



Lost Lake Utility District

Regular Meeting Minutes

406 Lake Ct, Dixon IL 61021

February 18, 2025 at 6:00 PM

Trustees Present: Anne Harms, Chair; Amy Spelde, Trustee; Linda Repesh, Trustee; Judy Plum, Trustee; Don Merry, Trustee

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

Absent: Rick Reardon, Vice Chair; Eric Thomas, Operator

I. Call to Order and Roll Call: Anne Harms called the meeting to order at 6:00 pm.

II. Pledge of Allegiance

III. Approval of the Agenda: Judy motioned to approve the agenda and Linda seconded the motion. The motion was approved by unanimous voice vote. [02-18-25-01]

IV. Guest/Public Opinion: None

V. Approval of Minutes

- **January 21, 2025 Meeting Minutes:** Amy motioned to approve the January 21, 2025 Regular Meeting Minutes and Don seconded the motion. The motion was approved by unanimous voice vote. [02-18-25-02]

VI. Reports

- **Treasurer's Report:** Financial reports were provided to the Board and read into the record for period ending January 31, 2025. An additional report was provided to the board reflecting amounts billed and received in order to monitor income reduction due to customers' combination of lots.
 - *Operating Account:* beginning balance \$199,782.25; receipts \$28,877.63; expenditures \$140,646.31; ending balance \$88,013.57. *Project Fund:* beginning balance \$157,414.48; receipts \$100,174.01; ending balance \$257,588.49. *Debt Service Bond Fund:* beginning balance \$119,727.85; receipts \$18,769.08; expenditures \$1,567.08; ending balance \$136,929.85. *Sauk Valley CD:* beginning balance \$76,407.52; receipts \$289.43; ending balance \$76,696.95. *Equipment Replacement Fund:* beginning balance \$16,900.28; receipts \$17.27; ending balance \$16,917.55. *IMRF Fund:* beginning balance \$14,196.73; receipts \$462.43; expenditures \$932.55; ending balance \$13,726.61. *Sauk Valley Bank High Interest Savings:* beginning balance \$77,770.81; receipts \$238.45; Ending Balance \$78,009.26.
 - Amy motioned to approve the January, 2025 Treasurers Report and Don seconded the motion. The motion was approved by unanimous roll call vote. [02-18-25-03]
- **President's Report:** Nothing to report.
- **Office Manager's Report:**
 - **Billing Month:** \$109,323.38 billed that included the 3% water and sewer usage increases. The new BEACON software is a tremendous upgrade for both office processing and operator processing of meter reads.
 - **Past Due Accounts:** 58 accounts are past due totaling \$68,382.62, down approximately \$7,000 from last month. 3 accounts are scheduled for shutoff due to nonpayment.
 - **Thank You:** Thank you to Julie for covering for me a few days when I was sick.
 - **Vacation:** Beth is on vacation all next week, and Julie will cover the office Wednesday & Thursday.
- **Operator's Report (Water & Wastewater Systems):** absent

VII. Old Business

- **Chamlin WWTP IEPA Requirements Project:** The IEPA questions have been resolved. Our SAM unique identifier renewal is pending. Our IEPA loan documents submission deadline is April 15th.

- **Water Tower Maintenance:** This maintenance plan did not have to go through a formal bidding process since it is for maintenance and not for capital improvements. The quoting process utilized was discussed. Beth will follow up with Maguire Iron to see when they plan to begin the painting process.

VIII. New Business

- **Water Meter Upgrade Program:** A draft letter and customer application for meter upgrade were presented to the board for review and discussion. The new cellular meters are optional to our customers and can be purchased at a suggested price of \$399 to cover purchase costs, installation costs, and administrative costs. The upgraded meter allows customers to monitor their water usage and set custom alerts via website or phone app. An overview video of the Eye on Water application was viewed by the board to show exactly what the customer could monitor. The upgraded meters also allow us to monitor water usage more closely, instead of only at the once every 2 months meter readings. The application for the optional meter upgrade includes information about the meter and Eye on Water, allows the customer to request a preferred installation time, and permits the option to pay by check or to add the fee to their bill to pay online. Once the application and payment is submitted, an appointment will be made for installation. The new meter installation form was provided to the board that will contain information for the operator and administrator to properly change out the meter.

Once approved, we can push the optional meter upgrade information out to our metered customers via mail, the newsletter, our website, and mass email. The board prefers that the mailing is one piece of paper, 2-sided, that includes the letter and the application.

Amy motioned to approve the optional water meter upgrade program with a one-time customer fee of \$399 and Don seconded the motion. The motion was approved by unanimous roll call vote. [02-18-25-04]

- IX. Motion to Recess to Executive Session: Employee Matters – 5 ILCS 120/2(C)(1-2):** Judy motioned to recess to Executive Session regarding employee matters at 7:19 pm and Linda seconded the motion. The motion was approved by unanimous voice vote. [02-18-25-05]
- X. Reconvene Regular Meeting:** Amy motioned to reconvene back to the regular meeting at 7:40 pm and Don seconded the motion. The motion was approved by unanimous voice vote. [02-18-25-06]
- XI. Motions Produced from Executive Session:** Judy motioned to post the Office Manager position for 2 weeks and Amy seconded the motion. The motion was approved by unanimous roll call vote. [02-18-25-07]
- XII. Announcements:** None
- XIII. Adjournment:** Don motioned to adjourn the meeting at 7:48 pm and Amy seconded the motion. The motion was approved by unanimous voice vote. [02-18-25-08]

The next Regular Meeting will be held on March 18, 2025 at 6:00 PM.

February 18, 2025 Motion List

Approval of the Agenda: Judy motioned to approve the agenda and Linda seconded the motion. The motion was approved by unanimous voice vote. [02-18-25-01]

Approval of January 21, 2025 Regular Meeting Minutes: Amy motioned to approve the January 21, 2025 Regular Meeting Minutes and Don seconded the motion. The motion was approved by unanimous voice vote. [02-18-25-02]

Approval of the January, 2025 Treasurer's Report: Amy motioned to approve the January, 2025 Treasurers Report and Don seconded the motion. The motion was approved by unanimous roll call vote. [02-18-25-03]

Approval of the Water Meter Upgrade Program: Amy motioned to approve the optional water meter upgrade program with a one-time customer fee of \$399 and Don seconded the motion. The motion was approved by unanimous roll call vote. [02-18-25-04]

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