



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 6:00 PM

March 19, 2024

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

Staff Present: Beth Caudill, Office Manager; Julie Peters, Treasurer; Eric Thomas, Operator; Brennen Jeanblanc, 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 Joe seconded the motion. The motion was approved by unanimous vote. [03-19-24-1]

IV. Guest/Public Opinion

V. Approval of the February 20, 2024 Regular Meeting Minutes: Hal made a motion to approve the February 20, 2024 Regular Meeting Minutes and Amy seconded the motion. The motion was approved by unanimous vote. [03-19-24-2]

Approval of the February 27, 2024 Executive Session Minutes: Joe made a motion to approve the February 27, 2024 Executive Session Minutes and Cheri seconded the motion. The motion was approved by unanimous vote. [03-19-24-3]

VI. Reports

- **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending February 29, 2024. Anne made a motion to approve the Treasurer's Report and Rick seconded the motion. The Treasurer's Report was approved by unanimous roll call vote. [03-19-24-4]
 - *Operating Account:* beginning balance \$82,768.68; receipts \$74,989.53; expenditures \$45,661.89; ending balance \$112,096.32. *Project Fund:* beginning balance \$83,762.05; receipts \$99.82; ending balance \$83,861.87. *Debt Service Bond Fund:* beginning balance \$125,083.71; receipts \$17,502.69; expenditures \$1,567.08; ending balance \$141,019.32. *Money Market Fund:* beginning balance \$73,749.65; receipts \$176.01; ending balance \$73,925.66. *Equipment Replacement Fund:* beginning balance \$16,677.74; receipts \$19.88; ending balance \$16,697.62. *IMRF Fund:* beginning balance \$7,818.31; receipts \$1,475.17; expenditures \$2,686.18; ending balance \$6,607.30. *Bank of Amboy CD:* beginning balance \$74,000.00; ending balance \$74,000.00.
 - *Handling of CD to Mature:* The Board discussed options for re-investing our CD with Sauk Valley Bank that will mature in May. Julie investigated rates at a variety of banks, and it seems that Edward Jones has the best long-term rates with a 3-year CD at 4.75%. We may be able to go directly through Goldman Sachs, who Edward Jones uses, to obtain the best rate. If no early withdrawal penalty is applied, Julie will move the funds from SVB as soon as possible.
- **Office Manager's Report:**
 - **Past Due Accounts:** 93 accounts at \$53,666.69. Past due statements will be mailed this week. Some of this debt could be attributed to those using bill pay without updating our address with their banks. Checks with the incorrect address are now being returned to banks forcing customers to update our mailing address.

- **PSN:** 178 customers have signed up for eBills, 53 of those customers opted out of paper bills. PSN processed 351 transactions this billing period, and of those, 119 paid online, 93 utilized PSN's autopay, 24 paid over the phone, and 115 paid via their personal bank's bill pay.
- **Thank you** to Julie for covering the office during my time at the RCD conference last week.
- **Operator's Report (Water & Wastewater Systems):**
 - Chlorine pump at WWTP repaired
 - Maintaining scales at the water tower
 - Sludge removal Thursday – this is an every other month process
 - Signed up for a free IRWA class
 - TSS (total suspended solids) are high. Looking into solutions.

VII. Old Business

- **POA Building Purchase:** A committee was established to begin discussions with the POA. Committee members are Julie, Anne, and Amy.
- **Possible Sale/Lease of Parcel 22-05-477-010 to DC Computers:** Cheri feels that it would be best not to sell this property, but a lease could be an option. A committee was established for further investigation. Committee members are Hal and Rick.

VIII. New Business

- **New Employees:** 2 operators have been hired and were introduced: Eric Thomas & Brennen Jeanblanc. They will be working alongside Joe Glynn, Certified Operator for Test Inc. Joe will visit our properties once per week and will file all IEPA required paperwork.

IX. Announcements

- Thank you to Ray Ford for his service on our board. A Certificate of appreciation will be delivered to him.
- Thank you to Chad Judd for almost 13 years of service as our Certified Operator.
- New Trustee, Don Merry, has been approved by the Township. He will begin his term at the next meeting.

- X. **Adjournment:** Rick made a motion to adjourn the meeting at 6:32 pm and Anne seconded the motion. The motion was approved by unanimous vote. [03-19-24-5]

The next Regular Meeting will be held on April 16, 2024 at 6:00 PM.

March 19, 2024 Motion List

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