

**Lost Lake Utility District Meeting  
404 Lake Court, Dixon Illinois  
January 15, 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, 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:** Bill made a motion to approve the agenda. Jerry seconded the motion. The motion was approved by unanimous roll-call vote (1-15-08-1).

**IV. Approval of the Minutes:** Jerry made a motion to approve the December 18, 2007 minutes. Dave seconded the motion. George stated workers' compensation is based on salary. Ron made a motion to accept the minutes as corrected. Bill seconded the motion. The motion was approved by unanimous roll-call vote (1-15-08-2).

**V. Treasurer's Report:** Sheila reported that for the reporting period of 12/31/07 prior to closing we began the month of December with 4037.26. There were several deposits totaling: \$66,356.20. Expenditures totaling: \$40,550.17. The ending balance as of 12/23/07: \$29,843.29 in the Operating Account. Project Fund balance: \$1,336,884.66 interest deposit of \$3,175.11. Ending balance: \$1,340,059.77. Debt Service Reserve fund: \$87,491.00 interest deposit of \$123.42. Ending balance: \$87,614.42. Debt Service Bond fund: \$48,328.34 interest deposit of \$62.13. Ending Balance: \$48,390.47. \$20,705.71 has been deposited into the Operating Account. There have been expenditures from that fund totaling \$16,500.00. Expenses that have to be paid are: ComEd \$2273.37, Viking Chemical \$172.34, Payroll Nov/Dec Susan Steffens \$145.00, Payroll Nov/Dec Sheila Warner \$240.00, Nadine Portner office expenses \$199.38, Gallatin River \$230.85.

**Joe:** Stated that IRWA bill included 1½ months of the contract at \$1500.00, postage, maintenance \$300.00, and meter reading \$600.00, clerical hours \$315.00, phone support \$6.25. Totaling \$3559.68. January rent is due.

Joe made a motion to pay bills. Bill seconded the motion. The motion was approved by unanimous roll-call vote (1-15-08-3).

**VI. Old Business**

Fehr-Graham Design Proposal/Construction Schedule for the Wastewater Treatment Plant/Water Main Looping Projects. Joe read proposal and

presented the questions he e-mailed and read responses. All costs are inclusive. Hans Anderson and Alice Ortman were present to answer any Board question. Hans stated that a tentative schedule has been prepared and was presented to the Board. Dave questioned how billing would be handled. Hans stated that as work is completed then it would be billed not to exceed in total the numbers given. Ron questioned where would the bids be advertised and received. Hans stated they would be received here and locally advertised and in trade publications. The process takes about a month. Joe stated our Ordinances would be followed. Bill in regards to the wastewater project, how much time do you expect in interruptions in service. Hans stated the interruptions would be short-term. The whole system can be constructed independently. Bill: are you the project manager? Hans: yes. George asked if there is an easement for the water main. Hans: permission would need to be granted along Flagg. Woodland Drive has an easement also. Ron questioned the three-month time for the water main. Hans stated it wouldn't take that long it is the amount of time that is allowed. Bill questioned the six-month wastewater time allotment. Hans stated that time is allowed for contractor flexibility there would be a number of working days allowed. All these details would be discussed before it would go to bid.

Bill made a motion to accept the Fehr-Graham Design Proposal. Nadine seconded the motion.

### **Comments from the Community**

Mike Robinson: Q. What is the water main looping? A. It brings the water from the west side to meet the east side; so if there is a main break, there would be no interruptions in service. Q. Up Woodland from the east gate to the west gate? A. Yes.

Chuck Jolicoeur: Q. Going back to the Loop, there is a fire hydrant by the gate that has an 8" main that services Flagg Road. A. We will find that out when we get the design. The main that will be put in will be the one required by the EPA.

Joe: Is there going to be somebody on site everyday during the construction process to inspect the services being done. A. Yes. When there is something significant going on, there will be someone there.

The motion was accepted by unanimous roll-call vote (1-15-08-4).

Certified Operator Update: Dave stated that additional applications have been received. A benefits package needs to be offered. Dave stated that the Ogle County Insurance is not available to anyone except County employees. Private insurance must be found.

Discussion was held by the Board as far as the job parameters, benefits, salary, and full-time and part-time employees.

Marilyn: Q. did you look into outsourcing this? A. Yes, it is too expensive.

