



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 7:00 PM

June 20, 2023

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

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

Absent: Anne Harms, Trustee; 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: Laura made a motion to approve the agenda, and Joe seconded the motion. The motion was approved by unanimous vote [06-20-23-1].

IV. Approval of the May 16, 2023 Regular Meeting Minutes: Hal made a motion to approve the May 16, 2023 Regular Meeting Minutes and Rick seconded the motion. The motion was approved by unanimous vote [06-20-23-2].

V. Treasurer's Report: Julie provided financial reports to the Board and read into the record the report for period ending May 31, 2023.

Operating Account: beginning balance \$137,326.32; receipts \$34,138.90; expenditures \$41,460.96; ending balance \$130,004.26. *Project Fund:* beginning balance \$3,520.74; receipts \$4.48; ending balance \$3,525.22. *Debt Service Bond Fund:* beginning balance \$169,203.33; receipts \$16,119.67; expenditures \$16,500.00; ending balance \$168,823.00. *Money Market Fund:* beginning balance \$72,206.49; receipts \$166.77; ending balance \$72,373.26. *Equipment Replacement Fund:* beginning balance \$13,518.58; receipts \$17.22; ending balance \$13,535.00. *IMRF Fund:* beginning balance \$2,768.32; receipts \$1,024.62; expenditures \$1,896.57; ending balance \$1,896.37.

Ray made a motion to accept the Treasurer's Report and Joe seconded the motion. The motion was approved by unanimous roll-call vote [06-20-23-3].

VI. Office Manager's Report

- **Billing Month:** \$94,564.67 billed in June for April & May services.
- **A/R Aging Accounts:** Past due accounts currently total \$44,309.75: less than 60 days past due \$7,229.05, 60 plus days past due \$37,080.70. We received a \$5,000 payment from a past due account with a prior balance of \$8,979.52, and the remaining balance is being paid in installments. PreLiens issued to date total \$39,194.66.
- **Community Open House:** Reminder of Community Open House on July 16th from 1-3pm. Beth is preparing a trifold presentation board with history and information about LLUD and a brochure. Board Members are encouraged to submit ideas and information for these items.

VII. Old Business

- **Water System Update:** Chad's written report- We are going through more water than normal, but hopefully it is from people watering their lawn and filling up pools. I checked the draw down on the wells, and the water table hasn't changed since the well was put in in 2015.
- **WWTP Update:** Chad's written report- Waste Management hauled 4,500 gallons of sludge out of the north tank to Rochelle. We will get a separate bill from each place. Ammonia has come down some from last month but not in range yet. Julie is looking into the Terra Lift people to come back and redo some spots on the second sand filter. Julie added that the cost was \$600 for the sludge removal.
- **Collection Policy:** Cheri will continue to work on a written collection policy.

VII. New Business

- **Ordinance 03-2023 Board of Trustees Regular Meeting Time**

AN ORDINANCE CONCERNING THE AMENDMENT OF TITLE 1 - ADMINISTRATION, CHAPTER 7, DISTRICT BOARD OF TRUSTEES, SECTION: 1-7-2 OF THE DISTRICT'S ADMINISTRATIVE ORDINANCE TO DEFINE BOARD OF TRUSTEES MEETINGS IN LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS

Hal motioned to approve Ordinance 03-2023 to change the regular meeting time from 7:00pm to 6:00pm beginning at the July meeting and Rick seconded the motion. The motion was approved by unanimous roll-call vote [06-20-23-4].

- **Order of Agenda:** Our meeting Agenda has not been following the order as listed in our Ordinance Title 1 - Administration, Chapter 7, District Board of Trustees, Section: 1-7-4, such that, the Guest/Public Opinion portion of the meeting has been just before adjournment. Per the above-mentioned ordinance, the Guest/Public Opinion portion of the meeting should be immediately following the Approval of the Agenda. We need to either amend our Ordinance or change our Agenda to follow the Ordinance. The Board chose to revise our Agendas at future meetings to follow our Ordinance with the understanding that the Chairman can permit questions and opinions throughout the meeting as deemed necessary.
- **Water Tower Painting:** Maguire Iron has provided a quote for painting the inside and outside of the water tower for \$326,586. Cheri has checked the 3 references that Maguire Iron listed. Maguire will allow payment of the painting project in 3 installments over 3 years after the project has begun (\$108,862 per year for 3 years). A deposit is not required. The company who quoted this project in 2021 did not include the cost of the temporary pressure tank and did not offer a payment plan. We would benefit from maintaining the water tower in this way instead of purchasing a new tower at this time. The lifespan for the painting project is ten plus years. The last time the inside of the tower was painted was in approximately 2006. Julie presented a report listing the forecasted surplus of funds over the next 7 years that would normally be added to our Project Fund at the end of each year. These funds could be utilized for the payment of the water tower painting. Julie feels that we are in a reasonable position to move forward with this project. The Board will discuss this project further at the next meeting.
- **Taylor Township Decennial Committee:** A new committee has been formed by Taylor township, per the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 that requires Illinois townships to study and report on local government efficiency. The Chair of this Committee, Christopher Valdivieso, was in attendance to observe the meeting and to begin asking questions regarding compliance. Tami Fane was also present to assist Christopher with taking meeting notes.

VIII. Guest/Public Opinion: A community member asked for clarification regarding the main break shown on the Treasurers Report. A community member asked for the purpose of the meeting time change. A community member recommended that guest comments be permitted at the end of the meeting just before adjournment.

IX. Adjournment: Joe made a motion to adjourn the meeting at 7:44 pm and Rick seconded the motion. The motion was approved by unanimous vote [06-20-23-5].

The next Regular Meeting will be held on July 18, 2023 at 6:00 PM.

June 20, 2023 Motion List

06-20-23-1 Approval of the Agenda: Laura made a motion to approve the agenda, and Joe seconded the motion. The motion was approved by unanimous vote [06-20-23-1].

06-20-23-2 Approval of the May16, 2023 Regular Meeting Minutes: Hal made a motion to approve the May 16, 2023 Regular Meeting Minutes and Rick seconded the motion. The motion was approved by unanimous vote [06-20-23-2].

06-20-23-3 Treasurer's Report: Ray made a motion to accept the Treasurer's Report and Joe seconded the motion. The motion was approved by unanimous roll-call vote [06-20-23-3].

06-20-23-4 Ordinance 03-2023 Board of Trustees Regular Meeting Time: Hal motioned to approve Ordinance 03-2023 to change the regular meeting time from 7:00pm to 6:00pm beginning at the July meeting and Rick seconded the motion. The motion was approved by unanimous roll-call vote [06-20-23-4].

06-20-2023-5 Adjournment: Joe made a motion to adjourn the meeting at 7:44 pm and Rick seconded the motion. The motion was approved by unanimous vote [06-20-23-5].