



# Lost Lake Utility District

## Regular Meeting Minutes

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

### August 13, 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

**Guests:** Joe Morell & Nick Clark, Midwest Meter; Jennifer Alvarez, Surf Internet

**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:** Anne motioned to approve the agenda and Amy seconded the motion. The motion was approved by unanimous vote. [08-13-24-1]

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

**V. Approval of the July 16, 2024 Regular Meeting Minutes:** Linda motioned to approve the July 16, 2024 Regular Meeting Minutes and Rick seconded the motion. The motion was approved by unanimous vote. [08-13-24-2]

**VI. Reports**

- **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending July 31, 2024. Monthly loan payments for the EPA & bonds are being looked into. Detailed bills were requested from Ehmens. Ehmens bills us at \$400 per hour (all-inclusive). Chana bills us at \$150 per hour & \$250 per hour after 4pm, plus \$200 mobilization fees & \$200 for trench box if needed.
  - *Operating Account:* beginning balance \$147,002.63; receipts \$39,169.63; expenditures \$56,296.88; ending balance \$129,875.38. *Project Fund:* beginning balance \$120,452.61; receipts \$6,154.19; ending balance \$126,606.80. *Debt Service Bond Fund:* beginning balance \$173,557.37; receipts \$34,920.45; expenditures \$9,722.13; ending balance \$198,755.69. *Sauk Valley Bank CD (formerly Money Market Fund):* beginning balance \$74,721.03; receipts \$273.91; ending balance \$74,994.94. *Equipment Replacement Fund:* beginning balance \$16,781.49; receipts \$21.38; ending balance \$16,802.87. *IMRF Fund:* beginning balance \$10,132.41; receipts \$758.92; expenditures \$762.23; ending balance \$10,129.10. *Sauk Valley Bank High Interest Savings (formerly Bank of Amboy CD):* beginning balance \$76,130.46; receipts \$298.08; ending balance \$76,428.54.
  - Amy motioned to approve the July 2024 Treasurers Report and Judy seconded the motion. The motion was approved by unanimous roll call vote. [08-13-24-3]
- **President's Report:**
  - **Propane Tank Fencing:** Concern has been expressed that we have 2 propane tanks (WWTP & water tower) that do not have fences around them, per POA rules. Hal feels that the LLUD is exempt from POA rules and that the fences are not needed. He also feels that this would be an unnecessary expense and that the POA will not enforce this since they haven't for years. Beth pointed out that the LLUD is indeed a member of the POA with voting privileges and is not exempt from POA governance. After some discussion, the board feels that they should leave the tanks the way they are and not pursue the required fencing despite the possibility of fines. This item can be included on the next meeting agenda for a vote.
  - **Excavating Safety:** Concern has been expressed regarding our recent water main break dig site that excavating without shoring was not compliant with OSHA standards. The board feels that it is not our responsibility to police the contractors, but that a follow-up call could be made to the contractor to discuss the concern.

