

Lost Lake Utility District Regular Meeting Minutes
404 Lake Court, Dixon, IL at 7:00 pm
January 15, 2019

- I. **Call to Order and Roll Call:** Mike Carr, Vice-Chairman, called the meeting to order at 7:00 pm. Trustees present: Tom Wendling, Bill Weronko, Jim Wasilewski, and Cheri Kemp. Also present: Susan Steffens, Secretary; Sheila Warner, Treasurer; Chad Judd, Operator and members of the community. Absent: George Kersten, Chairman; and Dan Nicolini.

- II. **Pledge of Allegiance**

- III. **Approval of the Agenda:** Mike stated, under New Business, he would like to add, Resignation and Treasurer's position. Tom made a motion to amend the agenda. Jim seconded the motion. The motion was approved by unanimous vote (1-15-19-1). Tom made motion to approve the amended agenda. Jim seconded the motion. The motion was approved by unanimous vote (1-15-19-2).

- IV. **Approval of Regular and Executive Session Meeting Minutes:** Tom made a motion to approve the December 18, 2018 Regular Meeting Minutes. Cheri seconded the motion. The motion was approved by unanimous vote (1-15-19-3). Cheri made a motion to approve the Executive Session Meeting Minutes. Tom seconded the motion. The motion was approved by unanimous vote (1-15-19-4).

- V. **Treasurer's Report:** Sheila read into record for the period ending December 31, 2018. *Operating Account:* beginning balance: \$88,859.33; receipts: \$54,142.70; expenditures: \$41,210.75; ending balance: \$101,791.28. *Project Fund:* beginning balance: \$93,984.47; receipts: \$1,049.69; expenditures: \$970.48; ending balance: \$94,063.68. *Debt Service Bond Fund:* beginning balance: \$61,976.20; receipts: \$2,018.56; expenditures: \$1,967.17; ending balance: \$62,027.59. *Money Market Fund:* beginning balance: \$64,108.97; ending balance \$64,108.97. *Equipment Replacement Fund:* beginning balance: \$7,065.84; receipts; \$11.51; ending balance: \$7,077.35. *IMRF Fund:* beginning balance 50.00; receipts: \$.01; ending balance: \$50.01. Transfers from Central bank to Sauk Valley Bank continue. Well house completion pay-out should be close to \$40,000.00. Total costs are approximately \$54,000.00. Bill made a motion to accept the Treasurer's Report. Mike seconded the motion. Discussion was held by the Board. The motion was approved by unanimous roll-call vote (1-15-19-5).

- VI. **Old Business**

Office Report: There were five turn-offs. We will bill in February. Snow plow company has not done a satisfactory job, we may look into a new one. Mike discussed QuickBooks online. Mike felt that if Sheila was leaving an online tool would enable us to have more users accessible to view and use, along with online storage. The cost is \$30.00 per month. With ADP online, there should be some savings in hourly pay. Sheila would handle the transition to QuickBooks online. Bill made a motion to switch to the QuickBooks online format. Mike seconded the motion. The motion was approved by unanimous vote (1-15-19-6).

WWTP Update: Chad stated it is really important that the POA has the snow removed near the water tower roads. In an emergency, vehicles have to be able to get up to the water tower. Schulze Services has been attentive to facility roads. The pump will be ordered.

Water System Update: Emergency Repair and Well House Upgrade: The project is complete. Chad felt there is more hammer than expected.

VII. New Business:

Resignation: Mike read into record Dan Nicolini's resignation: To the Board Members, I want to inform you that I have to retire as of January 14, 2019. I know this is short notice, but Pat and I thought this was the best decision. I've had three chemo treatments, and I'm not sure how many more I'll need. Thank you for your understanding, Dan Nicolini. Mike wants to Thank Dan for his many of years of service and the Board wishes the best for him. If any Board member knows of anyone wishing to fill the position with a mechanical or business background, please have them contact the office for a Township application.

Treasurer's Position: Tom, Cheri, and Sheila, will form a committee. Sheila will produce a guide or job description of her duties.

ADP Payroll Solutions: Mike made an executive decision after researching payroll companies. ADP will now be handling the payroll for the District. Mike felt that ADP was the best company for the District's needs. State and Federal payroll tax payments will be made through ADP.

Resolution 01-2019 Trustee Compensation: Susan read into record: A RESOLUTION CONCERNING THE COMPENSATION OF THE BOARD OF TRUSTEES FOR THE FISCAL YEAR 2019 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS, RESOLUTION NO. 01-2019. WHEREAS, Section 4 for the Public Water District Act (70 ILCS 3705) provides for compensation of trustees appointed to serve under this Act: THEREFORE, BE IT RESOLVED, THAT , Trustees be compensated per provisions of Section 4 of the Public Water District Act; The amount of such compensation be set at \$75.00 for each regular and special meeting at which the Trustee was in attendance; and, The Chairman of the Board receive an additional \$25.00 for each regular and special meeting of the Board at which he was in attendance up to the maximum allowed by Section 4 of the Public Water District Act. Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 15th day of January 2019.

