



Lost Lake Utility District

Regular Meeting Minutes

406 Lake Ct, Dixon IL 61021

May 21, 2026 at 6:00 PM

Trustees Present: Jim Caudill, Chair; Carol Workman, Vice Chair; Linda Repesh, Trustee; Jona Perrin, Trustee; Mick Kazmerski

Staff Present: Julie Peters, Office Manager; Joan Hansen, Treasurer; Eric Thomas, Operator

Absent: Doug Trader, Operator

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

II. Pledge of Allegiance

III. Approval of the Agenda: Linda motioned to approve the agenda and Carol seconded the motion. The motion was approved by unanimous voice vote. [05-21-26-01]

IV. Guest/Public Opinion: Jim stated that guests should hold all questions until the end of the meeting unless we are voting on a motion and there needs to be clarification.

V. Approval of Minutes

- **April 16, 2026 Meeting Minutes:** Carol motioned to approve the April 16, 2026 Regular Meeting Minutes and Jona seconded the motion. The motion was approved by unanimous voice vote. [05-21-26-02]

VI. Reports

- **Operator's Report (Water & Wastewater Systems):** We are getting closer to being done with all the Julie locates. Sync is getting better. There was a small incident where Sync began digging that wasn't marked yet. Sand filter 2 is complete and the bed covers are on both sand beds. There were a couple of issues with the new WWTP project. The bioreactor is too tall for our tank so not all of the media is in the tank. This is a 20% reduction of what we were supposed to have but since they oversized the media to begin with, we are 2.5 times the filtration that we need to be so this should not be an issue in the long run. The other issue is the aeration. The blowers have been serviced with new belts and oil change. However, the blowers were not creating enough air. The solve for this is to change the pullies to get bigger belts to increase speed. The WWTP has two blowers for redundancy. TEST has done maintenance on the electrical board at the WWTP. In two to three months we should see major improvements in our samples. The WWTP has begun a major cleanup project. Everything that is metal is corroded and needs to be either sanded or thrown away. Don Merry replaced door locks to keyless entries and he finished the bathroom remodel. The alternator needs replacing in the older truck. Jim stated he would help Eric with that. There is a new home being built on Mississippi. The builder will have the owner come to the office and fill out an application and pay for the water and sewer hookup. The builder asked if they could use their own plumber for the directional boring once he was informed that there would be an additional cost for boring under the road. There will be an IEPA inspection next Friday at the water tower (this was postponed). We plan on starting hydrant flushing in June.
- **Chair's Report:** Jim thanked everyone for the opportunity to be Chair. He is excited to work with the Board and continue the work that previous boards have done. Jim implemented a CMMS called FIIX. We will use this free software to track all maintenance and work orders. This software is free for the first 3 users. If we need more than that it will cost \$400 a year. Eric commented that he liked the new system. It is user friendly. He likes having everything in one spot. This system should help us develop the procedures and timelines for maintenance that need to occur.
- **Treasurer's Report:** Financial reports were provided to the Board and read into the record for period ending April 30, 2026.

- *Operating Account*: beginning balance \$99,450.36; receipts \$283,270.66; expenditures \$281,098.18; ending balance \$101,622.84. *Project Fund*: beginning balance \$372,240.38; receipts \$220,354.73; expenditures \$437,320.91; ending balance \$155,274.20. *Debt Service Bond Fund*: beginning balance \$185,606.66; receipts \$18,837.69; expenditures \$1,567.08; ending balance \$202,877.27. *Sauk Valley CD*: beginning balance \$80,394.85; receipts \$261.65; ending balance \$80,656.50. *Equipment Replacement Fund*: beginning balance \$17,150.64; receipts \$16.21; ending balance \$17,166.85. *IMRF Fund*: beginning balance \$18,578.20; receipts \$348.27; expenditures \$1,250.50; ending balance \$17,675.97. *Sauk Valley Bank High Interest Savings*: beginning balance \$81,118.35; receipts \$196.68; Ending Balance \$81,315.03.
- LLUD Loans and Project Balance May 2026 (*See Appendix A*) Jim requested an updated detailed report next month highlighting what each loan financed.
- Carol motioned to approve the April, 2026 Treasurer's Report and Jim seconded the motion. The motion was approved by unanimous roll call vote. [05-21-26-03]
- **Office Manager's Report:**
 - **Past Due Accounts:** 77 accounts at a total of \$101,021.22
 - **Miscellaneous:** Julie discussed the different topics at this year's IRWA conference including "Is Your Utility Charging Enough." Julie will attend the conference in July. Julie loves the new phone system. It rings on her personal phone so if she is away from the office, she can still answer phone calls.

