



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 6:00 PM

January 16, 2024

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

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

Absent: Cheri Kemp, Chair; Ray Ford, Trustee; Amy Spelde, Trustee

- I. **Call to Order and Roll Call:** Hal Warren called the meeting to order at 6:00 pm.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Joe made a motion to approve the agenda, and Anne seconded the motion. The motion was approved by unanimous vote. [01-16-24-1]
- IV. **Guest/Public Opinion**
- V. **Approval of the December 19, 2023 Regular Meeting Minutes:** Rick made a motion to approve the December 19, 2023 Regular Meeting Minutes and Joe seconded the motion. The motion was approved by unanimous vote. [01-16-24-2]
Approval of the December 19, 2023 Executive Session Minutes: Joe made a motion to approve the December 19, 2023 Executive Session Minutes and Hal seconded the motion. The motion was approved by unanimous vote. [01-16-24-3]
- VI. **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending December 31, 2023. Rick made a motion to approve the Treasurer's Report and Anne seconded the motion. The Treasurer's Report was approved by unanimous roll call vote. [01-16-24-4]
 - *Operating Account:* beginning balance \$159,833.47; receipts \$61,848.16; expenditures \$126,839.48; ending balance \$94,842.15. *Project Fund:* beginning balance \$3,617.99; receipts \$80,037.48; ending balance \$83,655.47. *Debt Service Bond Fund:* beginning balance \$102,821.50; receipts \$16,046.79; expenditures \$1,567.08; ending balance \$117,301.21. *Money Market Fund:* beginning balance \$73,404.53; receipts \$169.53; ending balance \$73,574.06. *Equipment Replacement Fund:* beginning balance \$13,637.92; receipts \$3,018.60; ending balance \$16,656.52. *IMRF Fund:* beginning balance \$10748.51; receipts \$1,899.21; expenditures \$3,667.16; ending balance \$8,980.56. *Bank of Amboy CD:* beginning balance \$74,000.00; ending balance \$74,000.00.
 - Moving funds to the Project Fund monthly to pay for the water tower maintenance plan was briefly discussed, and a CD will be maturing soon. These items will be discussed at the next meeting.
- VII. **Office Manager's Report:**
 - **Past Due Accounts:** \$38,847.48. Past due statements will be mailed this week.
 - **Training:** Julie covered for Beth last week, and all went well. Beth will train with Julie soon, but this shouldn't take much time since Beth is already familiar with QuickBooks.
 - **Online Utility Exchange:** The application process is complete. Waiting for next steps.
 - **Payment Service Network (PSN):** E-bill Solution is free until customers opt out of paper bills. Our fee will be 50 cents per opt-out customer which is less than the cost of the paper, postage, & labor to mail the bills. PSN has waived the \$50 per month fee for the e-bill platform. E-bills will begin February 1st. Bank Bill Pay Solution will allow customers' bill pay checks to be an electronic transfer of funds from their bank to PSN, eliminating the need to process these checks or wait for them to arrive in the mail. These payments will be entered by PSN to be included in our daily payment download file that is transferred directly to our billing software. Our fees are 55 cents per bill pay payment that is processed through PSN.

- **Board Officers:** A typical Board includes 4 officers: Chair, Vice Chair, Treasurer, Secretary. We do not have board members as Treasurer or Secretary, and we should consider appointing these positions. The employees who perform the tasks for these positions should have titles that reflect their duties, such as Office Manager & Finance Manager. The Board will discuss this further at the next meeting.

VIII. Certified Operator’s Report (Water & Wastewater Systems):

- **WWTP:** Sand Filter #2 is ponding up again. Chad will try to run all water through filter #1 instead.
- **Notice:** Chad submitted his 2-week notice to the Board. He plans to work for the City of Milledgeville because they have great insurance. He feels that at his age, he needs good insurance, and LLUD cannot provide that for him. He will help LLUD as needed until a replacement is hired.

IX. Old Business

- **Lease for DC Computer’s Antenna on Water Tower:** The current lease agreement is valid until September 2025 with an option to renew it for an additional 5 years. The Board feels that we cannot force a revised lease that requires a rental payment at this time. This topic will be dropped until the current lease expires.

