

**Lake Forest Clean Water District
Meeting Minutes
January 14th, 2021**

OPEN Meeting at Community Center

Call to order:

Duane Harley called the meeting to order at 6 pm.

Agenda: Motion to Approve:

Motion to approve the agenda as written by Bruce Giesler. Seconded by Mark Basler. Motion passed with all approved.

Roll Call:

Duane Harley - Present

Mark Basler - Present

Don Kuehn- Absent

Eric Kelly - Present

Bruce Giesler - Present

Communications:

- **MDNR Permit Response Letter – Harley**
The renewal application for the permit was received late by the MDNR. While this was not optimum there should not be any issue as the Lake Forest CWD is under an order of compliance. This will follow the terms of the expired permit. MDNR said there is not guarantee that a new permit will be issued.
- **Assets transferred (Recorder of Deeds filed on 12/16/20)**
Mark Basler announced the asset transfer of the Sewer and Water from Lake Forest Estates has been completed and USDA has been notified.
- **Cooperative Agreement executed on 12/28/20**
Effective January 1st, 2021 the CWD is responsible for the Operation and the Maintenance of the Sewer Plant the Water Systems. A Cooperative Agreement was signed between Lake Forest Estates Community Association and the Lake Forest CWD.

This agreement will carry forward the working arraignments and agreements between the two entities while the CWD is moving forward along the timeline with USDA loan application and other requirements necessary for the new sewer plant. This will ensure continual sewer and water services to the residents of Lake Forest.

Citizen Comments:

John Summers asked if there would be a problem with the MDNR permit. Duane said it was not a worry since we were already under a compliance order.

Wayne Basler asked about a potential candidate for the CWD Secretary position. Duane Harley stated that they have received applicants but continue to seek resumes in their search of the best qualified person.

Mark Basler discussed the possibilities of a candidate for his position coming up for election. Interested people must be at the Court House by Tuesday, 19 January 2020 to file for election. If only one person files for election there will be no vote necessary which will save the CWD around \$2500 in Clerk of the Court cost.

Old Business:

- Preliminary Engineering Report Acknowledgement - Cochran
- Rate Structure Update – Harley/Cochran
Duane Harley said that a letter will be sent out by the Lake Forest Association where everyone's assessment will stay the same. A portion the 2021 assessment will be given the CWD to cover the operating cost of \$72,000. There will not be any increase of assessments or an individual sewer bill for 2021.

Individual rates will be calculated later once meters are installed and approved by the USDA.

Rich Cochran of Waters Engineering is working on the rate structure with Eric Kelly.

- Certificate of Clerk Update – Kuehn
Don Kuehn has satisfied this requirement of the USDA and has supplied the necessary Certificate of the Clerk update to the USDA. This is related to the transfer of assets from Lake Forest to the CWD as mentioned above.

- Interested parties interested in filling Mark Basler's position should send a memo of interest to Don Kuehn for consideration purposes. This was previously discussed in-depth above.
- Secretary Job Posting Update - Kuehn
As discussed above, one resume was received for the Secretary position. The Board is looking for other qualified candidates to apply. Potentially looking for them to start by the end of February 2021.

New Business:

- 2021 Budget Expenses – Eric Kelly
Eric Kelly announced that the 2021 Budget totaling \$72,000 is up for review. Some expenses for the 2021 operating year have been received already.
- Office Infrastructure Update
A new office is being created inside of the Lake Forest office area which is where the CWD Secretary will sit. Duane Harley thanked Tom Duro and John Piccou for working to make that space. The office hours have not been discussed.
- Maloney/Wright/Robbins – Accountant Services (Letter Agreement)
USDA requires the CWD to have independent Accountant. Duane Harley checked with MWR and has received information. They are willing to help the CWD set up the QuickBooks and this is also the same company that services the Lake Forest Association with QuickBooks, Audits and Payroll tax filings. This is a very through service and an area that is of vital importance.

A motion was made by Mark Basler to use MWR for one year. Seconded by Eric Kelly. Motion was approved with all in favor.

- Resolution 2020-010 Procurement Policy (Motion to Approve)

Resolution 2020-010 governs the way procurements are executed and those thresholds from \$500 and upwards. This would create standards in how the CWD procures depending on the dollar amount and those specific requirements. As an example, any procurement above \$5000 would require 3 written bids, etc.

Motion to approve the 2020-010 Procurement Policy made by Erick Kelly. Seconded by Mark Basler. Motion passed with all in favor.

- **Missouri Rural Water – SUBS Billing Software**

Duane Harley reported that he has been in contact with the SUBS Billing and tested this software. Duane reported that this software is designed for small entities like the Lake Forest CWD. Cloud based system that offers a lot tracking that takes care of members. They will help set up the meters and other billing activities. They also have working groups.

- **Bloomdsdale Billing Process – Basler Update**

Mark Basler updated the group on what Bloomsdale does for their billing. They use UBS PRO by Harris Corp. They have read meters manually and with wands but now want to go to a drive by system. Reading manually was prone to human error and required a lot of labor and the wands failed pretty quick. Hence the reasoning for wanting a drive by system. They have 225 members in Bloomsdale. We are actually a larger CWD. They are member of the Missouri Rural Water Commission. The MRWC offers a lot of benefits for smaller entities like the Lake Forest CWD. Mark recommends being a member of the Missouri Rural Water Commission and the other Board members agreed.

Adjournment: Motion to adjourn:

Motion to adjourn at 6:59 by Bruce Giesler. Seconded by Mark Basler. Motion passed with all in favor.