



# Lost Lake Utility District

## Regular Meeting Minutes

406 Lake Ct, Dixon IL 61021 at 6:00 PM

### January 21, 2025

**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

**Absent:** Eric Thomas, Operator

**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. [01-21-25-01]

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

**V. Approval of Minutes**

- **December 17, 2024 Meeting Minutes:** Rick motioned to approve the December 17, 2024 Regular Meeting Minutes and Amy seconded the motion. The motion was approved by unanimous vote. [01-21-25-02]
- **December 17, 2024 Executive Session Minutes:** Don motioned to approve the December 17, 2024 Executive Session Minutes and Linda seconded the motion. The motion was approved by unanimous vote. [01-21-25-03]

**VI. Reports**

- **Treasurer's Report:** Financial reports were provided to the Board and read into the record for period ending December 31, 2024. An additional report was provided to the board reflecting 2024 amounts billed and received to monitor income reduction due to customers' combination of lots. Julie will continue to maintain this trend and will include the report with the monthly Treasurer's Reports. We will be moving \$100,000 to the project fund for the water tower project. For 2024, we saw a decrease in fuel and payroll expenditures. Julie will also be working with the POA to obtain vehicle decals for the Operators' vehicles.
  - *Operating Account:* beginning balance \$156,500.62; receipts \$85,143.45; expenditures \$41,861.82; ending balance \$199,782.25. *Project Fund:* beginning balance \$151,244.71; receipts \$6,169.77; ending balance \$157,414.48. *Debt Service Bond Fund:* beginning balance \$103,823.57; receipts \$17,471.36; expenditures \$1,567.08; ending balance \$119,727.85. *Sauk Valley CD (formerly Money Market Fund):* beginning balance \$76,128.45; receipts \$279.07; ending balance \$76,407.52. *Equipment Replacement Fund:* beginning balance \$16,881.64; receipts \$18.64; ending balance \$16,900.28. *IMRF Fund:* beginning balance \$15,083.69; receipts \$831.22; expenditures \$1,294.86; ending balance \$14,620.05. *Sauk Valley Bank High Interest Savings (formerly Bank of Amboy CD):* beginning balance \$77,523.56; receipts \$247.25; Ending Balance \$77,770.81.
  - Amy motioned to approve the December, 2024 Treasurers Report and Judy seconded the motion. The motion was approved by unanimous roll call vote. [01-21-25-03]
- **President's Report:** Trustees are needed. We have one vacancy and 2 more vacancies at the end of April.
- **Office Manager's Report:**
  - **Past Due Accounts:** 93 accounts are past due totaling \$75,402.74. An increase in past due accounts is typical this time of year after the holidays. 18 of these accounts are metered and were sent Shut Off Notices requiring payment within 30 days to avoid shutoff.
  - **Meter Upgrades:** 8 new cellular meters have been installed, and 1 more will be installed at the new home on the east side of the lake. BEACON training is scheduled for tomorrow: operator training to begin at 9am and admin training to begin around 1pm.

- **Properties Listing:** The county assessor provided a list of all parcel numbers within our District, but the list did not contain property descriptions. GIS was used to add property description and property type, and to confirm current owners. Additional columns that have been added to this master spreadsheet include the Lost Lake lot numbers and the number of lots within each parcel. More data that will be added includes west or east side location, sewer usage, water usage, and availability fees. This master spreadsheet can be maintained going forward as a great tool to pull system data and to assist the rate committee each year when determining the proper rates needed to fulfill our budget.
- **Operator’s Report (Water & Wastewater Systems):**
  - **Well 10:** tested positive for coliform bacteria in December. As a result, the following maintenance was performed: fixed well 10 air release valve (pvc, glue, screen), well head casing vent screen cleaned of debris (moth webs), replaced well 10 sampling spigot with smooth bare spigot. These maintenance items were all possible contamination points, per Kirk Bergstrom from EPA. We are now waiting on parts from Core & Main to blow off water from well 10 (saddle valve, fire hose, blind flange, etc). Testing is planned for next week.
  - **Sand filter beds 1 & 2:** functioning much better than last winter, not sure why, but our test numbers for WWTP have been within limits. Sand filter 2 was shut down last winter, but seems fine this season.
  - **Sludge:** pumped last week from WWTP
  - **Water Tower Maintenance:** will discuss under old business.

