

Lake Forest Clean Water District
Board of Directors Meeting
January 2nd 2020
Meeting #2

Call to Order- 6 PM by Duane Harley

Duane Harley welcomed all the attending Lake Forest residents to the kickoff meeting for 2020. At this time Duane had each Board member re-introduce themselves to the residents to ensure everyone understood their respective roles and responsibilities.

Handout copies of the previous month's meeting minutes, a copy of the proposed Resolution #2020-001, and a copy of the Waters Engineering Agreement for Engineering Services was made available to the meeting attendees.

Roll Call:

Mr. Mark Basler called the roll:

Duane Harley- Present

Mark Basler- Present

Don Kuehn- Present

Eric Kelly- Present

Bruce Geisler- Present

Previous Meeting Minutes – Approval

A call for a "Motion to approve" the previous month's meeting minutes was made by Duane Harley. The Motion was made by Mark Basler and seconded by Bruce Giesler. Motion passed all in favor.

Communications/Correspondence Received

Duane Harley identified an e-mail response back from Rich Cochran of Waters Engineering) regarding a question he had with an Environmental Impact Study. Duane informed the attendees that Rich had stated that an EIS may need to be done in the future but that is typically identified by the lending agency and to what extent the study needs to be done. This documentation was given to the Records Custodian (Don Kuehn) and it will be placed into our file at the Community Center.

Duane also passed on a letter received from Petree Powell along with a response from our Legal Counsel to Don Kuehn for record retention purposes. We did not review the details of the correspondence with the attendees.

Mark Basler and Don Kuehn mentioned that any future information requests should go through Don Kuehn who serves as both our Board Secretary and Records Custodian. Also attendees were informed that information requests made do fall under the Missouri Sunshine Law Section 610.026.1 and that there is a charge for materials and labor to retrieve and copy such information. We must all realize that we are now a Public Government Body and we need to maintain detailed records of all of our costs.

On a Go-Forward basis Don has volunteered to perform a retrospective review of all the previous month's meeting minutes questions from citizen comments and extract them into a "Frequently Asked Questions" FAQ format so that we can maintain a database of those responses and have them put on our website if we can. Mark Basler to check with Beth Meier in that regard and report back at a future meeting.

As a reminder all "Proposed Agendas" are posted prior to each months meeting on the bulletin board in the Post Office.

Agenda - Approval

A motion was called for to accept the current meeting agenda by Duane Harley. Motion made by Bruce Gielser and seconded by Mark Basler. Motion passed all in favor.

Citizens Comments-

Ed Korczak asked if the Petree memo was going to be made available to all residents. Don Kuehn stated that the memo would go into the public files located at the Community Center. Ed also asked that he had heard that we may not be able to get the low interest loan that we thought originally. Duane Harley and Mark Basler responded that we are diligently in the process of working with Waters Engineering and working to get some additional options for funding through the MDNR and USDA. These two lending agencies also have the potential to offer capital project grants that would be significantly beneficial to all the residents of Lake Forest Estates. Mark mentioned that this is one of the reasons we obtained the services from Paul Martin and Gilmore and Bell who have extensive experience in these matters. We have been told that while there is no guarantee for grant funding but that it is critical to get our funding applications in no later than March 1st 2020 to be eligible. It is the goal of the Lake Forest Clean Water District to have lending options and to further analyze bids in an effort to obtain the lowest overall evaluated cost on behalf of our residents.

Don Ceretti – Asked if the Board knows what the final loan amount is. Duane Harley responded that the latest information we have received is preliminary in about the \$5M dollar range but for folks not to take that amount as final. Duane reiterated to all the attendees that this is "NOT A PROJECT" at this time and that only preliminary engineering services have been done. Duane stated that over the next couple of months our requested loan amount will become more defined and something that the board will feel more comfortable about communicating. Duane also reiterated to the attendees that any loan received would be a revolving loan meaning we only borrow what we need to meet the project expenses.

Bob Gustafson – asked if we have a detailed scope and specification. Duane Harley responded that we do have again, a preliminary design basis but that Waters Engineering has and is looking at options and this information will become fully known to all of us within the next few months. The initial draft report was received on December 16th. We anticipate receiving the final Preliminary Engineering Report no later than January 31st at which time the Board members will review all the information and make a recommendation on the final design for the waste water treatment facility and associated water collection system.