Mike makes a motion to approve Resolution 01-2019, Trustee Compensation. Bill seconded the motion. The motion was approved by unanimous vote (1-15-19-7).

Resolution 02-2019 Engineer: Susan read into record: A RESOLUTION CONCERNING RETAINING BEEH ENGINEERING CONSULTING SERVICES FOR THE FISCAL YEAR 2019 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS, RESOLUTION NO. 02-2019, NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois, as follows: The Lost Lake Utility District hereby retains the firm Beeh Engineering and Norm Beeh of that firm to provide general services for the District as requested. This Resolution shall be in full force and effect from and after its passage and approval by law. Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 15th day of January 2019.

Bill makes a motion to approve Resolution 02-2019, Engineer. Jim seconded the motion. The motion was approved by unanimous vote (1-15-19-8).

Resolution 03-2019 District Attorney: Susan read into record: A RESOLUTION CONCERNING RETAINING THE DISTRICT ATTORNEY FOR FISCAL YEAR 2019 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS, RESOLUTION NO. 03-2019, NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois, as follows: The Lost Lake Utility District hereby retains the law firm of Ehrmann, Gehlbach, Badger & Considine, LLC and Dana Considine of that firm as its attorney for the Fiscal Year 2019 at an hourly rate of \$250.00 per hour for legal services provided, plus costs and expenses, if any, paid or incurred in such representation. This Resolution shall be in full force and effect from and after its passage and approval by law. Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 15th day of January 2019.

Cheri makes a motion to approve Resolution 03-2019, Attorney. Bill seconded the motion. The motion was approved by unanimous vote (1-15-19-9).

Resolution 04-2019 Auditor: Susan read into record: A RESOLUTION CONCERNING RETAINING WIPFLI, LLP AUDITING SERVICES FOR THE FISCAL YEAR 2018 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS RESOLUTION NO. 04-2019, NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois, as follows: The Lost Lake Utility District hereby retains the firm of Wipfli, LLP and Gregory Dunham or agent of that firm as its auditor for the fiscal year ending 2018 for services rendered not to exceed the contract amount of \$6,050.00 for 2019. This

Resolution shall be in full force and effect from and after its passage and approval by law. Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 15TH day of January, 2019.

Tom makes a motion to approve Resolution 04-2019, Auditor. Jim seconded the motion. The motion was approved by unanimous vote (1-15-19-10).

Resolution 05-2019 ADP payroll: Susan read into record: A RESOLUTION CONCERNING ADP SMALL BUSINESS SOLUTIONS BEGINNING FISCAL YEAR 2019 FOR THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS RESOLUTION NO. 05-2019 NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois, as follows: The Lost Lake Utility District hereby adopts ADP Small Business Solutions and Kirby White of that firm, or its agent to administer to the payroll and payroll taxes of the Lost Lake Utility District until termination determined by the Board of Trustees. This Resolution shall be in full force and effect from and after its passage and approval by law. Passed by the Board of Trustees of the Lost Lake Utility District of Ogle County, Illinois and approved by the Chairman of said District this 15TH day of January, 2019.

Cheri made motion to approve Resolution 05-2019, ADP. Bill seconded the motion. The motion was approved by unanimous vote (1-15-19-11).

VIII. Guest/Public Opinion: Mike Robinson: Q. Is the well-house done? A. Yes. Q. Were all the turn-offs for full-time residents? A. Yes.

Bill Winebaugh: Q. I would like to thank Chad for his assistance with the leak at the campground hydrant. A. Thank you. Would it be possible for you to acquire water from a different water source. Bill stated it was a requirement of the State to provide water at the campground. Cheri asked Bill in regards to the newsletter, what was the cost for the additional page for the newsletter? Bill stated if it is not an even page it would cost more because it's loose. Cheri asked for rates to be sent to her.

IX. Adjournment: Tom made a motion to adjourn the meeting. Mike seconded the motion. The motion was approved by unanimous vote (1-15-19-12). The meeting ended at 8:01 pm. The next Regular Meeting will be held at 7:00 pm on February 19, 2019.

- 1-15-19-1 Motion to amend the agenda
- 1-15-19-2 Motion to approve amended agenda
- 1-15-19-3 Motion to approve the regular meeting minutes
- 1-15-19-4 Motion to approve the executive session Minutes
- 1-15-19-5 Motion to approve the Treasurer's report
- 1-15-19-6 Motion to approve QuickBooks online
- 1-15-19-7 Motion to approve Resolution 01-2019
- 1-15-19-8 Motion to approve Resolution 02-2019
- 1-15-19-9 Motion to approve Resolution 03-2019
- 1-15-19-10 Motion to approve Resolution 04-2019
- 1-15-19-11 Motion to approve Resolution 05-2019
- 1-15-19-12 Motion to adjourn meeting