

From: [Drew Perkins](#)
To: [Drew Perkins](#)
Subject: August 2026 Administration Director Report
Date: Friday, August 14, 2026 3:50:31 PM
Attachments: [image001.png](#)

Board Members,

I wanted to provide a brief update on several projects and initiatives currently underway throughout the district.

Customer Communications:

Customer communications continue in preparation for the first BCRSD-issued bills. Customer instructions and an example bill have been mailed and distributed through an email campaign to provide guidance on the new billing process and account setup. A final "Separation" flyer has also been developed and will be available at Boone Electric Cooperative and distributed by email during the week of August 17. Supporting communication materials have been attached for Board review.

Muni-Link Billing System Transition:

The District remains on schedule to generate its first BCRSD-issued bills and submit them for printing and mailing during the week of August 17. Staff continue reviewing converted data, updating customer accounts, and processing account activity that occurred during the transition blackout period to ensure information is current and accurate prior to billing.

Invoice Cloud & Beanworks Implementation:

Invoice Cloud is now active and available to process customer payments. Beanworks implementation has also progressed to the staff training phase, with training scheduled to begin following completion of the district's first billing cycle so staff can focus on successfully completing the billing transition.

July Safety Meeting:

The July Safety Meeting was completed as scheduled. Meeting minutes have been attached for Board review and documentation purposes.

New Intern:

The District is currently awaiting a signed acceptance letter from the selected intern candidate. If accepted, the anticipated start date is August 26, 2026. If rejected, the District will reach out to the 2nd highest scored candidate.

Please feel free to reach out if you have any questions or would like additional information regarding any of these items.

Best regards,



Drew Perkins, Director of Administration

Boone County Regional Sewer District (BCRSD)

1314 N. 7th St., Columbia, MO 65201

C: 573.257.6042 | O: 573.443.2774

e: dperkins@bcrsd.com | w: www.bcrsd.com

PLEASE READ BEFORE REGISTERING OR MAKING A PAYMENT

Boone County Regional Sewer District (BCRSD) is now billing your sewer service directly. Please DO NOT attempt to register your Customer Portal account or pay your bill until you receive your first BCRSD bill in the mail. Your first bill will arrive within 1–2 weeks of receiving this notice in a postcard format, similar to the example provided below.

BOONE COUNTY REGIONAL SEWER DISTRICT
1314 N. 7TH STREET, COLUMBIA, MO 65201
(573) 443 2774
CID XXXX
SERVICE DATES 08/01/2026 - 09/01/2026
ACCOUNT NO. XXXXX-X

SERVICE ADDRESS

100 SERVICE TEST ST

Previous Balance	402.04
Payments	0.00
Adjustments	0.00
Prior Balance	402.04

Water Usage Fee	372.98
Base Service Fee	29.06

Current Charges	402.04
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DUE DATE: 08/31/2026
DUE BEFORE DUE AFTER
804.08 820.16



DUE DATE: 08/31/2026

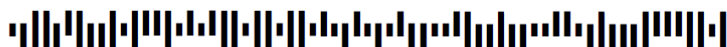
DUE BEFORE	DUE AFTER
804.08	820.16

CID: XXXX

ACCOUNT NO. XXXX-X
www.bcrsd.com

RETURN THIS PORTION WITH PAYMENT

EXAMPLE BILL



CUSTOMER NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

WAIT FOR YOUR FIRST BILL

Do not register your account or attempt to pay online until you receive your first BCRSD postcard bill. Your Account Number and CID printed on that bill are required to access your account.

MORE DETAILS ABOUT BILLING ON THE BACK SIDE OF THIS PAGE

WHY CAN'T I REGISTER YET?

Your first bill contains your unique:

- **Account Number**
- **Customer Identification Number (CID)**

These numbers are required to:

- **Register your Customer Portal Account**
- **View your account online**
- **Make online payments**
- **Enroll in AutoPay**
- **Enroll in Paperless Billing**

Until you receive your first bill, your account cannot be accessed by you or by BCRSD staff. Please wait until your first bill arrives before contacting us with account-specific questions.

Transisiton from Boone Electric Cooperative (BEC)

If you received your final shared utility bill from BEC in July 2026, continue paying that bill through BEC. **September 9, 2026 is the last day BEC will accept payments for shared utility bills dated July 2026 or earlier. Beginning with BCRSD bills dated August 2026 or later, all billing questions and payments must be directed to BCRSD.**

Ways to Pay

After you receive your first BCRSD bill, visit www.bcrsd.com to view all available payment options. **All late fees will be waived during the first 90 days, to allow ample time to set up your account(s).**

Payment information can be found by:

- **Selecting "Pay Your Bill" from the 'Customer Service' dropdown menu; or**
- **Clicking the "Pay Your Bill" button on the homepage.**

Need Assistance?

If you have not received your first postcard bill **after the two weeks of receiving this notice, please contact us.**

Signing up for the Boone County Regional Sewer District Customer Portal

By signing up for the **BCRSD Customer Portal** you will be able to view, print, and pay your bills online. You will also be able to view your bill, payment, and usage history.

