



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 6:00 PM

February 20, 2024

Trustees Present: Cheri Kemp, Chair; Hal Warren, Vice Chair; Joe Bajko, Trustee; Anne Harms, Trustee; Amy Spelde, Trustee

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

Absent: Ray Ford, Trustee; Rick Reardon, 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:** Joe made a motion to approve the agenda, and Anne seconded the motion. The motion was approved by unanimous vote. [02-20-24-1]
- IV. **Guest/Public Opinion**
- V. **Approval of the January 16, 2024 Regular Meeting Minutes:** Hal made a motion to approve the January 16, 2024 Regular Meeting Minutes and Joe seconded the motion. The motion was approved by unanimous vote. [02-20-24-2]
Approval of the January 24, 2024 Executive Session Minutes: Amy made a motion to approve the January 24, 2024 Executive Session Minutes and Hal seconded the motion. The motion was approved by unanimous vote. [02-20-24-3]
Approval of the January 29, 2024 Special Meeting Minutes: Amy made a motion to approve the January 29, 2024 Special Meeting Minutes and Cheri seconded the motion. The motion was approved by unanimous vote. [02-20-24-4]
Approval of the February 14, 2024 Public Hearing Minutes: Hal made a motion to approve the February 14, 2024 Public Hearing Minutes and Amy seconded the motion. The motion was approved by unanimous vote. [02-20-24-5]
- VI. **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending January 31, 2024. Anne made a motion to approve the Treasurer's Report and Joe seconded the motion. The Treasurer's Report was approved by unanimous roll call vote. [02-20-24-6]
 - *Operating Account:* beginning balance \$94,842.15; receipts \$32,883.78; expenditures \$44,957.25; ending balance \$82,768.68. *Project Fund:* beginning balance \$83,655.47; receipts \$106.58; ending balance \$83,762.05. *Debt Service Bond Fund:* beginning balance \$117,301.21; receipts \$17,504.63; expenditures \$9,722.13; ending balance \$125,083.71. *Money Market Fund:* beginning balance \$73,574.06; receipts \$175.59; ending balance \$73,749.65. *Equipment Replacement Fund:* beginning balance \$16,656.52; receipts \$21.22; ending balance \$16,677.74. *IMRF Fund:* beginning balance \$8,980.56; receipts \$1,247.82; expenditures \$2,410.07; ending balance \$7,818.31. *Bank of Amboy CD:* beginning balance \$74,000.00; ending balance \$74,000.00.
- VII. **Office Manager's Report:**
 - **Past Due Accounts:** 52 accounts at \$43,371.40. Past due statements were mailed on the 15th.
 - **Liens:** Liens for properties turned over to Ogle County for nonpayment of taxes remain attached to the property. They are not considered to be null and void, as previously informed by the county. Filing liens could be an additional avenue to pursue. The Board would like to discuss this further at a later date.

- **Online Utility Exchange:** Training has been completed for both credit checks and collections. Credit checks have begun for applicants this year. No issues with applicants providing all necessary information.
- **Payment Service Network (PSN):** E-bill Solution training has been completed, and our February bills were uploaded to PSN. Customers can now view their bills online, in addition to paying online or setting up autopay. Minor issues with how the online bills look are being worked out with RVS (our billing software) and PSN (our online payment portal). Since the initial upload of bills, we have had 39 customers who have opted out of paper bills.

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

- **WWTP:** Sand Filter #2 has been drained and can be filled back up in the Spring, possibly at the end of April.

IX. Old Business

- **POA Building Purchase:** This discussion has been tabled until the next meeting.
- **Employee Matters 5 ILCS 120/2(c)(1-2):** We have had 17 applicants for our advertised part-time operator position. The Hiring Committee has reviewed resumes and will begin calling and setting up interviews.

X. New Business

- **Contract with Test Inc for Water/Wastewater Testing:** Contracts were provided to the Board to review prior to the meeting. Amy motioned to approve our contracts with Test Inc for Water/Wastewater Testing and Hal seconded the motion. The motion was approved by majority vote (4 Yays, 1 Abstain). [02-20-24-7]
- **Emergencies (Ehmen Plumbing & Chana Excavating):** Two of our current contractors, Ehmen Plumbing and Chana Excavating, are willing to coordinate efforts to resolve emergency repairs to our water mains. Emergency calls from customers will come to a board member or employee to appropriately vet, then if an emergency exists, Ehmen Plumbing and Chana Excavating can be called in.
- **Monthly Deposits to Project Fund for Water Tower Maintenance Plan:** Julie discussed the possibility of transferring funds out of our Operating Fund to the Project Fund monthly to cover water tower maintenance expenses.
- **Handling of CD to Mature:** A 5-year CD will be maturing soon. Julie will investigate options for both short-term and long-term to present at the next meeting.
- **Possible Sale/Lease of Parcel 22-05-477-010 to DC Computers:** Doug Carlson from DC Computers presented his proposal to purchase the parcel east of our water tower. He would like to build a 160-foot tower to hold his equipment and possibly a repeater for the rural fire department’s communication system. The Board expressed concern with possible mains located on this property and with the long-term use of the property. Discussion will continue.

- XI. Adjournment:** Joe made a motion to adjourn the meeting at 6:48 pm and Cheri seconded the motion. The motion was approved by unanimous vote. [02-20-24-8]

The next Regular Meeting will be held on March 19, 2024 at 6:00 PM.

February 20, 2024 Motion List

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