



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 6:00 PM

September 16, 2025

Trustees Present: Linda Repesh, Chair; Judy Plum, Vice Chair; Amy Spelde, Trustee; Don Merry, Trustee; Carol Workman, Trustee

Staff Present: Julie Peters, Office Manager; Joan Hansen, Treasurer

Absent: Eric Thomas, Operator; Doug Trader, Operator

I. Call to Order, Roll Call: Linda Repesh called the meeting to order at 6:00 pm.

II. Pledge of Allegiance

III. Approval of the Agenda: Carol made a motion to approve the agenda and Amy seconded the motion. The motion was approved by unanimous vote. [09-16-25-1]

IV. Guest/Public Opinion: None

V. Approval of Minutes

- **Approval of August 19, 2025 Regular Meeting Minutes:** Amy made a motion to approve the August 19, 2025 Regular Meeting Minutes and Judy seconded the motion. The motion was approved by unanimous vote. [09-16-25-02]
- **Approval of August 24, 2025 Special Meeting Minutes:** Amy made a motion to approve the August 24, 2025 Special Meeting Minutes and Carol seconded the motion. The motion was approved by unanimous vote. [09-16-25-3]
- **Approval of September 3, 2025 Special Meeting Minutes:** Amy made a motion to approve the September 3, 2025 Special Meeting Minutes and Carol seconded the motion. The motion was approved by unanimous vote. [09-16-25-4]

VI. Reports

- **Treasurer's Report:** Joan provided financial reports to the Board and read into the record the report for period ending August 31, 2025.
 - *Operating Account:* beginning balance \$68,388.96; receipts \$71,892.32; expenditures \$47,763.15; ending balance \$92,518.13. *Project Fund:* beginning balance \$295,232.30; receipts \$6,306.42; expenditures \$0.00; ending balance \$301,538.72. *Debt Service Bond Fund:* beginning balance \$212,411.35; receipts \$18,878.20; expenditures \$1,567.08; ending balance \$229,722.44. *Sauk Valley CD:* beginning balance \$78,408.93; receipts \$297.01; ending balance \$78,705.94. *Equipment Replacement Fund:* beginning balance \$17,018.47; receipts \$17.35; ending balance \$17,035.82. *IMRF Fund:* beginning balance \$19,672.03; receipts \$1,414.43; expenditures \$941.04; ending balance \$20,145.42. *High Interest Landing Rock Savings:* beginning balance \$79,410.22; receipts \$241.45; ending balance \$79,650.94.
 - Amy made a motion to approve the Treasurer's Report and Carol seconded the motion. The motion was approved by unanimous roll call vote. [09-16-25-5]
- **Office Manager's Report:**
 - **Past Due Accounts:** 59 past due accounts at \$74,085.58. 6 disconnect letters were sent. Shut off's dated 10/15/2025. 7 lots went back to Ogle County. 6 accounts will be closed. \$11,106.88 will be written off as bad debt. The audit was completed. It was sent to the Comptroller and Bernardi Securities. Julie discussed the Schedule of Findings and Responses. Carol and Judy discussed working to establish and implement

policies and procedures for adequate segregation of duties. This will be on the Agenda for October 2025. The LLUD received the POA budget. There will be a Special Meeting to make a motion to approve the POA Budget. Also, there was a discussion regarding the quote the Board received from Associated Services Enterprise, LLC to redo the road going to the water tower. The Board asked for 2 more quotes and to discuss this matter during the Special Meeting.

- **Operator's Report (Water & Wastewater Systems):**

- (Read by Julie Peters) Sync has completed phase 1 and has started phase 2. There are 2 or 3 digging crews running the fiber sheath. We are keeping ahead of them with Julie Alerts. The sewer line break at Birch and Crabapple has been fixed and the standing water in the area has receded. There may be a small leak in the valve under the manhole cover. It must rain significantly to know for sure. The fence to the WWTP needs to be taken down on the south side and an electric fence put up to keep the deer out before the WWTP project begins. The water tower project is almost complete. The pressure tank is still being used. Just waiting for a date to get the water tower back online.

VII. Old Business

- **Chamlin & Associates WWTP Project:**

- **Update on Project:** Scott Johnson from the POA stated we did not need special permits to be on the road. Scott Johnson wanted to know how many trucks and the weight before deciding the route to take for Martin Company & Excavating.
- **Consent Order Discussion with IEPA:** The Attorney General emailed the District to inform us that there were no public comments on the Consent Order. The District is sending a cashier's check to the AG on Wednesday.

- **Maguire Iron, Inc. Water Tower Project:**

- **Update:** Maguire is practically done. They will leave some paint for touch-ups since DC Computers didn't move their dish around.

- **Recordkeeping Project:** October 2, 2025 at 10:00am Shelby from the Secretary of State's office will be coming to the office to discuss with Judy, Carol, and Julie the process for getting an application and a certificate to dispose of records.
- **Budget Committee Update:** Joan read for the first time the proposed 2026 Budget. *Total Income: \$630,600.00; Total Administrative Expenses: \$90,125.00; Total Direct Costs-Water Treatment: \$44,325.00; Total Direct Costs-WWTP: 24,510.00; Total Interfund Transfers: \$257,805.00; Total Other Costs: \$29,785.00; Total Other Direct Costs: \$34,300; Total Personnel Expenses: \$149,750.00. Total Expenses: \$630,600.00*
- **Rate Committee Update:** Linda stated she is meeting with the attorney to discuss wording that is in the Ordinance. Once she talks to the attorney on October 6th we will have a Special Meeting.
- **Long-term Lease with RCD:** Judy was notified by Tim from RCD that they would review the lease at their next board meeting. Judy will get a lease ready for the Utility Board's approval at the Special Meeting.

VIII. New Business

- **Meter Upgrades:** Eric stated that he can replace 2 meters a week minimum, once Surf is done digging. The new meters have a lifespan of 20 years. And if the meters need to be replaced, the whole thing might not have to be replaced. Still waiting on the potential cost of the meters next year. Eric did mention that we might have 30 plus new meters in storage that can be sold.

IX. Announcements:

A resident asked when the water tower will be back in play. It will be within 30 days. He also wanted clarification on Shelby from the S.O.S about her role with record retention. She is coming to assist us with the application and certification process.

X. Adjournment:

Don made a motion to adjourn the meeting at 6:51 pm and Carol seconded the motion. The motion was approved by unanimous vote. [09-16-25-6]

The next Regular Meeting will be held on October 21, 2025 at 6:00 PM.

September 16, 2025 Motion List

Approval of the Agenda: Carol made a motion to approve the agenda and Amy seconded the motion. The motion was approved by unanimous vote. [09-16-25-1]

Approval of the August 19, 2025 Regular Meeting Minutes: Amy made a motion to approve the August 19, 2025 Regular Meeting Minutes and Judy seconded the motion. The motion was approved by unanimous vote. [09-16-25-2]

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Treasurer's Report: Amy made a motion to approve the Treasurer's Report and Carol seconded the motion. The motion was approved by unanimous roll call vote. [09-16-25-5]

Adjournment: Don made a motion to adjourn the meeting at 6:51 pm and Carol seconded the motion. The motion was approved by unanimous vote. [09-16-25-6]