

**MINUTES OF MEETING OF THE COMMISSIONERS OF
THE WOOD RIVER DRAINAGE AND LEVEE DISTRICT**



1. Meeting Information

Date: Thursday July 2, 2020
 Time: 8:30 AM
 Location: 543 W. Madison Avenue, Wood River, IL 62095
 Teams Meeting Call in Number: +1 708-329-8926; Passcode: 395 197 229 #

2. Attendees

Name	Title	Organization
Ronald Carnell	President – Board of Commissioners	Wood River Drainage & Levee District
Charles Johansen	V.P. – Board of Commissioners	Wood River Drainage & Levee District
Nathan Kindade	Board of Commissioners	Wood River Drainage & Levee District
Kevin Williams	Executive Director	Wood River Drainage & Levee District
Mike Allen	Superintendent	Wood River Drainage & Levee District
Brianne England	Secretary Treasurer	Wood River Drainage & Levee District
Britt Donoho	Associate	Craney Law Group LLC
Harold Graef	Project Manager	US Army Corp of Engineers
Ethan Thompson	Civil Engineer	Wood Environment & Infrastructure
Lucy Dehner	Agent	The Luken Agency, Inc.

3. Call to Order

The meeting was called to order at 8:30 am by Commissioner Carnell.

4. Public Comments

None

5. U.S. Army Corps of Engineers Comments

1. Status of Design Deficiency Corrections

Remaining Features	Summary	Notes
Bid Package 8 (NFS)	22 RW/1 PS in Reach 5	Final design from Wood to USACE received. USACE is verifying completeness.
Pump Stations	3 new PSs in Reach 5	Final design received.
RW #1	24 RWs (base + option)	Design complete for 12; awaiting RE Acquisition. Awaiting water to recede prior to drilling remaining 12 pilot holes (10 of 12 locations are still underwater).
RW #2/Ditch Work	56 RWs/reconnect Old WR Creek	Seek to drill pilot holes when field conditions are favorable. Received final IDOT permit.
Pump Station Modifications	2 mods (WR and Hawthorne)	95% design District Quality Control (DQC) to occur first three weeks in July.
RW #3	44 RWs	Working towards 65% level of design. Approximately 12 pilot holes remain to be drilled.
Mitigation		FY21

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Features	ROW NTP Issued	ROW Acquisition Deadline	FY20 Contract Award	Consequence
BP8 22 RW/PS	17-Jun-19	15-Nov-19	FY21	Delayed execution of existing funds and potential impact on request for funds to complete
3 PS	2-Dec-19	17-Jul-20	FY21	
RW #1	9-May-19	31-Jul-19	FY21	> 6 month delay requires a new BCOES Review

2. Village of Roxana’s concerns of PS#4 along Canal Road

- As a follow-up to the Mayor’s written questions and the June 5th conference call between the Village, USACE, WR D&LD and Wood PLC, USACE provided written responses to the Mayor’s comments on June 25th.

- USACE coordinated with IEPA setback POC, Lynn Dunaway
- RW/PS are not primary or secondary routes as defined by the Illinois Groundwater Protection Act
- Supplemental Environmental Assessment is publicly available at:
<https://www.mvs.usace.army.mil/Missions/Programs-Project-Management/Plans-Reports/>

3. New USACE leadership:

- Mississippi Valley Division
 - Major General Diana Holland assumed command from MG Mark Toy (effective June 30)
- St. Louis District
 - Colonel Kevin Golinghorst assumes command from Colonel Bryan Sizemore (effective July 24)
 - Lieutenant Colonel Thomas Sears assumed the role of Deputy Commander (effective June 22)

6. Superintendent/Maintenance Report

- 6.1. Pump Stations – Operating the pump stations as mandated by USACE.
- 6.2. Routine Maintenance – Clearing unwanted vegetation of levee. Blanket drains being sprayed. Started 2nd cut of levee.

7. Executive Director Report

- **Erosion Repair Project (2019-01)**
 - 17 JAN 2020 Contract Execution
 - 24 APR 2020 Submittals Complete
 - 06 JUL 2020 Mobilization tentatively set
- **Gravity Drains Inspection Project (2020-02)**
 - Plans received 11 May 2020.
 - Specifications are complete.
 - Will place project on shelf until FY 2021.
- **Relief Well Testing / Inspection Project (2020-03)**
 - WRDL D will execute as soon as Wood delivers plans and specifications
 - Will require lower river levels

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- **System-Wide Improvement Framework (SWIF) LOI**
 - **04 OCT 2019** Submitted to the USACE. USACE responded with additional comments
 - **TBD** WRDLD will resubmit after FEMA certification of all three levee segments

- **WRDLD Projects**
 - **East Alton FM Relocation**
 - Village contractor is nearly complete.
 - Pending final review from MCT

 - **East Alton No. 2 Sluice Gate Replacement**
 - Materials in Hand.
 - Pending lower river elevations.

