



# Lost Lake Utility District

## Regular Meeting Minutes

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

### September 17, 2024

**Trustees Present:** Hal Warren, Chair; Rick Reardon, Trustee; Amy Spelde, Trustee; Linda Repesh, Trustee; Judy Plum, Trustee; Don Merry, Trustee

**Staff Present:** Julie Peters, Treasurer

**Absent:** Anne Harms, Vice Chair; Eric Thomas, Certified Operator; Beth Caudill, Office Manager

**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. [09-17-24-1]

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

**V. Approval of the August 13, 2024 Regular Meeting Minutes:** Linda motioned to approve the August 13, 2024 Regular Meeting Minutes and Amy seconded the motion. The motion was approved by unanimous vote. [09-17-24-2]

**Approval of the August 25, 2024 Special Meeting Minutes:** Rick made a motion to approve the August 25, 2024 Special Meeting Minutes and Don seconded the motion. The motion was approved by unanimous vote [09-17-24-3]

**VI. Reports**

- **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending August 31, 2024. Julie explained the line items for the 3 loans and that the budget will have a fourth line item. Hal asked if the interest was correct on our CD from Sauk Valley Bank, and it is as well as the interest from the savings account. We just can't access the money from the CD and the interest is fixed but we can access the money that's in the savings account, but the interest rate might change. Discussed was the monthly deposit of \$6,000 from the Operating Account to the Project Account to cover the cost of the water tower painting project.
  - *Operating Account:* beginning balance \$129,875.38; receipts \$78,470.67; expenditures \$42,733.58; ending balance \$165,612.47. *Project Fund:* beginning balance \$126,606.80 receipts \$6,162.77; ending balance \$132,769.57. *Debt Service Bond Fund:* beginning balance \$198,755.69; receipts \$17,605.98; expenditures \$1,567.08; ending balance \$214,794.59. *Money Market Fund:* beginning balance \$74,994.94; receipts \$284.08; ending balance \$75,279.02. *Equipment Replacement Fund:* beginning balance \$16,802.87 (a different number might have been said on the recording \$16,802.07); receipts \$21.41; ending balance \$16,824.28. *IMRF Fund:* beginning balance \$10,129.10; receipts \$1070.58; expenditures \$749.73; ending balance \$10,449.95. *Sauk Valley Bank High Interest Savings (formerly Bank of Amboy CD):* beginning balance \$76,428.54; receipts \$299.24; Ending Balance \$76,727.78.
  - Judy motioned to approve the August, 2024 Treasurers Report and Amy seconded the motion. The motion was approved by unanimous roll call vote. [09-17-24-4]
- **President's Report:**
  - **Water Main Breaks:** Hal stated that the Utility had several main breaks on the East side. One was in the utility line and two were on the individual homeowner's side. One of the homeowners had Servline insurance, and one did not. Hal mentioned that it might be wise to remind our customers of the availability of water line insurance. There was a discussion on how that can be done whether online or through a mailing. The board thought that was a good idea and they would ask Beth what her suggestion would be.

- **Office Manager's Report:** *absent*
  - **Past Due Accounts:** Julie shared that 52 accounts are past due. 48 past invoices were mailed out. 3 properties went back to Ogle County and 1 person's account says deceased on it.
- **Operator's Report (Water & Wastewater Systems):** *absent*
  - **New Excavator:** Julie stated that Eric wants permission to hire an excavator as needed. Eric has two local options from \$100 an hour to \$150 an hour. Hal stated that if they are licensed and bonded, Eric has permission to hire the excavator.

## VII. Old Business

- **POA Building Purchase Possibility:** Julie stated that there is no new information about the POA building and that we are waiting for information from the POA. The Board decided to leave this item off the agenda until there is something new to report.
- **Part-time Operator Open Position:** Hal stated that he interviewed and hired Doug Trader for the part-time position of operator. Doug Trader lives in Oregon, Illinois. He is semi-retired and is fine with working on weekends and 20 hours a month. He has experience in petroleum testing, and he knows he will have to do some landscaping. Hal mentioned that if anyone would like to interview him, that would be fine. No one did. Hal stated Doug should get paid on the same schedule as Brennen. Julie stated she would confirm that, but she thought it was \$18 an hour during training. Then it was \$19 an hour after 60 days and \$20 per hour after 90 days (*this has been confirmed.*) Rick motioned to approve Doug Trader for the part-time position and Amy seconded the motion. The motion was approved by unanimous roll call vote. [09-17-24-5]
- **Meters & Software Upgrade:** A discussion about approving the upgrade to our RVS payment system was approved for \$1,500.00. This would be needed if we move forward with the new system. A discussion on the Meters and Software Upgrade was had. Hal discussed that the old meters can no longer be purchased so we are either needing to upgrade or let the ten meters that are no longer working go without being metered. Amy motioned to upgrade the 10 meters and the new software system with Midwest Meters Inc. and Rick second the motion. The motion was approved by voice vote. Amy, yes; Hal, yes; Don, yes; Rick, yes; Linda, no; Judy, yes. [09-17-24-6]

