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SEPTEMBER 15, 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: Dave Bennett, Vice Chair
Brian Burks, Secretary
Bill Watkins, Trustee
Justin Aldred, Trustee

Trustees Absent: Randy Chann, Chair

Others Present: Jesse Stephens, Executive Director
Drew Perkins, Director of Administration
John Fraser, Finance Manager
Jason Horton, O&M Supervisor
Elke Boyd, Engineering Manager
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Linsey Cook (v), City of Columbia
Michael Miller (v), Public

The meeting was held in person and as a GoToMeeting (v) with telephone conference.

David Bennett, Vice 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

Bennett 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 Aldred, the Board moved to approve the agenda as presented. All trustees present voted in favor. Motion carried.

APPROVAL OF MINUTES OF AUGUST 18, 2026 BOARD MEETING

The minutes of the August 18th Board Meeting were included in the packet. Bennett asked if there were any questions or comments and there were none.

MOTION: On a motion by Aldred and a second by Bennett, the Board moved to approve the minutes as presented. Bennett, Burks and Aldred voted in favor. Watkins abstained due to absence. Motion carried.

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PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

There was no Old Business

PLANNING AND ZONING UPDATE

Staff reported increased Planning and Zoning activity, including several rezoning requests and plats with potential relevance to District sewer service. Particular attention was given to the Concorde Plaza proposal, where conditions were requested to protect the District's treatment facility from potentially inappropriate commercial discharges, and to property near the Meadow Village facility where connection to available public sewer is expected. August building activity totaled 65 permits, while the Onsite Wastewater Program reported 14 applications and 47 inspections. Staff also reported continued GIS coordination to better identify properties near existing District service areas and evaluate future opportunities for connection to public sewer.

EXECUTIVE DIRECTOR UPDATE

Headquarters Renovation

Staff reported that remaining Headquarters Renovation work is focused primarily on refinishing doors and completing final corrective items, with the facility otherwise fully usable. An open house was proposed for October 20 at 4:30 p.m., prior to the Board meeting, to provide invited colleagues, former BCRSD staff, County officials, and other guests an opportunity to tour the renovated facility. Staff will coordinate invitations, public meeting requirements, and light refreshments in preparation for the event.

Henderson Branch Sewer Extension

Staff reported continued progress on the Henderson Branch Sewer Extension following an August 27 meeting with the City of Columbia, with additional discussions scheduled to address potential inclusion of Midway Golf & Games and other properties. Work is advancing on the proposed Community Improvement District petition and boundary, including preparation of the required legal description and continued outreach to affected property owners. The District and City are also evaluating wholesale service arrangements, potential upsizing of the Henderson Branch sewer line to accommodate future flows, project cost-sharing, connection fees, and mechanisms for applying future revenues toward project costs. Staff indicated that a draft CID petition could be available for review as early as the October meeting.

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Stantec Report and Notice of Intent to Raise Wholesale Rates

Staff reported that the District had not yet received a formal response from the City of Columbia regarding its concerns with the Stantec Rate Study and planned to revisit the matter during the September 25 meeting with City representatives. Staff also reviewed the City's October 1 rate adjustment, which reduces the base service fee for 5/8-inch residential meters by 10% while increasing the volumetric rate by 5%; preliminary analysis indicates the net financial impact to the District should be minimal and potentially slightly favorable. The District will continue seeking clarification regarding the proposed wholesale cost allocation and may request an opportunity to discuss the matter with the City Council. Staff emphasized the goal of developing a more comprehensive future cooperative agreement while avoiding changes that would increase rates for existing customers.

Remington Estates Cooperative Agreement Discussion

Staff reported that a cooperative agreement is being developed with the City of Columbia to allow BCRSD to provide sewer service to the Remington Estates area, which is already within City limits. The agreement will require approval by both the BCRSD Board and Columbia City Council and is anticipated to be presented for District consideration in October. A separate agreement with the developer will establish applicable connection fees associated with capacity at the South Route K treatment facility. Staff noted that additional neighboring property owners have expressed interest in sewer service, potentially leading to broader coordination with the City as the District evaluates future South Route K improvements identified through the Area-Wide Management Plan.

2027 Bond Election Discussion

Staff initiated discussion regarding a potential 2027 bond election to maintain sufficient bonding capacity for future District capital projects, including anticipated South Route K improvements. The Board discussed possible election timing, bond structure and authorization amount, with staff identifying August 2027 as a target deadline while also considering an earlier election date. Staff will review the District's previous bond election materials, evaluate anticipated project funding needs, and develop a schedule for Board consideration. Legal counsel will also provide guidance regarding statutory requirements and the distinction between permissible District education activities and campaign-related activities as planning progresses.

OPERATIONS UPDATE

August '26 O&M Summary

The Board received the Operations and Maintenance Report for August 2026. Staff reported a lighter month for line maintenance, with 472 feet of root sawing and jetting and 1,670 feet of CCTV inspection completed, while crews focused on tank cleaning and other routine maintenance activities. Fifteen pressure sewer service calls were recorded, along with maintenance at several treatment facilities and lift stations, including replacement of faulty check valves at Prairie Meadows. Staff also reported 356 utility locate requests, 349 locates performed, and continued preparations for upcoming electrical training and fall maintenance activities.

August '26 Service Call Labor Report

Staff reviewed the August service call activity, which included 22 emergency service calls and a total service cost of $11,254. Fifteen pressure sewer calls accounted for $8,781 in costs, with additional calls involving private gravity systems and lift stations. Pressure-system fees totaled $10,464 for the month, exceeding the reported pressure-service-call costs. Staff noted that the longer-term revenue-to-cost comparison continues to improve as the gap between pressure system revenues and service costs narrows.

