

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



1. Meeting Information

Date: Friday June 19, 2020
 Time: 8:30 AM
 Location: 543 W. Madison Avenue, Wood River, IL 62095
 Teams Meeting Call in Number: +1 708-329-8926; Passcode: 167 252 923#

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
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
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.
RW #2/Ditch Work	56 RWs/reconnect Old WR Creek	Seek to drill pilot holes when field conditions are favorable. Awaiting final IDOT permit.
Pump Station Modifications	2 mods (WR and Hawthorne)	65% design Agency Technical Review (ATR) complete.
RW #3	44 RWs	Working towards 65% level of design. Approximately 12 pilot holes remain to be drilled.
Mitigation		FY21

Features	ROW NTP Issued	ROW Acquisition Deadline	FY20 Contract Award	Consequence

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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

- June 5th conference call between the Village, USACE, WR D&LD and Wood PLC kept open the lines of communication, although no solution yet identified. The Village has been sent the April 2019 Supplemental Environmental Assessment which documents the coordination with State and Federal agencies. Village’s concerns seem to center on 1) potential for RWs/PS to introduce river water into aquifer and over land, and 2) reliability of new PS. USACE to conduct further research and is awaiting additional information from the Village (i.e.; ordinance and/or other documentation such as setback delineation, Hazard Review or Needs Assessment)

3. Emergency Action Plan

- The EAP was derived from the Risk Assessment to provide a non-structural way to further buy down risk
- USACE continues to work with the D&LD on the EAP
- Note that the EAP is intended to be for D&LD use and to provide sufficient detail for use in emergency
- Portions of the EAP will be For Official Use Only (FOUO) and not releasable to the public

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.
- 6.3. Other – spreading out wood chips for final flood clean-up project by Kamadulski

7. Executive Director Report

- **Erosion Repair Project (2019-01)**
 - 17 JAN 2020 Contract Execution
 - 24 APR 2020 Submittals Complete
 - TBD Mobilization (Pending lower river levels)
Will be within the next few weeks.
- **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)**
 - WRDLD 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
 - Keller 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 22 June.
 - General
 - Consideration should be given to replacing Rand Avenue Pump Station in the very near future. A face to face meeting with P66 officials should occur once the state is back to normal
 - Operating/Monitoring stations with full time employees has drastically reduced labor costs

- **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
 - BCOES meeting for the first relief well project last week.
 - P.L. 84-99
 - N/A

- **LERRDS (Land Easements Relocations Rights of Way & Disposal Sites)**

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- 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

None

9. Attorney James Craney Comments

- 9.1. Working on last ROE for Wood River Pipeline
- 9.2. Still have not received update from David Human on assessment

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

A motion was made by Carnell to approve the minutes for 6/5/20 and the special meeting minutes for 6/9/20.

Carnell: aye; Johansen: aye. Motion carried

11. Approval of the Bills

A motion was made by Carnell to approve the list of bills presented in the amount of \$28,877.49; second by Johansen.

Carnell: aye; Johansen: 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 Johansen to approve the Treasurer/Financial Report; second by Carnell.

Carnell: aye; Johansen: aye. Motion carried.

13. Communications

- RFP for CD's

14. Old Business

- 14.1 Discussion and potential action regarding Internal Controls Policies and Procedures document for WRDLD

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

Carnell: aye; Johansen: aye. Motion carried.

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15. New Business

- 15.1. Discussion and potential action regarding opening of new Money Market Account for Maintenance Funds at 1st Mid America Credit Union at 0.45% APR.

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

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

After discussion with 1st Mid America Credit Union on 6/23/20 we are unable to open a second Money Market account.

- 15.2. Discussion and potential action regarding Certificate of Maturity Notice for Certificate on July 18, 2020 for Rand Cert 5315, Maint Cert 5317 & Maint Cert 5316

Rand Cert 5315 will be withdrawn and deposited into the Rand MMDA Money Market at 1st Mid America Credit Union. Maint Certs 5317 & 5316 to be deposited in MMDA account at First Mid Bank and Trust.

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 Carnell to adjourn.

