



# Lost Lake Utility District

## Regular Meeting Minutes

### 404 Lake Court, Dixon IL at 6:00 PM

### April 16, 2024

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

**Staff Present:** Beth Caudill, Office Manager; Julie Peters, Treasurer; Eric Thomas, Operator

**Absent:** Brenen Jeanblanc, Operator

- 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 Hal seconded the motion. The motion was approved by unanimous vote. [04-16-24-1]
- IV. **Guest/Public Opinion**
- V. **Approval of the March 19, 2024 Regular Meeting Minutes:** Cheri made a motion to approve the March 19, 2024 Regular Meeting Minutes and Joe seconded the motion. The motion was approved by unanimous vote. [04-16-24-2]
- VI. **Reports**
  - **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending March 31, 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. [04-16-24-3]
    - *Operating Account:* beginning balance \$112,096.32; receipts \$34,672.67; expenditures \$51,638.93; ending balance \$95,130.06. *Project Fund:* beginning balance \$83,861.87; receipts \$106.84; ending balance \$83,968.71. *Debt Service Bond Fund:* beginning balance \$141,019.32; receipts \$17,530.29; expenditures \$1,567.08; ending balance \$156,982.53. *Money Market Fund:* beginning balance \$73,925.66; receipts \$165.05; ending balance \$74,090.71. *Equipment Replacement Fund:* beginning balance \$16,697.62; receipts \$21.27; ending balance \$16,718.89. *IMRF Fund:* beginning balance \$6,607.30; receipts \$920.13; expenditures \$0; ending balance \$7,527.43. *Bank of Amboy CD:* beginning balance \$74,000.00; ending balance \$74,000.00.
    - *IMRF:* Website transition delayed our employee deposit by one month.
    - *Water Tower Maintenance Funds:* Julie recommended that we begin to transfer funds each month for water tower maintenance to the Project Fund to properly record these earmarked funds. The Board agrees.
    - *Treasurer's Report Accounts:* Julie briefly explained the different accounts listed on her report.
    - *Bank Signature Cards:* Cheri Kemp will be removed, and Anne Harms will be added.
  - **Office Manager's Report:**
    - **Billing Month:** \$113,698.95 billed this month. Issues with post office and bulk mail indica.
    - **Past Due Accounts:** 58 accounts at \$48,023.05. Past due statements will be mailed tomorrow.
    - **Statements of Economic Interest:** Those who served on the Board in 2023 and our Certified Operator for 2023 must file these statements by the end of the month. Please return to Beth.
    - **EPA Violations:** Correcting 2 Violations – 1) We did not include the violations page in the 2022 Water Quality Report (CCR). This has been updated on our website. No further action is needed. 2) Water testing between 2020-2022 was missing a once-every-3-year testing for 2 contaminants. This was corrected in June of 2023, but a Public Notice was not sent out. The required Public Notice

will be mailed with the 2023 Water Quality Report to all Customers. A group of volunteers has been arranged to assist with this mailing this week.

- **Operator's Report (Water & Wastewater Systems):**
  - Completed 14 Julie Locates since our last meeting.
  - Water main repair completed on Wild Cherry. Ehmen Plumbing did a live repair, so a boil order was not necessary.
  - 315 & 317 Wild Cherry have reported low water pressure. Looking into possible issues.
  - Sleeves on water shutoffs on Wild Cherry & Timber Trail need to be repaired.
  - TSS (total suspended solids) are high. Working with Joe Glynn on solutions.
  - Working on completing the weeding of the sand filters.
  - Alarms reported at the WWTP were due to power fluctuations.
  - Chlorine treatment frequency adjusted for effluent tank.
  - Eric is willing to pursue training to become Certified – 1 year for water, 3 years for wastewater.

#### VII. **Old Business**

- **POA Building Purchase:** Our committee met to discuss this possibility. The agreed intention is to combine all 3 entities' offices (POA, LLUD, RCD) in one location at Lake Court Center. The POA building was appraised at \$110,000, but this doesn't mean that this is the price the POA will ask. The Committee discussed possible trade options and also looked into eliminating office rent if the building is purchased. If LLUD owns the POA building, real estate taxes will be eliminated. The location next to the WWTP is also important. The possibility of renting out storage space could help cover expenses. The next step is to meet with the POA Committee to discuss trade options. In order for this to work, LLUD cannot afford to add debt, and it must be a win-win-win situation for all 3 Lost Lake entities.
- **Possible Sale/Lease of Parcel 22-05-477-010 to DC Computers:** Committee will meet soon and report to the Board at the next meeting.

#### VIII. **New Business**

- **Operator Certification Expenses:** Eric is willing to pursue Certification in water and wastewater. The Board agrees that LLUD will assist with expenses needed to make this happen.
- **Election of Officers:**
  - Chair Nomination – Hal Warren. Rick motioned to seat Hal Warren as Chair and Cheri seconded the motion. The motion was approved by unanimous vote. [04-16-24-4]
  - Vice Chair Nomination – Anne Harms. Hal motioned to seat Anne Harms as Vice Chair and Rick seconded the motion. The motion was approved by unanimous vote. [04-16-24-5]
- **Appointment of Secretary and Treasurer:**
  - Secretary Appointment – Cheri motioned to appoint Beth Caudill as Secretary and Amy seconded the motion. The motion was approved by unanimous vote. [04-16-24-6]
  - Treasurer Appointment – Cheri motioned to appoint Julie Peters as Treasurer and Joe seconded the motion. The motion was approved by unanimous vote. [04-16-24-7]

#### IX. **Announcements**

- Thank you to Cheri Kemp & Joe Bajko for their service to our board. A Certificate of Appreciation was presented to Cheri & Joe.
- New Trustee, Linda Repesh, has been approved by the Township. She will begin her 5-year term at the next meeting.

- X. **Adjournment:** Rick made a motion to adjourn the meeting at 7:18 pm and Joe seconded the motion. The motion was approved by unanimous vote. [04-16-24-8]

**The next Regular Meeting will be held on May 21, 2024 at 6:00 PM.**

## **April 16, 2024 Motion List**

**Approval of the Agenda:** Anne made a motion to approve the agenda, and Hal seconded the motion. The motion was approved by unanimous vote. [04-16-24-1]

**Approval of the March 19, 2024 Regular Meeting Minutes:** Cheri made a motion to approve the March 19, 2024 Regular Meeting Minutes and Joe seconded the motion. The motion was approved by unanimous vote. [04-16-24-2]

**Treasurer's Report:** 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. [04-16-24-3]

### **Election of Officers:**

- Chair Nomination – Hal Warren. Rick motioned to seat Hal Warren as Chair and Cheri seconded the motion. The motion was approved by unanimous vote. [04-16-24-4]
- Vice Chair Nomination – Anne Harms. Hal motioned to seat Anne Harms as Vice Chair and Rick seconded the motion. The motion was approved by unanimous vote. [04-16-24-5]

### **Appointment of Secretary and Treasurer:**

- Secretary Appointment – Cheri motioned to appoint Beth Caudill as Secretary and Amy seconded the motion. The motion was approved by unanimous vote. [04-16-24-6]
- Treasurer Appointment – Cheri motioned to appoint Julie Peters as Treasurer and Joe seconded the motion. The motion was approved by unanimous vote. [04-16-24-7]

**Adjournment:** Rick made a motion to adjourn the meeting at 7:18 pm and Joe seconded the motion. The motion was approved by unanimous vote. [04-16-24-8]