



# Lost Lake Utility District

## Regular Meeting Minutes

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

### July 16, 2024

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

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

**Absent:** Don Merry, 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:** Amy motioned to approve the agenda and Rick seconded the motion. The motion was approved by unanimous vote. [07-16-24-1]

**IV. Guest/Public Opinion:** None

**V. Approval of the June 18, 2024 Regular Meeting Minutes:** Amy motioned to approve the June 18, 2024 Regular Meeting Minutes and Linda seconded the motion. The motion was approved by unanimous vote. [07-16-24-2]

**VI. Reports**

- **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending June 30, 2024. \$17,349 was not transferred from the Operating Fund to the Project Fund due to a bank error. Double the amount will be transferred in July to make up for the error. The Sauk Valley CD and the high interest savings accounts were briefly discussed.
  - *Operating Account:* beginning balance \$93,702.15; receipts \$89,778.73; expenditures \$36,478.25; ending balance \$147,002.63. *Project Fund:* beginning balance \$190,311.68; receipts \$6,213.98; expenditures \$76,073.05; ending balance \$120,152.61. *Debt Service Bond Fund:* beginning balance \$174,909.71; receipts \$214.74; expenditures \$1,567.08; ending balance \$173,557.37. *Sauk Valley CD (formerly Money Market Fund):* beginning balance \$74,439.06; receipts \$281.97; ending balance \$74,721.03. *Equipment Replacement Fund:* beginning balance \$16,760.83; receipts \$20.66; ending balance \$16,781.49. *IMRF Fund:* beginning balance \$1,160.88; receipts \$10,021.16; expenditures \$1,049.63; ending balance \$10,132.41. *SVB High Interest Savings (formerly Bank of Amboy CD):* beginning balance \$76,072.81; receipts \$57.65; ending balance \$76,130.46.
  - The May financials were discussed at the last meeting but no vote was taken for approval. Amy motioned to approve the May 2024 Treasurers Report and Hal seconded the motion. The motion was approved by unanimous roll call vote. [07-16-24-3]
  - Rick motioned to approve the June 2024 Treasurers Report and Amy seconded the motion. The motion was approved by unanimous roll call vote. [07-16-24-4]
- **President's Report:**
  - **Next Board Meeting:** 3 board members will be out of town for the August 20 meeting, so the board chose to revise the next meeting date to August 13<sup>th</sup> at 6pm.
  - **Water Testing:** Trained to fill in for Eric as needed until part-time position is filled.
  - **Well Control Panel:** The control panel for well #9-10 will need to be replaced at some point and will cost approximately \$10,000. The updated version of the control panel includes a phone app with real-time information.

- **Office Manager's Report:**
  - **Alert System:** Blackboard Connect is now updated with all property owners and all contact info. This software is used for emergency and outreach alerts to customers. Our billing system and alert system now reflect the same information.
  - **Meters Not Reading:** 21 meters are either not reading or are reading at zero usage. Letters will be sent to these homeowners requesting a photo of the meter with the current reading. Once images are received, we will troubleshoot and determine the best path forward for each meter.
  - **IRWA Conference:** Attended Illinois Rural Water Association Admin Conference last Thursday and Friday. Topics included Dealing with People, Bridging the Divide: Enhancing Communication Between Field Crew & Office Staff, Loan Options, Asset Management, Health Benefit Alliance (Insurance Options), CourtMoney Credit/Debit Card Payments, IMRF Update, Rural Development Grants (USDA), ILWARN Overview, Prevailing Wage. IRWA offers an Apprenticeship Program that helps operators become water and sewer certified. The information and contact person was provided to Eric. IRWA also offers Asset Mapping Services that digitally maps infrastructure with the use of GIS. An interactive portal is provided that allows documentation of maintenance, breaks, replacements, construction, etc. This would be an excellent tool for sustainability. IRWA offers a 30% or more discount to it's members for this program. The Board would like additional information and costs related to the Asset Mapping.
  - **Past Due Accounts:** 87 accounts at \$63,235.50. Past due statements will be mailed this week.
  - **Surf Internet:** Funding has been approved for bringing fiber internet to Lost Lake. A representative plans to attend our next meeting for a short presentation and to answer questions. The hope is for construction of fiber to begin in September of this year.
- **Operator's Report (Water & Wastewater Systems):**
  - **Effluent:** numbers are improving.
  - **Julie Locates:** a lot of julies completed, mostly due to road construction.
  - **WWTP Refrigerator:** refrigerator that is used to store samples is bad.
  - **Water Turn Off:** 1 water turn off and turn back on due to nonpayment.
  - **WWTP Sump Pump:** sump pump went out and was replaced by Ehmens.
  - **Water Tower:** Maguire Iron plans to begin water tower maintenance & paining in August.
  - **Fluoride Testing:** process change.

## VII. Old Business

- **POA Building Purchase Possibility:** Committees from LLUD, RCD, & POA will meet on July 25<sup>th</sup> to discuss details that will be presented to the Boards.

## VIII. New Business

- **Directors & Officers Insurance:** The cost to add D&O insurance is \$1,459 per year. Amy motioned to approve the addition of D&O Insurance at \$1,459 annual cost and Rick seconded the motion. The motion was approved by unanimous roll call vote. [07-16-24-5]
- **Part-time Operator Posting:** One of our part-time operators quit. We will probably need an executive session to discuss wages for a new part-time operator. Posting requirements were discussed. Beth will review our Ordinance and report to Hal any hiring and posting requirements. We have installed a time clock at the WWTP.
- **Meters & Software Upgrade:** Information and a quote from Midwest Meter for a cellular meter solution was reviewed and briefly discussed. The software upgrade cost is \$12,500. Meter upgrade to cellular is \$240 per meter. Replacement meter bases are \$65 each. Cellular hosting cost is \$1.02 per meter per month. The Board would like to see if a representative would be available to attend the next board meeting for clarification of costs and additional details.

## IX. Announcements

- Community Open House, Aug.25<sup>th</sup> at 2pm

- X. **Adjournment:** Anne motioned to adjourn the meeting at 6:57pm and Amy seconded the motion. The motion was approved by unanimous vote. [07-16-24-6]

**The next Regular Meeting will be held on August 13, 2024 at 6:00 PM.**

## **July 16, 2024 Motion List**

**Approval of the Agenda** Amy motioned to approve the agenda and Rick seconded the motion. The motion was approved by unanimous vote. [07-16-24-1]

**Approval of the June 18, 2024 Regular Meeting Minutes:** Amy motioned to approve the June 18, 2024 Regular Meeting Minutes and Linda seconded the motion. The motion was approved by unanimous vote. [07-16-24-2]

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