

MINUTES OF MEETING OF THE COMMISSIONERS OF
THE WOOD RIVER DRAINAGE AND LEVEE DISTRICT
January 3, 2020

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; Kevin Williams & Jeff Johnson, Wood; James Craney, Attorneys; Brianne England, Secretary/Treasurer; Jeff Luken, Luken Insurance and Vince Milazzo.

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 1/3/20**

N/A Hal Graef not present

**Engineering Comments:
Presented by Kevin Wood
03 January 2020 Project Update**

▬ Erosion Repair Project (2019-01)

- 30 SEP 19 Project Advertised
- 15 NOV 19 Mandatory Pre-Bid Meeting
- 20 DEC 19 Project Bid. **8 qualified bids received.**
- 27 DEC 19 WRDLD Board voted to award to Baxmeyer Construction for \$289,777.00.
- 06 JAN 20 NTP issued to Contractor

▬ 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.
- No update. Will complete design as soon as river is low enough to complete survey.

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

- 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.
- No update. Project is still on schedule to be complete by Q3.

▬ System-Wide Improvement Framework (SWIF) LOI – Submitted to the USACE 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.

- 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 approval once available.

- o Misc. Repair / Cleanup
 - FEMA / IEMA – Debris cleanup ongoing.
 - Hartford Pipe Repair – Price to repair submitted for consideration today.
 - RW-1006 – Old lid removed. Old embed cast iron to be re-used in new precast concrete lid.

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.
- o Temporary Rights of Entry – Ongoing

Luken Insurance Agency Comments:

Presented by Jeff Luken –

Due to liability issues visitors/friends should not be allowed on our property at pump stations.

Minutes of the previous Meetings:

A motion was made by Johansen to approve the minutes of the meeting held December 20th and December 27th 2019 seconded by Kincade. Carnell, aye; Johansen, aye; Kincade, aye. Motion carried.

Approval of the Bills: A motion was made by Johansen, seconded by Kincade to approve the list of bills presented in the amount of \$15,892.15. 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 Johansen, seconded by Kincade to approve the Treasurer/Financial Report. Kincade, aye; Johansen, aye; Carnell, aye. Motion carried.

Superintendent/Maintenance Report –

N/A – Mike Allen not present

Attorney James Craney:

ROE on Olin terms are finished
Assessment was approved by the court
Recommending we come up with a methodology for assessment on parcels for role
IMRF appeal is in process

Communications:

N/A

Old Business:

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

New Business:

A motion made by Carnell to go into closed session at 9:06 a.m.

Return to open session/roll call: done in executive session at 9:57 a.m.

Commissioners/Employees Comments:

Adjournment: Motion made by Kincade, seconded by Johansen. Kincade, aye; Johansen, aye; Carnell, aye. Motion at 9:58 a.m.

Wood River Drainage & Levee District
Unpaid Bills Detail
As of December 27, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Affordable Lawn Care & Snow Removal					
Bill	12/27/2019	3859	01/10/2020		3,525.85
Total Affordable Lawn Care & Snow Removal					3,525.85
AMEREN ILLINOIS - Grassy					
Bill	12/20/2019	6035 ...	01/03/2020	7	62.08
Total AMEREN ILLINOIS - Grassy					62.08
CR Systems, Inc.					
Bill	12/16/2019	39448	01/15/2020	11	28.00
Total CR Systems, Inc.					28.00
Fastenal Company					
Bill	12/13/2019	ILALT...	12/27/2019	14	28.61
Total Fastenal Company					28.61
Sandberg Phoenix & Von Gontard P.C.					
Bill	12/17/2019	518411	12/31/2019	10	3,458.61
Total Sandberg Phoenix & Von Gontard P.C.					3,458.61
Waltco Tool's & Equipment					
Bill	12/19/2019	479194	01/18/2020	8	43.98
Total Waltco Tool's & Equipment					43.98
TOTAL					7,147.13

8:17 AM
12/31/19

Wood River Drainage & Levee District
Unpaid Bills Detail
As of December 31, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Affordable Lawn Care & Snow Removal					
Bill	12/30/2019	3864	01/13/2020	1	3,440.00
Total Affordable Lawn Care & Snow Removal					3,440.00
Allen, Michael A					
Bill	12/30/2019	Clothi...	01/13/2020	1	59.95
Total Allen, Michael A					59.95
Ameren Illinois - Rand					
Bill	12/26/2019	3111 ...	01/09/2020	5	4,168.50
Total Ameren Illinois - Rand					4,168.50
Brianne N England					
Bill	12/30/2019	Clothi...	01/13/2020	1	96.36
Total Brianne N England					96.36
Cintas					
Bill	12/30/2019	50156...	01/13/2020	1	847.74
Total Cintas					847.74
Michael Meyer					
Bill	12/29/2019	Clothi...	01/12/2020	2	84.99
Total Michael Meyer					84.99
MTS-Jerseyville					
Bill	12/19/2019	25421J	12/29/2019	12	25.49
Total MTS-Jerseyville					25.49
Waltco Tool's & Equipment					
Bill	12/27/2019	479628	01/26/2020	4	21.99
Total Waltco Tool's & Equipment					21.99
TOTAL					8,745.02