X. New Business

- **Resolution 01-2024 Trustee Compensation:** Anne motioned to approve Resolution 01-2024 Trustee Compensation and Joe seconded the motion. Resolution 01-2024 was approved by unanimous roll-call vote. [01-16-24-5]

*A RESOLUTION CONCERNING THE COMPENSATION OF THE BOARD OF TRUSTEES FOR THE FISCAL YEAR 2024 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS
RESOLUTION NO. 01-2024*

WHEREAS, Section 4 for the Public Water District Act (70 ILCS 3705) provides for compensation of trustees appointed to serve under this Act:

THEREFORE, BE IT RESOLVED, THAT

- 1. Trustees be compensated per provisions of Section 4 of the Public Water District Act;*
- 2. The amount of such compensation be set at \$75.00 for each regular and special meeting at which the Trustee was in attendance; and,*
- 3. The Chairman of the Board receive an additional \$25.00 for each regular and special meeting of the Board at which he was in attendance up to the maximum allowed by Section 4 of the Public Water District Act.*

Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 16th day of January 2024.

- **Resolution 02-2024 Engineer:** Rick motioned to approve Resolution 02-2024 Engineer and Joe seconded the motion. Resolution 02-2024 Engineer was approved by unanimous roll-call vote. [01-16-24-6]

*A RESOLUTION CONCERNING RETAINING CHAMLIN & ASSOCIATES, INC. ENGINEERING SERVICES FOR THE FISCAL YEAR 2024 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS
RESOLUTION NO. 02-2024*

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois, as follows:

- 1. The Lost Lake Utility District hereby retains the firm Chamlin & Associates, Inc. and Don Bixby of that firm to provide general services for the District as requested.*
- 2. This Resolution shall be in full force and effect from and after its passage and approval by law.*

Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 16th day of January 2024.

- **Resolution 03-2024 Attorney:** Joe motioned to approve Resolution 03-2024 Attorney and Anne seconded the motion. Resolution 03-2024 Attorney was approved by unanimous roll-call vote. [01-16-24-7]

*A RESOLUTION CONCERNING RETAINING THE DISTRICT’S ATTORNEY FOR FISCAL YEAR 2024 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS
RESOLUTION NO. 03-2024*

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois, as follows:

1. *The Lost Lake Utility District hereby retains the law firm of Ehrmann, Gehlbach, Badger & Considine, LLC and Dana Considine of that firm as its attorney for the Fiscal Year 2024 for legal services provided.*

2. *This Resolution shall be in full force and effect from and after its passage and approval by law.*

Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 16th day of January 2024.

- **Resolution 04-2024 Auditor:** Rick motioned to approve Resolution 04-2024 Auditor and Joe seconded the motion. Resolution 04-2024 Auditor was approved by unanimous roll-call vote. [01-16-24-8]

*A RESOLUTION CONCERNING RETAINING JOHNSON CPA LLC AUDITING SERVICES FOR THE FISCAL YEAR 2023 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS
RESOLUTION NO. 04-2024*

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois, as follows:

1. *The Lost Lake Utility District hereby retains the firm of Johnson CPA LLC and Jeff Johnson or agent of that firm as its auditor for the fiscal year ending 2023 for services rendered in 2024 not to exceed the contract amount of \$16,500.*

2. *This Resolution shall be in full force and effect from and after its passage and approval by law.*

Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 16th day of January 2024.

- **POA Building Purchase:** The Board began discussions regarding the possibility of purchasing the POA office building. The building was appraised by the POA in March at \$110,000, but the POA is not necessarily asking for that amount. The concern of how the LLUD could pay for the building could be remedied by a trade agreement over a period of time. The possibility of mowing parks or easements in exchange for payment was discussed. The advantages of purchasing the building include: location in front of WWTP, storage for equipment and vehicles, meeting location for contractors, office space for Certified Operator, and no need to build an additional facility somewhere else. The POA would no longer have to pay the \$3,800 annual property taxes, nor the insurance or upkeep of the building. The POA office would then move to Lake Court Center which would create a unified front and convenience for the Community of all 3 entities in one location. The RCD would turn over LCC building management to the POA allowing the RCD to put those funds into our lake. The POA President and the RCD President both feel that this would be beneficial to the entire community. This item will be discussed in further detail at the next meeting. Julie will look into the cost to add the POA building to our insurance.

XI. Adjournment: Anne made a motion to adjourn the meeting at 7:07 pm and Joe seconded the motion. The motion was approved by unanimous vote. [01-16-24-9]

The next Regular Meeting will be held on February 20, 2024 at 6:00 PM.

January 16, 2024 Motion List

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