- **Bernardi Securities:** Our bond holder, Bernardi Securities, reached out to let us know that the management of some of our bonds may have changed hands. Julie approved that they continue the state-mandated reporting of our bonds.
- **Office Manager's Report:**
  - **Past Due Accounts:** 61 accounts at \$59,660.20. Past due statements & water shutoffs will be processed later this week.
  - **Alert System:** Blackboard Connect, our software that is used for emergency and outreach alerts to customers, has an option to set up a Customer Portal that allows customers to update their own contact information. There is no charge to implement this. Hoping to pursue this option in the near future.
  - **New Water Service Application:** A new home will be built at 902 Timber Trail Drive, and an application has been received for a water connection. Direction is needed to complete this process. Beth is in communication with the homeowner & with Eric. Eric is working with Test Inc on proper procedures. LLUD is responsible for installing a connection from our water main to a new shut off, and the customer is responsible for installing the connection from the shut off to the home. The board would like to track costs for this project to properly determine the customer's application fees.
  - **IRWA Asset Mapping:** IRWA needs some system information from us to provide a quote for this service. Eric is working on the list of needed information.
- **Operator's Report (Water & Wastewater Systems):**
  - **Water Main Break:** A supply line was damaged. 2 holes had to be dug to locate the leak and impacted materials. One of the holes was in the 8-foot range. Easement policies were followed. Bacteria samples failed multiple times, but Eric worked with Test to determine proper testing procedures and corrected the issue.
  - **Generators:** Our WWTP & water tower generators were running and would not shut off. ComEd was called out to repair the issue with our boxes not getting enough power. The generators held up well and used very little propane even after running for almost 24 hours.
  - **Community Service:** The community service worker has been a huge help with weeding and mowing at the WWTP.
  - **IRWA Certification:** IRWA offers a fast track to water operator certification, and Eric hopes to take this test in October.
  - **Repair Training:** Test Inc is willing to train Eric on main repairs. The EPA may require a licensed plumber, and Eric will confirm.
  - **Chemical Use:** We have been using more chemicals than previously, probably due to higher usage.
  - **Water Tower Maintenance:** Maguire Iron said they would begin the contracted maintenance at the beginning of August, but this has changed to September 15<sup>th</sup>.

## VII. Old Business

- **POA Building Purchase Possibility:** Committees from LLUD, RCD, & POA will meet this week to discuss details that will be presented to the Boards. Eric would appreciate temperature-controlled storage for equipment. Julie is working on net costs for the LLUD and feels optimistic that we can proceed.
- **Part-time Operator Posting:** No applications have been received. We should revise the posting to add an additional one day per week for needed maintenance and projects. Posting has only been inside our community, and we should investigate newspaper ads and Indeed. Beth will investigate pricing and provide information to the Board to determine how to proceed.
- **Meters & Software Upgrade:** Joe Morrell & Nick Clark from Midwest Meter presented information to the Board regarding the quoted upgrade of our meters and meter reading software. 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. Our meters are years beyond their lifespan, and our current software is obsolete. The upgrade will provide continuous reads multiple times per day allowing us to notify customers of unusual activity. The reads would be loaded to the cloud and downloaded into the billing system. The new system would also offer a customer portal to track their own usage and provide custom alerts for leak detection. A cellular coverage analysis is pending to determine if our system will qualify for the upgrade. Additional quotes will be provided from Midwest Meter to compare a full-system upgrade and a side-by-side gradual upgrade.

## VIII. New Business

- **Surf Internet Construction Planning:** Jennifer Alvaraz from Surf Internet presented information regarding their upcoming construction to bring fiber internet to our community. She provided a brief overview of the project that will be funded by approved grants specific to this area. A preplanning construction meeting will be held with representatives from the LLUD & POA once the preliminary plans are prepared. Surf Internet will keep the Boards and the Community informed as progress develops.

## IX. Announcements

- Community Open House, Aug.25<sup>th</sup> at 2pm. Three board members will represent the LLUD: Hal, Judy, Linda. Since a quorum will not be present, an Agenda will not need to be posted.

- X. **Adjournment:** Amy motioned to adjourn the meeting at 7:52pm and Anne seconded the motion. The motion was approved by unanimous vote. [08-13-24-4]

**The next Regular Meeting will be held on September 17, 2024 at 6:00 PM.**

## August 13, 2024 Motion List

**Approval of the Agenda:** Anne motioned to approve the agenda and Amy seconded the motion. The motion was approved by unanimous vote. [08-13-24-1]

**Approval of the July 16, 2024 Regular Meeting Minutes:** Linda motioned to approve the July 16, 2024 Regular Meeting Minutes and Rick seconded the motion. The motion was approved by unanimous vote. [08-13-24-2]

**Approval of the May, 2024 Treasurer's Report** Amy motioned to approve the July 2024 Treasurers Report and Judy seconded the motion. The motion was approved by unanimous roll call vote. [08-13-24-3]

**Adjournment:** Amy motioned to adjourn the meeting at 7:52pm and Anne seconded the motion. The motion was approved by unanimous vote. [08-13-24-4]