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FINANCE UPDATE

Staff reviewed the District's financial position through August 31, reporting total cash and restricted investments of approximately $4.59 million and 170 days of available cash. Customer receivables increased to approximately $354,000 as the District transitioned into its new billing system, while monthly customer user fees totaled approximately $468,000. Staff indicated that cash levels and receivables will continue to be monitored as billing and collections normalize following the transition.

ADMINISTRATION UPDATE

Staff reported that the District successfully completed its August and September billing cycles through Muni-Link, with customer communications and assistance remaining a significant focus as customers adjust to the new billing and payment processes. Staff continue to address minor account and data cleanup associated with the conversion, while Invoice Cloud payment processing is operating and Beanworks implementation is expected to resume as the billing transition stabilizes. The District's new intern is assisting with customer inquiries and walk-in traffic, providing additional support during the transition. Staff also reported that the Headquarters alarm system is operational and that the August Safety Meeting was completed as scheduled.

PROJECTS UPDATE

Staff reviewed active District and developer-funded projects, including continued construction of the Mellies Sewer Extension, Spencer Hills Plat 4, Clearview Heights Subdivision, and Highfield Acres improvements. Highfield Acres was reported at approximately 56% complete, while the Rocheport Trailside Pump Station had reached final completion. Staff also reported continued progress on the Phenora North NID, with the recommendation of award and supplemental agreement approved and bid documents submitted to MDNR in preparation for loan and bond closing. Several other developer projects remain approved or under review but are awaiting construction or easement acquisition.

ENGINEERING UPDATE

Staff reviewed active engineering and design projects, including continued advancement of Phenora North toward DNR loan closing and ongoing design work for Prairie Meadows, Les Bourgeois, Clearview & Hackberry, Fiesta Motors, and Highfield Acres Plat 2. Engineering evaluation of potential alignments for the Brown Station/Richardson Acres project is also underway following coordination with the City of Columbia. Staff highlighted that the Brown Station/Richardson Acres project has been awarded a $1 million State Revolving Fund grant on the draft Intended Use Plan, providing a significant potential funding source as the project moves forward.

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CONSIDERATION ITEMS

Accept :: New Administrative Assistant Position

Authorize staff to post and recruit for a new Administrative Assistant position to support the District's expanding administrative and customer service responsibilities.

The transition from Boone Electric Cooperative to Muni-Link has transferred numerous billing, payment processing, reconciliation, deposit, customer service, and account-management responsibilities directly to District staff. Additional staffing is needed to provide coverage for leave and call-ins, manage increased telephone and walk-in traffic, and redistribute responsibilities as anticipated staffing changes occur in 2027. Staff indicated that reductions in temporary-help and Executive Director budget line items, together with reduced hours anticipated later in 2026 and 2027, would help offset the cost of the position. The Board was asked to authorize the Executive Director and Administration Director to proceed with posting the Administrative Assistant position.

MOTION: On a motion by Watkins and a second by Burks, the Board moved to Accept 'New Administrative Assistant Position'. All trustees present voted in favor. Motion carried.

Accept :: Request for Proposal – Pump Purchase

Authorize issuance of Request for Proposal No. 09-2026 for the purchase of 25 replacement pressure sewer pumps.

The RFP solicits competitive proposals for 25 Myers P102 effluent sump pumps, each specified as one horsepower, single-phase, 230-volt units with standard power cables. Vendors will be required to provide warranty information, freight costs for delivery to the District, and an anticipated delivery timeframe. The solicitation establishes sealed-bid requirements and reserves the District's right to reject proposals, address informalities, and select the proposal determined to be most advantageous to BCRSD. Proposals are to be submitted to the District by the deadline established in the RFP.

MOTION: On a motion by Watkins and a second by Burks, the Board moved to Accept 'Request for Proposal – Pump Purchase'. All trustees present voted in favor. Motion carried.

Accept :: Resolution 2026-11; Disposal of Surplus Property through Purple Wave

Approve Resolution 2026-11 declaring designated District vehicles as surplus property and authorizing their disposal through the Purple Wave public auction process.

The resolution declares three District vehicles as surplus property: a 2008 Chevrolet Colorado 4WD, a 2014 International vacuum truck, and a 2014 Ford F-150. The Board determined that the equipment is no longer needed for District purposes and that disposal through a public Purple Wave auction provides an appropriate method for obtaining a competitive sale price. The resolution approves the associated Internet Auction Agreement with Purple Wave, Inc. and authorizes the Executive Director to execute the agreement and other documents necessary to complete the disposition. Staff also discussed establishing a more regular process for disposing of older vehicles as replacement equipment is placed into service.

MOTION: On a motion by Watkins and a second by Burks, the Board moved to Accept 'Resolution 2026-11; Disposal of Surplus Property through Purple Wave'. All trustees present voted in favor. Motion carried.

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NEW BUSINESS

Staff discussed Boone County's implementation of MainStar, a new integrated permitting system intended to manage building permits, planning and zoning activities, engineering submittals, plats, and construction plans. The District intends to pursue an agreement with Boone County that would allow connection fees to be collected as part of the County permitting process before issuance of a building permit and periodically remitted to BCRSD, reducing the manual coordination currently required. Staff will work with legal counsel to revise the County's existing municipal agreement template to address the District's specific needs, including any potential software licensing costs associated with BCRSD's use of the system. The system is also expected to support integration of District service-area and fee information with County GIS data, allowing applicable connection fees to be identified more consistently and reducing the potential for processing errors.

ADJOURNMENT

Meeting was adjourned at 6:52 PM.

Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary