



# Lost Lake Utility District

## Regular Meeting Minutes

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

### June 18, 2024

**Trustees Present:** Hal Warren, Chair; Anne Harms, Vice Chair; Rick Reardon, Trustee; Amy Spelde, Trustee; Don Merry, Trustee; Linda Repesh, Trustee

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

**Absent:** None

**I. Call to Order and Roll Call:** Hal Warren called the meeting to order at 6:02 pm.

**II. Pledge of Allegiance**

**III. Approval of the Agenda:** Rick made a motion to approve the agenda, and Anne seconded the motion. The motion was approved by unanimous vote. [06-18-24-1]

**IV. Guest/Public Opinion:** A cover for a water main flush on Pond Court is off. Eric will inspect.

**V. Approval of the May 21, 2024 Regular Meeting Minutes:** Correction needed to add Linda Repesh in attendance. Amy made a motion to approve the May 21, 2024 Regular Meeting Minutes with the correction and Linda seconded the motion. The motion was approved by unanimous vote. [06-18-24-2]

#### **VI. Reports**

- **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending May 31, 2024. Julie reviewed the profit & loss statement in detail noting items that will be over budget due to inflation and the transitions in the new office and new operators. The Bank of Amboy CD will be moved to an FDIC insured money market account with a variable rate at 4.3% and will be reported within the Project Fund. We recently discovered that we do not have Directors & Officers insurance coverage that would protect the board members in the case of a lawsuit or errors. D&O Insurance will cost \$1,459 annually for \$1 million of coverage. We will vote on this insurance at the next meeting.
  - *Operating Account:* beginning balance \$107,854.19; receipts \$28,717.20; expenditures \$42,869.24; ending balance \$93,702.16. *Project Fund:* beginning balance \$108,074.21; receipts \$82,237.47; ending balance \$190,311.68. *Debt Service Bond Fund:* beginning balance \$172,958.97; receipts \$17,557.82; expenditures \$15,607.08; ending balance \$174,909.71. *Money Market Fund:* beginning balance \$74,267.53; receipts \$171.53; ending balance \$74,439.06. *Equipment Replacement Fund:* beginning balance \$16,739.50; receipts \$21.33; ending balance \$16,760.83. *IMRF Fund:* beginning balance \$9,720.59; receipts \$333.73; expenditures \$8,894.44; ending balance \$1,160.88. *Bank of Amboy CD:* beginning balance \$74,000.00; receipts \$2,072.81; ending balance \$76,072.81.
- **Office Manager's Report:**
  - **Billing Month:** April & May usage billed totaling \$112,803.80.
  - **Past Due Accounts:** 56 accounts at \$58,710.10. Past due statements will be mailed this week.
  - **Website:** Added LLUD newsletters, boil order instructions, and FOIA information.
  - **Ordinance Update:** Our Ordinance has been updated with all ordinances passed in 2023. The updated Ordinance was emailed to board members & updated on the website. Hard copies are also available.
- **Operator's Report (Water & Wastewater Systems):**
  - **Julie Locates:** 7 completed
  - **Well Data:** Spreadsheets created to track data. Usage is higher right now which is seasonal.
  - **Sand Filters:** Total suspended solids numbers are improving. Quarterly maintenance. Working on getting sand filter #2 running by the end of the month. Pulling weeds is an ongoing challenge. Ordered stem disks.

- **Meters:** Looking into a few meters that are not reading. Eric will research replacement costs. The board discussed the possibility of upgrading our meter reading software for ease of use and real-time data. Beth will research costs for upgrading software.

## VII. Old Business

- **POA Building Purchase Possibility:** No new information.

## VIII. New Business

- **Unauthorized Landscaping Work:** Due to a main break in front of a customer's house, our contractor repaired the main break but damaged the property. Another contractor restored the land with our direction and the landscaping per the instructions of the homeowner without the approval of the Board. The added expenses of the landscaping are the responsibility of the homeowner since the easements are reserved for drainage and utilities. We have already paid a restoration invoice that included some plants & mulch, but additional receipts for plants have been turned in by the homeowner. The contractors will be notified that work out of the normal must be approved by the board. Rick motioned that no further receipts would be reimbursed to the homeowner and Don seconded the motion. The motion was approved by unanimous roll call vote. [06-18-24-3]
- **Community Service Provider:** We were approached by an individual wishing to complete court-ordered community service hours. The probation officer confirmed that we are permitted to do so and provided a liability waiver form that can be used as a template for us. Eric would love assistance with weeding the sand filters. Approval will be dependent on the availability of projects at the time we are approached. Amy motioned to approve that we become a Community Service Provider and Hal seconded the motion. The motion was approved by unanimous roll call vote. [06-18-24-4]

## IX. Announcements

- New Trustee, Judy Plum, appointed by Taylor Township, effective July, 2024
- Community Open House, Aug.25<sup>th</sup> at 2pm

- X. **Adjournment:** Amy made a motion to adjourn the meeting at 7:29pm and Anne seconded the motion. The motion was approved by unanimous vote. [06-18-24-5]

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

## June 18, 2024 Motion List

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