



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 6:00 PM

October 15, 2024

Trustees Present: Anne Harms, Chair; Rick Reardon, Vice Chair; Amy Spelde, Trustee; Linda Repesh, Trustee; Judy Plum, Trustee; Don Merry, Trustee

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

Absent: None

I. Call to Order and Roll Call: Anne Harms 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 Linda seconded the motion. The motion was approved by unanimous vote. [10-15-24-1]

IV. Guest/Public Opinion: None

V. Approval of September 17, 2024 Regular Meeting Minutes: One correction is needed under New Business, Chamlin WWTP IEPA Requirements Project: change "take 1" to "tank 1." Rick motioned to approve the September 17, 2024 Regular Meeting Minutes and Amy seconded the motion. The motion was approved by unanimous vote. [10-15-24-2]

VI. Reports

- **Treasurer's Report:** Financial reports were provided to the Board and read into the record for period ending September 30, 2024.
 - *Operating Account:* beginning balance \$165,612.47; receipts \$29,738.88; expenditures \$44,393.81; ending balance \$150,957.54. *Project Fund:* beginning balance \$132,769.57; receipts \$6,163.94; ending balance \$138,933.51. *Debt Service Bond Fund:* beginning balance \$214,794.59; receipts \$17,614.15; expenditures \$1,567.08; ending balance \$230,841.66. *Money Market Fund:* beginning balance \$75,279.02; receipts \$285.15; ending balance \$75,564.17. *Equipment Replacement Fund:* beginning balance \$16,824.28; receipts \$20.74; ending balance \$16,845.02. *IMRF Fund:* beginning balance \$10,449.95; receipts \$5,676.51; expenditures \$757.54; ending balance \$15,368.92. *Sauk Valley Bank High Interest Savings (formerly Bank of Amboy CD):* beginning balance \$76,727.78; receipts \$278.11; Ending Balance \$77,005.89.
 - Rick motioned to approve the September, 2024 Treasurers Report and Judy seconded the motion. The motion was approved by unanimous roll call vote. [10-15-24-3]
- **President's Report:**
 - **Resignation:** Hal resigned from the Board effective September 25, 2024. Anne is now the acting president.
- **Office Manager's Report:**
 - **Billing Month:** \$113,260.85 total billed on October 1st.
 - **Past Due Accounts:** 67 accounts are past due totaling \$63,356.85. 3 closed accounts totaling \$5,806.16 will go to collections on October 30th.
 - **Office Hours:** Beth will be out of the office from October 21st-October 25th. The board agreed to have Julie cover the office Tuesday-Thursday only.
 - **Surf Internet Meeting:** Surf Internet will be coming to the office on Thursday for maps of our water & sewer systems. Chamlin will provide a digital copy of our water system, and we will provide paper maps of our sewer system for Surf to copy.
- **Operator's Report (Water & Wastewater Systems):**
 - 5 Julie locates this month

- Curb stop on Mississippi needs to be replaced.
- New service line installation at 902 Timber Trail completed. A meter will need to be installed once the customer-side service line is installed. The customer is aware to contact us for the meter installation.
- Hydrant flushing will start October 30th.
- Asset Mapping data is needed before IRWA can begin the process. Eric will work on this soon.
- Doug has been filling in for Eric on the weekends and if Eric needs a day off. The Board agrees that additional hours for Doug’s training are acceptable, but no more than 11 hours per week to keep IMRF from activating.
- WWTP septic tank valve is stuck and may need to be replaced.
- Monitoring of ammonia levels at the sand filters will continue to ensure IEPA compliance.
- WWTP propane tank surround has been installed, thank you to Bill Wash & Norm Eakley.

VII. Old Business

- **Budget Committee Update:** The 2025 proposed budget was presented and discussed at the last meeting and will be approved at the next meeting. A Public Notice will be posted that allows the public to review the budget over the next 30 days. The budget is based on a 3% annual increase, as per our Ordinance.
- **Chamlin WWTP IEPA Requirements Project:** Nothing to report.

VIII. New Business

- **Appoint Board Chair & Vice Chair:** Rick motioned to appoint Anne Harms as Board Chair and Don seconded the motion. The motion was approved by roll call vote: Ayes-5, Nays-1. [10-15-24-4]
Anne motioned to approve Rick Reardon as Vice Chair and Judy seconded the motion. The motion was approved by unanimous roll call vote. [10-15-24-5]
- **Water & Sewer Rate Ordinances:** After a brief discussion, the Board chose the standard 3% increase for water usage and sewer usage, but no increase for availability fees at this time.