It was decided to set up the interviews and settle benefits in an upcoming Executive Session.

Nadine: The office hours have not been set as of this date. Emergency Calls: Bogen is no longer in that business. Another researched company is TeleAssist. It will screen call after hours. They decide what is an emergency. They can place a standard statement message for emergencies. The cost is \$75.00-\$80.00 for the first 80 calls in a month. The third option: The secretary will have the calls forwarded to her private line. This has been enacted until we decided on something different or it may work out fine. Office supplies have been purchased. Job responsibilities are being determined for Sheila and Susan, there are new duties to be assigned. Signs have been received for the Certified Operator's car.

175KW Generator relocation Update: Jerry stated that the generator placement went off without a hitch. Bill stated that the batteries need to be sent. When the new generator comes in, the bus transfer devise will be here. Bill will research a quote for wiring and installation.

Legal cost update: Attorney Michael Scheurich: Nadine stated as of this time they are playing phone tag. There have been problems with meeting times, which are still being worked out.

## **VII. New Business**

Grinder Pumps: Tom Wendling: At the November New Landing Board meeting, it was decided to donate four grinder pumps to the Utility. There are three outside and one inside style pumps. All pumps are in working condition at this point. The still can be stored in the same place. The newest pump, which is the indoor pump, is two-and-half years old. Joe stated he thinks the pumps should be put up for sale. Tom stated that the pumps are just loaners and there is only the service. Bill felt that there needs to be a service for the community; it is still early in this utility to be dealing with this. Discussion was held by the Board regarding the pumps. The matter has been tabled until the February 19<sup>th</sup> meeting.

Flagg Estates vacant lot fees: Joe received a call from a realtor. Two parcels want to be purchased. The title search is clean. The owner has not paid the availability fees from June of 2006. Joe explained that the availability fees need to be paid, a letter was sent to the owner stating \$384.00 for the two lots is due. The realtor was also advised by letter of the dues owed.

Economic Interest: On January 14, 2006, our first inspection was held by the IEPA. There was a list that needs to be taken care of namely emergency calls, fire hydrant back flow devices, cross-connection control program, (underground water systems needs to be checked for backflow devices), splash plate by overflow pipe should be cemented and positioned away from the tower. Minor safety issues such as glasses, markings for chlorine, screen for bugs. Overall everything was minor and should be easily repaired.

The economic interest forms were handed out.

### **VIII. Guest/Public Opinion**

Mike Robinson: Lowe & Steinmetz, LTD. is the payments complete? A. Yes.

Q. ComEd two thousand something. Is that the bill? A. \$860 is a deposit. The rest is the well and sewer plant usage. IRWA total year \$16,728.

Q. Talking the biggest expense is salary for the Certified Operator, if you get a manager will it cost more. A. Yes.

Q. Mike Scheurich-has any dollar amount been tossed out? A. No.

Q. Grinder Pumps: If the Lost Lake Utility District offers grinder pumps when someone is in need you will always be doing this. I really think New Landing needs to offer them for sale in a newsletter. A. Right now the only pump that fits is the E1 pump. There is only one person to call at this time. In the Ordinance, different pumps are allowed but that will happen over time. The details need to be worked out.

Discussion was held regarding grinder pumps.

MaryAnn Bortman: What is the timeline for the new water meters? A. We are in the process of getting quotes from Badger at the present time. We are looking at meters with electronic readers. Quotes are in the mail. This project is being worked on this year.

Mike: You should look at a better collection process than liens. They don't produce revenues. A. Okay.

Mike Robinson: Q. Susan you may get too busy with the phone calls forwarded to the house when they are trying to understand their bills. Q. What is a back-flow valve? A. It is a check valve so the water doesn't flow back into the system.

MaryAnn Bortman: Were the meters read early. A. Yes.

## **IX. Adjournment**

George made a motion to adjourn the meeting. Dave seconded the motion. The motion was approved by unanimous roll-call vote (1-15-08-5) The meeting was adjourned at 8:42 pm. The next meeting will be held on February 19, 2008.

- 1-15-08-1 Approval of the Agenda
- 1-15-08-2 Approval of the Minutes
- 1-15-08-3 Approval of Treasurer's Report
- 1-15-08-4 Approval to accept Fehr-Graham Proposal
- 1-15-08-5 Adjournment