received an update on communications and outreach efforts, including preparations for the temporary headquarters relocation. Staff reported ongoing work related to signage, customer notifications, and coordination of IT and operational setup to support a smooth transition.

Branding and materials development efforts were also discussed, including updated business cards, logo refinement, and coordination of staff apparel to ensure consistency across District communications.

Public outreach activities included customer email notifications and preparation for community engagement events, along with continued updates and maintenance of the District's website. Staff also noted ongoing coordination with vendors related to billing system improvements and data transition efforts.

March '26 Safety Meeting

The Board received a summary of the March 26, 2026 Safety Meeting, which included training on workplace hazards related to insects, bites, and stings. The training emphasized awareness of common risks in field environments, use of protective measures, and proper response to exposure, including recognizing allergic reactions and seeking medical attention when necessary.

Additional training was conducted on cybersecurity risks, focusing on the increasing use of artificial intelligence in phishing and impersonation attempts. Staff were encouraged to verify suspicious communications and maintain strong security practices when handling sensitive information.

No accidents, near misses, or additional safety concerns were reported during the meeting.

PROJECTS UPDATE

The Board received an update on active capital and development projects across the District. Several projects remain under construction, including Willow Creek East (approximately 59% complete), the Rocheport Trailside Pump Station rehabilitation (approximately 30% complete), and multiple smaller developer-led sewer extensions.

Additional projects are in various stages of planning and pre-construction, including Highfield Acres, which has completed bid opening and submitted documents to the Missouri Department of Natural Resources, as well as Clearview Heights and other developer-driven projects awaiting construction.

Staff also reported continued progress on rehabilitation and infrastructure efforts, including lagoon improvements and sludge removal projects, along with close-out activities for completed Neighborhood Improvement District projects. Overall, the project portfolio reflects a mix of active construction, planned development, and ongoing system improvements.

ENGINEERING UPDATE

The Board received an update on engineering projects currently in design and planning phases. Active design efforts include Prairie Meadows SSES improvements, Les Bourgeois, and Spencer Hills Plat 4, all of which are progressing under developer-led engineering.

Additional projects include Phenora North, which continues through permitting with environmental approvals completed and construction permitting in process, and the Brown Station/Richardson Acres project, where staff anticipates bringing an engineer selection recommendation forward at the May meeting following review of RFQ responses.

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.

CONSIDERATION ITEMS

Accept :: Resolution 2026-07; Amending South Route K Capacity

Approve Resolution 2026-07 adopting the updated capacity methodology and allocation framework for the South Route K Wastewater Treatment Facility.

The Board considered a resolution establishing an updated methodology for allocating treatment capacity at the South Route K Wastewater Treatment Facility.

The resolution reflects updated Missouri Department of Natural Resources guidance, including revised per capita flow assumptions, resulting in a standardized allocation of 277.5 gallons per home and an updated assessment of available system capacity.

The supporting engineering analysis indicates the facility is currently operating at approximately 41% of hydraulic capacity, with a majority of previously allocated capacity already built out and contributing flow. Remaining capacity will be tracked and allocated on a first-come, first-served basis, with additional engineering review required once that capacity is exhausted.

MOTION: On a motion by Chann and a second by Aldred, the Board moved to Accept 'Resolution 2026-07; Amending South Route K Capacity'. All trustees present voted in favor. Motion carried.

Accept :: Resolution 2026-08; Employee Political Office Campaign Policy

Approve Resolution 2026-08 adopting a policy related to District employees seeking political office.

The Board considered a resolution establishing a formal policy governing District employees who choose to run for elected office.

The policy affirms that employees are not prohibited from seeking public office; however, it establishes clear restrictions to ensure compliance with state law and to prevent the use of District resources for political purposes. These restrictions include prohibiting campaign activities during work hours, on District property, or through the use of District equipment, systems, or materials.

The policy also prohibits employees from representing themselves as acting on behalf of the District in any political capacity and outlines expectations for maintaining separation between official duties and campaign activities. Violations of the policy may result in disciplinary action in accordance with the District's personnel policies.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to Accept 'Resolution 2026-08; Employee Political Office Campaign Policy'. All trustees present voted in favor. Motion carried.

Approve :: Notice of Award for EBPP Vendor

Authorize the Executive Director to issue a notice of award to Invoice Cloud and to enter into a master service agreement, subject to negotiation, modification, review, and approval of final terms by the Executive Director and District legal counsel.

The Board considered the results of RFP 04-2026 for electronic bill presentment and payment services to support the District's transition to the Muni-Link billing platform. Proposal review and scoring identified Invoice Cloud as the highest-ranked vendor, with a total score of 97.33, substantially ahead of the other respondents.

Supporting materials indicate the recommended platform would provide integrated online, phone, text, and in-person payment options, real-time posting with Muni-Link, customer self-service tools, and reporting functions intended to improve billing efficiency and reduce manual processing demands. The proposal also emphasizes implementation support, staff training, and a phased transition process designed to limit operational disruption during rollout.

The materials further reflect that the service agreement had already undergone preliminary legal review, with the expectation that certain terms and conditions may still be negotiated before final execution. The requested Board action was therefore to proceed with award of the vendor and authorize contract execution once final legal and administrative review is complete.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to Accept 'Notice of Award for EBPP Vendor'. All trustees present voted in favor. Motion carried.

Approve :: Advertise for Third Pump and Rocky Fork Lift Station
Authorize the issuance of RFP #05-2026 for the Rocky Fork Pump purchase.

The Board reviewed a request to initiate RFP #05-2026 for the purchase of a replacement pump for the Rocky Fork Pump Station. The procurement outlines specifications for a 50 HP submersible pump with defined performance requirements, warranty expectations, and delivery conditions to ensure operational reliability. The document also establishes standard bidding procedures, including sealed proposal submission, evaluation discretion, and vendor accountability for delivery and compliance. This action supports maintaining infrastructure performance and ensuring timely replacement of critical equipment.

MOTION: On a motion by Chann and a second by Bennett, the Board moved to Accept 'Advertise for Third Pump and Rocky Fork Lift Station'. All trustees present voted in favor. Motion carried.

NEW BUSINESS

There was no New Business

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

RETURN TO OPEN SESSION

ADJOURNMENT

Meeting was adjourned at 7:48 PM.



1314 North 7th Street
Columbia, MO 65201
p: 573-443-2774
f: 573-499-0489
www.bcrsd.com

Meeting Minutes Approved On : _____

Secretary: _____
Bill Watkins, Assistant Secretary

**APRIL 21, 2025 - MINUTES OF THE
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
Bill Watkins, Trustee
Justin Aldred, Trustee

Trustees Absent: Brian Burks, Secretary

Others Present: 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 Watkins and a second by Bennett, the Board moved to authorize a closed meeting at 7:25 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 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.

RETURN TO OPEN SESSION

MOTION: On a motion by Watkins and a second by Chann, 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; Watkins – yea. Motion carried.



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ADJOURNMENT

Meeting was adjourned at 7:48 PM.

Meeting Minutes Approved On : _____

Secretary: _____
Bill Watkins, Assistant Secretary