Rand

\$15,892.15

Wood River Drainage & Levee District
Balance Sheet
 As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash Drawer	21.42
101.2 · EA #1 Utilities-1st Mid Bank	136,889.25
102.1 · Maint. Main - 1st Mid Bank	23,036.37
102.2 · Maint. MMDA - 1st Mid Bank	729,819.03
102.5 · Rand MMDA-1st Mid Credit Union	100,085.17
102.6 · Rand Pump St Fund-1st Mid Bank	159,802.86
102.7 · Business Share-1st Mid Credit U	21.35
Total Checking/Savings	1,149,675.45
Other Current Assets	9,324.02
110 · Accrued Interest	
112 · Investments CD	
112.10 · Maint CD 1303	192,883.33
112.11 · Maint CD 1304 Special Assesment	241,554.83
112.12 · Maint CD 5316	236,647.50
112.13 · Maint CD 1306	190,551.76
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	2,643,121.04
Fixed Assets	
120 · Property & Equipment	1,830,323.37
126 · Land	216,131.00
Total Fixed Assets	2,046,454.37
TOTAL ASSETS	4,689,575.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
220 · Credit Cards	
220.03 · Casey's Business MasterCard	642.47
Total 220 · Credit Cards	642.47
Total Credit Cards	642.47
Other Current Liabilities	
230 · Payroll Liabilities	
230.03 · FICA	
230.031 · Company	5.47
230.032 · Employee	5.47
Total 230.03 · FICA	10.94
230.04 · Medicare	
230.041 · Company	1.29
230.042 · Employee	1.29
Total 230.04 · Medicare	2.58
230.05 · Federal Withholding	-3.00
230.07 · State Withholding IL	2.80

Wood River Drainage & Levee District
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
230.08 · IMRF	
230.081 · Company	259.30
230.082 · Employee	1,230.94
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Total 230.08 · IMRF	1,490.24
230.10 · State Unemployment IL	1,961.87
230.12 · Union Dues	173.98
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Total 230 · Payroll Liabilities	3,639.41
Total Other Current Liabilities	3,639.41
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Total Current Liabilities	4,281.88
Long Term Liabilities	
243 · Unreserved	2,814,582.94
244 · EA #1 Pump - Reserved	208,526.00
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Total Long Term Liabilities	3,023,108.94
Total Liabilities	3,027,390.82
Equity	
290 · Open Bal Equity	2,046,454.37
299 · Fund Balance	-70,095.60
Net Income	-314,174.18
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Total Equity	1,662,184.59
TOTAL LIABILITIES & EQUITY	4,689,575.41
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Wood River Drainage & Levee District
Revenue & Expense Budget vs. Actual
October 2019 through September 2020