Carnell: aye; Johansen: aye. Motion carried.

Adjournment at 9:49 a.m.

Wood River Drainage & Levee District
Unpaid Bills Detail
As of June 11, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Ace Tech Computer Services, Inc.					
Bill	06/01/2020	8480	06/15/2020	10	337.50
Total Ace Tech Computer Services, Inc.					337.50
Ameren-Hawthorne #2					
Bill	06/03/2020	JUNE ...	06/17/2020	8	44.24
Total Ameren-Hawthorne #2					44.24
Ameren Illinois - Hawthorne #1					
Bill	06/01/2020	3024 ...	06/15/2020	10	138.05
Total Ameren Illinois - Hawthorne #1					138.05
AT&T - Internet					
Bill	05/27/2020	12419...	06/26/2020	15	41.88
Total AT&T - Internet					41.88
Budget Signs					
Bill	06/10/2020	841268	07/10/2020	1	48.00
Total Budget Signs					48.00
Culligan Water					
Bill	05/31/2020	78753	06/30/2020	11	60.50
Total Culligan Water					60.50
M & M Service Company					
Bill	06/02/2020	B0012...	06/16/2020	9	192.24
Total M & M Service Company					192.24
Midwest Occupational Medicine, LTD					
Bill	06/01/2020	15441...	06/15/2020	10	91.00
Total Midwest Occupational Medicine, LTD					91.00
Part Stop, Inc.					
Credit	05/04/2020	487005			-92.96
Total Part Stop, Inc.					-92.96
Sandberg Phoenix & Von Gontard P.C.					
Bill	06/04/2020	546000	06/18/2020	7	245.91
Total Sandberg Phoenix & Von Gontard P.C.					245.91
Sievers Equipment Co.					
Bill	06/05/2020	CA65...	06/19/2020	6	205.38
Bill	06/08/2020	CA65...	06/22/2020	3	11.50
Total Sievers Equipment Co.					216.88
Wood River City of					
Bill	05/31/2020	6500 ...	06/14/2020	11	5.00
Bill	05/31/2020	9400 ...	06/14/2020	11	28.78
Bill	05/31/2020	9300 ...	06/14/2020	11	18.53
Total Wood River City of					52.31
TOTAL					1,375.55

**U.S. Army Corps of Engineers (USACE) Project Update
Wood River Levee System
June 19, 2020**

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Wood River Drainage & Levee District

Balance Sheet

As of June 15, 2020

06/18/20

Cash Basis

	<u>Jun 15, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash Drawer	15.74
101.2 · EA #1 Utilities-1st Mid Bank	113,346.27
102.1 · Maint. Main - 1st Mid Bank	20,170.93
102.2 · Maint. MMDA - 1st Mid Bank	341,803.90
102.5 · Rand MMDA-1st Mid Credit Union	100,428.13
102.6 · Rand Pump St Fund-1st Mid Bank	200,142.78
102.7 · Business Share-1st Mid Credit U	21.35
Total Checking/Savings	<u>775,929.10</u>
Other Current Assets	
110 · Accrued Interest	9,324.02
112 · Investments CD	
112.12 · Maint CD 5316	239,312.68
112.13 · Maint CD 1306	192,743.37
112.17 · Maint CD 5317	107,365.44
112.20 · Rand CD 1305	65,232.24
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	<u>1,498,701.54</u>
Total Other Current Assets	<u>1,508,025.56</u>
Total Current Assets	<u>2,283,954.66</u>
Fixed Assets	
120 · Property & Equipment	1,830,323.37
126 · Land	216,131.00
Total Fixed Assets	<u>2,046,454.37</u>
TOTAL ASSETS	<u><u>4,330,409.03</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
220 · Credit Cards	
220.03 · Casey's Business MasterCard	642.47
Total 220 · Credit Cards	<u>642.47</u>

