



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 6:00 PM

July 18, 2023

Trustees Present: Cheri Kemp, Chair; Hal Warren, Vice Chair; Joe Bajko, Trustee; Anne Harms, Trustee; Laura Lauzon, Trustee; Rick Reardon, Trustee

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

Absent: Ray Ford, Trustee

- I. **Call to Order and Roll Call:** Cheri Kemp called the meeting to order at 6:00 pm.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Anne made a motion to approve the agenda, and Rick seconded the motion. The motion was approved by unanimous vote [07-18-23-1].
- IV. **Guest/Public Opinion**
- V. **Approval of the June 20, 2023 Regular Meeting Minutes:** Hal made a motion to approve the June 20, 2023 Regular Meeting Minutes and Rick seconded the motion. The motion was approved by unanimous vote. [07-18-23-2].
- VI. **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending June 30, 2023.

Operating Account: beginning balance \$130,004.26; receipts \$70,865.95; expenditures \$33,175.00; ending balance \$167,695.21. *Project Fund:* beginning balance \$3,525.22; receipts \$4.35; ending balance \$3,529.57. *Debt Service Bond Fund:* beginning balance \$168,823.00; receipts \$16,118.87; expenditures \$435.00; ending balance \$184,506.87. *Money Market Fund:* beginning balance \$72,373.26; receipts \$172.72; ending balance \$72,545.98. *Equipment Replacement Fund:* beginning balance \$13,535.80; receipts \$16.69; ending balance \$13,552.49. *IMRF Fund:* beginning balance \$1,896.37; receipts \$10,835.23; expenditures \$2,318.00; ending balance \$10,413.60.

Julie mentioned that the Bernardi Securities audit is complete, and Johnson's audit is in progress. Laura made a motion to accept the Treasurer's Report and Joe seconded the motion. The motion was approved by unanimous roll-call vote [07-18-23-3].

VII. **Office Manager's Report**

- **Service Line Survey:** 27 accounts remain that have not communicated their pipe type. 4 contact points have been made to request this information.
- **A/R Aging Accounts:** Beth provided a detailed report to the Board listing all past due accounts. Past due accounts currently total \$50,497.21: less than 60 days past due \$9,756.86, and 60 plus days past due \$40,740.35. PreLien notices have been issued to 25 accounts. 3 accounts are utilizing a payment plan. 6 accounts were just turned over to Ogle County for nonpayment of property taxes. These accounts will have to be written off totaling \$12,525.44. 2 accounts have water shut off due to nonpayment. 31 of the 94 accounts listed on the aging report are also past due with their POA dues.
- **IRWA Administrative Conference:** Beth attended this conference on July 13-14 in Bloomington. The topics discussed were relevant and a lot was learned. IRWA offers a water and sewer rate study at no charge, EPA compliance assistance at no charge, and an energy efficiency program at no charge. Others in attendance were surprised that we did not have utility applications that requested identification, including SS#, DOB, and DL#. These identifications can allow us to pursue debt collection with free Illinois resources. The Board feels we should follow up on these opportunities that IRWA provides.

VIII. Old Business

- **Water System Update:** Hydrant flushing will be completed August 14-18. A notice will be issued to the Community prior to flushing, and a note will be included on the August 1 bills.
- **WWTP Update:** 4,000 gallons of sludge were hauled out to Rochelle. The next haul will be in September. Effluent tests remain high. We do not have a warranty on sand filter 2, and it is not working properly. Sand filter 1 may be able to handle everything until filter 2 is fixed.
- **Collection Policy:** Cheri will continue to work on a written collection policy.
- **Water Tower Painting:** Darin Clarke from Maguire Iron provided a presentation on water tower painting and maintenance. The Board discussed the details of the project and clarified the flexible payment plan and the cost of the maintenance program. Funding options were also discussed. Payment is due 30 days after work is completed, but the anniversary date of a payment plan begins when the contract is signed. Payments can be made over 4 years.

IX. New Business

- **Budget Committee:** 2024 Budget Committee was formed: Anne, Julie, and Cheri.
- **Water/Sewer Rates Committee:** Water/Sewer Rates Committee was formed: Hal, Joe, and Rick.

X. **Adjournment:** Anne made a motion to adjourn the meeting at 7:36 pm and Joe seconded the motion. The motion was approved by unanimous vote [07-18-23-4].

The next Regular Meeting will be held on August 15, 2023 at 6:00 PM.

July 18, 2023 Motion List

07-18-23-1 Approval of the Agenda: Anne made a motion to approve the agenda, and Rick seconded the motion. The motion was approved by unanimous vote [07-18-23-1].

07-18-23-2 Approval of the June 20, 2023 Regular Meeting Minutes: Hal made a motion to approve the June 20, 2023 Regular Meeting Minutes and Rick seconded the motion. The motion was approved by unanimous vote [07-18-23-2].

07-18-23-3 Treasurer's Report: Laura made a motion to accept the Treasurer's Report and Joe seconded the motion. The motion was approved by unanimous roll-call vote [07-18-23-3].

07-18-23-4 Adjournment: Anne made a motion to adjourn the meeting at 7:36 pm and Joe seconded the motion. The motion was approved by unanimous vote [07-18-23-4].