**Lost Lake Utility District Regular Meeting Minutes**

**404 Lake Court, Dixon, IL at 7:00 pm**

**April 16, 2019**

1. **Call to Order and Roll Call**: George Kersten called the meeting to order at 7:00 pm. Trustees present: Mike Carr, Bill Weronko, Cheri Kemp, Dwayne Tracy, and John Harris. Also present: Susan Steffens, Secretary; Sheila Warner, Treasurer; Chad Judd, Operator and members of the community.
2. **Pledge of Allegiance**
3. **Approval of the Agenda**: Bill made motion to approve the agenda. Mike seconded the motion. The motion was approved by unanimous vote (4-16-19-1).
4. **Approval of the Regular Meeting Minutes**: Mike made a motion to approve the March 19, 2019 Regular Meeting Minutes. John seconded the motion. The motion was approved by unanimous vote (4-16-19-2).
5. **Treasurer’s Report:**  Sheila read into record for the period ending March 31, 2019. *Operating Account:* beginning balance: $100,891.97; receipts: $25,781.74; expenditures: $40,480.95; ending balance: $86,192.76. *Project Fund:* beginning balance: $94,215.79; receipts: $64.70; expenditures: $18,046.00; ending balance: $76,234.49. *Debt Service Bond Fund:* beginning balance: $77,482.71; receipts: $20,079.51; expenditures: $0; ending balance: $97,562.22. *Money Market Fund:* beginning balance: $64,108.97; ending balance $64,108.97. *Equipment Replacement Fund*: beginning balance*:* $8,080.35; receipts; $6.86; ending balance*:* $8,087.21. *IMRF Fund:* beginning balance 50.09; receipts: $.04; ending balance: $50.13. Sheila stated that the CD from Central Bank will mature and will be transferred to a Sauk Valley Bank CD. Cheri made a motion to accept the Treasurer’s Report. Bill seconded the motion. Discussion was held by the Board about the QuickBooks online profit/Loss document. The motion was approved by unanimous roll-call vote (4-16-19-3).
6. **Old Business**

**Office Report:** Susan reported that the Consumer Confidence Report (CCR) is available online. The June bill will reflect that the report is available to all customers per State requirement.

**WWTP Update:**  Chad stated that sludge will be hauled away. He stated that the ammonia levels should decrease after the sludge is removed; however, they are rising again. The creek flow study from Fehr-Graham will cost approximately $9,000. It’s too expensive to research because we still may not meet EPA requirement.

**Water System Update:** Chad received a quote of $1,481.59 for the fence repair from the work done at the well-house. The Board approved the repair. Chad plans to flush hydrants early May. Customers will be notified by the calling system.

**Treasurer’s Position Update:** The District received four applications. Interviews will take place on Tuesday April 23rd at Lake Court Center. Mike, Cheri, and Sheila will be interviewing the potential Treasurer. Cheri asked that Sheila produce a procedural manual of her duties as Treasurer.

**Pole Barn Update:**  Chad will begin clearing and clean up on the site, leaving a tree line along the south side of the property. Chad, George, and Dwayne will report about the pole barn project. Chad will rent a Skid Steer from Ace Hardware. Concerns were raised as to drainage on the site that would need to be addressed. The purchase of building was tabled.

1. **New Business:**

**Nominations and Election Chairman, Vice-Chairman, Secretary, and Treasurer:** Bill made a motion to nominate George Kersten as Chairman of the Board. Cheri seconded the motion. George accepted the nomination. The motion was approved by unanimous vote (4-16-19-4). Bill made a motion to nominate Mike Carr as Vice-Chairman. Dwayne seconded the motion. Mike accepted the nomination. The motion was approved by unanimous vote (4-16-19-5). George made a motion to appoint Susan Steffens as Secretary of the Board. Dwayne seconded the motion. The motion was approved by unanimous vote (4-16-19-6). George made a motion to appoint Sheila Warner as Treasurer until resignation. Dwayne seconded the motion. The motion was approved by unanimous vote (4-16-19-7).

**Guest/Public Opinion:**  Mike Robinson: Q. How are you lowering ammonia levels? A. Right now, by removing sludge. Q. The Treasurer’s position, can you sit on two Boards? A. The LLUD has no conflict if an applicant sits on another Board. Q. Is the pole barn dimensions 28 x 40? A. Approximately.

George stated that members of the Board are invited to the POA Town Hall meeting on Saturday, May 11th.

 **Adjournment:** Bill made a motion to adjourn the meeting. Cheri seconded the motion. The motion was approved by unanimous vote (4-16-19-8). The meeting ended at 7:44 pm. The next Regular Meeting will be held at 7:00 pm on May 21, 2019.

**4-16-19-1 Motion to approve agenda**

**4-16-19-2 Motion to approve the regular meeting minutes**

**4-16-19-3 Motion to approve the Treasurer’s report**

**4-16-19-4 Election of the Chairman**

**4-16-19-5 Election of the Vice-Chairman**

**4-16-19 6 Appointment of the Secretary**

**4-16-19-7 Appointment of the Treasurer**

**4-16-19-8 Motion to adjourn meeting**