



Lost Lake Utility District

Regular Meeting Minutes

404 Lake Court, Dixon IL at 6:00 PM

May 21, 2024

Trustees Present: Hal Warren, Chair; Anne Harms, Vice Chair; Rick Reardon, Trustee; Amy Spelde, Trustee; Linda Repesh, Trustee

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

Absent: Don Merry, Trustee; Brenen Jeanblanc, Operator; Eric Thomas, Operator

- I. **Call to Order and Roll Call:** Hal Warren called the meeting to order at 6:00 pm.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Anne made a motion to approve the agenda, and Amy seconded the motion. The motion was approved by unanimous vote. [05-21-24-1]
- IV. **Guest/Public Opinion**
- V. **Approval of the April 16, 2024 Regular Meeting Minutes:** Amy made a motion to approve the April 16, 2024 Regular Meeting Minutes and Anne seconded the motion. The motion was approved by unanimous vote. [05-21-24-2]
- VI. **Reports**
 - **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending April 30, 2024. The May financials will reflect all updated IMRF expenditures. Some new categories were added: subscriptions, membership fees, payment processing fees, and credit check fees. Anne caught an error on the budget that will be corrected: workers comp & liability insurance amounts were reversed. Rick made a motion to approve the Treasurer's Report and Linda seconded the motion. The Treasurer's Report was approved by unanimous roll call vote. [05-21-24-3]
 - *Operating Account:* beginning balance \$95,130.06; receipts \$81,148.20; expenditures \$68,424.07; ending balance \$107,854.19. *Project Fund:* beginning balance \$83,968.71; receipts \$24,105.50; ending balance \$108,074.21. *Debt Service Bond Fund:* beginning balance \$156,982.53; receipts \$17,543.52; expenditures \$1,567.08; ending balance \$172,958.97. *Money Market Fund:* beginning balance \$74,090.71; receipts \$176.82; ending balance \$74,267.53. *Equipment Replacement Fund:* beginning balance \$16,718.89; receipts \$20.61; ending balance \$16,739.50. *IMRF Fund:* beginning balance \$7,527.43; receipts \$2,193.16; expenditures \$0; ending balance \$9,720.59. *Bank of Amboy CD:* beginning balance \$74,000.00; ending balance \$74,000.00.
 - **Office Manager's Report:**
 - **Past Due Accounts:** 90 accounts at \$59,227.79. Past due statements were mailed Friday. Numerous calls from customers stating that they did not receive their bill. These customers are reminded that the bills are always due every 2 months and are encouraged to take advantage of our online and/or paperless system. 11 of these accounts have paid, and additional accounts will be paying within the next few days.
 - **Audit Info:** Working on gathering needed reports from our billing system for our annual audit. Working with RVS Support to determine how to correct issues with saving reports to pdf or excel. This billing system is antiquated and does not allow reports to be downloaded directly to pdf. The available download options are old versions of excel & other outdated software, so downloading to older versions messes up the data in the reports. Reports will be generated one way or another for this year's audit, but it would be wise to consider different billing software in the future.
 - **IRWA Admin Conference:** This year's conference will be July 11-12 in Effingham, Illinois.

- **Operator's Report (Water & Wastewater Systems):** Operators were absent, but the Board discussed the Water Tower painting project. Our understanding was that the work would begin in April or May, but the scheduler from Maguire Iron called today to let us know that we will be on their calendar for August or September. Beth will follow up with Maguire to determine the reason for the delay. Updates will be sent to the Board, along with a copy of the signed Contract.

VII. Old Business

- **POA Building Purchase Possibility:** The LLUD Committee met with the POA Committee for the first time. The conversation is going well. The next step will be to meet with the RCD to be sure all 3 entities are in agreement with possible options. Then, all 3 Boards will be informed and brought into the conversation to work out the details.
- **Possible Sale/Lease of Parcel 22-05-477-010 to DC Computers:** Our committee recommends that we do not move forward with the sale or lease of this property, due to major water mains running under the property. Anne motioned that we remove this item from the Agenda and Rick seconded the motion. The motion was approved by unanimous vote. [05-21-24-4]

VIII. New Business

- **New Approval Process for Sod Fix:** Due to a main break in front of a customer's house, our contractor repaired the land and landscaping per the instructions of the homeowner without the approval of the Board. The added expenses of the landscaping are the responsibility of the homeowner since the easements are reserved for drainage and utilities. We will collect information from all involved parties and reach out to the homeowner to resolve. Our contractors need to be notified that expenses above the fixing of the land and reseeding needs Board approval.

IX. Announcements

- X. **Adjournment:** Amy made a motion to adjourn the meeting at 6:43 pm and Anne seconded the motion. The motion was approved by unanimous vote. [05-21-24-5]

The next Regular Meeting will be held on June 18, 2024 at 6:00 PM.

May 21, 2024 Motion List

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Treasurer's Report: Rick made a motion to approve the Treasurer's Report and Linda seconded the motion. The Treasurer's Report was approved by unanimous roll call vote. [05-21-24-3]

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