 - **Grassy Lake Pump Station Gravity Drain Sluice Gate Rehab**
 - Contractor will complete additional work this summer to correct an original installation deficiency that is keeping the gate from opening 100%.

 - **FEMA 2019 Flood Debris Removal**
 - Clean-up is 100% complete
 - Documentation in Grants Portal. Continuously working with FEMA

 - **Hartford Drain Pipe Repair**
 - Damaged during the construction of Hawthorne No. 2 Pump Station
 - Will complete next week.

- **Pump Stations**
 - East Alton No. 1 Pump Station – Operated solely by full-time staff
 - Wood River Pump Station – Station is closed
 - East Alton No. 2 Pump Station – Station is closed
 - Hawthorne Pump Station – Station is closed
 - Rand Avenue Pump Station – Station continues to run 24/7. Pump No. 1 scheduled to be reinstalled the **week of 20 July**.

- **U.S. Army Corps of Engineers (USACE) Coordination**
 - **Authorized Level Projects**
 - Multiple meetings with USACE regarding Canal Road No. 4 P.S.
 - **Mel Price Deficiency Projects**
 - N/A
 - **Silver Jackets EAP**
 - Assisting USACE with this document
 - Developed flow chart for opening pump stations and closing gravity drains/flood gates
 - **P.L. 84-99**
 - Meeting with USACE to discuss ROE.

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- Researched old easements and located the original easement allowing O&M and improvements to the riverside gate structure.
- EC-1165-2-218
 - Met with USACE and other local sponsors to discuss levee safety program management. A follow-up meeting has been set for next week with the St. Louis District to voice some concerns.
- LERRDS (Land Easements Relocations Rights of Way & Disposal Sites)
 - Rights of Entry (ROE) – ongoing
 - Temporary Construction Easements – ongoing
 - Permanent Easements – ongoing
 - See update from Craney Law Group and Wood E&IS

8. Luken Insurance Agency Comments

Will be presenting the 2020-2021 Insurance Program and Costs to Commissioners on 7/17/20

9. Attorney James Craney Comments

9.1. Working on last ROE for Wood River Pipeline

10. Approval of Minutes of the previous meeting and special meeting minutes:

A motion was made by Kincade to approve the minutes for 6/19/20 and seconded by Johansen.

Carnell: aye; Johansen: aye Kincade: aye. Motion carried

11. Approval of the Bills

A motion was made by Kincade to approve the list of bills presented in the amount of \$16,278.84; second by Johansen.

Carnell: aye; Johansen: aye, Kincade: aye. Motion carried.

12. Treasurer/Financial Report

The prepared financial/balance sheet and Revenue & Expense has been presented to be read and will answer any questions. Motion made by Kincade to approve the Treasurer/Financial Report; second by Johansen.

Carnell: aye; Johansen: aye, Kincade: aye. Motion carried.

13. Communications

14. Old Business

N/A

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15. New Business

- 15.1. Discussion and potential action regarding moving \$100,000.00 from Rand checking account at First Mid Bank & Trust to the Rand MMDA account at First Mid America Credit Union.

A motion made by Johansen; seconded by Kincade to approve.

Carnell: aye; Johansen: aye; Kincade: aye. Motion carried.

16. Executive Session

N/A

17. Commissioners/Employee Comments

None

18. Adjournment

Motion made by Johansen, seconded by Kincade to adjourn.

Carnell: aye; Johansen: aye, Kincade: aye. Motion carried.

Adjournment at 8:48 a.m.