VII. Old Business

- **Chamlin WWTP IEPA Requirements Project:** Discussed earlier during Operator's Report.
- **Road Repair:** The road repair is scheduled for late May or early June. King Blacktop has the 50% deposit. They will get the balance on completion day after Linda inspects the road. King will call 24 hours before they come out to begin.
- **Record Retention:** The Utility received their Application for Authority to Dispose of Local Records (#26:083). The next step is to complete a Local Records Disposal Certificate. This certificate will be filed with the Office of The Secretary of State for 30 days prior to disposing of records. Carol and Julie hope to have the certificate completed by June 21, 2026.
- **Goals Spreadsheet:** Jim removed some of the maintenance items on the goals spreadsheet and transferred them to the CMMS. Jim would like everyone on the Board to pick a committee to be a part of and to pick a couple of goals to assist in completing.
- **Security Camera at Water Tower:** When DC Computers installs internet at the water tower, we will get security cameras at the WWTP and the Water Tower. We expect this to happen soon.
- **Sand Bed Covers:** The sand bed covers are complete. The fabric was backordered at the heavier thickness. Ross from Chamlin said we should go with the lighter weight fabric since it is in stock and it will help with evaporation and it is \$2000 cheaper.
- **DC Computers' Lease:** The renter (DC Computers) was the one who designed the lease. In the lease it states that DC Computers can ask for a 5-year extension. When DC Computers asked to upgrade their equipment, that was implied. The Utility is going to honor the remainder of the 5-year extension of the lease ending in September 2030. The contract states that DC Computers are going to supply their premium internet for the Water Tower and WWTP. In May of 2030 the Board will begin looking at a new contract.
- **Utility Trailer Purchase:** The Board decided to trade mowing services for the trailer. Sauk Valley Landscaping (Mike Qualafi) is going to Jim made a motion to have an agreement with Mike Qualafi from Sauk Valley Landscaping to exchange 2 years of mowing services for the trailer. Carol Seconded the motion. The motion was approved by unanimous roll call vote. [05-21-26-04]

VIII. New Business

- **Committees:** In the Ordinance it states the Utility needs to have a Finance Committee (Budget and Rates), Ordinance, and Water and Sewer. The Utility will need two Board members per committee.
- **Approval of Purchasing Guidelines Pertaining to Ordinance Section 1-8-3:** Carol made a motion to approve Purchasing Guidelines Pertaining to Ordinance Section 1-8-3 and Jona seconded the motion. The motion was approved by unanimous roll call vote. [05-21-26-05] (*See Appendix B*)

- IX. Announcements:** Guest (Mike) asked for clarification on the Purchasing Guidelines.
- X. Adjournment:** Carol motioned to adjourn the meeting at 7:10 pm and Jim seconded the motion. The motion was approved by unanimous voice vote. [05-21-26-6]

The next Regular Meeting will be held on June 18, 2026 at 6:00 PM.

