

**Lake Forest Clean Water District  
Meeting Minutes  
December 10th, 2020**

**Call to order:** Meeting called to order at 6:02pm by Duane Harley

**Agenda**

Motion to approved agenda made by Mark Basler and was seconded by Eric Kelly. All Board members voted in favor.

**Roll Call**

Duane Harley - Present

Mark Basler - Present

Don Kuehn - Present

Eric Kelly - Present

Bruce Giesler – Present – ZOOM Teleconference

Rich Cochran – Waters Engineering – ZOOM Teleconference

**Communications**

Duane Harley informed group that Mike Hartman from the USDA had responded that the loan application is still in progress. The State Engineer is in the process of reviewing the Preliminary Engineering Design by Waters Engineering. Mike also stated that they are awaiting the approval of their State Budget and that the recent COVID situations, coupled with this being an election year could slow things down a few months. Mike Hartman also indicated that they are awaiting the “transfer instrument documents” by 12/31/20.

**Citizen Comments**

Wayne Basler stated that there may be a potential candidate interested in filling Mark Basler’s seat in April. This individual has not stepped forward at this time so they will remain unnamed.

## **Old Business**

### **Preliminary Engineering Report Acknowledgement**

Rich stated that he has spoken with the MDNR and that they are still in the review process. COVID again has slowed this process.

### **Rate Structure Update**

Duane informed the group that pending the approval tonight of our 2021 budget, then those numbers will be forwarded to Waters Engineering to put those budget line item inputs into the MDNR modeling software. Rich is to manage those inputs and to come back to the Board of Trustees with a few options for consideration. At this time there has not been a decision as to a start date of water and sewer billings to the community residents.

### **Certificate of Clerk Update**

Don reported that he is working to complete this item. He has received our Clean Water District "seal", and is working with our attorney to complete our certificate. He will send the completed certificate to Mike Hartman of the USDA.

**Interested parties interested in filling Mark Basler's position should send a memo of interest to Don Kuehn for consideration purposes.**

## **Miscellaneous New Business**

### **2021 Budget Proposal**

Eric presented our 2021 Budget for consideration to the Board of Trustees. A motion was made by Don Kuehn to accept the \$145,795.27 annual budget contingent on approval by the Lake Forest Estates Board later that evening. The motion was seconded by Mark Basler. All Board members voted in favor.

It was also noted that services rendered by the Community Manager on a monthly basis will be invoiced to the Clean Water District. Duane Harley to work with our attorney to draft a "Services Agreement" between both parties.

### **Resolution 2020-008 Rules & Regulations Water Operations**

A motion was made by Eric Kelly to accept these regulations as written. Motion was seconded by Mark Basler. All Board members voted in favor.

### **Resolution 2020-009 Rules & Regulations Waste Water Operations**

A motion was made by Don Kuehn to approve. Motion was seconded by Eric Kelly. All Board members voted in favor.

It was noted by Duane Harley that these rules and regulations will be issued to all community residents. We plan to have small booklets made similar to the Rule and Regulations for the Lake Forest Estates guidelines. We will do this in the first quarter of 2021.

### **Resolution 2020-010 Procurement Policy**

Duane briefly went over this policy intent and will forward the Resolution upon completion to the Board of Trustees for review.

### **Asset Transfers Document Execution**

This process is to be completed by 12/31/20. It is currently under attorney review. Next step is to file with Sainte Genevieve Recorder of Deeds office.

### **Job Posting**

Motion made by Mark Basler to post, and motion was seconded by Eric Kelly, all Board members voted in favor. Posting to go up 12/14/20 for a period of 30 days.

**Adjournment:** Motion to adjourn made by Eric Kelly and seconded by Don Kuehn.

**Please note that the Board of Trustees may adjourn to closed session pursuant to the Revised Statutes of the State of Missouri to discuss legal, confidential, or privileged attorney-client matters pursuant to Section 610.021 (1), real estate matters pursuant to Section 610.021 (17), or for any other reason allowed by Missouri Law.**