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OCTOBER 20, 2026 - MINUTES OF THE
BOONE COUNTY REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
BCRSD, CONFERENCE ROOM
1314 N 7TH ST., COLUMBIA MO

Trustees Present:
Randy Chann, Chair
Dave Bennett, Vice Chair
Bill Watkins, Trustee
Justin Aldred, Trustee
Brian Burks, Secretary

Others Present:
Jesse Stephens, Executive Director
Daniel Cunningham, Director of Operations
Drew Perkins, Director of Administration
John Fraser, Finance Manager
Jason Horton, O&M Supervisor
Elke Boyd, Engineering Manager
Stephen Boateng, BCRSD Intern
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel
Michael Miller (v), Public
Lindsay Cook (v), City of Columbia
Roy Kroeger, Boone County Resource Management
Kelsey Korman, Great River

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

Randy Chann, Chair, called the meeting to order at 5:35 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. Aldred was not present for this vote. Motion carried.

APPROVAL OF MINUTES OF SEPTEMBER 15, 2026 BOARD MEETING

The minutes of the September 15th 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. Bennett, Watkins & Burks voted in favor. Chann abstained. Aldred was not present for this vote. Motion carried.

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PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

There was no Old Business

PLANNING AND ZONING UPDATE

The Board received an update on recent Boone County Planning and Zoning activity, including proposed developments, building permit trends, and onsite wastewater systems. Although several development applications were under consideration, few were expected to have a direct impact on the District's existing sewer infrastructure. Discussion included proposed industrial development along Meyer Industrial Drive and the continued reliance on onsite wastewater systems throughout unincorporated Boone County.

Building permit activity remained below historical levels, reflecting a slowdown in new construction and development. Through September 2026, Boone County recorded 615 building permits, compared to 698 during the same period in 2025. Year-to-date building permit revenue totaled approximately $236,924, below the five-year average of $278,601.

The Board also discussed the approximately 10,000 onsite wastewater systems throughout Boone County and the importance of proper maintenance, particularly for engineered treatment systems. The County's onsite wastewater program continues to monitor permitting, inspections, and system performance. No Board action was required.

EXECUTIVE DIRECTOR UPDATE

Henderson Branch Sewer Extension Update

The Executive Director provided an update on the Henderson Branch Sewer Extension Project and the proposed Midway Area Community Improvement District (CID). The CID boundaries have been confirmed, with survey work underway to finalize the legal description. Once completed, the documents will be reviewed by legal counsel and presented to affected property owners before submission to the County Clerk and County Commission.

The District has requested a City of Columbia Council work session to discuss the proposed CID and its potential role in funding the Henderson Branch project. The preferred approach remains directing CID revenues toward the sewer extension to reduce costs for participating property owners and public entities. An alternative connection to Midway Crossings remains under consideration should the Henderson Branch project encounter delays. Discussions with the City will continue as the District advances the proposed funding arrangement.

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Stantec Report and Notice of Intent to Raise Wholesale Rates – Wholesale Report Modifications for City of Columbia

The Executive Director provided an update on the Stantec wholesale rate study and ongoing discussions with the City of Columbia regarding proposed rate adjustments. Despite submitting formal comments and requests for supporting financial information approximately three months earlier, the District had not received a substantive response. A City Council work session has been requested to address outstanding concerns and discuss the potential financial implications of the proposed changes.

Staff utilized data from Muni-Link to evaluate wholesale treatment costs under the City's revised rate structure, effective October 2026. The District's estimated monthly wholesale expense is approximately $89,357, with October charges expected to decrease to roughly $87,000. However, the proposed additional 12.5 percentage points to the existing 80% wholesale rate would increase costs by approximately $13,600 per month, or $163,000 annually. The Board discussed the financial implications of these potential increases, including the treatment of base fees and the importance of resolving the outstanding rate study questions before finalizing future budget assumptions.