- 1 Go to the following website:  <https://bcrsd.authoritypay.com>
or
www.bcrsd.com
'Pay Your Bill' button

- 2 Click on **'Create a new account?'**  Not registered?
Get started today. All you need is your account number and CID from your bill. [Create a new account?](#)

- 3 Enter your Account Number and CID which can be found on your bill. You will also need to enter a valid email address and password.

Click **Create Account** 

Create an Account

Create Account	

- 4 A Registration Confirmation window will appear. No action is needed on this window. The Verification Email will only be active for **4 Hours** and will require you to verify your email within that 4 hour time window.

You have successfully registered your account. A verification email has been sent to your email address. Please check your inbox. The verification email will expire in 4 hours. You must verify your account before you can sign in.

5

You will also receive an email confirmation. You must click on the link provided in this email to complete your enrollment.

Hello John Doe,

Follow the link below to verify your email and finish your account registration:

<https://bcrsd.authoritypay.com/user/verify-registration?token>



6

After clicking on the verification link embedded in the email, you will be re-directed to the Account Verification screen. Click on the green 'Click to Verify' button to complete verification.

Account Verification

 Click To Verify



7

You should now see a green message confirming verification was successful. Now you can then re-enter your email and password and select **Login** to access your Customer Portal Account.

Your account and email have been verified. You can now login to manage your account.

Existing Customers

Email Address

johndoe@example.com

Password

••••••••••••••••

[Forgot Password?](#)

[Not Registered?](#)

Login



BCRSD

Boone County Regional Sewer District

Scan
for
Directions

Questions about your Sewer Bill?

Boone County Regional Sewer District (BCRSD) is pleased to announce the completion of its headquarters renovation and the successful transition to in-house billing services.



1314 N. 7th St.
Columbia, MO 65201

Customers who received their final shared utility bill from Boone Electric Cooperative (BEC) in July may continue to make payments through BEC for those bills only. September 9, 2026, is the final day BEC will accept payments for any shared bill dated July 2026 or earlier.

Beginning with BCRSD bills dated August 2026 or later, all payments and billing inquiries must be directed to BCRSD. Customers may visit our office at 1314 N. 7th Street, Columbia, MO 65201, email bcrsd@bcrsd.com, or call (573) 443-2774 for assistance with their account.

www.bcrsd.com - bcrsd@bcrsd.com



Boone Electric



BCRSD



N. 7TH ST.

N. RANGELINE

E. BUSINESS LOOP 70

**December's Safety & Staff Meeting Minutes
July 30, 2026 2:00pm – BCRSD Conference Room**

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Drew Perkins, Seth Cozean, Jesse Stephens, Jason Horton, Jason Wolf, Angela Gonzalez, Spencer Nichols, Daniel Cunningham, Roy Freeman, Robbie Hill, Kevin Sublett, Caleb Rittenour, Rodney Spires,

Types of Ticks in the Midwest: Deer Tick, Wood Tick, and Lone Star Tick

The safety training focused on the identification of common tick species found throughout the Midwest, including the deer tick, American dog (wood) tick, and lone star tick. Employees reviewed the distinguishing characteristics of each species, the environments where ticks are commonly encountered, and the potential health risks associated with tick bites. The discussion highlighted that field personnel working in wooded areas, tall grass, brush, and overgrown vegetation face an increased risk of exposure during routine operations and should remain vigilant when performing outdoor work.

The training emphasized preventative measures to reduce the likelihood of tick bites, including wearing long sleeves and pants when practical, using EPA-approved insect repellents, performing thorough tick checks after working outdoors, and promptly removing attached ticks using proper techniques. Employees were reminded to monitor for symptoms such as rashes, fever, fatigue, or other signs of tick-borne illness and to seek medical attention if symptoms develop following a tick bite. The overall message reinforced that awareness, proper personal protective measures, and early detection are the most effective methods for preventing tick-borne diseases while working in the field.

Accidents or Near Misses: Nothing to Discuss

Cyber-Security Training from Ninjio Dojo – Aware S11/E07 – “A Single Click”

The Ninjio Dojo episode “A Single Click” focused on how a single click on a malicious email, attachment, or web link can compromise an organization's systems and data. The training demonstrated that cybercriminals often rely on convincing phishing emails and deceptive websites to trick users into unknowingly installing malware, disclosing credentials, or granting unauthorized access. Even routine actions performed without careful verification can have significant consequences for both employees and the organization.

The training reinforced the importance of pausing before clicking unexpected links or opening unsolicited attachments, even when messages appear to come from trusted individuals or organizations. Employees were encouraged to verify suspicious communications through alternate methods, report potential phishing attempts to the appropriate personnel, and follow established cybersecurity procedures before responding to unusual requests. The overall message emphasized that taking a few moments to verify a communication before acting can prevent security incidents and protect critical organizational information.

Status of Safety Works-in-Progress & Annual Items: Nothing to Discuss

Other Business: Nothing to Discuss

Equipment Safety: Nothing to Discuss

Old Business: Nothing to Discuss

New Business: Nothing to Discuss

Meeting Adjourned at 3:00 pm.