**VII. Old Business**

- **Chamlin WWTP IEPA Requirements Project:** The IEPA has questions regarding our district’s formation and labeling. Julie will be meeting with our attorney tomorrow, and the attorney will need to reach out directly to the IEPA to answer their questions. In addition, our SAM unique identifier has expired, and Julie will be working on renewing that number.
- **Water Tower Maintenance:** Eric provided some items to compare the Maguire maintenance plan quote with the water tower painting quote from Putnam. Items that are the same with both quotes include: safety harness tether included, and the vent on top of the tower cabling both included. Items that are different include: Putnam doesn’t inspect every year. Per Joe Glynn, inspections aren’t needed every year. Cleaning and inspections are only needed every 3-5 years after painting. Another difference is that the ladder inside the tank is not included on the Putnam quote, and it may not need to be replaced entirely. If the entire ladder needs to be replaced, Putnam would charge an additional \$14,000-\$15,000 to replace. We will follow up with Maguire to see when they plan to paint, how the delay will impact our payment schedule, and what renewal costs will be once our current payment plan has ended.

**VIII. New Business**

- **Resolution 01-2025 Trustee Compensation:** Rick motioned to approve Resolution 01-2025 concerning the compensation of the board of trustees for fiscal year 2025 and Linda seconded the motion. The motion was approved by unanimous roll call vote. [01-21-25-04]

**A RESOLUTION CONCERNING THE COMPENSATION OF THE BOARD OF TRUSTEES FOR THE FISCAL YEAR 2025 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS**

**RESOLUTION NO. 01-2025**

WHEREAS, Section 4 for the Public Water District Act (70 ILCS 3705) provides for compensation of trustees appointed to serve under this Act:

THEREFORE, BE IT RESOLVED, THAT

1. Trustees be compensated per provisions of Section 4 of the Public Water District Act;
2. The amount of such compensation be set at \$75.00 for each regular and special meeting at which the Trustee was in attendance; and,
3. The Chairman of the Board receive an additional \$25.00 for each regular and special meeting of the Board at which he was in attendance up to the maximum allowed by Section 4 of the Public Water District Act.

Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 21st day of January 2025.

- **Resolution 02-2025 Engineer:** Don motioned to approve Resolution 02-2025 concerning retaining Chamlin & Associates, Inc. engineering services for fiscal year 2025 and Amy seconded the motion. The motion was approved by unanimous roll call vote. [01-21-25-05]

**A RESOLUTION CONCERNING RETAINING CHAMLIN & ASSOCIATES, INC. ENGINEERING SERVICES FOR THE FISCAL YEAR 2025**

**FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS  
RESOLUTION NO. 02-2025**

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

1. The Lost Lake Utility District hereby retains the firm Chamlin & Associates, Inc. and Ross Baker of that firm to provide general services for the District as requested.
2. This Resolution shall be in full force and effect from and after its passage and approval by law.

Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 21st day of January 2025.

- **Resolution 03-2025 Attorney:** Amy motioned to approve Resolution 03-2025 concerning retaining the district's attorney for fiscal year 2025 and Judy seconded the motion. The motion was approved by unanimous roll call vote. [01-21-25-06]

**A RESOLUTION CONCERNING RETAINING THE DISTRICT'S ATTORNEY FOR FISCAL YEAR 2025  
FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS  
RESOLUTION NO. 03-2025**

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

1. The Lost Lake Utility District hereby retains the law firm of Ehrmann, Gehlbach, Badger & Considine, LLC and Dana Considine of that firm as its attorney for the Fiscal Year 2024 for legal services provided.
2. This Resolution shall be in full force and effect from and after its passage and approval by law.

Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 21st day of January 2025.

- **Resolution 04-2025 Auditor:** Rick motioned to approve Resolution 04-2025 concerning retaining Johnson CPA LLC auditing services for fiscal year 2025 and Don seconded the motion. The motion was approved by unanimous roll call vote. [01-21-25-07]

**RESOLUTION CONCERNING RETAINING JOHNSON CPA LLC AUDITING SERVICES FOR THE FISCAL YEAR 2025  
FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS  
RESOLUTION NO. 04-2025**

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

1. The Lost Lake Utility District hereby retains the firm of Johnson CPA LLC and Jeff Johnson or agent of that firm as its auditor for the fiscal year ending 2024 for services rendered in 2025 not to exceed the contract amount of \$20,000.
2. This Resolution shall be in full force and effect from and after its passage and approval by law.

Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 21st day of January 2025.

- **Staffing Review Committee:** Anne asked the board to form a staffing review committee due to employee changes. The committee will be Anne, Linda, and Amy.

**IX. Announcements:** None

- X. Adjournment:** Rick motioned to adjourn the meeting at 6:44 pm and Amy seconded the motion. The motion was approved by unanimous vote. [01-21-25-08]

**The next Regular Meeting will be held on February 18, 2025 at 6:00 PM.**

## **January 21, 2025 Motion List**

**Approval of the Agenda:** Amy motioned to approve the agenda and Linda seconded the motion. The motion was approved by unanimous vote. [01-21-25-01]

**Approval of December 17, 2024 Regular Meeting Minutes:** Rick motioned to approve the December 17, 2024 Regular Meeting Minutes and Amy seconded the motion. The motion was approved by unanimous vote. [01-21-25-02]

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