Remington Estates Cooperative Agreement Discussion

The Executive Director provided an update on the proposed Remington Estates development and the cooperative agreement with the City of Columbia to authorize sanitary sewer service to the property. The proposed development encompasses approximately 26.82 acres and is anticipated to include 10 residential lots. The agreement has been reviewed by legal counsel for both the City and the District and, following Board approval, would be submitted to the Columbia City Council for consideration.

The developer would also be required to execute a separate agreement with the District addressing applicable connection and legal fees, as well as the design and construction of wastewater infrastructure in accordance with District standards. The Board discussed the proposed service arrangement, with formal consideration of the agreements scheduled under Item I.1.

Endovac Facility

The Executive Director provided an update regarding an industrial facility located on East Bass Lane that is experiencing capacity and loading issues with its existing onsite wastewater treatment system. The facility's current drip irrigation system is insufficient to accommodate its wastewater demands, requiring consideration of an expanded treatment system permitted through the Missouri Department of Natural Resources (DNR).

Because the facility is located in unincorporated Boone County, the District has been approached regarding potential involvement in permitting and oversight of the proposed improvements. The anticipated solution would involve a non-discharging wastewater treatment system, potentially structured under an agreement similar to the District's arrangement with Les Bourgeois. Additional engineering and regulatory coordination will be necessary to determine the appropriate treatment design and the District's responsibilities before any formal agreement is considered.

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2027 Bond Election Discussion

The Executive Director discussed preparations for a potential April 2027 bond election to finance future wastewater infrastructure improvements and regulatory compliance projects. April was identified as the preferred election date due to anticipated voter participation and lower election costs, as an August election could require the District to bear expenses exceeding $100,000. The Board discussed preliminary financing scenarios ranging from approximately $25 million for priority improvements to $40 million for a broader capital improvement program, including potential improvements along South Route K.

Staff are developing long-term financial projections and coordinating assumptions with the ongoing User Rate Study to evaluate the potential impact on customer rates and debt obligations. Historical materials from the District's 2008 bond election were provided as references for communicating project needs, regulatory requirements, and the benefits of prior infrastructure investments. The Board discussed scheduling a work session before the November meeting to further evaluate project priorities, financing options, and the proposed election strategy.

User Rate Regulations – Tenant vs. Landlord

The Executive Director discussed proposed revisions to the District's User Rate Regulations concerning billing responsibility for rental properties and the collection of delinquent accounts. Staff expressed concerns regarding increasing outstanding receivables and the administrative challenges associated with collecting unpaid balances from tenants who vacate properties. The proposed revisions would establish property owners as the responsible parties for District sewer accounts, consistent with practices utilized by other sewer districts.

Under the proposed approach, new customer accounts would be established in the property owner's name, while existing tenant accounts in good standing could remain unchanged until the account becomes delinquent, is closed, or the tenant vacates the property. Property owners would retain the ability to establish payment arrangements with their tenants, while remaining responsible to the District for sewer charges. The Board discussed the potential for a broader transition to owner-based billing, along with the importance of providing adequate advance notice and communicating directly with affected landlords.

The Executive Director recommended conducting a public informational meeting and presenting proposed regulation amendments for consideration in November. The Board emphasized the importance of transparency, stakeholder outreach, and carefully coordinating implementation with other District initiatives. No formal action was taken.

Boone Electric Resolution of Appreciation

The Executive Director presented a draft Resolution of Appreciation recognizing Boone Electric Cooperative for its many years of billing, information technology, and administrative support provided to the District. The proposed resolution acknowledges Boone Electric's longstanding partnership, professionalism, and contributions to the District's operations throughout their working relationship.

The Board discussed formally recognizing Boone Electric through a framed resolution to be presented at a future Boone Electric Board meeting. Trustees were encouraged to review the draft and provide any suggested revisions before the November meeting, when the resolution is expected to be presented for formal consideration and approval. No formal action was taken.

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MaintStar Permitting Software Discussion

The Executive Director discussed ongoing coordination with Boone County Resource Management regarding the implementation of MaintStar, the County's new permitting software. The proposed integration would streamline the District's permitting and connection processes by coordinating sewer connection fees, inspections, and customer account activation with County building permits and certificates of occupancy.

