

## **Meeting Minutes**

### **Lake Forest Clean Water District**

**March 11th, 2021**

#### **OPEN Meeting at Community Center and**

**Due to COVID19 those unavailable to attend in person provided Zoom  
call in info.**

**Call to order: 6:00 p.m. by Chairman Harley**

**Agenda:** Motion to Approve: Motion by Basler—2<sup>nd</sup> by Giesler, passed

**Approval of Previous Meetings Minutes: Motion by Basler—2<sup>nd</sup> by Kelly, passed**

**Roll Call: All members present**

Duane Harley  
Mark Basler  
Don Kuehn  
Eric Kelly  
Bruce Giesler

#### **Communications Received**

- Chairman Harley presented:  
MDNR Waster Water “Draft Operating Permit” Received
- Chairman Harley announced:  
Missouri Rural Water Billing Software Demo at April 8th Meeting.

## **Public Communications:**

**Harley announced: New Office address for Clean Water District is  
13767 Lakewood Dr. Ste. Genevieve, MO 63670**

**Basler announced: Membership to Missouri Rural Water Association has been transferred from the Community Association to the Clean Water District.**

## **Citizen Comments:**

**Resident Wayne Basler asked:**

**Q- How long is Cooperative agreement in place with Association?**

**For one year with automatic renewal upon agreement by both parties.**

**Resident John Summers asked:**

**Q-Will staff of Association still share time with the Water District?**

**Yes, for the foreseeable future.**

**Resident Wayne Basler asked:**

**Q- Will accounting firm be for one year or ongoing?**

**Accounting firm has a one year agreement, but will most likely be needed ongoing to comply with USDA audits and regulations. Same firm as Association uses.**

## **Old Business:**

- **Preliminary Engineering Report Acknowledgement:**  
Rich Cochran by phone attendance reported –it is under review and should hear a response soon.
- **Rate Structure Update:**  
Harley/Cochran reported—waiting for USDA loan approval and input.
- **Jim Donze applied to fill Mark Basler’s vacancy effective May 1st.:**

Harley explained Donze was only candidate to sign up for election, so was automatically excepted as winner of the seat, without county having to have a ballot election.

### **New Business:**

- **USDA Update:**  
Harley/Cochran reported USDA awaiting Federal Funding guidelines and other updates
- **Office Candidate Status Update:**  
Giesler/Kuehn reported three very good candidates applied for the position. Interviews were conducted for all three, and the Board will meet in closed session to make final selection.
- **2021 Budget Expenses :**  
Eric Kelly- reported Tom Duro to submit office materials costs as soon as available, but initial costs approx. \$1200 plus labor and other minor expenses.
- **Motion to approve Jim Donze as Board Memeber for a 5 year term:**  
Basler made motion—Kuehn 2<sup>nd</sup>, motion pass by all.
- **Office Infastructure Update :**  
Harley reported office construction complete. Wifi scheduled for install. Computer in process of being setup.
- **Copier Lease Proposal from Mineral Area:**  
Basler reported - recommend purchase based on lowest quote of 5yr. lease at \$103.79 per month plus \$23 per month maintenance contract. Motion by Kuehn, 2<sup>nd</sup> by Giesler, approved all in favor.
- **Website Update:**  
Greg Stephenson reported he is still looking at website ideas and options and will follow up in near future.

**Adjournment:** Motion to adjourn by Kelly, 2<sup>nd</sup> by Basler, Motion passed by all.