



Minutes of Meeting

Subject:	MLNDA Board of Directors Meeting		
Reference:	-	Date:	13 th November 2023
Prepared By:	J. Robbins	Time:	1830hrs (6:30pm)
Approved By:	J. Robbins / C. Sellers	Location:	Conference Call (Zoom)

Company:	Attendees:
MLNDA	Jacy Robbins, Christy Sellers, Roxanne Henricksen, Robert Raetzsch, Miriam Jones, Michael Messersmith, Andy Taylor, Danelle Roddy
Absent	Paul Bluntzer, Jack Walker
Distribution	Attendees + Absent + Membership

Action	Description	Responsible	Due Date
MLNDA General / Administrative			
1.	Called Meeting to order Time: 6:33 pm Adjourned Meeting Time: 7:24 pm	J. Robbins	On-going
2.	Treasurer's Report – bank account status, donations/fees received, expenses paid, etc. Update 13-Nov-23: <ul style="list-style-type: none"> \$28,861.73 balance Revenues: <ul style="list-style-type: none"> \$12,434 donations/membership dues from annual meeting Expenses: <ul style="list-style-type: none"> \$10,000 donation to WCID for operating expenses \$242 annual meeting combined expenses 	R. Henricksen	On-going
3.	Form 990-EZ filed with IRS for income tax exemption. Cost of \$525.00 to file.	J. Walker	13-Nov-23 CLOSED
Membership and Communications Committee – Chair: D. Roddy, Co-chair: C. Sellers			
4.	Membership Roster Updates (annual dues start in Sep) Update 13-Nov-23: 84 individuals (79 renewed, 5 new), 48 households (45 renewed, 3 new)	C. Sellers	On-going
5.	Membership Committee to start sign-up drive with goal of maximum membership. Important members stay informed of the progress this year to restore Meadow Lake. Sign-up drive to include information on fundraising goals. Fundraising and Membership Committee to work together on this (See Fundraising Committee below). <ul style="list-style-type: none"> Reminder: All board members are required to pay dues per bylaws. 	D. Roddy	11-Mar-23
6.	Directors below elected by unanimous vote by members at the Annual Membership Meeting held on October 7 th , 2023: <ul style="list-style-type: none"> Paul Bluntzer Re-election Danelle Roddy Re-election Michael Messersmith Re-election Jack Walker Re-election 	INFO.	13-Nov-23 CLOSED



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7.	<p>Nominating Committee consisting of (M. Jones, C. Sellers, R. Henricksen) to put forth slate of officers for board approval for this upcoming year. See nominated officers below:</p> <ul style="list-style-type: none"> • President: J. Robbins • Vice President: A. Taylor • Secretary: C. Sellers • Treasurer: R. Henricksen • Asst. Treasurer: J. Walker <p>Motion to accept above officers for the upcoming year: Motion to Accept: J. Robbins 2nd Motion: M. Jones Motion Passed: Unanimously Approved</p>	Board	13-Nov-23 CLOSED
8.	<p>MLNDA to support in development and launch of new Meadow Lake WCID website. Maybe more efficient for MLNDA to pay costs then process small payments like these through the WCID bookkeeping services. WCID board will direct and approve content on website.</p> <p>Motion to approve up to \$500 for set-up of new website, if necessary. Motion to Accept: D. Roddy 2nd Motion: R. Henricksen Motion Passed: Unanimously Approved</p>	E. Hunter C. Sellers J. Robbins T. Anders	15-Dec-23 CLOSED
9.	<p>WCID Board meeting scheduled for November 16th at 3pm to canvass/confirm election and discuss next steps for project. Send out reminders 72 hours and 24 hours before meeting.</p> <ul style="list-style-type: none"> • Bond election passed by 135 For, 27 Against (83% voter approval) 	C. Sellers	15-Nov-23 CLOSED
Fundraising Committee – Chair: M. Jones, Co-Chair: D. Roddy			
10.	<p>Update on fundraising donation efforts: Update 13-Nov-23: \$12,434 raised to date towards the goal of \$50,000. Next round of donations should aim to accomplish the following:</p> <ul style="list-style-type: none"> • Revenue for the district to operate until a tax can be levied and collected in 2025. Without this revenue district will struggle to accomplish the necessary work and delay project overall. • Operating costs include for: \$6,000 for accounting services, \$6,000 for general legal counsel services, \$2,000 for insurance, and \$20,000 in legal services for contract negotiations. • TOTAL: \$34,000 + \$16,000 contingency = \$50,000 • Discuss Membership and Fundraising Committee's working together on the sign-up drive and donations. Two prong approach were 1) all members asked to donate and at minimum sign-up/pay dues and 2) targeted approach for larger donations. • All board members to pay dues and if possible, donate. 	M. Jones D. Roddy C. Sellers T. Anders	11-Mar-23
11.	Organize and plan a fundraising social event for membership. Over the next few months Fundraising Committee to plan and organize a social event to update membership of progress and raise funds towards this year's goal.	D. Roddy M. Jones	11-Mar-23
River Clean-up Committee – Chair: ?????, Co-Chair: ?????			
12.	Upon decision to move forward with construction of project MLNDA to organize and plan large scale clean-up of river including stump and debris removal. Activity ON-HOLD until further notice.	INFO.	HOLD