Under the proposed arrangement, sewer connection fees would be collected before building permits are issued, with the County remitting payments and corresponding reports to the District monthly. The system would also require sewer billing accounts to be activated before occupancy permits are issued, reducing administrative follow-up and improving account accuracy. Additional capabilities include automated tracking of service applications and the use of GIS data to calculate applicable connection fees based on property location.

The Executive Director will continue working with County staff and legal counsel to develop a cooperative agreement governing the District's participation. The agreement is expected to be presented for Board review in November. No formal action was taken.

OPERATIONS UPDATE

September ’26 O&M Summary

The Operations and Maintenance Supervisor presented the September 2026 report, highlighting routine system maintenance, service calls, and equipment replacements. Crews completed 5,680 feet of sewer line cleaning and root removal, 4,922 feet of CCTV inspections, and 882 feet of SL-RAT inspections. The District responded to 14 pressure sewer service calls and three private gravity service calls, with no District main blockages reported.

During the month, three STEP pumps and two grinder pumps were replaced, and approximately 22,500 gallons of sludge were hauled. Staff also completed 287 utility locates from 303 requests received. Ongoing priorities include preventive line maintenance, tank cleaning, sludge processing, and right-of-way maintenance. All operators remain current on their required licensing and training hours.

September ’26 Service Call Labor Report

The Operations and Maintenance Supervisor reviewed the September service call labor report, which documented 17 emergency service calls, including 14 pressure sewer calls and three private gravity calls. Service responses accounted for 24.8 regular labor hours and 31 overtime hours, with total labor expenses of $3,494 and material costs of $7,885. Including vehicle charges, total service costs for the month were $12,059.

Pressure sewer service costs totaled $10,836, compared to approximately $10,464 in monthly pressure system fee revenue. The Board reviewed the continuing improvement in the relationship between pressure sewer service revenue and operating costs, with the rolling revenue gap narrowing considerably compared to prior periods. Staff will continue monitoring service call expenses, equipment replacement costs, and long-term cost recovery.

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FINANCE UPDATE

The Finance Manager presented the third-quarter financial statements through September 30, 2026. Year-to-date revenue totaled approximately $4.27 million, representing a 3% decrease from the prior year and 2% below budget, primarily due to the expiration of contracted service agreements and fewer customer accounts than projected. Operating expenses totaled approximately $3.07 million, an increase of 9% over the prior year but 2% below budget. The District reported approximately $1.20 million in operating income, remaining near budget expectations.

The Board reviewed the financial impact of transitioning billing operations in-house, with ongoing software, postage, and payment processing expenses estimated at approximately $15,000 per month. The District maintained a debt service coverage ratio of 1.3, exceeding the required minimum of 1.1. Total cash and investments were approximately $4.66 million, with 145 days of available operating cash. Discussion also addressed increasing customer receivables, future capital improvement obligations, and the importance of incorporating updated operating costs and financing assumptions into the District's long-term financial planning.

ADMINISTRATION UPDATE

The Administration Director provided an update on the District's transition to independent billing operations, noting the successful completion of the third monthly billing cycle through Muni-Link. Staff continue refining internal procedures, documenting Standard Operating Procedures, and assisting customers with account registration, payments, and billing inquiries. Targeted collection efforts have also begun for accounts more than 90 days delinquent, including notices to affected customers and property owners.

An offer for the Administrative Accounting Assistant position was accepted, with the new employee expected to begin in November. The District also welcomed an intern to assist with administrative activities and customer communications. The Board received an update on the October 20 Open House, which showcased the renovated headquarters, along with ongoing interior improvements and lobby signage.

The September Safety Meeting minutes were provided for Board review. Staff training addressed safe chainsaw operation and skid steer loader safety, emphasizing proper protective equipment, pre-operation inspections, and hazard awareness. No formal Board action was required.

