MINUTES OF MEETING OF THE COMMISSIONERS OF THE WOOD RIVER DRAINAGE AND LEVEE DISTRICT December 20, 2019

The Commissioners of the Wood River Drainage and Levee District held a Meeting on Friday, December 20, 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 & Jeff Johnson, Wood; Britt Donoho & Christi Swick, Attorneys; Brianne England, Secretary/Treasurer; Kurt Prenzler, Madison County Chairman and Jeff Luken, Luken Insurance.

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 12/20/19

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; BCOES 21Jan20 (ATR comments need to be resolved by this date)	x
Pump Stations	3 new PSs in Reach 5	Currently resolving 95% ATR comments; NTP for Acquisition issued 2Dec19; BCOES 21Jan20	х
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 - 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)
- Wood working with title company to determine ownership (legal description needs to be mapped for compensability determination)

USACE seeks status of ROEs:

- Olin

Engineering Comments:

Presented by Kevin Wood

20 December 2019 Project Update

Erosion Repair Project (2019-01)

- o 30 SEP 19 Project Advertised
- o 15 NOV 19 Mandatory Pre-Bid Meeting
- o 20 DEC 19 BIDS DUE TODAY
- Gravity Drains Inspection Project (2020-02)
- 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.
- Design will be complete by the end of 2019 calendar year. Will be highly dependent on 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.
- Survey work complete.
- 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).
 WRDLD should be aware of these project locations to ensure that they follow the correct procedures.
- East Alton FM Relocation
- Per Village of East Alton the work is not yet complete.
- Gate Repair / Replacement
- East Alton No. 2 Pump Station Bulkhead installed in landside structure. Sluice Gate replacement pricing submitted and approved by the Board. Gate shop drawings ordered this week.
- Grassy Lake Pump Station Gate actuator and appurtenance replacement pricing will be submitted for consideration at the next meeting. Delayed again due to supplier pricing.
- o Misc. Repair / Cleanup
- Rand Avenue Pump Station Pump No. 1 Repair
- FEMA / IEMA Debris cleanup ongoing.
- Hartford Pipe Repair Price to repair submitted for consideration today.
- RW-1006 Structure replacement
- Potential Replacement of Rand Avenue Pump Station
- o The District needs to schedule a meeting to meet with P66 early 2020.

Ongoing Coordination with the USACE

o LERRDs (Land, Easements, Rights-Of-Way, Relocation, and Disposal Areas). Ongoing.

Luken Insurance Agency Comments: Presented by Jeff Luken –

Workers Comp audit was completed about a month ago. There was an additional premium of \$263.00 There are credits available if you put tracking devices in the vehicles owned by the District The District needs to complete and return the paperwork for CNA Surety for the Butkovich Bond

Minutes of the previous Meetings:

A motion was made by Johansen to approve the minutes of the meeting held December 6, 2019 seconded by Kincade. Carnell, aye; Johansen, aye; Kincade, aye. Motion carried.

Approval of the Bills: A motion was made by Kincade, seconded by Carnell to approve the list of bills presented in the amount of \$27,988.77. 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. Motion made by Kincade, seconded by Johansen to approve the Treasurer/Financial Report. Kincade, aye; Johansen, aye; Carnell, aye. Motion carried.

Superintendent/Maintenance Report -

Checked on Rand Pump Station. Checked forebay for any wood debris
Checked on EA 2 – the pumps on the sanitary side are in auto
Checked drainage on Grassy Pump Station – water is getting out on gravity
Ran EA 1 to maintain water level
Repaired cable at Piasa Armory. Had been driven over with ATV. Cable is back up
Continuing flood cleanup behind Mel Price Lock and Dam
Took the backhoe to Slayden Glass to get the window fixed
Showed Mike Meyer with me to show what needed to be done while I am on vacation
The submersible pump at Rand has been picked up to be repaired
Relief Well was picked up by Keller Construction at Russell Commons Park
Covered relief well with an old barricade so no one can get into it
Opened Wood River impoundment gate
Degreased the motors at EA 1 and cleaned up station

A motion was made by Kincade to approve the Superintendent/Maintenance Report and seconded by Johansen. Carnell, aye; Johansen, aye; Kincade, aye. Motion carried.

Attorney James Craney:

ROE on Olin terms are finished Court date for assessment is today

Communications:

Upcoming Vegetation Activities Notification

Old Business:

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

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. A motion to table made by Johansen and seconded by Kincade. Kincade, aye; Johansen, aye; Carnell, aye.

Discussion and Potential Action regarding assessment exemption for parcel 19-2-08-2706-102-002. A motion to deny exemption made by Johansen and seconded by Kincade. Kincade, aye; Johansen, aye; Carnell, aye. Motion carried

Discussion and Potential Action regarding Maintenance Worker job description. A motion to table made by Kincade and seconded by Johansen. Kincade, aye; Johansen, aye; Carnell, aye.

New Business:

A motion made by Carnell to go into closed session at 9:17 a.m.

Return to open session/roll call: done in executive session at 10:34 a.m.

Commissioners/Employees Comments:

Adjournment: Motion made by Kincade, seconded by Johansen. Kincade, aye; Johansen, aye; Carnell, iye. Motion at 10:35 a.m.									
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Wood River Drainage & Levee District Unpaid Bills Detail As of December 12, 2019

Туре	Date	Num	Due Date	Aging	Open Balance
Ace Tech Computer Serv	ices, Inc. 12/01/2019	8074	12/15/2019	11	337.50
Total Ace Tech Computer	Services, Inc.				337.50
Affordable Lawn Care & S		3825	12/25/2019	1	4,457.81
Total Affordable Lawn Care	e & Snow Remo	/al			4,457.81
Ameren Illinois - Hawtho Bill		3024	12/17/2019	9	269.25
Total Ameren Illinois - Hav	vthorne #1				269.25
AT&T Bill	11/27/2019	12419	12/27/2019	15	41.88
Total AT&T					41.88
Brianne N England Bill Bill	12/12/2019 12/12/2019	Clothi Clothi	12/26/2019 12/26/2019		53.54 89.89
Total Brianne N England					143.43
Camp Electric & Heating Bill	Co., Inc 11/29/2019	16137	12/29/2019	13	2,816.50
Total Camp Electric & Hea	ating Co., Inc				2,816.50
Cintas Bill	12/05/2019	50154	12/19/2019	7	23.46
Total Cintas					23.46
Cleary's Shoes & Boots Bill	11/13/2019	11208	11/27/2019	29	234.50
Total Cleary's Shoes & Bo	oots				234.50
Culligan Water Bill	12/12/2019	77010	12/26/2019		7.95
Total Culligan Water					7.95
Forensic Accounting & (Bill Bill	Consulting Ser 11/01/2019 11/30/2019	rices 1080 1077	11/15/2019 12/14/2019	41 12	850.00 2,250.00
Total Forensic Accounting	3 & Consulting S	ervices			3,100.00
Illinois American Water Bill	12/03/2019	1025	12/17/2019	9	20.52
Total Illinois American Wa	ater				20.52
Jonathan.Milazzo Bill Bill	12/12/2019 12/12/2019	Work Amaz	12/26/2019 12/26/2019		198.08 201.65
Total Jonathan.Milazzo					399.73
Milazzo, Vince Bill	12/12/2019	DEC 2	12/26/2019		150.17
Total Milazzo, Vince					150.17

2:01 PM 12/12/19

Wood River Drainage & Levee District Unpaid Bills Detail As of December 12, 2019

Туре	Date	Num	Due Date	Aging	Open Balance
MTS-Jerseyville Bill Bill	11/25/2019 12/10/2019	25211J 25333J	12/05/2019 12/20/2019	17 2	334.04 144.94
Total MTS-Jerseyville					478.98
Part Stop, Inc. Bill	12/12/2019	410794	01/11/2020		37.50
Total Part Stop, Inc.					37.50
Rigging Solutions Bill	12/04/2019	100462	12/18/2019	8	145.71
Total Rigging Solutions					145.71
Spectrum Business Bill	12/09/2019	00250	12/23/2019	3	165.66
Total Spectrum Business	;				165.66
Visa Bill	12/09/2019	2019	12/23/2019	3	270.73
Total Visa					270.73
Wood Environment & I	nfrast Solutions 12/09/2019	, Inc N2151	01/08/2020	3	3,706.02
Total Wood Environment	& Infrast Solution	ons, Inc			3,706.02
TOTAL					16,807.30

1:21 PM 12/19/19

Wood River Drainage & Levee District Unpaid Bills Detail As of December 19, 2019

Туре	Date	Num	Due Date	Aging	Open Balance
Affordable Lawn Care &	Snow Removal 12/19/2019	3854	01/02/2020		4,520.13
Total Affordable Lawn Car	e & Snow Remov	/al			4,520.13
Ameren Illinois Bill	12/11/2019	01169	12/25/2019	8	1,992.89
Total Ameren Illinois					1,992.89
Ameren Illinois - EA#1 Bi∥	12/16/2019	2166	12/30/2019	3	303.85
Total Ameren Illinois - EA	#1				303.85
Auto-Owners Insurance Bill Bill	12/12/2019 12/12/2019	01772 01772	12/26/2019 12/26/2019	7 7	145.00 69.24
Total Auto-Owners Insura	nce				214.24
Casey's General Stores, Bill	Inc. 12/18/2019	PF624	01/07/2020	1	644.27
Total Casey's General Sto	ores, Inc.				644.27
Fabick Tractor Bill	12/13/2019	SIPS0	12/27/2019	6	1,118.27
Total Fabick Tractor					1,118.27
Fastenal Company Bill Bill	12/05/2019 12/13/2019	ILALT	12/19/2019 12/27/2019	14 6	28.50 28.61
Total Fastenal Company					57.11
Luken Agency Bill	12/10/2019	02900	12/24/2019	9	30.00
Total Luken Agency					30.00
M & M Service Company Bill	y 12/12/2019	B0012	12/26/2019	7	640.84
Total M & M Service Com	npany				640.84
MTS-Jerseyville Bill	12/10/2019	25333J	12/20/2019	9	144.94
Total MTS-Jerseyville					144.94
Overhead Door Bill Bill	12/10/2019 12/10/2019	SVC/6 SVC/6	12/24/2019 12/24/2019	9 9	250.60 488.80
Total Overhead Door					739.40
Sherwin-Williams Bill	12/16/2019	7435-5	12/30/2019	3	117.08
Total Sherwin-Williams					117.08
Slayden Glass & Lock Bill	12/17/2019	16600	12/31/2019	2	275.49
Total Slayden Glass & Lo	ock				275.49
Sprint Bill	12/10/2019	77634	12/24/2019	9	348.95
Total Sprint					348.95

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Wood River Drainage & Levee District Unpaid Bills Detail

As of December 19, 2019

Туре	Date	Num	Due Date	Aging	Open Balance
Williams Office P	roducts, Inc. 12/12/2019	INV00	12/26/2019	7	34.01
Total Williams Offi	ice Products, Inc.				34.01
TOTAL					11,181.47

Total \$67,988.77 1:57 PM 12/19/19 Cash Basis

Wood River Drainage & Levee District Balance Sheet

As of December 15, 2019

	Dec 15, 19
ASSETS	
Current Assets	
Checking/Savings	21.42
100 · Petty Cash Drawer	137,193.10
101.2 EA #1 Utilities-1st Mid Bank	4,121.36
102.1 · Maint. Main - 1st Mid Bank	779,819.03
102.2 · Maint. MMDA - 1st Mid Bank	100,085.17
102.5 · Rand MMDA-1st Mid Credit Union	169,066.89
102.6 · Rand Pump St Fund-1st Mid Bank	21.35
102.7 · Business Share-1st Mid Credit U Total Checking/Savings	1,190,328.32
- "	
Other Current Assets	9,324.02
110 - Accrued Interest	0,024.02
112 · Investments CD	192,883.33
112.10 · Maint CD 1303	241,554.83
112.11 · Maint CD 1304 Special Assesment	236,647.50
112.12 · Maint CD 5316	190,551.76
112.13 · Maint CD 1306	· · · · · · · · · · · · · · · · · · ·
112.14 · Maint CD 201	231,277.82
112.17 · Maint CD 5317	106,169.73
112.20 · Rand CD 1305	64,490.51
112.21 · Rand CD 202	51,395.07
112.23 · Rand CD 5315	169,151.02
Total 112 Investments CD	1,484,121.57
Total Other Current Assets	1,493,445.59
Total Current Assets	2,683,773.91
Fixed Assets	
120 · Property & Equipment	1,830,323.37
126 · Land	216,131.00
120 · Land	0.040.454.27
Total Fixed Assets	2,046,454.37
TOTAL ASSETS	4,730,228.28
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	
	187.47
230.081 · Company 230.082 · Employee	867.81
230.062 · Limployee	
Total 230.08 · IMRF	1,055.28
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	1,802.66

1:57 PM 12/19/19 Cash Basis

Wood River Drainage & Levee District Balance Sheet

As of December 15, 2019

	Dec 15, 19
230.12 · Union Dues	88.60
Total 230 · Payroll Liabilities	2,993.60
Total Other Current Liabilities	2,993.60
Total Current Liabilities	3,811.19
Long Term Liabilities 243 · Unreserved 244 · EA #1 Pump - Reserved	2,814,582.94 208,526.00
Total Long Term Liabilities	3,023,108.94
Total Liabilities	3,026,920.13
Equity 290 · Open Bal Equity 299 · Fund Balance Net Income	2,046,454.37 -70,270.72 -272,875.50
Total Equity	1,703,308.15
TOTAL LIABILITIES & EQUITY	4,730,228.28

12/19/19

Accrual Basis

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	4,624.58	00.000,000	-895,375.42
301 · Interest Earned	3,859.30	16,500.00	-12,640.70
301.2 · Maint Interest Earned	35.62	300.00	-264.38
301.3 · Pump Interest Earned	1,085.13	4,000.00	-2,914.87
301.4 · Rand Interest Earned 301 · Interest Earned - Other	0.00	0.00	0.00
Total 301 · Interest Earned	4,980.05	20,800.00	-15,819.95
306 · Miscellaneous	72.15 54,637.41	75,000.00 235,000.00	-74,927.85 -180,362.59
310 · ConocoPhillips 314 · Refunds	0.00	159,000.00	-159,000.00
315 · Lease	600.00	600.00	0.00
Total Income	64,914.19	1,390,400.00	-1,325,485.81
Gross Profit	64,914.19	1,390,400.00	-1,325,485.81
Expense			
400 · Pump Operations 401 · EA#1 Wages	320.00	6,000.00	-5,680.00 -6,826.10
402 · EA#1 Pump Utilities	9,173.90	16,000.00 0.00	0.00
403 · EA#1 Building Maint.	0.00 628,26	1,000.00	-371.74
404 · EA#1 Repairs 405 · EA#1 Payroll Liabilities	0.00	0.00	0.00
411 · WR Wages	11,819.67	12,000.00	-180.33 -5,695.28
412 · WR Pump Utilities	2,804.72	8,500.00 0.00	0.00
413 · WR Building Maint.	0.00 285.71	20,000.00	-19,714.29
414 · WR Repairs 415 · WR Payroll Liabilies	0.00	0.00	0.00
421 · Rand Avenue Wages	21,918.84	109,000.00	-87,081.16 -50,635.43
422 · Rand Utilities	9,364.57	60,000.00 5,000.00	-739.51
423 · Rand Building Maint.	4,260.49 0.00	15,000.00	-15,000.00
424 · Rand Pump Repair 425 · Rand Payroll Liabilities	0.00	0.00	0.00
426 · Rand Contingency	0.00	50,000.00	-50,000.00 -15,000.00
427 · Rand Employee Benefits	0.00	15,000.00 24,000.00	-22,085.50
431 · Hawthorne #1 Wages	1,914.50 993.92	4,000.00	-3,006.08
432 · Hawthorne #1 Utllities 434 · Hawthorne #1 Repairs	285.71	1,000.00	-714.29
435 · Hawthorne #1 Payroll Liabilitie	0.00	0.00	0.00 -36.00
441 · EA #2 Wages	6,964.00	7,000.00 4,000.00	-2,442.55
442 · EA#2 Utilities	1,557.45 6,675.13	1,000.00	5,675.13
444 · EA#2 Repairs 445 · EA #2 Payroll Liabilities	0.00	0.00	0.00
Total 400 · Pump Operations	78,966.87	358,500.00	-279,533.13
490 · Lift Stations	468.53	15,000.00	-14,531.47
492 · Grassy Lake Utilities 493 · Grassy Lake Repairs	546.25	1,000.00	-453.75
494 · Hawthorne #2 Utilities	124.66	1,000.00	-875.34 -250.00
495 · Hawthorne #2 Repairs	0.00	250.00 800.00	-642.49
496 · Home Garden Utilities	157.51 0.00	250.00	-250.00
497 · Home Garden Repairs 498 · Lake Side Utilities	169.58	1,000.00	-830.42
499 · Lake Side Repairs	0.00	250.00	-250.00
Total 490 · Lift Stations	1,466.53	19,550.00	-18,083.47
500 · Maintenance Operations	12,686.24	20,000.00	-7,313.76
550 · Summer Wages 551 · Maint Wages	38,170.33	213,000.00	-174,829.67 -4,560.26
552 · Utilities	1,939.74	6,500.00 15,000.00	-10,779.61
553 · Building Maint. & Supplies	4,220.39 2,121.90	9,500.00	-7,378.10
554 · Fuel 555 · Mowing Fuel	2,121.90	7,000.00	-4,575.31 5.404.80
556 · Tractor repair	4,508.11	10,000.00	-5,491.89 -1,270.62
557 · Vehicle repair	1,229.38	2,500.00 2,000.00	-2,000.00
558 · Equip repair	0.00 20,655.00	20,000.00	655.00
559 · Brush 560 · Clothing Allowance	783.01	1,500.00	-716.99
565 · Capital	0.00	0.00	0.00 0.00
567 · FICA	0.00	0.00 25,000.00	-25,000.00
568 · IMRF	0.00 7,068, 0 0	50,000.00	-42,932.00
569 · Insurance Benefit	1,000.00		Page 1

12/19/19 Accrual Basis

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

	Oct '19 - Sep 20	Budget	\$ Over Budget
570 · insurance & Bonds	477.24	48,000.00	-47,522.76
573 · Training	0.00	5,000.00	-5,000.00
576 · Saftey	93.18		
Total 500 · Maintenance Operations	96,377.21	435,000.00	-338,622.79
600 · Administration			
601 · Salary	15,402.55	77,000.00	-61,597.45
602 · Office Utilities	1,417.60	8,500.00	-7,082.40
603 · Office Supplies	2,233.14	10,000.00	-7,766.86
604 · Building Maintenance	285.72	5,000.00	-4,714.28
606 · Travel and Meals	629.14	3,500.00	-2,870.86
608 · Professional Fees	22.801.66	35,000.00	-12,198.34
***	18.066.88	100,000.00	-81,933.12
609 · Engineering Fees	0.00	0.00	0.00
610 · Misc & Petty Cash	339.21	2,500,00	-2,160.79
612 · Clothing Allowance	0.00	0.00	0.00
613 · FICA	****	2,500.00	-2.500.00
614 · IMRF	0.00	16.000.00	-13,644.00
615 · Office Insurance Benefit	2,356.00	500.00	-458.00
616 · Employemnt & Other Medical	42.00		0.00
617 · Unemployment	0.00	0.00	0.00
618 · Insurance & Bonds	1,064.95		511.00
620 · Marketing - Publications	1,511.00	1,000.00	= '
663 · Contract Labor	1,224.25	4,000.00	-2,775.75
690 · Unauthorized Expenses	0.00	0.00	0.00
699 · Finance Charges	743.23	0.00	743.23
Total 600 · Administration	68,117.33	265,500.00	-197,382.67
700 · Capital Projects			e 200 A0
705 · Corp Routine Insp/Repairs	6,200.00	0.00	6,200.00
715 · Flood Costs			
715.1 · Wages	0.00		
715.1 • Wages 715.2 • Additional Expenses	69,836.08		
	0.00	260,000.00	-260,000.00
715.3 · Repairs		260,000.00	-190,163.92
Total 715 · Flood Costs	69,836.08		
Total 700 · Capital Projects	76,036.08	260,000.00	-183,963,92
800 · Payroll Expenses		-12,000.00	12,000.00
851 · Payroll Tax Adjustments	0.00	33,550.00	-26,855,71
852 · FICA	6,694.29	•	439.90
853 · IMRF	439.90	0.00	-421.52
854 · INS	-421.52	0.00	-6.234.44
855 · Medicare	1,565.56	7,800.00	- , — :
856 · SUIL	1,959.19	10,500.00	-8,540.81
800 · Payroll Expenses - Other	0.00		
Total 800 · Payroll Expenses	10,237.42	39,850.00	-29,612.58
otal Expense	331,201.44	1,378,400.00	-1,047,198.56
· -		12,000.00	-278,287.25