

**MINUTES OF MEETING OF THE COMMISSIONERS OF
THE WOOD RIVER DRAINAGE AND LEVEE DISTRICT
November 15, 2019**

The Commissioners of the Wood River Drainage and Levee District held a Meeting on Friday, November 15, 2019 at the Wood River Drainage and Levee District Office, 543 W. Madison Avenue, Wood River, IL 62095. Present were Commissioners, Carnell, Johansen and Kincade, Hal Graef, USACE; Kevin Williams; Wood; Britt Donoho and James Craney, Attorneys; Jeremy Plank, CPA; Mike Allen; Superintendent; Brianne England, Secretary/Treasurer; Catrina Roach, Vince Milazzo and Mike Meyer.

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

Public comments: NA

**US Army Corps of Engineers Comments:
Presented by Hal Graef 11/15/19**

1. USACE continues regular coordination with Wood on:

Remaining Features	Summary	Status	Potential to Combine into One Contract
Bid Package 8 (NFS)	22 RW/1 PS in Reach 5	Agency Technical Review (ATR) underway for 95% submittal; NTP for Acquisition issued 17Jun19	x
Pump Stations	3 new PSs in Reach 5	Currently resolving 95% ATR comments; NTP for Acquisition to be issued following this ATR (not issued sooner due to changing footprint)	x
RW #1	24 RWs (base + option)	Design complete for 12; awaiting NFS RE Acquisition (NTP for Acquisition issued 9May19)	
RW #2/Ditch Work	56 RWs/reconnect Old WR Creek	Design in FY21	
Pump Station Modifications	2 mods (WR and Hawthorne)	Design in FY20; design initiated with site visit early September <ul style="list-style-type: none"> - Need to confirm sufficient permanent/construction easement available - Modification necessitates removal of WR PS office/breakroom 	
RW #3	44 RWs	Design in FY20	
Mitigation		FY21	

FY20 contract awards:

- Relief Well package #1; July 2020; Right of Way (ROW) certification anticipated by February

- Canal Road Pump Stations (4) and RW (22) [combining BP-8 and PS designs into one contract for better pricing, better quality, more efficient oversight]; September 2020; Right of Way certification anticipated by March

Coordinating with Wood on Reach 5 abandoned pipeline removal (Enable). Issues to sort through include:

- Removing/disposal of asbestos containing material
- Whether the work is compensable (hence, LERRDs creditable)

USACE ROE review:

- USACE activities for Koch property include site visits and surveys of utilities
- Only drilling ROE's we need in Reach 2 for RW contract No.1 is on Olin Winchester LLC's Property.

Engineering Comments:

Presented by Kevin Wood

15 November 2019 Project Update

· Erosion Repair Project (2019-01)

- o 08 FEB 19 Plans/calculations submitted to USACE
- o 04 MAR 19 USACE Review comments received
- o 11 MAR 19 Wood notified that USACE is also going to require a Phase I Cultural Study
- o 11 APR 19 Wood resubmitted plans/calculations to USACE
- o 06 JUN 19 Board signature on 404 Application
- o 22 JUL 19 Phase I Cultural Study of "Repair Area #3" complete
- o 15 AUG 19 Report for Phase I Cultural Study of "Repair Area #3" submitted to USACE
- o 12 SEP 19 Received 404/408 Permit from USACE
- o 17 SEP 19 Wood notified the District that this project will bid as soon as possible
- o 30 SEP 19 Project Advertised
- o 15 NOV 19 Mandatory Pre-Bid Meeting
- o 20 DEC 19 Bids Due

· Gravity Drains Inspection Project (2020-02)

- o Wood continues to develop a procurement package for the CCTV inspection of gravity drains in Upper Wood River, Lower Wood River and the East-West Forks.
- o Design will be complete by the end of 2019 calendar year. Will be highly depended upon river levels.

· Relief Well Testing / Inspection Project (2020-03)

- o Due to lack of accurate records, Wood will survey all RWs in UWR in Q1/Q2 as river levels allow. The procurement package will follow in Q3.