Wood River Drainage & Levee District
Unpaid Bills Detail
As of June 26, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Ameren Illinois - EA#1					
Bill	06/17/2020	2116 J...	07/01/2020	9	241.83
Total Ameren Illinois - EA#1					241.83
BCBS Heath Insurance					
Bill	06/16/2020	26021...	06/30/2020	10	5,643.02
Total BCBS Heath Insurance					5,643.02
Cintas					
Bill	06/22/2020	50177...	07/06/2020	4	66.80
Total Cintas					66.80
Craney Law Group, LLC					
Bill	06/03/2020	11692...	06/17/2020	23	1,361.50
Bill	06/03/2020	11693	06/17/2020	23	1,195.50
Total Craney Law Group, LLC					2,557.00
FENIX 5IVE					
Bill	06/19/2020	5391	07/03/2020	7	480.00
Total FENIX 5IVE					480.00
Forensic Accounting & Consulting Services					
Bill	06/05/2020	1156	06/19/2020	21	225.00
Total Forensic Accounting & Consulting Services					225.00
Keller Construction, Inc					
Bill	06/23/2020	20200...	07/07/2020	3	2,850.91
Total Keller Construction, Inc					2,850.91
M & M Service Company					
Bill	06/16/2020	B0012...	06/30/2020	10	711.60
Total M & M Service Company					711.60
Part Stop, Inc.					
Credit	05/04/2020	487005			-92.96
Total Part Stop, Inc.					-92.96
PEKIN INSURANCE					
Bill	06/16/2020	VP000...	06/30/2020	10	40.18
Total PEKIN INSURANCE					40.18
Republic Services					
Bill	06/20/2020	0350-...	07/04/2020	6	46.75
Total Republic Services					46.75
Waltco Tool's & Equipment					
Bill	06/23/2020	493412	07/23/2020	3	4.99
Total Waltco Tool's & Equipment					4.99
TOTAL					12,775.12

Wood River Drainage & Levee District
Unpaid Bills Detail
As of July 1, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Ameren Illinois - EA#1					
Bill	06/23/2020	0312 J...	07/07/2020	8	2,831.85
Total Ameren Illinois - EA#1					2,831.85
Delta Dental					
Bill	07/01/2020	1358608	07/15/2020		494.36
Total Delta Dental					494.36
Direct TV					
Bill	06/24/2020	37547...	07/24/2020	7	41.99
Total Direct TV					41.99
Milazzo, Vince					
Bill	06/22/2020	JUNE ...	07/06/2020	9	150.17
Total Milazzo, Vince					150.17
Part Stop, Inc.					
Credit	05/04/2020	487005			-92.96
Total Part Stop, Inc.					-92.96
Rigging Solutions					
Bill	06/22/2020	101320	07/06/2020	9	37.82
Total Rigging Solutions					37.82
Royal Office Products					
Bill	06/22/2020	52101...	07/06/2020	9	19.50
Total Royal Office Products					19.50
Waltco Tool's & Equipment					
Bill	06/29/2020	493978	07/29/2020	2	15.99
Total Waltco Tool's & Equipment					15.99
Wood River City of					
Bill	06/23/2020	6500 J...	07/07/2020	8	5.00
Total Wood River City of					5.00
TOTAL					3,503.72

Wood River Drainage & Levee District
Balance Sheet
 As of July 1, 2020

	Jul 1, 20
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash Drawer	15.74
101.2 · EA #1 Utilities-1st Mid Bank	110,272.59
102.1 · Maint. Main - 1st Mid Bank	23,861.06
102.2 · Maint. MMDA - 1st Mid Bank	313,715.39
102.5 · Rand MMDA-1st Mid Credit Union	166,035.60
102.6 · Rand Pump St Fund-1st Mid Bank	190,385.13
102.7 · Business Share-1st Mid Credit U	193,873.41
Total Checking/Savings	998,158.92
Other Current Assets	
110 · Accrued Interest	9,324.02
112 · Investments CD	
112.12 · Maint CD 5316	239,312.68
112.17 · Maint CD 5317	107,365.44
112.23 · Rand CD 5315	171,056.03
112.24 · Maint CD 5101	233,374.83
112.25 · Rand CD 5102	51,861.07
112.26 · Maint CD 5318	194,356.34
112.27 · EA #1 CD 5319	243,399.54
Total 112 · Investments CD	1,240,725.93
Total Other Current Assets	1,250,049.95
Total Current Assets	2,248,208.87
Fixed Assets	
120 · Property & Equipment	1,830,323.37
126 · Land	216,131.00
Total Fixed Assets	2,046,454.37
TOTAL ASSETS	4,294,663.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
230 · Payroll Liabilities	
230.03 · FICA	
230.031 · Company	-980.27
230.032 · Employee	-980.27
Total 230.03 · FICA	-1,960.54
230.04 · Medicare	
230.041 · Company	-229.27
230.042 · Employee	-229.27
Total 230.04 · Medicare	-458.54
230.05 · Federal Withholding	
230.08 · IMRF	
230.081 · Company	113.40
230.082 · Employee	493.29
Total 230.08 · IMRF	606.69
230.10 · State Unemployment IL	0.02

