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JULY 21, 2026 - MINUTES OF THE BOONE COUNTY REGIONAL SEWER DISTRICT BOARD OF TRUSTEES REGULAR MEETING BCRSD TEMPORARY OFFICE 909 BUSINESS LOOP 70 EAST, COLUMBIA, MO 65201

Trustees Present:	Randy Chann, Chair Dave Bennett, Vice Chair Bill Watkins, Trustee Justin Aldred, Trustee (v)
Trustees Absent:	Brian Burks, Secretary
Others Present:	Jesse Stephens, Executive Director Daniel Cunningham, Director of Operations Drew Perkins, Director of Administration Jason Horton, O&M Supervisor Elke Boyd, Engineering Manager Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel Angela Burke, Blitz, Bardgett & Deutsch, General Counsel Michael Miller (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 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 JUNE 16, 2026 BOARD MEETING

The minutes of the June 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 Bennett, 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 JUNE 30, 2026 SPECIAL MEETING

The minutes of the June 30th Special 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 Watkins, 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

The Board revisited priorities discussed during the Executive Director's performance evaluation and requested that management develop written strategic plans outlining the District's vision, goals, and implementation timeline. Trustees noted that these plans should support ongoing efforts related to cost-effectiveness, capital improvement planning, rate development, and organizational accountability.

PLANNING AND ZONING UPDATE

Staff reported on recent Planning and Zoning activity within Boone County, including requests for rezoning, preliminary plats, and subdivision development. Building permit activity remained consistent, with 66 permits issued during June and 393 permits issued year-to-date. The Board received the report for informational purposes.

EXECUTIVE DIRECTOR UPDATE

Headquarters Renovation

The Board received an update on the Headquarters Renovation Project. Staff reported that interior finishes and technology installations were nearing completion, with the front office expected to be operational during the first week of August and the remaining office areas shortly thereafter. Staff anticipates occupying the renovated facility on August 7, with plans to host an open house following completion of the project.

Area Wide Management Plan

Staff reported that the Missouri Clean Water Commission unanimously approved the District’s Area-Wide Management Plan. DNR staff and commissioners were highly complimentary of the plan and indicated it may serve as a model for other Tier II authorities. The approval establishes a new ten-year planning period and is expected to strengthen coordination with DNR on permitting, compliance schedules, regionalization, and potential funding opportunities.

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Henderson Branch Sewer Extension

Staff reviewed the City of Columbia's revised funding proposal for the Henderson Branch Sewer Extension, which would divide project costs equally among the City, BCRSD, and the Midway Truck Stop. The Board expressed concern that the proposal would require the District to contribute more than $2 million without a corresponding customer or financial benefit and differed materially from the previously proposed special connection fee approach.

The Board discussed alternative strategies, including expansion of the Midway Crossings treatment facility, formation of a Community Improvement District, state revolving fund financing, grant opportunities, and BCRSD ownership of the service area with wholesale treatment provided by the City. Staff was directed to further develop a business case for serving the area and seek clarification from the City regarding whether it intends to proceed with the project under the previously approved funding structure.

Stantec Report and Notice of Intent to Raise Wholesale Rates

Staff provided an update regarding the City of Columbia's recently completed Stantec Sanitary Sewer Utility Rate Study and discussed its potential implications for the District's wholesale sewer service agreements. The Board reviewed preliminary findings and expressed concern regarding several assumptions, methodologies, and interpretations contained within the study that could materially affect the proposed adjustment to the District's wholesale rate multiplier. Staff reported that they had completed an initial review of the report, identified multiple areas requiring clarification, and were preparing a formal response to the City outlining the District's concerns. The Board discussed the importance of ensuring that any future rate modifications remain consistent with the existing sewer connection agreements and accurately reflect the costs and obligations established under those agreements. Staff will continue working with the City to obtain clarification and provide additional recommendations as discussions progress.

Remington Estates Discussion

Staff presented a request regarding the proposed Remington Estates development near the South Route K Wastewater Treatment Plant. The Board discussed the unique circumstance in which the property is located within the City of Columbia, but the City has determined that insufficient pump station capacity exists to provide service. Staff explained that the City is considering allowing the District to serve the development, subject to execution of the necessary agreements between the City, the District, and the developer. The Board discussed preserving treatment capacity at the South Route K facility and noted that the developer would be responsible for the District's applicable connection fees. Staff will continue coordinating with the City and the developer as the required agreements are prepared for future consideration.

Prairie Meadows – Concorde South Plat 2, Lot 5 and Lot 8a

Staff reviewed a request to allocate remaining treatment capacity within the Prairie Meadows Wastewater Treatment Facility for an additional lot in the Concorde Estates development. The Board discussed the available capacity at the facility, current reserved allocations, and ongoing development within the service area. Staff reported that sufficient capacity remains to accommodate the request without affecting planned development and indicated that an amended capacity allocation agreement would be presented for Board consideration at a future meeting.