Wood River Drainage & Levee District
Balance Sheet
As of June 15, 2020

	Jun 15, 20
Total Credit Cards	642.47
Other Current Liabilities	
230 · Payroll Liabilities	
230.08 · IMRF	
230.081 · Company	241.91
230.082 · Employee	1,060.22
Total 230.08 · IMRF	1,302.13
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	1,595.66
230.12 · Union Dues	129.40
Total 230 · Payroll Liabilities	3,074.25
Total Other Current Liabilities	3,074.25
Total Current Liabilities	3,716.72
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	3,026,825.66
Equity	
290 · Open Bal Equity	2,046,454.37
299 · Fund Balance	-70,060.02
Net Income	-672,810.98
Total Equity	1,303,583.37
TOTAL LIABILITIES & EQUITY	4,330,409.03

Wood River Drainage & Levee District
Profit & Loss Budget vs. Actual
 October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
Income			
300 · Assessment	27,996.89	940,000.00	-912,003.11
301 · Interest Earned			
301.2 · Maint Interest Earned	14,922.51	16,500.00	-1,577.49
301.3 · Pump Interest Earned	1,038.40	300.00	738.40
301.4 · Rand Interest Earned	4,540.89	4,000.00	540.89
301 · Interest Earned - Other	0.00	0.00	0.00
Total 301 · Interest Earned	20,501.80	20,800.00	-298.20
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	386,636.47	1,430,400.00	-1,043,763.53
Gross Profit	386,636.47	1,430,400.00	-1,043,763.53
Expense			
400 · Pump Operations			
401 · EA#1 Wages	726.00	6,000.00	-5,274.00
402 · EA#1 Pump Utilities	32,812.80	16,000.00	16,812.80
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	8,852.15	8,500.00	352.15
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	69,164.47	109,000.00	-39,835.53
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	1,830.70	15,000.00	-13,169.30
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

Wood River Drainage & Levee District
Profit & Loss Budget vs. Actual
 October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
445 · EA #2 Payroll Liabilities	0.00	0.00	0.00
Total 400 · Pump Operations	240,529.47	358,500.00	-117,970.53
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	20,759.90	20,000.00	759.90
551 · Maint Wages	146,539.73	213,000.00	-66,460.27
552 · Utilities	4,905.24	6,500.00	-1,594.76
553 · Building Maint. & Supplies	13,945.48	15,000.00	-1,054.52
554 · Fuel	5,257.46	9,500.00	-4,242.54
555 · Mowing Fuel	5,706.13	7,000.00	-1,293.87
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
569 · Insurance Benefit	35,952.03	50,000.00	-14,047.97
570 · Insurance & Bonds	684.59	48,000.00	-47,315.41
573 · Training	0.00	5,000.00	-5,000.00
576 · Saftey	1,947.19		
Total 500 · Maintenance Operations	291,846.69	435,000.00	-143,153.31
600 · Administration			
601 · Salary	51,978.74	77,000.00	-25,021.26
602 · Office Utilities	5,808.12	8,500.00	-2,691.88
603 · Office Supplies	21,877.31	10,000.00	11,877.31
604 · Building Maintenance	6,705.64	5,000.00	1,705.64
606 · Travel and Meals	2,507.61	3,500.00	-992.39
608 · Professional Fees	71,136.95	35,000.00	36,136.95
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

Wood River Drainage & Levee District
Profit & Loss Budget vs. Actual
 October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
614 · IMRF	0.01	2,500.00	-2,499.99
615 · Office Insurance Benefit	10,016.56	16,000.00	-5,983.44
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	217,653.04	265,500.00	-47,846.96
700 · Capital Projects			
701 · Addiional 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	2,088.64	-12,000.00	14,088.64
852 · FICA	20,479.42	33,550.00	-13,070.58
853 · IMRF	1,948.22	0.00	1,948.22
854 · INS	2,263.94	0.00	2,263.94
855 · Medicare	4,789.55	7,800.00	-3,010.45
856 · SUIIL	6,715.89	10,500.00	-3,784.11
800 · Payroll Expenses - Other	0.30		
Total 800 · Payroll Expenses	38,285.96	39,850.00	-1,564.04
Total Expense	1,109,391.98	1,722,154.01	-612,762.03
Net Income	-722,755.51	-291,754.01	-431,001.50