Water Rates:

AN ORDINANCE CONCERNING THE AMENDMENT OF TITLE 2, CHAPTER 6 – WATER RATES-GENERAL, SECTION: 2-6-1 AND TITLE 2, CHAPTER 7 – WATER RATES-APPROVED RATES, SECTION 2-7-2 OF THE DISTRICT’S ADMINISTRATIVE ORDINANCE TO DEFINE WATER SERVICE CHARGES IN THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS. ORDINANCE NO. 01-2024

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois as follows:

1. That TITLE 2, CHAPTER 6, WATER RATES GENERAL: SECTION 2-6-1 WATER SERVICE CHARGES be amended by striking paragraph (A) and inserting in their place the following:

* * * *

The Basic User Charge shall be reviewed annually by the Board and shall be increased each year by a minimum of 3 percent (3%).

(A) Basic User Charge per month: \$51.50

* * * *

2. That TITLE 2, CHAPTER 7, WATER RATES-APPROVED RATES: SECTION 2-7-2 WATER RATES be amended by striking the introduction paragraph and paragraph (A) and inserting in their place the following:

* * * *

Water rates in effect at the time the DISTRICT makes service available to the Consumer shall be charged to and paid by each Consumer. A minimum rate of \$51.50 per month shall be paid by those Consumers. The Basic User Charge shall be reviewed annually by the Board and shall be increased each year by a minimum of 3 percent (3%).

(A) Basic User Charge: \$51.50 per month;

* * * *

3. This Ordinance shall be in full force from and after its passage and approval as provided by law.

Anne motioned to approve Ordinance 01-2024 concerning water rates and Rick seconded the motion. The motion was approved by unanimous roll call vote. [10-15-24-6]

Sewer Rates:

AN ORDINANCE CONCERNING THE AMENDMENT OF TITLE 3, CHAPTER 2 – WASTEWATER SERVICE CHARGES, SECTION: 3-2-1 OF THE DISTRICT’S ADMINISTRATIVE ORDINANCE TO DEFINE WASTEWATER SERVICE CHARGES IN THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS. ORDINANCE NO. 02-2024

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois as follows:

1. That TITLE 3, CHAPTER 2 – WASTEWATER SERVICE CHARGES, SECTION 3-2-1 be amended by striking paragraph (A) and inserting in its place the following:

* * * * *
The Basic User Charge shall be reviewed annually by the Board and shall be increased each year by a minimum of 3 percent (3%).

(A) Basic user charge: \$64.38 per month within the Lost Lake development and Flagg Estate subdivision.

* * * * *
2. This Ordinance shall be in full force from and after its passage and approval as provided by law.

Judy motioned to approve Ordinance 02-2024 concerning sewer rates and Linda seconded the motion. The motion was approved by unanimous roll call vote. [10-15-24-7]

- **Agreement for Engineering Services for WWTP Improvements:** The 18-page document has the same verbiage as previous contracts, but the cost per hour has gone up for their services. Anne would like to set up a meeting with Hal, Julie, and Eric to discuss the project prior to signing the agreement. The \$55,600 in engineering fees can be included in the loan from IEPA. The loan is for two phases of the project. If the first phase takes care of the current ammonia issue, then phase two may not be needed. The Board discussed the possibility of Joe from TEST filling in as project manager. Eric said that he would be at the next meeting with Chamlin to become more familiar with the project. The project packet from Chamlin will be emailed to Eric and to the Board.

Amy motioned to approve the Agreement for Engineering Services for WWTP Improvements pending Anne’s review and Rick seconded the motion. The motion was approved by unanimous roll call vote. [10-15-24-8]

- **Water Tower Maintenance:** Due to the delays by Maguire Iron on the water tower project, the possibility of cancelling the \$425,000 contract was discussed. Since they cannot complete the work before winter, the project is currently on hold. The cost is also a concern and was mentioned by our certified operator from Test Inc. Putnam County Painting Inc provided a quote for \$289,900 to paint the water tower. If we move to a lower cost for the project, we could upgrade facility equipment as recommended by Test Inc. Before deciding, we need to clarify the quote from Putnam, since it is not the same program as Maguire Iron. The water tower should only need to be painted every 20-30 years, but maintenance should occur every 5 years that includes draining, cleaning, and repairs. We have paid \$5,000 to Maguire Iron for the initial inspection. Discussion will continue at the next meeting.
- **POA Budget Ballot Approval:** Rick motioned to vote YES on the POA Budget Ballot and Amy seconded the motion. The motion was approved by unanimous roll call vote. [10-15-24-9]

IX. Announcements: None.

X. Adjournment: Don motioned to adjourn the meeting at 7:41pm and Rick seconded the motion. The motion was approved by unanimous vote. [10-15-24-10]

The next Regular Meeting will be held on November 19, 2024 at 6:00 PM.

October 15, 2024 Motion List

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