

**Lost Lake Utility District Regular Meeting Minutes**  
**404 Lake Court, Dixon, IL at 7:00 pm**  
**May 21, 2019**

- I. **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.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** George made motion to amend the Agenda to add, under New Business, Alternative to building a pole building. Bill seconded the motion. The motion was approved by unanimous vote (5-21-19-1) Bill made a motion to approve the amended agenda. Dwayne seconded the motion. The motion was approved by unanimous vote (5-21-19-2).
- IV. **Executive Session (employee matters) No. 5ILCS 129/2 (c) (1):** George made motion to adjourn into Executive Session. Mike seconded the motion. The motion was approved by unanimous roll-call vote (5-21-19-3). Mike made a motion to adjourn Executive Session and go back into regular meeting. Bill seconded the motion. The motion was approved by unanimous vote (5-21-19-4).
- V. **Approval of the Regular Meeting Minutes:** Bill made a motion to approve the April 16, 2019 Regular Meeting Minutes. Dwayne seconded the motion. The motion was approved by unanimous vote (5-21-19-5).
- VI. **Treasurer's Report:** Sheila reported that the CD was transferred to Sauk Valley bank and read into record for the period ending April 30, 2019. *Operating Account:* beginning balance: \$86,192.76; receipts: \$60,503.19; expenditures: \$35,334.49; ending balance: \$111,361.46. *Project Fund:* beginning balance: \$76,234.49; receipts: \$62.65; expenditures: \$0; ending balance: \$76,297.14. *Debt Service Bond Fund:* beginning balance: \$97,562.22; receipts: \$20,092.79; expenditures: \$0; ending balance: \$117,655.01. *Money Market Fund:* beginning balance: \$64,108.97; receipts: \$578.56; ending balance \$64,687.53. *Equipment Replacement Fund:* beginning balance: \$8,087.21; receipts; \$6.65; ending balance: \$8,093.86. *IMRF Fund:* beginning balance \$50.13; receipts: \$.04; ending balance: \$50.17. Cheri made a motion to accept the Treasurer's Report. Dwayne seconded the motion. Discussion was held by the Board. The motion was approved by unanimous roll-call vote (5-21-19-6).
- VII. **New Business**

**Appointment/hiring of Treasurer:** The hiring committee of Mike and Cheri stated that there were four applicants to the position of Treasurer. Two of the applicants withdrew their applications. Both remaining applicants were very well qualified; however, Julie Peters better fit the needs of the District. Cheri made a motion to hire Julie Peters at \$18.00 hourly with a \$1.00 raise at the beginning of the District's fiscal year. She will also receive four hours flextime pay. The District will purchase a laptop computer and printer for Julie. Mike seconded the motion. The motion was approved by unanimous vote (5-21-19-7). The employee handbook will be updated. The Board Welcomed Julie to the Lost Lake Utility District.

**Wastewater Treatment Plant Revision:** Due to the ammonia level at the treatment plant remaining too high because of sediments moving too quickly through the plant, George handed out a diagram of a revision to the tanks inside the sewer plant. In order to make the plant more effective in treating waste within the tanks, a gooseneck pipe will be placed in both tanks to slow the process down. Because the tanks would have to be emptied, Chad is to make the revisions at his discretion.

**Alternative to Building a Pole Building:** George suggested, after being approached by a member of the community, that the Utility contact the POA before we construct a pole building, to purchase the POA property on Missouri. Mike suggested just renting the garages. Discussion was held by the Board in regards to gaining an office and conference room along with large amounts of garage space for pipes, inventory, and vehicles and proximity to the sewer plant. Wes Jaros, POA Director, thought it was a viable idea and commented that the POA would have to work with the RCD and the POA office would move to Lake Court Center and that an office would be created within the building. The Board agreed that George should pursue looking into the purchase and bringing the proposition to the POA Board.

**VIII. Old Business**

**Office Report:** Susan reported that there were three disconnects. A resident has offered to the District platted maps of the community for purchase. She wanted to know how much the District would pay for them. Discussion was held by the Board and the District felt that the maps had value but not necessarily for the District. The District submitted offering her \$50.00 for the maps.

**WWTP Update:** Chad stated that the plant had its inspection by the IEPA. There were no violations.

**Water System Update:** Chad stated that hydrant flushing was taking place and would last three days.

**IX. Guest/Public Opinion:** Mike Robinson: Q. The maps would be nice for new construction? A. Yes. Q. Would the sewer plant modification save money? A. Yes, less sludge removal.

**X. Adjournment:** Bill made a motion to adjourn the meeting. Dwayne seconded the motion. The motion was approved by unanimous vote (5-21-19-7). The meeting ended at 7:49 pm. The next Regular Meeting will be held at 7:00 pm on June 18, 2019.

- 5-21-19-1 Motion to amend the agenda
- 5-21-19-2 Motion to approve amended agenda
- 5-21-19-3 Motion to adjourn into executive session
- 5-21-19-4 Motion to adjourn executive session
- 5-21-19-5 Motion to approve the regular meeting minutes
- 5-21-19-6 Motion to approve the Treasurer's report
- 5-21-19-7 Motion to adjourn meeting