01/02/20

Accrual Basis

	Oct '19 - Sep 20	Budget	\$ Over Budget
Income			
300 · Assessment	5,709.21	900,000.00	-894,290.79
301 · Interest Earned			
301.2 · Maint Interest Earned	3,859.30	16,500.00	-12,640.70
301.3 · Pump Interest Earned	35.62	300.00	-264.38
301.4 · Rand Interest Earned	1,085.13	4,000.00	-2,914.87
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	75,000.00	-74,927.85
310 · ConocoPhillips	58,805.91	235,000.00	-176,194.09
314 · Refunds	0.00	159,000.00	-159,000.00
315 · Lease	600.00	600.00	0.00
Total Income	70,167.32	1,390,400.00	-1,320,232.68
Gross Profit	70,167.32	1,390,400.00	-1,320,232.68
Expense			
400 · Pump Operations			
401 · EA#1 Wages	320.00	6,000.00	-5,680.00
402 · EA#1 Pump Utilities	9,173.90	16,000.00	-6,826.10
403 · EA#1 Building Maint.	0.00	0.00	0.00
404 · EA#1 Repairs	628.26	1,000.00	-371.74
405 · EA#1 Payroll Liabilities	0.00	0.00	0.00
411 · WR Wages	11,819.67	12,000.00	-180.33
412 · WR Pump Utilities	2,804.72	8,500.00	-5,695.28
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	26,048.33	109,000.00	-82,951.67
422 · Rand Utilities	13,533.07	60,000.00	-46,466.93
423 · Rand Building Maint.	4,260.49	5,000.00	-739.51
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	993.92	4,000.00	-3,006.08
434 · Hawthorne #1 Repairs	285.71	1,000.00	-714.29
435 · Hawthorne #1 Payroll Liabilities	0.00	0.00	0.00
441 · EA #2 Wages	6,964.00	7,000.00	-36.00
442 · EA#2 Utilities	1,557.45	4,000.00	-2,442.55
444 · EA#2 Repairs	6,675.13	1,000.00	5,675.13
445 · EA #2 Payroll Liabilities	0.00	0.00	0.00
Total 400 · Pump Operations	87,264.86	358,500.00	-271,235.14
490 · Lift Stations			
492 · Grassy Lake Utilities	530.61	15,000.00	-14,469.39
493 · Grassy Lake Repairs	546.25	1,000.00	-453.75
494 · Hawthorne #2 Utilities	124.66	1,000.00	-875.34
495 · Hawthorne #2 Repairs	0.00	250.00	-250.00
496 · Home Garden Utilities	157.51	800.00	-642.49
497 · Home Garden Repairs	0.00	250.00	-250.00
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	1,528.61	19,550.00	-18,021.39
500 · Maintenance Operations			
550 · Summer Wages	13,535.06	20,000.00	-6,464.94
551 · Maint Wages	44,347.93	213,000.00	-168,652.07
552 · Utilities	1,939.74	6,500.00	-4,560.26
553 · Building Maint. & Supplies	4,223.52	15,000.00	-10,776.48
554 · Fuel	2,121.90	9,500.00	-7,378.10
555 · Mowing Fuel	2,424.69	7,000.00	-4,575.31
556 · Tractor repair	4,508.11	10,000.00	-5,491.89
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	20,655.00	20,000.00	655.00
560 · Clothing Allowance	927.95	1,500.00	-572.05
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	7,068.00	50,000.00	-42,932.00

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

01/02/20

Accrual Basis

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 · Safety	940.92		
Total 500 · Maintenance Operations	104,399.44	435,000.00	-330,600.56
600 · Administration			
601 · Salary	19,482.35	77,000.00	-57,517.65
602 · Office Utilities	1,417.60	8,500.00	-7,082.40
603 · Office Supplies	2,375.54	10,000.00	-7,624.46
604 · Building Maintenance	285.72	5,000.00	-4,714.28
606 · Travel and Meals	877.96	3,500.00	-2,622.04
608 · Professional Fees	27,635.27	35,000.00	-7,364.73
609 · Engineering Fees	18,066.88	100,000.00	-81,933.12
610 · Misc & Petty Cash	0.00	0.00	0.00
612 · Clothing Allowance	435.57	2,500.00	-2,064.43
613 · FICA	0.00	0.00	0.00
614 · IMRF	0.00	2,500.00	-2,500.00
615 · Office Insurance Benefit	2,356.00	16,000.00	-13,644.00
616 · Employmnt & Other Medical	42.00	500.00	-458.00
617 · Unemployment	0.00	0.00	0.00
618 · Insurance & Bonds	1,064.95		
620 · Marketing - Publications	1,511.00	1,000.00	511.00
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	77,518.32	265,500.00	-187,981.68
700 · Capital Projects			
705 · Corp Routine Insp/Repairs	6,200.00	130,000.00	-123,800.00
715 · Flood Costs			
715.1 · Wages	0.00		
715.2 · Additional Expenses	76,741.93		
715.3 · Repairs	0.00	473,754.00	-473,754.00
Total 715 · Flood Costs	76,741.93	473,754.00	-397,012.07
Total 700 · Capital Projects	82,941.93	603,754.00	-520,812.07
800 · Payroll Expenses			
851 · Payroll Tax Adjustments	0.00	-12,000.00	12,000.00
852 · FICA	7,653.05	33,550.00	-25,896.95
853 · IMRF	511.18	0.00	511.18
854 · INS	-421.52	0.00	-421.52
855 · Medicare	1,789.81	7,800.00	-6,010.19
856 · SUILL	2,440.55	10,500.00	-8,059.45
800 · Payroll Expenses - Other	0.00		
Total 800 · Payroll Expenses	11,973.07	39,850.00	-27,876.93
Total Expense	365,626.23	1,722,154.00	-1,356,527.77
Net Income	-295,458.91	-331,754.00	36,295.09