## VIII. New Business

- **Budget Committee Update:** Julie read at the meeting the *Proposed Budget for 2025: Total Income: \$660,600.00; Total Administrative Expenses: \$93,850.00; Total Direct Costs: 39,175.00; Total Direct Costs-WWTP: \$20,615.00; Total Interfund Transfers: \$223,745.00; Total Other Costs: \$102,815.00; Total Other Direct Costs: \$35,300.00; Total Personnel Expenses: \$145,100.00; Total Expenses Total: \$660,600.00.* Julie stated that after the meeting with the IEPA on Monday, they needed to add \$20,000 and a new line item in the budget under Interfund Transfers "0112-Debt Repay IEPA 2025." This will cover the payments for the new loan for the WWTP project if everything goes through. Chamlin & Associates are assuming it will all go through and potentially start mid-year 2025. Julie also stated that the committee was comfortable raising the Water and Sewer Revenue up from \$610,000 to \$630,000 to cover the cost. However, this was no longer a conservative amount. The committee also added into the budget the cost for the meter software upgrade and for the purchase of 10 meters. Don questioned why the workers compensation was not lowered since payroll will be less. Julie stated that our workers compensation will not go down until we are audited, so the committee felt it was better to keep the rate the same as last year.
- **2025 Water & Sewer Rates:** The Budget committee stated they were comfortable with the already approved annual 3% increase.
- **Chamlin WWTP IEPA Requirements Project:** Hal and Julie attended the meeting on Monday with Chamlin & Associates at the Lake Court Center. Hal discussed the process that Chamlin & Associates are recommending; replacing the filter system and filter media in *tank 1* is phase one. If that doesn't work, there is a phase 2, which is to replace the sand filter in tank two. Chamlin & Associates believe this will get us compliant with the IEPA. Chamlin stated their portion of the cost will be no more than \$55,000 but that can be reimbursed from the IEPA loan. Chamlin discussed that the next steps to be taken are filling out the loan application and sending the ordinance authorization agreement to our attorney. Julie stated she will begin working on this and ask Beth for assistance if needed.

- **Propane Tank Concealment:** Hal shared that the Utility received 2 violations for not having their propane tanks fenced in. No fine was given, but it needs to address in 30 days. Hal said he knows someone who will do it for free labor. Don said he will help if needed. Hal stated he will get the materials for the project at Menards. Also, only the tank at the WWTP will be fenced in for now. Hal stated that the propane tank at the Water tower is not a part of the POA.

**IX. Announcements:** None.

**X. Adjournment:** Amy motioned to adjourn the meeting at 7:05pm and Rick seconded the motion. The motion was approved by unanimous vote. [09-17-24-7]

**The next Regular Meeting will be held on October 15, 2024 at 6:00 PM.**

### **September 17, 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. [09-17-24-1]

**Approval of the August 13, 2024 Regular Meeting Minutes:** Linda motioned to approve the August 13, 2024 Regular Meeting Minutes and Amy seconded the motion. The motion was approved by unanimous vote. [09-17-24-2]

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**Approval of the August, 2024 Treasurer's Report:** Judy motioned to approve the August, 2024 Treasurers Report and Amy seconded the motion. The motion was approved by unanimous roll call vote. [09-17-24-4]

**Part-time Operator Open Position:** Rick motioned to approve Doug Trader for the part-time position and Amy seconded the motion. The motion was approved by unanimous roll call vote. [09-17-24-5]

**Meters & Software Upgrade:** Amy motioned to upgrade the 10 meters and the new software system with Midwest Meters Inc. and Rick second the motion. The motion was approved by voice vote. Amy, yes; Hal, yes; Don, yes; Rick, yes; Linda, no; Judy, yes. [09-17-24-6]

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