PROJECTS UPDATE

The Board received an update on active construction projects and planned sewer extensions throughout the District. Spencer Hills Plat 4, serving 28 residential units, and Clearview Heights, serving 14 residential units, have completed construction and are undergoing final testing. The Mellies Sewer Extension is also substantially complete, while the Highfield Acres Sanitary Sewer Improvements Project is approximately 80% complete, with work continuing on the decommissioning of the existing lagoon.

Construction plans have been approved for the Fiesta Motors and Clearview & Hackberry sewer extensions, with both projects awaiting construction. The Phenora North Neighborhood Improvement District project continues advancing toward financing, with the recommendation of award and supplemental agreement approved and loan closing scheduled for November 18, 2026. Staff will continue coordinating construction activities, final inspections, and project closeout requirements.

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ENGINEERING UPDATE

The Engineering Manager provided an update on active engineering and design projects throughout the District. The Phenora North Sanitary Sewer Improvements Project continues advancing toward loan closing and construction, while the Prairie Meadows wastewater improvements remain under engineering review, with geohydrologic evaluations ongoing. Design work for the Brown Station and Richardson Acres improvements is progressing, including evaluation of potential sewer alignments and coordination with the City of Columbia. The project has also been identified for a $1 million grant through the State Revolving Fund's draft Intended Use Plan.

Additional engineering activities include ongoing evaluations for Les Bourgeois, the approved Clearview & Hackberry and Fiesta Motors developments, and the proposed Highfield Acres Plat 2 sewer extension. The Board also discussed the Ravenwood Plats 3 and 4 development, which proposes 53 residential lots and a new lift station capable of serving up to 95 units. Staff will continue reviewing infrastructure requirements, potential service alternatives, and the long-term financial implications of the proposed improvements.

CONSIDERATION ITEMS

Accept :: Remington Estates Cooperative Agreement

Approve the cooperative agreement with the City of Columbia permitting the District to provide sanitary sewer service to Remington Estates and authorize a separate wastewater collection and treatment services agreement with the developer.

The Board considered two agreements establishing sanitary sewer service for the proposed Remington Estates development, consisting of approximately 26.91 acres and 10 residential lots along South Route K. The cooperative agreement authorizes the District to provide sewer service within Columbia city limits, while the separate agreement with Girard Homes LLC requires the developer to design and construct the necessary sewer infrastructure at its expense in accordance with District and applicable regulatory standards. The developer is responsible for applicable connection fees, currently totaling $23,000 for the proposed 10 homes if paid before January 1, 2027, along with associated legal expenses and required easements. Following completion, inspection, and acceptance, the public sewer infrastructure would be transferred to the District for ongoing operation and maintenance.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to approve the Agreement to Permit Sewer Service between the Boone County Regional Sewer District and the City of Columbia for the Remington Estates development. All trustees present voted in favor. Motion carried.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to authorize execution of the Agreement for Provision of Wastewater Collection and Treatment Services with Girard Homes LLC, subject to final review by legal counsel and the Executive Director and any necessary minor revisions. The motion carried unanimously. All trustees present voted in favor. Motion carried.

Accept :: Third Amendment to Engineering Services Agreement – Highfield Acres

Approve the Third Amendment to the Engineering Services Agreement with Cochran for additional engineering and construction administration services associated with the Highfield Acres Sewer Interconnection and Lagoon Abandonment Project, in an amount not to exceed $15,000.

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The Board considered a proposed amendment to the existing engineering services agreement with LOR Engineering, LLC, doing business as Cochran, for the Highfield Acres project. The amendment provides additional compensation for engineering services required beyond the original contract timeline due to the extended project duration. Additional responsibilities include construction administration, contractor coordination, alignment adjustments, as-built plan revisions, environmental clearance documentation, and State Revolving Fund (SRF) compliance requirements. Compensation for these additional services will be based on hourly rates, with a total amount not to exceed $15,000, while all other provisions of the existing agreement remain in effect.

