

**Lake Forest Clean Water District
Board of Trustee Meeting Minutes
November 12th, 2020
6:00pm**

Due to a few positive COVID-19 results in the local community a ZOOM only teleconference was held this month.

Call to Order: 6:01pm by Duane Harley

Roll Call: The following members answered as present:

Mark Basler - Present
Don Kuehn - Present
Bruce Giesler - Absent
Duane Harley – Present
Eric Kelly – Present

ZOOM participants included the above Board Trustees as well as Rich Cochran (Waters Engineering), Paul Martin (Attorney) and area resident Wayne Basler.

Agenda:

Motion made by Mark Basler to accept agenda as submitted, seconded by Don Kuehn, all in favor.

Communications:

Duane Harley informed attendees that we received the annual inspection report from the MDNR on our public water system. In summary, the public water system was found to be “In Compliance”. There were four recommendations made by the inspector, Michael Wyatt. Mark Basler volunteered to review recommendations 1, 3 & 4 with Community Manager, Tom Duro. Recommendation #2 was to add the following verbiage to our “User’s Agreement” as soon as possible as follows:

“Solder and flux containing not more than two-tenths (0.2%) lead and pipe fittings containing not more than 0.25 percent (0.25%) lead shall be considered lead free”. This requirement is necessary to meet EPA requirements.

Don Kuehn indicated no additional communications had been received.

Citizen Comments:

None

Action Items:

A. Status Update of USDA loan application tasks

Certify the Certifications in RD Apply – Duane Harley – **Completed**
Submit last (3) years of the association’s actual financials since the district was newly formed – Rich Cochran forwarded to USDA - **Completed**

1. Preliminary Engineering Report acknowledgement from MDNR. – Awaiting response back from the MDNR.
2. Letter from Investment Banker – **Completed** – Info forwarded to the USDA
3. Copy of existing Debt Instruments – Mark Basler verified costs to date are accurate. Duane Harley to forward information onto USDA. **Completed**
4. Certificate of Clerk – Don Kuehn pending completion
5. Current Rate Structure – In-progress. Once Eric Kelly has completed our projected 2021 O&M Budget for the Clean Water District then that information will be given to Rich Cochran for the model inputs that will help identify our rate structure going forward. Upon completion this will then be presented to the Clean Water District Trustees for review and approval.
6. Agreement for Engineering Services – **Completed** and returned to USDA
7. Engineer’s Debarment Certification – **Completed** and returned to USDA
8. Legal Services Agreement – **Completed**
9. Attorney’s Debarment Certification - **Completed**

B. Status update from Mark Basler on Transfer Instrument resident signings:
Mark reported that as of the meeting we had 235 resident signings. The 2/3rds requirement as indicated by Mark Basler is 229. As a matter of

record the 215 reported last month was in error and required correction. This information is being sent to our attorney, Paul Martin for legal review. Upon his approval this document will then be duly notarized and placed in our local files for record retention purposes.

- C.** Resolution 2020-008 Rules and Regulations Water Supply Operations. This resolution is in the final editing stages. Upon completion document to be sent to all Board Trustees for review prior to the December meeting.
- D.** Resolution 2020-009 Rules and Regulations Wastewater Operations. This resolution is in the final editing stages. Upon completion document to be sent to all Board Trustees for review prior to the December meeting.
- E.** Discussion on interest to date for Mark's April 2021 replacement – no interest voiced to date. Paul Martin verified that to qualify for any of the Board Trustee positions one simply needs to be a registered voter of the district. Additionally, Paul verified that these positions are 5-year terms due to Missouri State Law statutes.
- F.** A discussion was held on the establishment of our 2021 Operations and Maintenance Budget. Eric Kelly walked us through some of the preliminary budget inputs for 2021. Eric will be discussing the O&M Budget inputs with Bob Palmer prior to completing this process and presenting it to the Board for review/approval at the December meeting.
- G.** A brief discussion was held on the current Legal costs being accrued to date for possible 2021 budget consideration. At this point those costs are to be included in our "Debt Instruments" and forwarded onto Mike Hartman of the USDA. These costs would be paid upon approval of the USDA loan to the Lake Forest Estates Clean Water District.
- H.** A brief discussion was held on the need for a "Billing/Receivables Clerk part-time position for the Clean Water District. Duane Harley to take the lead and create a job description. Upon completion a notification will be made to area residents in an effort to fill this position. Salary and hours to be determined at a later date.

Miscellaneous Business:

The Bader Surveying Invoice of \$2907.50 was processed.

Paul is drafting a future Procurement and Payment Policy for the district. The scope will include a process for approval and payment of expenses along with a proposed process for bid requirements.

Grant work continues but we do not have any updates at this time.

We still have not received word on our USDA Loan approval. Due to COVID-19 it could be a few more months until we receive feedback on both the loan and potential grants.

Adjournment:

Motion made by Don Kuehn and seconded by Eric Kelly. All voted in favor and meeting adjourned at 7:34 pm.

Note: All interested residents who may have questions are encouraged to review the full Revised Preliminary Engineering Report that is posted out on our website.

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.