



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 7:00 PM

April 18, 2023

Trustees Present: Hal Warren, Vice Chair; Joe Bajko; Ray Ford; Laura Lauzon

Staff Present: Beth Caudill, Office Manager; Chad Judd, Certified Operator; Julie Peters, Treasurer

Absent: Cheri Kemp, Chair; Anne Harms; Rick Reardon

- I. **Call to Order and Roll Call:** Hal Warren called the meeting to order at 7:00 pm.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Joe made a motion to approve the agenda, and Ray seconded the motion. The motion was approved by unanimous vote [04-18-23-1].
- IV. **Approval of the March 21, 2023 Regular Meeting Minutes:** Laura made a motion to approve the March 21, 2023 Regular Meeting Minutes and Hal seconded the motion. The motion was approved by unanimous vote [04-18-23-2].
- V. **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending March 31, 2023. Julie mentioned that IMRF requires enrollment for employees that are scheduled to work 1,000 hours or more per year (19.5 hours per week), not the assumed 30 hours per week. As a result, Beth will need to be enrolled in IMRF. Julie will start this process with Beth.

Operating Account: beginning balance \$121,929.44; receipts \$23,496.54; expenditures \$34,466.70; ending balance \$110,959.28. *Project Fund:* beginning balance \$3,511.93; receipts \$4.47; ending balance \$3,516.40. *Debt Service Bond Fund:* beginning balance \$137,884.94; receipts \$16,087.03; expenditures \$435.00; ending balance \$153,536.97. *Money Market Fund:* beginning balance \$71,879.63; receipts \$154.95; ending balance \$72,034.58. *Equipment Replacement Fund:* beginning balance \$13,484.75; receipts \$17.18; ending balance \$13,501.93. *IMRF Fund:* beginning balance \$4,365.73; receipts \$942.96; expenditures \$1,741.18; ending balance \$3,567.51.

Joe made a motion to accept the Treasurer's Report, and Hal seconded the motion. The motion was approved by unanimous roll-call vote [04-18-23-3].

- VI. **Office Manager's Report**
 - **Billing Month:** Utility bills were mailed the beginning of April totaling \$98,036.88.
 - **A/R Aging Accounts:** Past due accounts currently total \$46,190, down from last month's \$50,845.99.
 - **Service Line Survey:** All surveys have not yet been submitted. Chad reached out to the EPA regarding an extension past the April 15th deadline, and they asked that we simply submit what we have as soon as possible. Chad and Beth will continue to work on completion.
 - **Economic Interest Forms:** All appropriate Board members & staff have completed their Economic Interest forms. The completed forms have been compiled and sent to Ogle County.
 - **Laptop for Chad:** With Cheri's approval, a laptop has been ordered for Chad to allow him to perform his duties more efficiently. He has been working off his phone only.
 - **FOIA/OMA Certification:** Reminder to Board members who have not completed FOIA and OMA certification to do so as soon as possible.
 - **Email Issues:** The office email continues to be an issue. Hal suggested that Beth reach out to DC Computers.

- VII. **Old Business**

- **Water System Update:** Chad is working on getting a second quote to paint the water tower. Hal suggested that we also look into a continuous maintenance program as well. Regarding the service truck bed replacement, Hal and Chad continue to research options.
- **WWTP Update:** No report for Ammonia levels this month. Everything is working well.
- **Collection Policy:** The Board discussed the need for a collection policy and reviewed information that Cheri provided from conversations with the attorney. There is concern regarding the work load added to the Office Manager to process liens. Lien judgments outside of our county may be cumbersome to complete. Credit bureau reporting could be something more substantial that we can research. Beth will compile research to present at the next Board meeting.

VII. New Business

- **Election of Officers:**
 - **Cheri Kemp, Chair** - Joe motioned to elect Cheri Kemp as Board Chair and Hal seconded the motion. The motion was approved by unanimous roll-call vote. [04-18-23-4]
 - **Hal Warren, Vice Chair** - Joe motioned to elect Hal Warren as Board Vice Chair and Laura seconded the motion. The motion was approved by unanimous roll-call vote. [04-18-23-5]
- **Appointment of Secretary and Treasurer:**
 - **Beth Caudill, Secretary** - Hal motioned to appoint Beth Caudill as Secretary and Joe seconded the motion. The motion was approved by unanimous roll-call vote. [04-18-23-6]
 - **Julie Peters, Treasurer** – Laura motioned to appoint Julie Peters as Treasurer and Hal seconded the motion. The motion was approved by unanimous roll-call vote. [04-18-23-7]

VIII. Guest/Public Opinion: A community member asked for clarification regarding payment to Chamlin & Associates. A community member asked a question about fire hydrants and water mains.

IX. Adjournment: Joe made a motion to adjourn the meeting at 7:47 pm and Ray seconded the motion. The motion was approved by unanimous vote [04-18-23-8].

The next Regular Meeting will be held on May 16, 2023 at 7:00 PM.

April 18, 2023 Motion List

04-18-23-1 Approval of the Agenda Joe made a motion to approve the agenda, and Ray seconded the motion. The motion was approved by unanimous vote.

04-18-23-2 Approval of the March 21, 2023 Regular Meeting Minutes: Laura made a motion to approve the March 21, 2023 Regular Meeting Minutes and Hal seconded the motion. The motion was approved by unanimous vote.

04-18-23-3 Treasurer's Report: Joe made a motion to accept the Treasurer's Report, and Hal seconded the motion. The motion was approved by unanimous roll-call vote.

04-18-23-4 Election of Officers, Chair: Joe motioned to elect Cheri Kemp as Board Chair and Hal seconded the motion. The motion was approved by unanimous roll-call vote.

04-18-23-5 Election of Officers, Vice Chair: Joe motioned to elect Hal Warren as Board Vice Chair and Laura seconded the motion. The motion was approved by unanimous roll-call vote.

04-18-23-6 Appointment of Secretary: Hal motioned to appoint Beth Caudill as Secretary and Joe seconded the motion. The motion was approved by unanimous roll-call vote.

04-18-23-7 Appointment of Treasurer: Laura motioned to appoint Julie Peters as Treasurer and Hal seconded the motion. The motion was approved by unanimous roll-call vote.

04-18-23-8 Adjournment: Joe made a motion to adjourn the meeting and Ray seconded the motion. The motion was approved by unanimous vote.