



# Lost Lake Utility District

## Regular Meeting Minutes

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

### April 15, 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:** Judy motioned to approve the Agenda and Amy seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-01]

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

**V. Approval of Minutes**

- **February 18, 2025 Meeting Minutes:** Amy motioned to approve the February 18, 2025 Regular Meeting Minutes and Don seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-02]
- **February 18, 2025 Executive Meeting Minutes:** Amy motioned to approve the February 18, 2025 Executive Meeting Minutes and Don seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-03]
- **March 7, 2025 Executive Meeting Minutes:** Rick motioned to approve the March 7, 2025 Executive Meeting Minutes and Amy seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-04]
- **March 16, 2025 Executive Meeting Minutes:** Amy motioned to approve the March 16, 2025 Executive Meeting Minutes and Judy seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-05]
- **March 18, 2025 Meeting Minutes:** Don motioned to approve the March 18, 2025 Regular Meeting Minutes and Rick seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-06]
- **March 18, 2025 Executive Meeting Minutes:** Amy motioned to approve the March 18, 2025 Executive Meeting Minutes and Rick seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-07]
- **April 8, 2025 Special Meeting Minutes:** Amy motioned to approve the April 8, 2025 Special Meeting Minutes and Don seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-08]

**VI. Reports**

- **Treasurer's Report:** Financial reports were provided to the Board and read into the record for period ending March, 2025. The board requested the maturity date for our Sauk Valley CD.
  - *Operating Account:* beginning balance \$86,405.17; receipts \$36,705.88; expenditures \$35,588.57; ending balance \$87,522.48. *Project Fund:* beginning balance \$263,827.59; receipts \$6,269.68; ending balance \$270,097.27. *Debt Service Bond Fund:* beginning balance \$145,977.25; receipts \$18,795.87; expenditures \$1,567.08; ending balance \$163,206.04. *Sauk Valley CD:* beginning balance \$76,987.47; receipts \$263.40; ending balance \$77,250.87. *Equipment Replacement Fund:* beginning balance \$16,933.12; receipts \$17.26; ending balance \$16,950.38. *IMRF Fund:* beginning balance \$13,289.65; receipts \$473.20; expenditures \$1569.80; ending balance \$12,193.05. *Sauk Valley Bank High Interest Savings:* beginning balance \$78,225.29; receipts \$239.84; Ending Balance \$78,465.13.

- **Approve February, 2025 Financials:** Amy motioned to approve the February, 2025 Financials and Rick seconded the motion. The motion was approved by unanimous roll call vote. [04-15-25-09]
- **Approve March, 2025 Financials:** Amy motioned to approve the March, 2025 Financials and Rick seconded the motion. The motion was approved by unanimous roll call vote. [04-15-25-10]
- **President's Report:** None
- **Office Manager's Report:**
  - **Past Due Accounts:** 63 accounts are past due totaling \$73,595.90. Past due notices will go out this week. Most of the past due accounts are for vacant lot owners with availability fees only.
  - **Office Manager Training:** The new Office Manager, Julie Peters, is doing well with training for the position, and training is nearing completion. Beth will retain employment until April 30 to ensure a smooth transition.
  - **Surf Internet:** Surf is ready to finalize their plans for fiber internet construction in our community. A meeting between the POA, Utility, and Surf Internet was proposed to approve plans. Surf is hoping to start construction in July. Once construction is ready to begin, the operators will need additional work hours to complete Julie Locates throughout the entire community.
- **Operator's Report (Water & Wastewater Systems):** absent
  - **Water Main Breaks:** We are currently handling two main breaks:
    - East side on Oak Lane – repairs are complete, but boil order remains in place until good water sample is received.
    - West side on Park Drive – boil order was sent out, but the lifted later today. Repairs are ongoing but will be completed live without requiring a boil order.

## VII. Old Business

- **Chamlin WWTP IEPA Requirements Project:** A pre-bidding meeting took place on 3-19-25 at 10:00am with Ross from Chamlin. Martin & Company was the only one who submitted a bid at \$733,000. Ross (Chamlin) and Ellen (IEPA) are recommending that the Board increase the Borrowing Ordinance from \$797,000 to \$900,000. The attorney will need to update the ordinance and give a new legal opinion on the ordinance. The WWTP will need two new VFD's (variable frequency drives) for the fans prior to completion of the project. Julie will reach out to Chamlin for costs and next steps. The Attorney General will begin preparing a consent order. Rick made a motion to reach out to the attorney to raise the limit of the borrowing ordinance to \$900,000 and Amy seconded the motion. The motion was approved by unanimous roll call vote. [04-15-25-11]

## VIII. New Business:

- **Election of Officers: Chair and Vice Chair**
  - **Chair:** Rick motioned to elect Linda Repesh as Chair for FY2025-2026 and Amy seconded the motion. The motion was approved by majority roll call vote, 1 abstained. [04-15-25-12]
  - **Vice Chair:** Linda motioned to elect Judy Plum as Vice Chair for FY2025-2026 and Amy seconded the motion. The motion was approved by majority roll call vote, 1 abstained. [04-15-25-13]
- **Appointment of Secretary and Treasurer**
  - **Secretary:** Rick motioned to appoint Julie Peters as District Secretary for FY2025-2026 and Anne seconded the motion. The motion was approved by unanimous roll call vote. [04-15-25-14]
  - **Treasurer:** The Board agreed to appoint the Treasurer for FY2025-2026 at the next meeting.

**IX. Motion to Recess to Executive Session: Employee Matters – 5 ILCS 120/2(c)(1-2):** Amy motioned to recess to Executive Session regarding employee matters at 6:36pm and Judy seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-15]

**X. Reconvene Regular Meeting:** The meeting was reconvened at 6:54pm.

**XI. Motions Produced From Executive Session:** Anne motioned to extend the Treasurer's position to the top candidate based on terms discussed in Executive Session and Don seconded the motion. The motion was approved by unanimous roll call vote. [04-15-25-16]

## XII. Announcements:

- Thank you to Anne Harms & Rick Reardon for their service to our Board. Awards were presented.
- The Board presented Beth with a gift of thank you for her expertise as office manager.

**XIII. Adjournment:** Amy motioned to adjourn the meeting at 6:57pm and Anne seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-17]

**The next Regular Meeting will be held on May 20, 2025 at 6:00 PM.**

## **April, 2025 Motion List**

**Approval of the Agenda:** Judy motioned to approve the Agenda and Amy seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-01]

**Approval of February 18, 2025 Meeting Minutes:** Amy motioned to approve the Feb 18, 2025 Regular Meeting Minutes and Don seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-02]

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**Appointment of Secretary:** Rick motioned to appoint Julie Peters as District Secretary for FY2025-2026 and Anne seconded the motion. The motion was approved by unanimous roll call vote. [04-15-25-14]

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**Adjournment:** Amy motioned to adjourn the meeting at 6:57pm and Anne seconded the motion. The motion was approved by unanimous voice vote. [04-15-25-17]