

**Lost Lake Utility District Meeting  
404 Lake Court, Dixon Illinois  
December 18, 2007**

- I. Call to Order and Roll Call:** Joe Olliges called the meeting to order at 7:00 pm. Trustees present: Joe Olliges, Bill Weronko, Jerry Pohlman, George Kersten, Ron Berger, Nadine Portner, and Dave Shaw. Also present: Sheila Warner, Treasurer; and Susan Steffens, Secretary.
  
- II. Pledge of Allegiance**
  
- III. Approval of the Agenda:** Joe made requested for an addition to the Agenda, the 2008 budget, under New Business. Nadine made a motion to accept the amended Agenda. Bill seconded the motion. The motion was approved by unanimous roll-call vote (12-18-07-1).
  
- IV. Approval of the Minutes:** Joe stated that in the November 20, 2007 regular meeting minutes an “A” should be added to IRW. Ron made a motion to accept the minutes as corrected. Bill seconded the motion. The motion was approved by unanimous roll-call vote (12-18-07-2).
  
- V. Treasurer’s Report:** Sheila presented the Treasurer’s Report. Project fund: started with \$2,031,162.66 and ended after expenditures \$1,336,884.66; Debt Service Reserve fund of the bond proceeds the deposit started \$87,500.00 after the wire transfer fee of \$9.00 leaves \$87,491.00; Debt Service Bond fund \$48,337.34 minus wire transfer fee of \$9.00 leaves a balance of \$48,328.34; Operating Account: at closing there was a deposit/credit of \$11,356.20; \$55,000.00 was transferred from the Project fund to cover expense. Total receipts were \$66,356.20. Expenditures: The Lost Nation POA, November rent, \$250.00; Susan Steffens, payroll, \$85.00; Sheila Warner, payroll, \$110.00 Joe Olliges, office supplies, \$47.32; Lost Nation POA, December rent, \$250.00; Fehr-Graham and Associates, \$19,849.54; Ogle County Life, publications, \$4149.90; New Landing POA, debt, \$3167.56; Lowe & Steinmetz, ltd., \$5,500.46; Smith, Tucker & Coghlin, LLC, \$7,781.65; Total Expenditures: \$41,191. Ending Balance: \$29,694.35 in the Operating Budget. Anticipated approximate future expenses: Griffin, Kubik, Stephens & Thompson, Inc., \$5,620.00; Mechanical Inc., transport of generator, \$2,500.00; RCD-debt; \$3167.56; Lost Nation-debt; \$3167.56; Taylor Township-debt; \$3167.56; ComEd, deposit, \$2580.00. Total: \$20,202.68. Total anticipated balance after expenditures: \$9,491.67 in the Operating fund. Joe stated there was an error in calculating at Griffin, Kubik, Stephens & Thompson and with Attorney Lowe. All future meter-reading revenues will go into the fund. The capital fund will provide an additional \$12,000.00 per closing. Sheila stated one bill needs approval, the sign, in the amount \$101.06 to Nadine. Nadine made a motion to accept Treasure’s report. Dave seconded the motion. The motion was approved by unanimous roll-call vote (12-18-07-3). Nadine made a motion to pay

bill. Bill seconded the motion. The motion was approved by unanimous roll-call vote (12-18-07-4).

**VI. Old Business:** Utility Purchase Update. Joe stated on Friday, December 14, 2007 at 11:00 am and ending at 3:55 pm closing took place. The Utility was purchased and belongs to the District.

Certified Water and Wastewater Operator want ad: Dave stated Mike Williamson's resume' was faxed in and his application was received. Dave stated that Mike was interested. The ad was posted for seven days in the newspaper and we received one applicant. The part-time operator ad still needs to run. George stated insurance for the position is based upon salary and classification, for example, if the salary is \$50,000.00, health insurance would cost \$4000.00 and workers compensation **would be determined upon the salary base** through Walter-Rhodes. Joe stated that he felt a background check should be done on all full-time employees who would enter the homes of District. He also felt that an interview should be set up. The Board in regards to employment policies held discussion. Donald Finn, a member of the community, suggested that there is a program through Ogle County that has group rates. Joe stated he would like to join the Illinois Rural Water Association. That would enable the Utility to borrow equipment if needed. There would be a pro-rated fee as their year starts June 1 and ends May 31.

Office Update: Nadine stated we have keys, Internet, office sign, telephone, (815/652-3494). No office hours have been established at this time. Vertical storage is needed, there are locking file cabinets, small copier, fax machine, desk. Joe stated that there is a large desk that is being donated if we are interested. There is an application for Fischers, Inc. in Oregon for an account up to \$250.00 that Sheila will fill out. There is a post office box (box 616) in Oregon. The cost is \$40.00 a year that Box will remain open for payments.

Generator Relocation Update: Joe stated that a sailboat remains on site. It should be removed by the 30<sup>th</sup>. Bill stated that the generator will be transported some time in the middle of January to use at a future date. The cost will be \$2500.00.