1:30 PM
07/01/20
Cash Basis

Wood River Drainage & Levee District
Balance Sheet
As of July 1, 2020

	<u>Jul 1, 20</u>
230.15 · Child Support	-680.00
Total 230 · Payroll Liabilities	-3,857.37
Total Other Current Liabilities	-3,857.37
Total Current Liabilities	-3,857.37
Long Term Liabilities	
243 · Unreserved	2,814,582.94
244 · EA #1 Pump - Reserved	208,526.00
Total Long Term Liabilities	3,023,108.94
Total Liabilities	3,019,251.57
Equity	
290 · Open Bal Equity	2,046,454.37
299 · Fund Balance	-69,417.55
Net Income	-701,625.15
Total Equity	1,275,411.67
TOTAL LIABILITIES & EQUITY	4,294,663.24

Wood River Drainage & Levee District
Revenue & Expense Budget vs. Actual
October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
Income			
300 · Assessment	64,908.38	940,000.00	-875,091.62
301 · Interest Earned			
301.2 · Maint Interest Earned	16,031.20	16,500.00	-468.80
301.3 · Pump Interest Earned	1,038.40	300.00	738.40
301.4 · Rand Interest Earned	4,916.12	4,000.00	916.12
301 · Interest Earned - Other	0.00	0.00	0.00
Total 301 · Interest Earned	21,985.72	20,800.00	1,185.72
306 · Miscellaneous	436.20	75,000.00	-74,563.80
310 · ConocoPhillips	170,288.70	235,000.00	-64,711.30
313 · Sale of Fixed Assets	8,703.10		
314 · Refunds	158,109.78	159,000.00	-890.22
315 · Lease	600.00	600.00	0.00
Total Income	425,031.88	1,430,400.00	-1,005,368.12
Gross Profit	425,031.88	1,430,400.00	-1,005,368.12
Expense			
400 · Pump Operations			
401 · EA#1 Wages	810.00	6,000.00	-5,190.00
402 · EA#1 Pump Utilities	35,886.48	16,000.00	19,886.48
403 · EA#1 Building Maint.	0.00	0.00	0.00
404 · EA#1 Repairs	5,731.42	1,000.00	4,731.42
405 · EA#1 Payroll Liabilities	0.00	0.00	0.00
411 · WR Wages	24,807.67	12,000.00	12,807.67
412 · WR Pump Utilities	8,857.15	8,500.00	357.15
413 · WR Building Maint.	0.00	0.00	0.00
414 · WR Repairs	17,249.62	20,000.00	-2,750.38
415 · WR Payroll Liabilities	0.00	0.00	0.00
421 · Rand Avenue Wages	72,610.14	109,000.00	-36,389.86
422 · Rand Utilities	32,834.41	60,000.00	-27,165.59
423 · Rand Building Maint.	9,392.16	5,000.00	4,392.16
424 · Rand Pump Repair	4,719.43	15,000.00	-10,280.57
425 · Rand Payroll Liabilities	0.00	0.00	0.00
426 · Rand Contingency	0.00	50,000.00	-50,000.00
427 · Rand Employee Benefits	0.00	15,000.00	-15,000.00
431 · Hawthorne #1 Wages	1,966.50	24,000.00	-22,033.50
432 · Hawthorne #1 Utilities	2,213.55	4,000.00	-1,786.45
434 · Hawthorne #1 Repairs	5,708.32	1,000.00	4,708.32
435 · Hawthorne #1 Payroll Liabilitie	0.00	0.00	0.00
441 · EA #2 Wages	7,914.00	7,000.00	914.00
442 · EA#2 Utilities	3,344.07	4,000.00	-655.93
444 · EA#2 Repairs	15,981.63	1,000.00	14,981.63
445 · EA #2 Payroll Liabilities	0.00	0.00	0.00
Total 400 · Pump Operations	250,026.55	358,500.00	-108,473.45
490 · Lift Stations			
492 · Grassy Lake Utilities	2,043.88	15,000.00	-12,956.12
493 · Grassy Lake Repairs	30,359.57	1,000.00	29,359.57
494 · Hawthorne #2 Utilities	431.37	1,000.00	-568.63
495 · Hawthorne #2 Repairs	186.08	250.00	-63.92
496 · Home Garden Utilities	517.50	800.00	-282.50
497 · Home Garden Repairs	869.92	250.00	619.92
498 · Lake Side Utilities	671.62	1,000.00	-328.38
499 · Lake Side Repairs	869.92	250.00	619.92
Total 490 · Lift Stations	35,949.86	19,550.00	16,399.86
500 · Maintenance Operations			
550 · Summer Wages	22,760.22	20,000.00	2,760.22
551 · Maint Wages	156,948.10	213,000.00	-56,051.90
552 · Utilities	4,951.99	6,500.00	-1,548.01
553 · Building Maint. & Supplies	13,966.46	15,000.00	-1,033.54
554 · Fuel	6,057.75	9,500.00	-3,442.25
555 · Mowing Fuel	6,417.73	7,000.00	-582.27
556 · Tractor repair	17,321.02	10,000.00	7,321.02
557 · Vehicle repair	3,071.74	2,500.00	571.74
558 · Equip repair	1,328.60	2,000.00	-671.40
559 · Vegetation Removal	33,042.84	20,000.00	13,042.84
560 · Clothing Allowance	1,384.76	1,500.00	-115.24
565 · Capital	0.00	0.00	0.00
567 · FICA	0.00	0.00	0.00
568 · IMRF	-0.02	25,000.00	-25,000.02

