

Lost Lake Utility District Regular Meeting Minutes
404 Lake Court, Dixon, IL at 7:00 pm
June 21, 2022

- I. **Call to Order and Roll Call:** Susan Steffens called the meeting to order at 7:00 pm. Trustees present: Susan Steffens, Joe Bajko, Mike Steffens, Hal Warren, and Ray Ford. Also present: Julie Peters, Treasurer and acting Secretary, Chad Judd, Operator; and a member of the community. Absent: Cheri Kemp and Anne Harms
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Hal made a motion to approve the Agenda. Joe seconded the motion. The motion was approved by unanimous vote (6-21-22-1).
- IV. **Approval of the May 17th, 2022 Regular Meeting Minutes.** Joe made a motion to approve the May 17, 2022 Regular Meeting Minutes. Mike S. seconded the motion. The motion was approved by unanimous vote (6-21-22-2). **Approval of the June 1st, 2022 Special Meeting Minutes.** Joe made a motion to approve the June 1, 2022 special meeting minutes. Hal seconded the motion. The motion was approved by unanimous vote (6-21-22-3).
- V. **Treasurer's Report:** Julie read into record for the period ending May 31, 2022. *Operating Account:* beginning balance: \$82,455.96; receipts: \$32,805.63; expenditures: \$32,939.07; ending balance: \$82,322.52; *Project Fund:* beginning balance: \$147,264.08; receipts: \$6.26; expenditures: \$0.00; ending balance: \$147,270.34. *Debt Service Bond Fund:* beginning balance: \$168,289.45; receipts: \$16,065.77; expenditures: \$18,525.00; ending balance: \$165,830.22. *Money Market Fund:* beginning balance: \$70,208.04; receipts: \$162.15; ending balance \$70,370.19. *Equipment Replacement Fund:* beginning balance: \$12,394.24; receipts: \$.53; ending balance: \$12,394.77. *IMRF Fund:* beginning balance \$4,008.91; receipts: \$1,325.92; expenditures: \$2,695.98; ending balance: \$2,638.85. Julie made note that next month in the IMRF account we will be over drawn for short amount of time due to our annual deposits from the county coming in after the deposit for IMRF was made. Susan added into the Treasurer's Report the costs of engineering from Chamlin and Associates. WWTP costs \$7455.72. Permit for sewer was \$552 and the total bill for the Water System Engineering fees is \$26,844.86 which all but \$1,506.50 has been paid. Discussion on if we should borrow more money at this moment for the district's project. The Board decided to not borrow from the line of credit at the moment for upcoming project costs. Hal made a motion to accept the Treasurer's Report as presented. Mike seconded the motion. No discussion was held by the Board. The motion was approved by unanimous roll-call vote (6-21-22-4).
- VI. **Old Business**

Water System Update: Discussion of New Build Cost for District. Joe asked Chad the total costs of for the District on new builds. Chad responded with \$1130 from Chana Excavating, \$1000 minimum for Miller Cable, and with parts total of \$4275. The price of parts has gone up. The District could be losing money on this process. Future discussion on raising the cost of the initial price for new builds. Also, Chad mentions the well is getting replaced next week. Susan discussed process for bidding for well recoating. Chamlin sent a typical generic bid. The document is 66-pages long. A bid in the paper will have interested parties come to the office to pick up a bid package or the engineer can send it to them. There is a pre-bid meeting before bid opening. There will be a minimal change in the bidding document due to the paint needing to be different.

WWTP Update: Jeff from Chana Excavating worked 5.5 hours already. The walls are caving in, so new walls will be built with approximately \$1500 dollars in materials. Susan states that we did receive the permit for the sewer plant.

VII. New Business

Resignation of Mike Carr: Susan read Mike Carr's resignation into minutes: I have served on the LLUD board since spring of 2010. Due to family, business, and personal developments recently I have decided it is in the best interest of my wellbeing and the district's long-term health for me to resign the board as of June 1, 2022. I will no longer be able to spend the time and energy necessary to perform this job. I am willing to assist the new Chairman in any way I can offering my construction, engineering, and practical experience to the new Chairman. In my time on the board, we have reduced boil orders by more than 90%, replaced 1/3+ of the water mains the IEPA requires us to, installed a new well to ensure constant water for the community and increased cash reserves with the intent of providing a stable infrastructure to the community for many years. I know the work needs to continue and appreciate the work each of you have before you. I thank you all and the other board members I have served with in the preceding 12 years.

Trustee Appointment: Susan was appointed to the Board of Lost Lake Utility District for a 4-year term. The township board stated she should be a good asset to the board.

Secretary Resignation: Susan Steffens resigns as Secretary of the Lost Lake Utility District.

Election of Chairman: Mike S. makes a motion to have Susan appointed as new Chairman. Hal seconds the motion. Discussion was held by the Board. Ray suggested that we wait until Cheri and Anne return before having the vote. Susan stated at the Special Meeting both Cheri and Anne do not want the position and were ok to what was decided. The motion was approved by unanimous roll-call vote (6-21-22-5).

Election of the Officers and Appointment of Secretary and Treasurer: Susan made a motion to appoint Julie as Secretary and Treasurer. Mike seconded the motion. The motion was approved by unanimous roll-call vote (6-21-22-6).

Red Flag Rule: Is the Emergency Response Plan. In the event of a true emergency, we have a guide to follow. The Emergency response plan was distributed to the Board, all data contained has been updated.

CCR- Water Quality Report: Susan shares that all parameters of testing were met in the 2021 testing year. Thanks, Chad. The information is on our website. On the bottom of the water bill, it states that Water Quality Report is on the website.

Budget Committee Formation: Anne, Susan, Mike, and Julie will be on the Budget Committee.

VIII. Guest/Public Opinion: Mike Robinson had a question about where the money comes from that is our monthly deposit into our Debt Service Bond Fund. Julie stated that we deposit the exact amount needed (12 installments) to pay for our yearly responsibilities to pay back our debts. We must use a specific account to pay our debts, and we fund that account through our operating account.

IX. Adjournment: Hal made a motion to adjourn the meeting. Mike S. seconded the motion. The motion was approved by unanimous vote (6-21-22-7). The meeting ended at 7:30 pm. The next Regular Meeting will be held at 7:00 pm on July 19, 2022.

- 6-21-22-1 Motion to approve the Agenda
- 6-21-22-2 Motion to approve Regular Meeting Minutes
- 6-21-22-3 Motion to approve June 1st Special Meeting Minutes
- 6-21-22-4 Motion to approve Treasurer's Report
- 6-21-22-5 Motion to approve Susan Steffens as new Chairman
- 6-21-22-6 Motion to Julie as Secretary and Treasurer
- 6-21-22-7 Motion to Adjourn