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to approve the Third Amendment to the Engineering Services Agreement with Cochran for the Highfield Acres Sewer Interconnection and Lagoon Abandonment Project, authorizing additional engineering services in an amount not to exceed $15,000. All trustees present voted in favor. Motion carried.

Accept :: Resolution 2026-12; Phenora North NID Loan Closing

Approve Resolution 2026-12 authorizing Boone County to issue a general obligation bond and execute the necessary financing agreements for the Phenora North Sanitary Sewer Neighborhood Improvement District Project.

The Board considered Resolution 2026-12 to facilitate financing and loan closing for the Phenora North Sanitary Sewer Neighborhood Improvement District (NID) Project through the Missouri Department of Natural Resources' Clean Water State Revolving Fund Direct Loan Program. The financing includes a Boone County general obligation bond in a principal amount not to exceed $195,000 and an approved grant of up to $244,078. The resolution authorizes the District's participation in the Purchase Agreement among Boone County, the District, and the Missouri Department of Natural Resources, consistent with the existing 2009 cooperative agreement governing NID projects. The District will assume responsibility for ownership, operation, and maintenance of the completed sanitary sewer improvements in accordance with the cooperative agreement.

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to approve Resolution 2026-12, authorizing Boone County's issuance of the general obligation bond and the District's execution of the Purchase Agreement and associated financing documents necessary for the Phenora North NID Project. All trustees present voted in favor. Motion carried.

NEW BUSINESS

The Board discussed opportunities to improve communication of the District's mission, vision, and accomplishments to customers and the broader community. A recommendation was made to prominently display the District's mission and vision statements within the newly renovated headquarters to reinforce the organization's purpose and commitment to public service.

The Board also discussed developing visual presentations or storyboards highlighting the work performed by individual departments, including Engineering, Operations and Maintenance, and Finance. These materials could demonstrate the value of District services, infrastructure improvements, operational efficiencies, and responsible financial management. Discussion emphasized the importance of helping customers understand the District's responsibilities and the benefits of its investments, particularly in preparation for the potential 2027 bond election.

The Board expressed interest in incorporating these educational materials into future customer outreach initiatives and open house events. No formal action was taken.

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CLOSED SESSION UNDER SECTION 610.021 (1)

RETURN TO OPEN SESSION

ADJOURNMENT

Meeting was adjourned at 8:54 PM.

Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary

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OCTOBER 20, 2026 - MINUTES OF THE BOONE COUNTY REGIONAL SEWER DISTRICT BOARD OF TRUSTEES CLOSED SESSION BCRSD, CONFERENCE ROOM 1314 N. 7TH ST., COLUMBIA MO

Trustees Present:
Randy Chann, Chair
Dave Bennett, Vice Chair
Brian Burks, Secretary
Bill Watkins, Trustee
Justin Aldred, Trustee

Others Present:
Jesse Stephens, Executive Director
Daniel Cunningham, Director of Operations
Elke Boyd, Engineering Manager
Chris Pieper, Blitz, Bardgett & Deutsch, General Counsel
Angela Burke, Blitz, Bardgett & Deutsch, General Counsel

VOTE TO HOLD CLOSED SESSION UNDER SECTION 610.021 (1)

MOTION: On a motion by Watkins and a second by Bennett, the Board moved to authorize a closed meeting at 7:48 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. All trustees present voted in favor. Motion carried.

CLOSED SESSION

During closed session, discussion was held among the Trustees, Executive Director Stephens, Director Cunningham, Manager Boyd and counsel regarding privileged communications between the body and its attorneys.

RETURN TO OPEN SESSION

MOTION: On a motion by Watkins and a second by Aldred, the Board moved to exit the closed meeting and return to the regular meeting at 8:53 PM. By a roll call vote, all Trustees present voted in favor as follows: Burks – yea; Aldred – yea; Bennett – yea; Chann – yea; Watkins – yea. Motion carried.

ADJOURNMENT

Meeting was adjourned at 8:54 PM.

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Meeting Minutes Approved On : _____

Secretary: _____
Brian Burks, Secretary