

**Lost Lake Utility District Regular Meeting
404 Lake Court, Dixon, Illinois
September 16, 2008**

- I. **Call to Order and Roll Call:** Joe Olliges called the meeting to order at 7:00 pm. Trustees present: Joe Olliges, Bill Weronko, Nadine Portner, Jerry Pohlman, George Kersten, and Ron Berger. Also present: Susan Steffens, Secretary; Sheila Warner, Treasurer; and members of the community. Dave Shaw arrived at 7:15 pm.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Ron made a motion to approve the agenda. Jerry seconded the motion. The motion was approved by unanimous roll-call vote (9-16-08-1).
- IV. **Approval of the Regular Meeting and Closed Executive Session Minutes:** George made a motion to approve the minutes. Bill seconded the motion. The motion was approved by roll-call vote (9-16-08-2).
- V. **Approval of the Treasurer's Report:** Sheila reported for the period ending August 31, 2008. *Operating Account* beginning balance: \$115,668.57; receipts: \$15,427.02; expenditures: \$25,067.40; ending balance: \$106,028.19. *Project fund* beginning balance: \$1,217,853.13; receipts: \$1,999.47; expenditures: \$31,350.80; ending balance: \$1,188,501.80. *Debt Service Reserve Fund* beginning balance: \$88,720.88; receipts: \$130.37; ending balance: \$88,851.25. *Debt Service Bond Fund* beginning balance: \$7,310.07; receipts: \$7,505.61; ending balance: \$14,815.68. Discussion was held by the Board. Ron made a motion to accept the Treasurer's Report. Jerry seconded the motion. The motion was approved by unanimous roll-call vote (9-16-08-3).
- VI. **Old Business:**

WWTP & Flagg Road Water Main Extension Update: Joe reported that the IEPA has requested a one-month extension on reviewing the wastewater treatment plant project plans, and he has granted them the extension. Flagg Road Water Main was to be completed by September 12, 2008. Due to unexpected delays, Martin & Company will be unable to complete the project by the contract date. After a meeting with the interested parties, the new completion date is now September 26, 2008. After discussion with the board, Joe made a motion to accept the extension of the contract date. Bill seconded the motion. The motion was approved by unanimous roll-call vote (9-16-08-4).

Water Meter Update & Notices: Joe reported as of this date, 287 of the 352 meters have been installed. At the end of the month meters will be read. Customers that have not had their meters installed have been contacted.

Past due Accounts: Nadine reported that customers that are past due with homes and/or lots will be discussed in closed session. During a conference with Attorney Considine, collection, liens, attorney fees, processes of small claims court, garnishment, judgments, were discussed. At this time there are 12 accounts that will be looked at in this regard. The Ordinance as far as a hearing should be revisited, as it is not a common practice within most utilities.

Backup Generator Options for well: Bill reported that e-bay has a large selection of generators. A pad should be poured and a transfer switch installed inside the pump house and a portable generator should be set up. A block heater may need to be installed for easy start up. He will look into quotes.

Committee update on Grinder Pump policies: Bill reported at this time we are evolving with the grinder pump policies. We set up information on the web site and have purchased grinder pumps through Grainger. At this time, a Grainger account has been set up. We will have set policy and procedures at the January meeting.

Account protection for district funds over \$100, 000 update: Joe stated that the District funds will be distributed into 12 accounts, so that all money is insured. Paperwork will be signed after the meeting.

VII. New Business: Financial Services. Joe recommends for hire the firm of Janis Card Company, LLC to provide the once yearly required audit. Joe made a motion to contract with the firm of Janis Card, LLC to provide the audit for the year ending 2008. Bill seconded the motion. The motion was approved by unanimous roll-call vote (9-16-08-5)

VIII. Guest/Public Opinion:

Mike Robinson: Q. On Treasurer Report, under Pfoutz Plumbing, hook-up, who pays that? A. That is the tap on fees paid to Pfoutz.

Q. How will the water main extension effect water pressure? A. It won't.

Q. Fire hydrants are being installed? A. Yes.

Q. If a main breaks on the west side, will that main be used? Yes.

Q. According to the lawyer, a lien can be put on a home other than the property? A. Yes, as long the properties have the same owners.

Q. Would a title search determine any past dues on a property? A. Yes, by a lien.

Q. Could you notify everyone of changes of the Ordinance on their bill? A. Certain things have to be published in the newspaper; such as, fees and rates.

Q. The vote last month was to accept the grinder pumps. There was no mention of purchasing grinder pumps. A. That's right, we are not purchasing. If we need to replace a pump it will have to be in the budget. Policy has not been established yet.

Dave made a motion to close regular meeting to go into Executive Session. Jerry seconded the motion.

Recess into closed Executive Session Legal Matters Citation No. 5LCS 120/2 (c) (4) Utility Shut-off Hearings; and Employee Performance Citation No. 5LCS 120/2 (c) (1) (8:30 pm)

IX. Adjournment: Ron made a motion to close Executive Session and adjourn the Regular Meeting. Bill seconded the motion. The motion was approved by unanimous vote (9-16-08-6). The meeting ended at 8:55 pm. The next meeting will be held on October 21, 2008 at 7:00 pm.

9-16-08-1	Approval of the Agenda
9-16-08-2	Approval of the Minutes
9-16-08-3	Approval of the Treasurer's Report
9-16-08-4	Approval to extend Martin Contract
9-16-08-5	Approval to sign contract with Janis Card, LLC
9-16-08-6	Adjournment