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OPERATIONS UPDATE

June '26 O&M Summary

The Board received the Operations and Maintenance Report for June 2026. Staff reported continued progress on system maintenance activities, including gravity line cleaning, CCTV inspections, pressure system service calls, and sludge hauling operations. Updates were provided on ongoing maintenance projects, planned infrastructure repairs, upcoming cured-in-place pipe rehabilitation work, and new construction activity. Staff also reported on utility locate activity, wastewater treatment operations, employee training, and recent licensing accomplishments.

June '26 Service Call Labor Report

The Board reviewed the June 2026 Pressure Service Call Report. Staff reported on pressure sewer service activity, labor and material costs, overtime utilization, and emergency response activity during the month. The Board also received an update on the relationship between pressure system service costs and surcharge revenue, with staff continuing to monitor long-term cost recovery trends and operational impacts.

FINANCE UPDATE

The Board received the second quarter 2026 financial report and accompanying management dashboard. Staff reviewed year-to-date financial performance, noting that revenues remained slightly below the prior year and budget due primarily to the completion of several contracted service agreements, while operating expenses remained below budget despite increased staffing, professional services, and ongoing Muni-Link implementation costs. Staff also discussed capital expenditures, cash reserves, debt service coverage, contributed assets, and long-range funding considerations for future capital improvements and regulatory compliance. The Board received the report and discussed the District's overall financial position and continued focus on long-term financial planning.

ADMINISTRATION UPDATE

The Board received the Administrative Report and was updated on the District's transition to independent billing, including ongoing customer communications and outreach efforts. Staff reported continued progress toward implementation of the Muni-Link billing system, Invoice Cloud payment processing, and Beanworks accounts payable software. The Board was also informed that the 2026 Water Usage Adjustment process had been completed and would be reflected on upcoming customer bills. Additionally, staff reported on the June Safety Meeting, which included training on heat illness prevention and cybersecurity awareness, along with updates on ongoing workplace safety initiatives.

PROJECTS UPDATE

The Board received the monthly Project Update Report and reviewed the status of active capital improvement projects, developer-funded construction, and neighborhood improvement district activities. Staff provided updates on ongoing construction, recently completed projects awaiting Board acceptance, and the progress of the Highfield Acres, Hartsburg, Rocheport Trailside Pump Station, and Bolli Road projects. The Board also received updates on projects awaiting construction, development activity throughout the District, and the continued advancement of several infrastructure improvement projects.

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ENGINEERING UPDATE

The Board received the Engineering Report and reviewed the status of projects currently in design throughout the District. Staff provided updates on the Prairie Meadows SSES improvements, Phenora North Sanitary Sewer Improvements, Brown Station/Richardson Acres, Les Bourgeois, and Spencer Hills Plat 4 projects. The Board also discussed recent regulatory approvals, upcoming construction contract recommendations, ongoing design activities, and the award of a $1 million State Revolving Fund grant for the Richardson Acres/Brown Station project.

CONSIDERATION ITEMS

Accept :: Tuition Assistance Policy

Adopt a Tuition Assistance Policy establishing eligibility requirements, approval procedures, and repayment provisions for District-funded employee education and professional development.

The proposed Tuition Assistance Policy establishes a formal program to support employee professional development while ensuring educational opportunities provide a direct benefit to the District. The policy outlines employee eligibility requirements, approved educational expenses, administrative approval procedures, academic performance standards, and repayment obligations for employees who do not satisfy the policy's completion or continued employment requirements. It also authorizes the District to directly pay approved educational expenses to qualifying institutions while maintaining Executive Director oversight and Board authority to amend or terminate the program.

> ***MOTION: On a motion by Watkins and a second by Bennett, the Board moved to Accept 'Tuition Assistance Policy'. All trustees present voted in favor. Motion carried.***

Accept :: Cooperative Agreement for Management Consultant Services

Approve a Cooperative Agreement with Boone County for the continued provision of management consultant services to the District.

The proposed Cooperative Agreement establishes the terms under which Boone County will continue providing management consultant services to the District through Jesse Stephens. The agreement defines the consultant's planning, administrative, and operational responsibilities, establishes reimbursement for sixteen hours of service per week plus an administrative fee, and clarifies the employment relationship between Boone County and the District. The agreement is effective August 1, 2026, through July 31, 2027, with automatic annual renewals through July 31, 2029, unless modified or terminated by either party.

> ***MOTION: On a motion by Bennett and a second by Watkins, the Board moved to Accept 'Cooperative Agreement for Management Consultant Services'. Chann, Bennett, Watkins voted in favor. Aldred Recused. Motion carried.***

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Accept :: Brown Station and Richardson Acres Facility Plan Amendment Engineering Agreement
Approve an engineering services agreement with Cochran to prepare a Facility Plan Amendment for the Brown Station and Richardson Acres wastewater facilities.