· **System-Wide Improvement Framework (SWIF) LOI** – Submitted to the USACE today, 04 October 2019. USACE responded with additional comments. This LOI will be resubmitted in FY2020.

· **Ongoing Coordination with the District** – Wood continues to coordinate weekly with District staff and the Board of Commissioners regarding routine operations of the district.

o Project Notifications

· Multiple projects are set to begin this fall once the river fully recedes. (Ameren, BP, P66 other). WRDL should be aware of these project locations to ensure that they follow the correct procedures.

o East Alton FM Relocation

· This project is underway. Per Village of East Alton – the work is not yet complete.

o Gate Repair / Replacement

· Wood River Pump Station – Flap Gate in discharge chamber replaced earlier this week. Pricing previously approved by the District.

· East Alton No. 2 Pump Station – Bulkhead installed in landside structure. Sluice Gate replacement pricing submitted for consideration today.

- Grassy Lake Pump Station – Gate actuator and appurtenance replacement pricing will be submitted for consideration at the next meeting.
- **Potential Replacement of Rand Avenue Pump Station**
- Wood submitted a report today for review by the commissioners.
- **Ongoing Coordination with the USACE**
- LERRDs (Land, Easements, Rights-Of-Way, Relocation, and Disposal Areas). Ongoing.
- Temporary Rights of Entry – Ongoing

**Luken Insurance Agency Comments:
Presented by Jeff Luken –**

N/A

Minutes of the previous Meeting:

A motion was made by Johansen to approve the minutes of the meeting held November 1, 2019 seconded by Kincade. Carnell, aye; Johansen, aye; Kincade, aye. Motion carried.

Approval of the Bills: A motion was made by Kincade, seconded by Johansen to approve the list of bills presented in the amount of \$28,686.55. Kincade, aye; Johansen, aye; Carnell, aye. Motion carried.

Treasurer/Financial Report: England stated that the prepared financial/balance sheet and Revenue & Expense has been presented to be read and will answer any questions. Budget numbers have now been entered into QuickBooks. Motion made by Carnell, seconded by Johansen to approve the Treasurer/Financial Report. Kincade, aye; Johansen, aye; Carnell, aye. Motion carried.

Superintendent/Maintenance Report –

Village of East Alton tailgating rock west side of Wood River

Cleaning the pump stations as they get shut down.

Brake controller put in the truck for trailer.

Gong over with new employees on there job duties at Rand Pump Station.

In contact with water movers about emergency plan at Rand. Expecting call back from them on Monday

Grated rock on the west side of the Wood River, that the Village of East Alton tailgated

Cut tree away from emergency structure at Home Garden. No damage to stem.

Shut down mowing Nov 7th

Servicing tractors for the winter

Cat generator being serviced Dec 2nd

Wegman Electric will look at #1 stormwater pump at later date during flooding conditions

Inspecting gates in emergency structure, also ladders

Greasing stems

Running the gates down & up

Met with Danny Graves/Ryan Angelton at Rand on submersible

Running EA #1 to monitor water level

Clearing of blanket drains, rip rap areas. East side of Rt3 embankments done. Working on west side.

Path to outlets at Island is done. R.R. crossing at Wagon Wheel Rt 111 have not started.

Charlie @ Vandeventer pumps would like to talk about the service history or the pumps down at Rand with Commissioners', Kevin Williams and Superintendent

In contact with Tom Morgan P66 shutting down flows at Rand Pump station next Mon or Tues, 8 hours only will grease stems on the day that they shut down Nov 19th

Flap gate for WR Pump Station back in place

Attorney James Craney:

Working on ROE. Olin's attorneys' looking over ROE agreements currently.
Unemployment for Sladek's still underway.

Communications:

Illinois Department of Natural Resources – Removal of Flood Fighting Materials – this district did not have any such materials

East Alton Ponding Levels – USCAE requesting we lower our operating levels

Keller Bid Proposal – see old business for riverside sluice gate at EA #2

Old Business:

Discussion and Potential Action in regards replacement of riverside sluice gate at EA #2. A motion to approve made by Kincade and seconded by Carnell to approve. Kincade, aye; Johansen, aye; Carnell, aye. Motion carried.

Discussion and Potential Action to approve job description for Operations Manager. A motion to table made by Carnell and seconded by Kincade. Kincade, aye; Johansen, aye; Carnell, aye.

Discussion and Potential Action to approve Certificate of Levy of Annual Maintenance Assessment for Calendar Year of 2019-2020. A motion to table made by Johansen and seconded by Kincade. Kincade, aye; Johansen, aye; Carnell, aye.

New Business:

Discussion and Potential Action in regard to Koch ROE. A motion to approve made by Johansen and seconded by Kincade. Kincade, aye; Johansen, aye; Carnell, aye. Motion carried.

Discussion and Potential Action in regard to Olin ROE. A motion to table made by Johansen and seconded by Kincade. Kincade, aye; Johansen, aye; Carnell, aye.

Discussion and Potential Action of Employee Handbook A motion to table made by Johansen and seconded by Kincade. Kincade, aye; Johansen, aye; Carnell, aye.

Discussion and Potential Action regarding repair of riverside sluice gate actuator and appurtenances at Grassy Lake Pump Station. A motion to table made by Johansen and seconded by Kincade. Kincade, aye; Johansen, aye; Carnell, aye.

Discussion and Potential Action regarding replacement of Rand Ave Pump Station. A motion to table made by Kincade and seconded by Johansen. Kincade, aye; Johansen, aye; Carnell, aye.

A motion was made by Carnell to go into Closed Session at 9:06 a.m.

Return to open session/roll call: done in executive session at 10:18 a.m.

Commissioners/Employees Comments:

Carnell – FEMA conference call to be held in regard to grant. Will be scheduled ASAP.

Adjournment: Motion made by Johansen, seconded by Kincade. Johansen, aye; Kincade, aye; Carnell, aye. Motion at 10:23 a.m.

Wood River Drainage & Levee District
Unpaid Bills Detail
As of November 13, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Ace Tech Computer Services, Inc.					
Bill	11/06/2019	8010	11/20/2019	7	337.50
Total Ace Tech Computer Services, Inc.					337.50
Ameren Illinois					
Bill	11/12/2019	01169...	11/26/2019	1	1,345.86
Total Ameren Illinois					1,345.86
Ameren Illinois - EA#2					
Bill	11/05/2019	7026 ...	11/19/2019	8	743.54
Total Ameren Illinois - EA#2					743.54
AT&T					
Bill	11/07/2019	12419...	11/21/2019	6	41.88
Total AT&T					41.88
Bristow's and Sons Automotive					
Bill	09/19/2019	29053	10/03/2019	55	355.80
Bill	11/08/2019	29364	11/22/2019	5	434.02
Total Bristow's and Sons Automotive					789.82
Cintas					
Bill	11/12/2019	50153...	11/26/2019	1	42.77
Total Cintas					42.77
Craney Law Group, LLC					
Bill	11/05/2019	11135	11/19/2019	8	6,205.50
Total Craney Law Group, LLC					6,205.50
M & M Service Company					
Bill	11/05/2019	B0012...	11/19/2019	8	400.30
Total M & M Service Company					400.30
Overhead Door					
Bill	11/07/2019	SVC/6...	11/21/2019	6	213.60
Total Overhead Door					213.60
Part Stop, Inc.					
Bill	11/07/2019	408634	12/07/2019	6	498.63
Bill	11/08/2019	408715	12/08/2019	5	57.36
Bill	11/12/2019	408934	12/12/2019	1	89.99
Total Part Stop, Inc.					645.98
Sievers Equipment Co.					
Bill	10/11/2019	WA77...	10/25/2019	33	772.91
Total Sievers Equipment Co.					772.91
Spectrum Business					
Bill	11/13/2019	00250...	11/27/2019		165.66
Total Spectrum Business					165.66
Sprint					
Bill	11/12/2019	77634...	11/26/2019	1	348.95
Total Sprint					348.95
Telle Tire & Auto Centers					
Bill	11/06/2019	0021208	11/20/2019	7	195.04
Total Telle Tire & Auto Centers					195.04

3:23 PM
11/13/19

Wood River Drainage & Levee District
Unpaid Bills Detail
As of November 13, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Waltco Tool's & Equipment Bill	11/05/2019	476171	12/05/2019	8	54.98
Total Waltco Tool's & Equipment					54.98
TOTAL					12,304.29

Wood River Drainage Levee District
Unpaid Bills
As of November 8, 2019

Affordable Lawn Care	11/8/2019	1,875.00
Ameren-Hawthorne #2	11/8/2019	43.88
Ameren-Hawthorne #1	11/8/2019	135.08
Brianne N England	11/8/2019	65.01
Central Management Service	11/8/2019	5,584.00
Culligan Water	11/8/2019	7.95
Forensic Accouting	11/8/2019	1,850.00
Hearst Media	11/8/2019	1,106.60
Royal Office Supply	11/8/2019	127.33
Sievers Equipment	11/8/2019	1,898.35
TouchBase Communications	11/8/2019	236.44
Visa	11/8/2019	457.83
Culligan Water	11/8/2019	28.50
Ameren - Rand	11/8/2019	2,926.03
Hartford, Village of - Rand	11/8/2019	40.26
		<hr/>
		16,382.26

Total
28,686.55

Wood River Drainage & Levee District

Balance Sheet

11/14/19

As of November 15, 2019

Cash Basis

	Nov 15, 19
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash Drawer	21.42
101.2 · EA #1 Utilities-1st Mid Bank	142,031.65
102.1 · Maint. Main - 1st Mid Bank	-6,721.99
102.2 · Maint. MMDA - 1st Mid Bank	876,791.12
102.5 · Rand MMDA-1st Mid Credit Union	99,959.97
102.6 · Rand Pump St Fund-1st Mid Bank	173,316.22
102.7 · Business Share-1st Mid Credit U	21.35
Total Checking/Savings	1,285,419.74
Other Current Assets	
110 · Accrued Interest	9,324.02
112 · Investments CD	
112.10 · Maint CD 1303	192,132.70
112.11 · Maint CD 1304 Special Assesment	240,614.78
112.12 · Maint CD 5316	235,304.52
112.13 · Maint CD 1306	190,551.76
112.14 · Maint CD 201	231,277.82
112.17 · Maint CD 5317	105,567.22
112.20 · Rand CD 1305	64,490.51
112.21 · Rand CD 202	51,395.07
112.23 · Rand CD 5315	168,191.09
Total 112 · Investments CD	1,479,525.47
Total Other Current Assets	1,488,849.49
Total Current Assets	2,774,269.23
Fixed Assets	
120 · Property & Equipment	1,882,403.37
126 · Land	216,131.00
Total Fixed Assets	2,098,534.37
TOTAL ASSETS	4,872,803.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
220 · Credit Cards	
220.01 · 1st MidAmerica 5575	-54.19
220.03 · Casey's Business MasterCard	817.59
220 · Credit Cards - Other	54.19
Total 220 · Credit Cards	817.59
Total Credit Cards	817.59
Other Current Liabilities	
230 · Payroll Liabilities	
230.08 · IMRF	
230.081 · Company	187.34
230.082 · Employee	867.12
Total 230.08 · IMRF	1,054.46
230.09 · Insurance Withholding	
230.091 · Health Insurance	39.06
230.092 · Life Insurance	8.00
Total 230.09 · Insurance Withholding	47.06
230.10 · State Unemployment IL	1,329.54

8:55 AM

11/14/19

Cash Basis

Wood River Drainage & Levee District

Balance Sheet

As of November 15, 2019

	Nov 15, 19
230.12 · Union Dues	128.53
Total 230 · Payroll Liabilities	2,559.59
Total Other Current Liabilities	2,559.59
Total Current Liabilities	3,377.18
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	3,026,486.12
Equity	
290 · Open Bal Equity	2,046,454.37
299 · Fund Balance	-70,628.91
Net Income	-129,507.98
Total Equity	1,846,317.48
TOTAL LIABILITIES & EQUITY	4,872,803.60

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

11/14/19

Accrual Basis

	Oct '19 - Sep 20	Budget	\$ Over Budget
Income			
300 · Assessment	2,751.08	900,000.00	-897,248.92
301 · Interest Earned			
301.2 · Maint Interest Earned	121.50	16,500.00	-16,378.50
301.3 · Pump Interest Earned	18.65	300.00	-281.35
301.4 · Rand Interest Earned	0.00	4,000.00	-4,000.00
301 · Interest Earned - Other	0.00	0.00	0.00
Total 301 · Interest Earned	140.15	20,800.00	-20,659.85
306 · Miscellaneous	0.00	75,000.00	-75,000.00
310 · ConocoPhillips	54,637.41	235,000.00	-180,362.59
314 · Refunds	0.00	159,000.00	-159,000.00
315 · Lease	600.00	600.00	0.00
Total Income	58,128.64	1,390,400.00	-1,332,271.36
Gross Profit	58,128.64	1,390,400.00	-1,332,271.36
Expense			
400 · Pump Operations			
401 · EA#1 Wages	160.00	6,000.00	-5,840.00
402 · EA#1 Pump Utilities	4,014.53	16,000.00	-11,985.47
403 · EA#1 Building Maint.	0.00	0.00	0.00
404 · EA#1 Repairs	285.71	1,000.00	-714.29
405 · EA#1 Payroll Liabilities	0.00	0.00	0.00
411 · WR Wages	10,171.67	12,000.00	-1,828.33
412 · WR Pump Utilities	1,213.96	8,500.00	-7,286.04
413 · WR Building Maint.	0.00	0.00	0.00
414 · WR Repairs	285.71	20,000.00	-19,714.29
415 · WR Payroll Liabilities	0.00	0.00	0.00
421 · Rand Avenue Wages	10,800.36	109,000.00	-98,199.64
422 · Rand Utilities	9,145.34	60,000.00	-50,854.66
423 · Rand Building Maint.	325.72	5,000.00	-4,674.28
424 · Rand Pump Repair	0.00	15,000.00	-15,000.00
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	1,914.50	24,000.00	-22,085.50
432 · Hawthorne #1 Utilities	524.67	4,000.00	-3,475.33
434 · Hawthorne #1 Repairs	285.71	1,000.00	-714.29
435 · Hawthorne #1 Payroll Liabilite	0.00	0.00	0.00
441 · EA #2 Wages	6,964.00	7,000.00	-36.00
442 · EA#2 Utilities	999.33	4,000.00	-3,000.67
444 · EA#2 Repairs	694.51	1,000.00	-305.49
445 · EA #2 Payroll Liabilities	0.00	0.00	0.00
Total 400 · Pump Operations	47,785.72	358,500.00	-310,714.28
490 · Lift Stations			
492 · Grassy Lake Utilities	391.80	15,000.00	-14,608.20
493 · Grassy Lake Repairs	546.25	1,000.00	-453.75
494 · Hawthorne #2 Utilities	89.71	1,000.00	-910.29
495 · Hawthorne #2 Repairs	0.00	250.00	-250.00
496 · Home Garden Utilities	106.03	800.00	-693.97
497 · Home Garden Repairs	0.00	250.00	-250.00
498 · Lake Side Utilities	113.44	1,000.00	-886.56
499 · Lake Side Repairs	0.00	250.00	-250.00
Total 490 · Lift Stations	1,247.23	19,550.00	-18,302.77
500 · Maintenance Operations			
550 · Summer Wages	7,422.24	20,000.00	-12,577.76
551 · Maint Wages	18,842.65	213,000.00	-194,157.35
552 · Utilities	1,214.51	6,500.00	-5,285.49
553 · Building Maint. & Supplies	1,186.40	15,000.00	-13,813.60
554 · Fuel	667.70	9,500.00	-8,832.30
555 · Mowing Fuel	1,783.85	7,000.00	-5,216.15
556 · Tractor repair	3,913.02	10,000.00	-6,086.98
557 · Vehicle repair	1,229.38	2,500.00	-1,270.62
558 · Equip repair	0.00	2,000.00	-2,000.00
559 · Brush	15,000.00	20,000.00	-5,000.00
560 · Clothing Allowance	0.00	1,500.00	-1,500.00
565 · Capital	0.00	0.00	0.00
567 · FICA	0.00	0.00	0.00
568 · IMRF	0.00	25,000.00	-25,000.00
569 · Insurance Benefit	3,534.00	50,000.00	-46,466.00

Wood River Drainage & Levee District Revenue & Expense Budget vs. Actual

11/14/19

Accrual Basis

October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
570 · Insurance & Bonds	0.00	48,000.00	-48,000.00
573 · Training	0.00	5,000.00	-5,000.00
576 · Safety	69.72		
Total 500 · Maintenance Operations	54,863.47	435,000.00	-380,136.53
600 · Administration			
601 · Salary	7,692.28	77,000.00	-69,307.72
602 · Office Utilities	869.65	8,500.00	-7,630.35
603 · Office Supplies	1,178.21	10,000.00	-8,821.79
604 · Building Maintenance	285.72	5,000.00	-4,714.28
606 · Travel and Meals	448.96	3,500.00	-3,051.04
608 · Professional Fees	10,533.27	35,000.00	-24,466.73
609 · Engineering Fees	7,478.00	100,000.00	-92,522.00
610 · Misc & Petty Cash	0.00	0.00	0.00
612 · Clothing Allowance	195.78	2,500.00	-2,304.22
613 · FICA	0.00	0.00	0.00
614 · IMRF	0.00	2,500.00	-2,500.00
615 · Office Insurance Benefit	1,178.00	16,000.00	-14,822.00
616 · Employmnt & Other Medical	42.00	500.00	-458.00
617 · Unemployment	0.00	0.00	0.00
618 · Insurance & Bonds	1,034.95		
620 · Marketing - Publications	1,106.60	1,000.00	106.60
663 · Contract Labor	693.25	4,000.00	-3,306.75
690 · Unauthorized Expenses	0.00	0.00	0.00
699 · Finance Charges	6.00	0.00	6.00
Total 600 · Administration	32,742.67	265,500.00	-232,757.33
700 · Capital Projects			
705 · Corp Routine Insp/Repairs	6,200.00	0.00	6,200.00
715 · Flood Costs			
715.1 · Wages	0.00		
715.3 · Repairs	0.00	260,000.00	-260,000.00
Total 715 · Flood Costs	0.00	260,000.00	-260,000.00
Total 700 · Capital Projects	6,200.00	260,000.00	-253,800.00
800 · Payroll Expenses			
851 · Payroll Tax Adjustments	0.00	-12,000.00	12,000.00
852 · FICA	3,894.08	33,550.00	-29,655.92
853 · IMRF	216.96	0.00	216.96
854 · INS	-721.85	0.00	-721.85
855 · Medicare	910.66	7,800.00	-6,889.34
856 · SUILL	1,329.57	10,500.00	-9,170.43
800 · Payroll Expenses - Other	0.00		
Total 800 · Payroll Expenses	5,629.42	39,850.00	-34,220.58
Total Expense	148,468.51	1,378,400.00	-1,229,931.49
Net Income	-90,339.87	12,000.00	-102,339.87