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Engineering & Construction Committee – Chair: J. Robbins, Co-Chair: L. Moore			
13.	<p>Technical Committee to meet, as necessary, to accomplish the following objectives by April (WCID Board will make final decision, Committee may advise):</p> <ul style="list-style-type: none"> Discuss and confirm best approach for contracting strategy. Discuss and confirm construction management methodology. Confirm by bid or budgetary proposal the approximately \$6 million of estimated costs in the Engineer's Estimate. Proposals received to date confirm approximately \$6.5 million in Engineer's Estimate. Identify largest construction risks to project. 	J. Robbins Technical Team	15-Apr-23
Financing & District Committee – Chair: A. Taylor			
14.	<p>Financing of WCID Debt through CWIFP</p> <p>To kick-off the project the WCID must first secure financing, which is of top priority. The most beneficial program currently available is the US Corps Water Infrastructure Financing Program (CWIFP). See required steps below:</p> <ul style="list-style-type: none"> A. Pre-application Submittal: December, 19th, 2023 <ul style="list-style-type: none"> a. Financial Pro Forma and rating letters required (FA) b. Other than above pre-application looks straightforward c. Registration for pre-application submittal complete B. Evaluation and selection of applicants: 90 days, March 2023 C. Full application submittal: up to 365 days D. Process and development of loan documentation: 30 to 90 days E. Loan Closing: 30 days <p>MLNDA to support in process above.</p>	J. Robbins C. Sellers A. Taylor	19-Dec-23
15.	<p>SAM Registration:</p> <p>For the WCID to apply for any federal grants or loans the WCID must be registered with the federal government's award management system (SAM). The district has hired USFCR to process registration. Expecting UEI number by 17-Nov-2023 and full registration in 2 to 4 weeks. UEI required for pre-application submittal, SAM registration required for full application.</p>	J. Robbins	19-Dec-23
16.	<p>GBRA Negotiations:</p> <ul style="list-style-type: none"> Newest MOU approved by Meadow Lake WCID Board at the November 3rd board meeting. GBRA Board schedule to approve at their December 13th, 2023 board meeting. MOU confirms execution of conveyance agreement upon securing financing. Draft conveyance agreement in progress and will be issued to GBRA for review. Maybe critical path activity if not completed by time of request from US Corps for full loan application, scheduled for March 2023. Final engineering could start, but WCID may be reluctant to spend funds if contract not executed. 	A. Taylor M. Meskill J. Robbins	11-Mar-23
17.	<p>Funding Commitment from City of Seguin:</p> <p>Start negotiations on binding agreement. Critical path activity if not completed by time of request from US Corps for full loan application, scheduled for March 2023. Executed commitment required for full loan application.</p>	J. Robbins A. Taylor R. Rinn	11-Mar-23
18.	<p>Funding Commitment from DOE Grant:</p> <p>Full application submitted on October 6th. Awaiting notice of award. Expected notice in 3 to 6 months from date of submittal.</p>	INFO.	6-Apr-23



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Minutes approved by:

MLNDA President

Signature

MLNDA Secretary

Signature