May 21, 2026 Motion List

Approval of the Agenda: Linda motioned to approve the agenda and Carol seconded the motion. The motion was approved by unanimous voice vote. [05-21-26-01]

Approval of the April 16, 2026 Regular Meeting Minutes: Carol motioned to approve the April 16, 2026 Regular Meeting Minutes and Jona seconded the motion. The motion was approved by unanimous roll call vote. [05-21-26-02]

Approval of the April, 2026 Treasurer's Report: Carol motioned to approve the April, 2026 Treasurers Report and Jim seconded the motion. The motion was approved by unanimous roll call vote. [05-21-26-03]

Motion to Approve Creating a Sales Agreement for Utility Trailer: Jim made a motion to have an agreement with Mike Qualifi from Sauk Valley Landscaping to exchange 2 years of mowing services for the trailer. Carol Seconded the motion. The motion was approved by unanimous roll call vote. [05-21-26-04]

Motion to Approve Purchasing Guidelines Pertaining to Ordinance Section 1-8-3: Carol made a motion to approve Purchasing Guidelines Pertaining to Ordinance Section 1-8-3 and Jona seconded the motion. The motion was approved by unanimous roll call vote. [05-21-26-05] (See Appendix B)

Adjournment: Carol motioned to adjourn the meeting at 7:10 pm and Jim seconded the motion. The motion was approved by unanimous voice vote. [05-21-26-06]

Appendix A

LLUD LOANS PROJECT
BALANCES
MAY 2026

LOAN	START DATE	END DATE	BEGINNING BALANCE	FREQUENCY	PAYMENT	CURRENT BALANCE
CENTRAL BANK	10/15/2023	10/15/2033	\$ 160,000.00	MONTHLY	\$ 1,567.08	\$ 124,795.37
IEPA	9/21/2015	8/3/2025	\$ 257,250.00	BI-ANNUAL	\$ 8,155.05	\$ 139,072.29
US BANK	12/1/2014	12/1/2028	\$ 1,700,000.00	BI-ANNUAL INTEREST *	\$ 9,400.00	
				PRINCIPAL & INTEREST *	\$ 159,400.00	\$ 470,000.00
PROJECTS						
WATER TOWER	11/3/2025	1/31/2028	\$ 398,768.00	ANNUAL	\$ 99,692.00	\$ 199,384.00
WWTP PROJECT (PROJECTED)	12/31/2026	12/31/2046	\$ 743,530.00	BI-ANNUAL	\$ 24,000.00	\$ 743,530.00
				* VARIES		

APPENDIX B

Purchasing Guidelines

Pertaining to Ordinance Section 1-8-3

Lost Lake Utility District

Dixon, Illinois

Purpose

The purpose of these Purchasing Guidelines is to establish a clear and consistent procedure for the authorization and approval of purchases and expenditures made on behalf of Lost Lake Utility District. These guidelines are adopted pursuant to Ordinance Section 1-8-3 and are intended to ensure responsible fiscal management and efficient operation of the Utility District.

Purchasing Authorization Levels

1. Purchases and Expenses Under \$500.00

Any purchase or expense with a total cost of less than \$500.00 that has already been approved as part of the annual budget may be authorized and approved by the Office Manager

2. Purchases and Expenses Over \$500.00

Any purchase or expense exceeding \$500.00, but less than or equal to \$1,000.00, that has already been approved as part of the annual budget, shall require approval from either the Board Chair or the Vice Chair prior to the purchase or expenditure being made.

3. Purchases and Expenses Over \$1,000.00

Any purchase or expense exceeding \$1,000.00 shall require approval by the Board of Trustees at a duly convened meeting prior to the purchase or expenditure being made.

4. Emergency Purchases Over \$1,000.00

In the event of an emergency requiring immediate action to protect public health, safety, welfare, utility operations, or utility property, purchases or expenses exceeding \$1,000.00 may be authorized by either the Board Chair or the Vice Chair without prior Board approval.

Emergency expenditures shall be reported to the Board of Trustees at the next regular Board meeting and entered into the meeting minutes.

General Provisions

1. All purchases shall be made in the best interest of the Utility District and shall be reasonably necessary for Utility operations.
2. Whenever practical, pricing comparisons or quotes should be obtained for significant purchases.
3. No purchase shall be artificially divided or separated for the purpose of avoiding approval thresholds established by these Guidelines.
4. These Purchasing Guidelines may be amended from time to time by action of the Board of Trustees.

Effective Date

These Purchasing Guidelines shall become effective immediately upon approval by the Board of Trustees of Lost Lake Utility District.

Approved this 21 day of May, 2026

Board Chair _____

Attest: _____