

**Lost Lake Utility District Regular Meeting
404 Lake Court, Dixon, Illinois
February 17, 2009**

- I. **Call to Order and Roll Call:** Joe Olliges called the meeting to order at 7:00 pm. Trustees present: Joe Olliges, Bill Weronko, Dave Shaw, Ron Berger, Jerry Pohlman, George Kersten, and Nadine Portner. Also Present: Sheila Warner, Treasurer; Susan Steffens; Secretary; and a member of the community.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Jerry made a motion to approve the agenda. Ron seconded the motion. The motion was approved by unanimous roll-call vote (2-17-09-1).
- IV. **Approval of the Minutes:** George made a motion to approve the January 20, 2009 regular meeting minutes. Dave seconded the motion. The motion was approved by unanimous roll-call vote (2-17-09-2).
- V. **Treasurer's Report and Approve Bills:** Sheila reported for the period ending January 31, 2009: *Operating Account:* Beginning balance \$119,858.56, receipts \$73,514.28, expenditures \$71,549.16, ending balance \$121,823.68. *Project Fund:* Beginning balance \$67,538.98, receipts \$51.44, expenditures \$14,082.00, ending balance \$53,508.42. *Debt Service Bond Fund:* Beginning balance \$44,957.97, receipts \$50,050.31, expenditures \$51,790.00, ending balance \$43,218.28. *Debt Service Reserve Fund:* Beginning balance \$89,320.92, receipts \$76.45, ending balance \$89,397.37. *CDAR Account:* Beginning balance \$950,000.00, ending balance \$950,000.00. Ron made a motion to approve the Treasurer's Report. Jerry seconded the motion. Discussion was held by the Board. The motion was approved by unanimous roll-call vote (2-17-09-3). Nadine made a motion to pay Fehr-Graham for consulting fees in the amount of \$103.00, and to pay \$51.58 for offices supplies. Ron seconded the motion. The motion was approved by unanimous roll-call vote (2-19-09-4). Sheila added and explained an additional column "year-to-date" to the proposed budget.
- VI. **Old Business** Wastewater Treatment Plant Update. Joe reported that we are still waiting for the IEPA to approve plant design and approval of the permit changes. 30,000 gallons of sludge was pumped from the sewer tanks and hauled to the Dixon Treatment Plant. We are still waiting on a bill for that. Diffusers were repaired.

Stimulus Package Funding/Pre-application loan assistance for Water & Wastewater projects update: On the advice of the Engineers, three letters were sent to our local politicians in regards to the Stimulus Package for monies to be used for the enhancement of the Utility. Applications have also been sent for low-interest loans.

Office Report: Nadine reported that \$83,988.36 has been collected this billing cycle. 67 accounts are past due, 7 accounts have arrangements, 9 accounts are homes, and 51 accounts are lots with availability. Final Notice postcards are in the office for the next mailing for homeowners that are delinquent, although letters will continue to be sent to delinquent landowners. These bills will reflect the \$20 late fee. The newsletter will ask homeowners to keep their telephone numbers updated for the AlertNow Emergency System.

Annual Audit update: Data is being collected for the upcoming audit. We are now registered with the State as a Public Water District; they will send us a PIN number. In June the Audit results will be sent electronically to the State. The data requested includes: listing of Board Members, Minutes, Bank reconciliation Statements, Tax appropriation budget, listing of inventory, value of those items, depreciation schedule, loan documents, listing accounts of receivables, listing of accounts payable, payroll records, grants or loans, letter from the State Comptrollers Office and PIN number.

Expense report: Continue to use and to sign the Board approved expense report. Make sure it is signed, dated, approved, and attach any corresponding documents.

- VII. New Business:** Identity Theft Prevention Program Compliance Model: An identity theft prevention programs needs to be adopted by May 1, 2009. A draft has been completed, and the final document will be completed by the next meeting. Discussion was held by the Board. Due to the fact we don't report to the credit bureau, the District is in fact quite secure in maintaining customer security measures.

Software Maintenance Agreement: RVS billing system has presented an optional maintenance agreement in the amount of \$376 per year for system updates. Discussion was held by the Board. Nadine made a motion to approve the purchase of the Extended Software Maintenance Agreement from RVS Billing Systems. Ron seconded the motion. The motion was approved by unanimous roll-call vote (2-17-09-5).

VIII. Guest/Pubic Opinion

Mike Robinson: Q. Is the Utility charged any fees for bounced checks? A. No. Q. Does Julie charge? A. Yes. Q. Have any customers paid after liens have been placed? A. No. Q. Can you explain the \$9000 budget notation for grinder pumps? A. Notice that it is in two places so that amount washes out. Q. "Services to Maintain" what does that mean? A. Work that is contracted out. Q. What is the status of the Wastewater Treatment Plant? A. We are waiting for the permit. Q. What happened at the Treatment Plant that the sludge needed to be pumped out? A. Nothing, that is normal maintenance. Q. What does RVS billing do? A. It is our billing software.

- IX. Adjournment:** The next Special Meeting will be held on February 26, 2009 at 7:00 pm. The next Regular Meeting will be held on March 17, 2009 at 7:00 pm. Ron made a motion to adjourn the meeting. Dave seconded the motion. The motion was approved by unanimous roll-call vote (2-17-09-6). The meeting ended at 7:57 pm.

- 2-17-09-1 Approval of the Agenda
- 2-17-09-2 Approval of the Minutes
- 2-17-09-3 Approval of the Treasurer's Report
- 2-17-09-4 Approval to pay bills
- 2-17-09-5 Approval to purchase maintenance software
- 2-17-09-6 Adjournment