Larry Vaghn had a few questions. Larry asked if there was any possibility we could get some financial relief from the Sainte Genevieve Real Estate taxes we all pay. Mark responded that the county just charged us \$2200.00 dollars for conducting our most recent District election so he did not think that

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would be a possibility. Mark did state that the census data that we are working to receive from the county may be beneficial for us as we apply for our grant funding, beyond that he saw no more available help. Larry then asked if the water meter that was installed inside of his residence would be used for this potential project. Don Kuehn responded that some residents had meters installed years ago as there was some discussion at that time to institute water bills. This did not proceed further but all the specific details were not known. So essentially the answer is no and that new meters will be installed and those costs are included in the baseline project estimate. Larry Vaghn also asked about a memo he received in the mail about being without of any water or sewage for an extended amount of time. Mark Basler and Eric Kelley reiterated that this indeed would not be the case. Details were provided by Rich Cochran during this past Annual LF Association meeting that we envision only a tie-in type outage of an estimated 4-6 hours may be needed. Don Kuehn added that we will fully communicate that timing to each affected resident when that time comes.

Shawn Everett asked how we would bill the water meters. The Board reiterated that water billing will be on a "usage basis" exclusive of the base line metering cost which covers maintenance and operating expenses. Duane did mention that the MDNR does have a model they use when setting water rates but that we have not done any of that specific work to date, but that we will need to have an estimate prior to applying for our funding.

Don Miller stated that he had some extended family visiting in July of 2020 and asked if we would have any work going on with Lake Anne that would render the lake unusable. The Board responded that there will be no work performed on any of the lakes in 2020. We anticipate this year will be a year of engineering design, obtaining lender approval, completing required documentation, bidding and negotiating with potential contractors. Duane reminded that our current compliance date is 12/31/22. To that end we anticipate most of the work being done in 2022, with possibly some work starting in the latter parts of 2021 but the actual work schedules have not yet been set or negotiated with the contractor. It has yet to be determined when we would start and/or complete work on the installation of the water meters. This is to be discussed further with the final selected engineering firm.

Mike Powell asked how one might water their lawn when we lower Lake Anne for some period of time. Eric Kelley responded that those residents who have lakeside pumping systems will have to do the same thing that others who do not have this system available and use the side spigots on our houses during this period and run hoses with sprinklers. Again we plan to inform residents with the best known timing available to us once this work hits the affected watersheds.

John Cooper asked about the limited insurance coverage for the initial Waters Engineering Study. The Board acknowledged that the \$1M liability coverage would be inadequate for a full blown capital project, but at this juncture with no physical work being performed on site the Board felt this coverage is OK at this time. The Board will take note as reinforced by Bruce Giesler once we get project funding.

John also asked about the Intellectual Property comments made by Waters Engineering services agreement as he feels this information should be owned by the Lake Forest Clean Water District. This comment was well taken and we will take this issue up further with legal counsel once this becomes a fully funded project.

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New Business-

A detailed discussion was held with all meeting attendees in regards to the Resolution 2020-001. Don Kuehn walked through each section with all attendees. The goal of the Board was to further educate and inform the meeting attendees of our history and extensive preliminary preparatory work done by Waters Engineering. There were no additional questions by the citizens in attendance. A Motion was requested for the approval of Resolution 2020-001 by Duane Harley. Motion was made by Eric Kelley and seconded by Mark Basler. Motion passed all in favor.

A detailed discussion was held on the proposed Engineering Services Agreement for Waters Engineering. Highlighted was the fact that we are only approving \$27K for the Preliminary Engineering Report and deliverables as outlined within the document. There are (6) separate phases to the overall capital project but we are only seeking approval tonight for phase one. Specific questions in this agreement by citizens were addressed in the citizen comments section. Mark Basler reminded the attendees that Waters Engineering has worked very well with us to date performing work and not yet billing us until the funding has been approved. This has been extremely beneficial to us since we currently have no revenue stream. A Motion was requested for the approval of the Waters Engineering Services Agreement by Duane Harley. Motion to approve was made by Bruce Giesler and seconded by Don Kuehn. The Board voted all in favor.

Duane Harley again made it clear to all attendees that this is "NOT YET AN APPROVED PROJECT".

Old Business-

Mark Basler reviewed the action items from the December 12th meeting that included an information transfer from the Association files to the LF Clean Water District files. Beth worked with Mark and Don on setting up a separate file cabinet for this public information. An electronic e-mail was sent to Mrs. Powell signaling the availability of such information as requested.

Mark discussed with Bob Palmer about setting up a specific line item in the budget to track the pending LF Clean Water District Costs so that payment can be reimbursed back to the Association after funding is approved. The Lake Forest Association utilizes Quick books for their financial reporting.

The dissolution of the Sewer Committee was approved by the Association Board effective immediately, and the Waiver of Conflict with Paul Martin was reaffirmed as approved previously.

Lastly, due to the fact that there is currently "NO Funded Project" at this time it is realized by the Lake Forest Association that some costs may come up and that those expenses must be approved by the Association. Once funding has been completed then those costs will be reimbursed.

Adjournment

Motion to adjourn made by Don Kuehn at 7:24 pm. Motion Seconded by Bruce Geisler. Motion passed with all in favor.

Next Meeting – February 6th at 6:00pm

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