



# Lost Lake Utility District

## Regular Meeting Minutes

### 404 Lake Court, Dixon IL at 7:00 PM

### May 16, 2023

**Trustees Present:** Cheri Kemp, Chair; Hal Warren, Vice Chair; Joe Bajko, Trustee; Ray Ford, Trustee; Anne Harms, Trustee; Laura Lauzon, Trustee; Rick Reardon, Trustee

**Staff Present:** Beth Caudill, Office Manager; Julie Peters, Treasurer

**Absent:** Chad Judd, Certified Operator

- I. **Call to Order and Roll Call:** Cheri Kemp called the meeting to order at 7:00 pm.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Hal made a motion to approve the agenda, and Joe seconded the motion. The motion was approved by unanimous vote [05-16-23-1].
- IV. **Approval of the April 18, 2023 Regular Meeting Minutes:** Laura made a motion to approve the April 18, 2023 Regular Meeting Minutes and Joe seconded the motion. The motion was approved by unanimous vote [05-16-23-2].
- V. **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending April 30, 2023. Julie noted that there are three withdrawals for Republic Services on the Check Detail Report for April, but two of the charges have been credited and will reflect on the May report. The Audit process has begun with Johnson. The Project Fund is generally replenished at the end of the year based on funds remaining in the Operating Account. The IMRF Fund will be funded beginning in June. The Debt Service Bond Fund was explained.

*Operating Account:* beginning balance \$110,959.28; receipts \$64,841.64; expenditures \$38,474.60; ending balance \$37,326.32. *Project Fund:* beginning balance \$3,516.40; receipts \$4.34; ending balance \$3,520.74. *Debt Service Bond Fund:* beginning balance \$153,536.97; receipts \$16,101.36; expenditures \$435.00; ending balance \$169,203.33. *Money Market Fund:* beginning balance \$72,034.58; receipts \$171.91; ending balance \$72,206.49. *Equipment Replacement Fund:* beginning balance \$13,501.93; receipts \$16.65; ending balance \$13,518.58. *IMRF Fund:* beginning balance \$3,567.51; receipts \$941.99; expenditures \$1,741.18; ending balance \$2,768.32.

Hal made a motion to accept the Treasurer's Report, and Rick seconded the motion. The motion was approved by unanimous roll-call vote [05-16-23-3].

#### VI. **Office Manager's Report**

- **A/R Aging Accounts:** Past due accounts currently total \$43,810.19. In April, 26 past due statements were mailed: 12 paid in full, 1 partial pay, 1 payment plan. In addition, 27 PreLien Letters were mailed: 2 paid in full, 1 payment plan, and multiple calls for explanation.
- **Credit Bureau Reporting:** Research into this option indicates that we would need to become a data furnisher with each credit bureau requiring minimum active accounts and monthly reporting. Credit Manager software would be required costing approximately \$599 the first year, then \$349 per year following. Items needed for reporting include either a social security number or birthdate for each account. We currently do not have this personal information, and it could be a challenge to obtain. Since we are seeing results with the current past due process, the Board prefers to wait until next year to revisit the possibility of reporting to credit bureaus.
- **Office Closed:** The office will be closed Thursday, May 18<sup>th</sup> due to a Leadership Summit in Dixon.
- **Community Open House:** Cheri discussed a planned Open House on July 16<sup>th</sup> from 1-3pm that will feature the 3 Lost Lake entities, providing an opportunity for awareness and feedback from the community .

**VII. Old Business**

- **Water System Update:** A quote for water tower painting totaling \$326,586 over a 3-year period was provided to the Board to review. After discussion, the Board chose to table this item until the next meeting.
- **WWTP Update:** Nothing to report.
- **Collection Policy:** Credit Bureau reporting will be revisited by the Board next year. Cheri will begin working on a written collection policy to be presented at the next meeting.

**VII. New Business**

- **Taylor Township Decennial Committee:** Cheri provided an overview of the Decennial Committee noting that we are not required to form our own committee, but that we will be included in Taylor Township's reporting. The Decennial Committee plans to attend our June Board meeting for observation and to begin asking questions.
- **Board Meeting Time Change:** The Board will be changing the regular meeting time from 7pm to 6pm beginning at the June meeting.

**VIII. Guest/Public Opinion:** A community member asked for clarification regarding credit bureau reporting and water meter replacement. A community member mentioned that we should look into software security if we choose to move forward with credit bureau reporting in order to protect our sensitive data.

**IX. Adjournment:** Anne made a motion to adjourn the meeting at 7:54 pm and Ray seconded the motion. The motion was approved by unanimous vote [05-16-23-4].

**The next Regular Meeting will be held on June 20, 2023 at 6:00 PM.**

**May 16, 2023 Motion List**

**05-16-23-1 Approval of the Agenda:** Hal made a motion to approve the agenda, and Joe seconded the motion. The motion was approved by unanimous vote.

**05-16-23-2 Approval of the April 18, 2023 Regular Meeting Minutes:** Laura made a motion to approve the April 18, 2023 Regular Meeting Minutes and Joe seconded the motion. The motion was approved by unanimous vote.

**05-16-23-3 Treasurer's Report:** Hal made a motion to accept the Treasurer's Report, and Rick seconded the motion. The motion was approved by unanimous roll-call vote.

**05-16-23-4 Adjournment:** Anne made a motion to adjourn the meeting at 7:54 pm and Ray seconded the motion. The motion was approved by unanimous vote.