Wood River Drainage & Levee District
Revenue & Expense Budget vs. Actual
October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
569 · Insurance Benefit	39,434.94	50,000.00	-10,565.06
570 · Insurance & Bonds	684.59	48,000.00	-47,315.41
573 · Training	0.00	5,000.00	-5,000.00
576 · Safety	2,013.99		
Total 500 · Maintenance Operations	309,384.71	435,000.00	-125,615.29
600 · Administration			
601 · Salary	55,321.54	77,000.00	-21,678.46
602 · Office Utilities	5,850.11	8,500.00	-2,649.89
603 · Office Supplies	21,896.81	10,000.00	11,896.81
604 · Building Maintenance	7,185.64	5,000.00	2,185.64
606 · Travel and Meals	2,664.21	3,500.00	-835.79
608 · Professional Fees	73,918.95	35,000.00	38,918.95
609 · Engineering Fees	40,715.70	100,000.00	-59,284.30
610 · Misc & Petty Cash	0.00	0.00	0.00
612 · Clothing Allowance	465.32	2,500.00	-2,034.68
613 · FICA	0.00	0.00	0.00
614 · IMRF	0.00	2,500.00	-2,500.00
615 · Office Insurance Benefit	10,690.84	16,000.00	-5,309.16
616 · Employmnt & Other Medical	133.00	500.00	-367.00
617 · Unemployment	0.55	0.00	0.55
618 · Insurance & Bonds	1,064.95		
620 · Marketing - Publications	2,763.41	1,000.00	1,763.41
650 · Building	389.00		
663 · Contract Labor	1,283.25	4,000.00	-2,716.75
690 · Unauthorized Expenses	0.00	0.00	0.00
699 · Finance Charges	806.92	0.00	806.92
Total 600 · Administration	225,150.20	265,500.00	-40,349.80
700 · Capital Projects			
701 · Additional Expense	73,885.81		
705 · Corp Routine Insp/Repairs	54,794.85	603,754.01	-548,959.16
710 · Reconstructions	45,032.69		
715 · Flood Costs			
715.1 · Wages	6,885.19		
715.2 · Additional Expenses	104,528.42		
715.3 · Repairs	0.00	0.00	0.00
Total 715 · Flood Costs	111,413.61	0.00	111,413.61
Total 700 · Capital Projects	285,126.96	603,754.01	-318,627.05
800 · Payroll Expenses			
851 · Payroll Tax Adjustments	0.00	-12,000.00	12,000.00
852 · FICA	23,759.12	33,550.00	-9,790.88
853 · IMRF	2,072.89	0.00	2,072.89
854 · INS	4,285.73	0.00	4,285.73
855 · Medicare	5,068.76	7,800.00	-2,731.24
856 · SUIIL	6,951.06	10,500.00	-3,548.94
800 · Payroll Expenses - Other	0.30		
Total 800 · Payroll Expenses	42,137.86	39,850.00	2,287.86
Total Expense	1,147,776.14	1,722,154.01	-574,377.87
Net Income	-722,744.26	-291,754.01	-430,990.25