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**Item J(1)(C) - 314 Winter Street Back-up**

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**From** Jesse Stephens <JStephens@bcrsd.com>

**Date** Fri 5/15/2026 4:03 PM

**To** Jesse Stephens <JStephens@bcrsd.com>

Dear Board of Trustees,

A backup occurred at 314 Winter Street on March 13<sup>th</sup> of 2026. The backup was addressed in accordance with the BCRSD Sewer Backup Risk Management Policy. The owner of the property requested emergency financial assistance to address this issue in writing to me shortly after the incident. All emergency procedures were followed, and the customer was notified of their options and all of the recommended emergency procedures. The Sewer Backup Risk Management Policy section 4.4(a) grants the executive director authority to and discretion to expend district funds in an amount not to exceed \$6,000 without Board approval, assuming all of the applicability conditions are met in subsection 1,2 and 3. I felt those conditions had been met and approved the disbursement of \$5,521.93 for the remediation cost charged by Service Master of Columbia. A check was made out directly to Service Master for the clean-up work. The incident is documented, but nobody has requested this be escalated as an insurance claim to date. Should this be requested to be escalated to a claims investigation, I will inform the board.



**Jesse Stephens, P.E., Executive Director**  
Boone County Regional Sewer District (BCRSD)  
1314 N. 7th St., Columbia, MO 65201  
C: 573.239.4025 | O: 573.443.2774  
e: jstephens@bcrsd.com | w: www.bcrsd.com