District Ordinance Update: The Ordinances were re-published on September 12, 2007, September 19, 2007 and September 26, 2007 in the Ogle County Life. The Ordinances became effective 10 days after the last publication. On January 1, 2008, the rates will become effective. The Ordinances will be available. They are available on the Internet. There will also be a rate sheet available. There are new specifications and costs within the Ordinances.

**VII. New Business:**

Tax Levy 2007: Joe stated the Levy confirmation for 2007 is filed, and it is zero (0).

Public Notice of Schedule of the Regular Meetings for 2008: Joe stated our fiscal year begins January 1 and ends December 31. Our meetings will continue to be the third Tuesday of the Month and the Agenda will be posted at the office and this building in accordance with the Open Meetings Act.

Lost Lake Utility District Office Hours: Illinois Rural Water Association is handling the billing and will forward the billing information after the last cycle. We have purchased the updated billing software for the Windows operating system. A laser printer will be needed to print bills. There will be more bills sent out because of the new availability fees in Lost Nation. The Board discussed the amount of office hours needed. Discussion was held regarding Emergency Calls an answering service fee is from \$49 to \$199 per month. Nadine volunteered to handle office. As of this time, office hours are set at 20 hours a week. The emergency system will be researched.

LLUD Attorney: Joe stated that he would like the Board to consider Smith, Tucker, & Coghlin as the Municipal Attorneys for the District. The hourly rate remains \$175.00 per hour. Joe made a motion to hire them as the District's Attorneys for the 2008 year. Nadine seconded the motion. Discussion was held by the Board. The motion was passed by a unanimous roll-call vote (12-18-07-5).

State Statute: Joe stated according to Statue (70 ILCS 3705/7), the Board might want to hire a General Manager. He felt that we might want to look at Northern Illinois University as to students needing intern work. Joe, George, and Nadine will look into this to see where it goes.

Engineering Firm, Fehr-Graham: Joe stated that the firm would like to provide proposals for the two projects that are important to the Utility and the EPA, the wastewater treatment plant technology and the Flagg Road looping, Our operating budget will need to be provided to the County. The Board discussed retaining the engineering firm. The treatment plant should be started in the next construction season.

2008 Budget: Joe stated that a Chart of Accounts needs to be started. The Board needs to provide to Sheila line items. The Operating Budget needs to be completed.

## **VIII Guest/Public Opinion**

Mike Robinson: Q. What is the status of Attorney Mike Scheurich's (bill)? A. Nadine stated, earlier we did not know if we going to own the Utility. A meeting still needs to be set up.

Q. As far as the Treasurer's Report, there are going to be four separate funds? Operating fund; Project fund, Debt Service Reserve fund, Debt Service Bond fund. A. Yes. Q. As far as Fehr-Graham, that \$19,000 is that a final payment or

an ongoing payment. A. That is done. Q. You don't owe them anything? A. Correct. Q. IRWA, you mentioned that December 22, 2007 there is a going to be a fourth quarter, when does it end. A. On December 22, 2007 when the meters are read. Q. Regarding insurance, the \$4000.00, would that be the whole thing or is that to be paid all by the District or does the employee pay anything. A. That hasn't been decided at this time. Q. The generator \$2500.00 is that placement and hook-up? A. No, to just to move it. It will be stored at the sewage plant, there needs to be a building built to house it. Q. Ordinances, is there anything besides rates that a current property owner should know that is different. A. The line from the main to the house is your responsibility. If you don't pay your bill on time, there may be liens. The grinder pump requirements are different. If your septic field fails and you are within 200 feet of the sewer lines, you will be required to hook up. You may look at the Ordinances on the web site. Q. Joe you mentioned there would be more bills. My question is: more bills or larger bills? A. No. There would be more bills sent out. There are more customers now because Lost Nation was not charged availability fees. There are 55 lots that are not within 200 feet of a main. They will not receive a bill until the main is within the 200 feet of the property line.

Tom Wendling: Q. Request to be placed on the Agenda for the January meeting regarding grinder pumps. A. Okay. Will you provide a request in writing? Yes. Q. I suggest you place the generator in a better location it is too moist. You may want to place in the office basement, garage area of the POA. You should also wrap it in plastic. A. If you are offering, we will accept a better placement. Thank you. Q. There is a company called the Little Giant. E1 compatible ring information is available on the web. A. Could you e-mail that information? Yes.

**IX. Adjournment:** Bill made a motion to adjourn the meeting. Jerry seconded the motion. The motion was approved by unanimous vote (12-18-07-6). The meeting adjourned at 8:35 pm. The next Regular meeting will be held on January 15, 2008.

12-18-07-1 Approval of the agenda

12-18-07-2 Approval of the Regular Meeting minutes

12-18-07-3 Approval of the Treasurer's Report

12-18-07-4 Approval to pay bills

12-18-07-5 Approval to retain Smith, Tucker & Coghlan as District Attorneys

12-18-07-6 Adjournment