The agreement authorizes Cochran to update the District's 2021 Facility Plan to support the planned regionalization of the Brown Station and Richardson Acres service areas. The scope includes evaluating existing facilities, updating population and flow projections, analyzing alternatives, coordinating with the City of Columbia and the Missouri Department of Natural Resources, completing sludge investigations, and preparing the Facility Plan Amendment for State Revolving Fund funding eligibility. Engineering services will be provided for a lump-sum fee of $55,120, with design and construction services to be addressed under a separate agreement.

MOTION: On a motion by Chann and a second by Watkins, the Board moved to Accept 'Brown Station and Richardson Acres Facility Plan Amendment Engineering Agreement'. All trustees present voted in favor. Motion carried.

Accept :: Consent to Serve Letter for The Reserve at Old Hawthorne
Authorize issuance of a Consent to Serve Letter allowing Plat No. 1 of The Reserve at Old Hawthorne to connect to the District's gravity sewer system.

The proposed Consent to Serve Letter authorizes the developers of Plat No. 1 of The Reserve at Old Hawthorne and the City of Columbia to connect the development to the District's gravity sewer main located north of the South Fork of Grindstone Creek. The property is located within the City of Columbia and falls within the cooperative agreement service area between the City and the District. The connection will be made through BCRSD Manholes #12736 and #12738, with inspection requirements incorporated into the construction plans to ensure District oversight prior to connection.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to Accept 'Consent to Serve Letter for The Reserve at Old Hawthorne'. All trustees present voted in favor. Motion carried.

Accept :: Bill of Sale – Akeman Sewer Improvements
Accept the Bill of Sale conveying privately constructed sewer infrastructure from J. Ellen Nichols to the District for ownership and maintenance.

The Bill of Sale transfers ownership of sewer infrastructure constructed in accordance with District-approved plans and inspections to the Boone County Regional Sewer District. The conveyed improvements include approximately 994 linear feet of 2-inch SDR-21 PVC sewer main, one double in-line cleanout, one end-of-line cleanout, one air release valve, and 43 linear feet of road bore casing. Acceptance of the conveyance incorporates the infrastructure into the District's public sewer system, with the District assuming perpetual operation and maintenance responsibilities.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to Accept 'Bill of Sale – Akeman Sewer Improvements'. All trustees present voted in favor. Motion carried.

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Accept :: Bill of Sale – Willow Creek East, Plat No. 1

Accept the Bill of Sale conveying the Willow Creek East, Plat No. 1 sanitary sewer improvements to the District for ownership and maintenance.

The Bill of Sale transfers ownership of sanitary sewer infrastructure constructed by D&D Investments LLC in accordance with District-approved plans and inspections. The conveyed improvements include approximately 4,082 linear feet of 8-inch PVC gravity sewer main and 23 standard manholes serving Willow Creek East, Plat No. 1 in Boone County. Acceptance of the conveyance incorporates the improvements into the District's public sewer system, with the District assuming perpetual operation and maintenance responsibilities.

> ***MOTION: On a motion by Watkins and a second by Bennett, the Board moved to Accept 'Bill of Sale – Willow Creek East, Plat No. 1'. All trustees present voted in favor. Motion carried.***

Accept :: Customer Service & Administrative Intern Position

Approve the creation of a part-time Customer Service & Administrative Intern position to support District operations during implementation of the in-house billing system.

The proposed internship establishes a part-time position to assist with customer service, administrative support, and customer billing activities during the District's transition to its first in-house billing and payment system. The position will provide support with customer inquiries, account maintenance, data entry, records management, payment processing assistance, and office administration while offering practical experience in municipal utility operations. The internship is anticipated to begin in Fall 2026 for 15 to 25 hours per week, with the opportunity to continue through Spring 2027, subject to budget availability and the District's operational needs.

> ***MOTION: On a motion by Watkins and a second by Bennett, the Board moved to Accept 'Customer Service & Administrative Intern Position'. All trustees present voted in favor. Motion carried.***

NEW BUSINESS

The Board discussed recognizing the significant progress made by District staff during the transition to independent operations, including the headquarters renovation, implementation of the new billing system, and expanded staff responsibilities. Trustees expressed interest in hosting an open house following completion of the headquarters renovation to showcase the new facility, recognize employee accomplishments, and engage community stakeholders. Staff agreed to begin planning the event once construction and operational transitions are complete.

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

There was no closed session.

ADJOURNMENT

Meeting was adjourned at 8:00 PM.

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Meeting Minutes Approved On : ________________

Secretary: ____________________________________
H. William Watkins III, Assistant Secretary